

BYE LAWS

Master of Philosophy (M.Phil.)
Doctor of Philosophy (Ph.D.)
(as amended upto 2017)

www.iisuniv.ac.in

Categorized 'A' by MHRD
Accredited by NAAC

**THE IIS
UNIVERSITY**

(deemed to be university u/s 3 of UGC Act 1956) **JAIPUR**





'Deep within man dwell those slumbering powers; powers that would astonish him, that he never dreamed of possessing, forces that would revolutionize his life if aroused and put into action.

VISION

- To be an International model institution for students' success beyond expectations.
- To promote and maintain academic excellence.
- To transform the dreams and aspirations of the youth to reality. To strive and seek to cater to the global needs.

MISSION

- To empower the student youth to realize that they determine the outcome of their own lives.
- To provide a conducive environment for the development of an individual's personality.
- To have an unflinching faith in the potential of the youth and to ignite young minds and develop the convictions in them discarding those that hold them back.
- To cherish the Indian value system with a laid emphasis on the Indian culture, traditions and heritage, imbibing the best of the west at the same time.
- To support a proper harnessing of latent talents and to encourage the students to take initiatives.
- To provide a learning environment in which the students and the faculty are driven by the spirit of enquiry in their quest for knowledge.
- To encourage students to appreciate the natural and artistic realms of life.
- To grasp and imbibe the complexity of moral issues.
- To recognize the significance of growth and technologies.
- To understand and appreciate human differences in culture, gender and race.
- To provide opportunities for the greatest possible achievement and attainment to each and every individual.

GOALS

- To develop a combination of knowledge and skills to promote modern outlook and a scientific temper.
- To generate social consciousness among the youth to meet the challenges of society and the world at large.
- To promote International understanding and world fellowship through global education and exchange of ideas, and knowledge.
- To provide quality education for self-reliance.
- To groom the young girls into dynamic, charismatic and WORLD-READY WOMEN.

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UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

No. F. 5-1/2015 (CPP-I/DU)

August, 2015

SPEED-POST

24 AUG 2015

✓ Registrar,
The I.I.S University,
ICG Campus,
Gurukul Marg, SFS, Mansarovar,
Jaipur-302 020, Rajasthan

Sub: - Status of The I.I.S. University.

Madam,

I am directed to refer your letter dated 12.08.2015 on the subject cited above and to inform you that the Government of India, Ministry of Human Resource Development, on the advice of UGC, declared The I.I.S. University, Gurukul Marg, SFS, Mansarovar, Jaipur-302020, Rajasthan as deemed to be university vide notification no. F. 9-6/2008-U.3 dated 2nd Febuary, 2009. The deemed to be university is empowered to run courses in regular mode in UGC approved subjects in UGC/MHRD approved campuses/units.

The details about UGC/MHRD approved campuses/units are available in the UGC website www.ugc.ac.in.

Yours faithfully,

(Paramjeet)
Under Secretary

S. No.	Chapter No.	Particular	Page No.
1.	Chapter I	Terminology	1
2.	Chapter II	Application for Admission	6
3.	Chapter III	Eligibility Requirements	8
4.	Chapter IV	Modes of Admission	11
5.	Chapter V	Classification of Research Candidates/Scholars	15
6.	Chapter VI	Research Board & Committee	16
7.	Chapter VII	Admission Rules & Procedures	18
8.	Chapter VIII	Time Period and Residency Requirements	24
9.	Chapter IX	Supervisors and Co-Supervisors	26
10.	Chapter X	Course Work	29
11.	Chapter XI	Research Proposal Seminar and Progress Reports	34
12.	Chapter XII	Leave and Attendance	37
13.	Chapter XIII	Submission of M.Phil. Dissertation / Ph.D. Thesis	38
14.	Chapter XIV	Thesis Examination & Viva-Voce	43
15.	Chapter XV	Fees Payable and Rates of Remuneration	52
16.	Chapter XVI	Unfair Means and Plagiarism	53
17.	Chapter XVII	Financial Assistance	54
18.	Chapter XVIII	Cancellation of Registration	55
19.	Chapter XIX	Temporary Withdrawal from the Programme	56
20.	Chapter XX	Saving Clauses and Remedial Provisions	57
21.	Schedule – 1	List of Disciplines in which M.Phil. / Ph.D. degrees are conferred by the university under various faculties	58
22.	Schedule – 2	List of Potential Non-degree Awarding Institutions which are/may be recognized by the University as the 'Research Centers' under MoU signed / to be signed by the University with such institutions	59
23.	Schedule – 3	Syllabus and scheme of Examination for Research Entrance Test (RET)	65
24.	Schedule – 4	Fee Structure for M.Phil. / Ph.D. programmes	67
25.	Schedule – 5	Rates of Remuneration for various works related to M.Phil. / Ph.D. degree	70
26.	Annexure – A	Application form for Admission in the M.Phil. / Ph.D. programme	71
27.		Scrutiny of Applications & Observations of the Registrar	76
28.		Noting to be done by the Controller of Examinations	77
29.		Recommendation of the DRAC for Admission to M.Phil. / Ph.D. programme	78
30.		Report of the Research Section & Recommendation of RAC for Course work allotment	79
31.	Annexure – B	Format for Information of Vacant seats for M.Phil. / Ph.D. programmes	80
32.	Annexure – C	The Details Of Qualifying Examinations and Allied Subjects/Degrees Permitted For Admission To An M.Phil. /Ph.D. Programmes in Various Faculties	81
33.	Annexure – D	Applications for Registration to an M.Phil. / Ph.D. degree	87
34.		Certificate of the Head of the Department / Research Centre	88
35.	Annexure – E	Application for Recognition as Research Supervisor	89
36.	Annexure – F	Annual / Half Yearly (Mid Term) progress report of an M.Phil. / Ph.D. scholar	92
37.	Annexure – G	Certificate for Completion of Requirements as per the IIS University M.Phil. / Ph.D. Bye-Laws and the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016	94
38.	Annexure – H1	Guidelines for preparing the Research Plan Proposal and its Title page	95
39.	Annexure – H2	Guidelines for the preparing Summary of an M.Phil. Dissertation / Ph.D. Thesis & its Title Page	99
40.	Annexure – H3	Format of an M.Phil. Dissertation / Ph.D. Thesis & its Title Page	103
41.	Annexure – I	Declaration by the Research Scholar	107
42.	Annexure – J	Supervisors' Certificate	108
43.	Annexure – K	Copyright Transfer Certificate	109
44.	Annexure – L1	Format of Examiner's Report (Ph.D. degree)	110
45.	Annexure – L2	Format of Examiner's Report on Revised thesis (Ph.D. degree)	111
46.	Annexure – L3	Format of Examiner's Report (M.Phil. degree)	112
47.	Annexure – L4	Format of Examiner's Report on Revised thesis (M.Phil. degree)	113
48.	Annexure – M1	Format of the Report of the Board of Examiners on Viva-Voce (Ph.D. degree)	114
49.	Annexure – M2	Format of the Report of the Board of Examiners on Second Viva-Voca (Ph.D. degree)	115
50.	Annexure – M3	Format of the Report of the Board of Examiners on Viva-Voce (M.Phil. degree)	116
51.	Annexure – M4	Format of the Report of the Board of Examiners on Second Viva-Voca (M.Phil. degree)	117

PREAMBLE

In exercise of the powers conferred by Rule 26 of the MOA and Rules of The IIS University Trust, Jaipur, Rajasthan read with **sub-clause I and II of Clause 4 (Powers and Functions)** of the Memorandum of Association of The IIS University Trust, the Board of Management of The IIS University for fulfillment of **Objective II of Clause 3 (objectives)** of the Memorandum of Association of The IIS University Trust hereby makes, on the recommendation of the Academic Council, the following Bye-laws based on the UGC (Minimum standards and Procedure for award of M.Phil./Ph.D. Degree), Regulations, 2009, and amended as per provisions of UGC (Minimum Standards and procedure for award M.Phil./Ph.D. Degree) Regulations, 2016, laying down the conditions for the award of the degrees of '**Master of Philosophy**' and '**Doctor of Philosophy**' of The IIS University, namely:-

THE IIS UNIVERSITY MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY (M.Phil. & Ph.D.) BYE-LAWS, 2010 [Amended as per provisions of UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016]

CHAPTER-I

I.1 Short title and Commencement: Terminology

- (1) These Bye-laws may be called "The IIS University Master of Philosophy & Doctor of Philosophy (M.Phil. & Ph.D.) Bye-laws, 2010".
- (2) They shall come into force with effect from the date of approval by the Board of Management.
- (3) They shall be amended, as per UGC Regulations and amendments thereto, in force from time to time.

I.2 Extent of application:

- (1) These Bye-laws shall apply to all the persons admitted to an M.Phil. / Ph.D. programme of The IIS University;
- (2) The degree of Master of Philosophy (herein after referred to as the M.Phil. Degree) of The IIS University shall be conferred on the scholars who fulfill the requirements for M.Phil. degree as specified in these Bye-laws;
- (3) The degree of Doctor of Philosophy (herein after referred to as the Ph.D. Degree) of The IIS University shall be conferred on the scholars who fulfill the requirements for Ph.D. degree as specified in these Bye-laws;
- (4) Recognition of persons as Supervisor or Co-Supervisor of the scholars registered for the award of an M.Phil. / Ph.D. degree of The IIS University shall also be governed by these Bye-laws.

I.3 Power to alter or amend:

The Board of Management may, on the recommendation of the Academic Council and subject to the procedure laid down in these Bye-laws and the Memorandum of Association and the Rules of The IIS University Trust, alter or amend or relax any of the provisions of these Bye-laws in such a manner as may appear to it to be just and equitable. The amended and updated Bye-laws shall be published from time to time.

I.4 Power to interpret:

The power to interpret these Bye-laws lies with the Vice Chancellor, whose interpretation shall be deemed as final.

NOTES:

1. The words used in these Bye-laws denoting masculine gender, shall also include the feminine gender except for the purposes of maternity leave or where specifically provided for otherwise.
2. The words used in these Bye-laws denoting singular shall imply plural wherever relevant or vice-versa.

I.5 Definitions:

Unless there is something repugnant in the subject or context or otherwise defined, the terms defined hereunder are used in these Bye-laws in the sense explained hereunder:

- a. **'Academic Council'** (herein after referred to as 'AC') means the Academic Council of The IIS University;
- b. **'Applicant'** means a person who has applied for admission to the M.Phil. / Ph.D. programme of The IIS University;
- c. **'Board of Management'** (herein after referred to as 'BOM') means the Board of Management of The IIS University;
- d. **'Board of Examiners'** means the Board of Examiners constituted as per provisions of these Bye-laws to conduct viva-voce examination of an M.Phil. / Ph.D. Scholar;
- e. **'Bye-laws'** means the Bye-laws of The IIS University;
- f. **'Candidate'** means an applicant admitted to an M.Phil. / Ph.D. programme of The IIS University, yet to be registered for the same;
- g. **'College'** means a constituent college of The IIS University or a college maintained by The IIS University Trust or ICFIA, admitted to the privileges of The IIS University;
- h. **'Competent-Authority'** means the authority or officer to whom powers by or under the Memorandum of Association and Rules of The IIS University Trust or The IIS University Master of Philosophy and Doctor of Philosophy (M.Phil. & Ph.D.) Bye-laws-2010 (as amended from time to time) are delegated. When any power is not delegated to any authority/officer, the 'Competent Authority' means the Board of Management;
- i. **'COE'** means Controller of Examinations of the University;
- j. **'Commission'** means University Grants Commission;
- k. **'Co-Supervisor'** means a member of the academic staff of the University or some other outside institution / organization including a scientist of a Research Institution or R&D Laboratory, other than the Supervisor, appointed by the Vice-Chancellor on the recommendation of the Research Advisory Committee (RAC) or the committee constituted for the purpose or in the emergent situations, on the basis of recommendation made by the Supervisor, Head of the Department and the Dean of the Faculty to supervise the research work of a research scholar;
- l. **'Credits'** mean the credits assigned to the papers in the course-work prescribed as part of an M.Phil. / Ph.D. programme or to the dissertation and viva-voce examination, prescribed as part of an M.Phil. programme. It is a measure of the quantity of the work done in a course. One credit represents one hour of classroom theory lecture or two hours of project work or practical laboratory work or field work or self study or seminar work, including preparation and presentation of the seminar, required to be put in per week over a semester;
- m. **'Date of Admission'** means the date on which an applicant deposits his/her fees in the University on his/her admission to an M.Phil. / Ph.D. programme;
- n. **'Date of Registration'** means the date on which a candidate deposits his/her fees in the University on his/her Research Proposal being approved by the RAC and the

- recommendations made by the RAC for his/her registration to an M.Phil. / Ph.D. programme, to be approved by the competent authority;
- o. **'Degree'** means M.Phil. or Ph.D. degree of the University;
 - p. **'DRAC'** means 'Departmental Research Admission Committee', constituted as per provisions of these Bye-laws for conducting personal interview and finalizing admissions to M.Phil. and Ph.D. programmes, and for assigning Research Supervisor/ Co-Supervisor to the candidates admitted to M.Phil./Ph.D. programmes.
 - q. **'Equivalent Degree'** means a degree equivalent to the degree of this University, which includes the degrees awarded by a University or Deemed to be a University or any other degree awarding institution, recognized as such by the UGC under section 2(f) or 3 of the UGC Act, 1956 and/or recognized by the Association of Indian Universities. In case of professional degrees, the degree awarding institution must have undisputed authority for the same or recognition of the concerned central regulatory body, viz., AICTE, MCI, PCI, NCTE, BCI etc. The equivalence of the degrees awarded by the foreign universities and other institutions shall be decided by the Equivalence Committee of the department of the University, in which the candidate intends to seek admission;
 - r. **'Holiday'** means a holiday declared by the University. However, the holidays for the purpose of Research Scholars do not include the summer vacation, winter break, semester break etc., declared as such by the University for students of other programmes;
 - s. **'HOD'** means Head of the Department or discipline of the University;
 - t. **'ICFIA'** means 'Indian Council for International Amity', a society registered under Rajasthan Societies Registration Act, 1958;
 - u. **'Institute'** means an Institute maintained by The IIS University trust or ICFIA and admitted to the privileges of The IIS University;
 - v. **'Leave'** means the leaves other than the holidays, permitted by these Bye-laws, which can be availed of by a Research Scholar;
 - w. **'Maximum Period for submission of thesis'** means the maximum period permitted by these Bye-laws after the date of admission for submission of the thesis;
 - x. **'Minimum Period for submission of thesis'** means the minimum period after the date of admission required by these Bye-laws for submission of the thesis;
 - y. **'Month'** means a calendar month. In calculating a period expressed in terms of months and days, the completed calendar months, irrespective of the number of days in each, will first be calculated and the broken period shall be calculated separately;
 - z. **'Pre-submission Seminar'** means the seminar to be given by a Research Scholar on completion of the research work, prior to the submission of the thesis, incorporating the research work and findings to be presented in the dissertation /thesis. The seminar will be open to all the faculty members and Research Scholars in the Department and will be evaluated by the 'Research Advisory Committee' of the scholar or a committee consisting of the internal members of RAC and the subject expert appointed for the purpose by the Vice-Chancellor.
 - aa. **'Provisional Certificate'** or **'Provisional degree'** means a certificate issued by the University to a Research Scholar after approval being accorded by the Board of Management (on the recommendation of the Academic Council) or by the Vice-Chancellor on its behalf for the award of an M.Phil. / Ph.D. degree on successful completion of an M.Phil. / Ph.D. research work, as the case may be, and recommendation made by the dissertation/ thesis examiners and the Board of examiners conducting viva voce examination, for the award of the degree, as per provisions of these Bye-laws;

- ab. '**RAC**' or 'Research Advisory Committee' means Research Advisory Committee of the research scholar, which shall provide necessary guidance to the scholar and monitor the progress of his/her research work as per provisions of these Bye-laws.
- ac. '**RET**' means '**Research Entrance Test**' conducted by the University as pre-requisite for admission to the research degree (M.Phil. and Ph.D.) programmes of the IIS University;
- ad. '**Research Board**' (herein after referred to as 'RB') means the Board constituted as per provisions of these Bye-laws to deal with the policy matters related to the award of research (M.Phil. and Ph.D.) degrees by the University and advise for quality enhancement of the research degree programmes at the University;
- ae. '**Registration Period**' means the period commencing with the date of registration and ending on the date of approval by the Board of Management (on the recommendation of the Academic Council) or the Vice Chancellor on its behalf for the award of an M.Phil. / Ph.D. degree, counting out any period of withdrawal or gap permitted by the University;
- af. '**Research Center**' means an outside Research Institution/R & D Laboratory/private industry or any other institution/organization having adequate research facilities, where a research scholar may be permitted by the University to carry out his/her research work under MOU / formal agreement with the University or consent accorded in writing by such institution, after completion of the course work and approval of the Research Proposal by the RAC and registration of the candidate to M.Phil. / Ph.D. degree accorded by the University;
- ag. '**Research Proposal Seminar**' means the seminar to be given by a candidate admitted to an M.Phil. / Ph.D. programme, after qualifying the course work prescribed by the University, or on being exempted from the coursework on the basis of having done the same as part of M.Phil. programme or on having qualified the coursework as part of Ph.D. programme at some other university. The seminar will focus on the proposed title / topic of the research, the background of the research problem, review of literature, methodology and work plan, tools and techniques to be used, hypothesis and expected outcome or importance of the research to be undertaken etc., as prepared in consultation with his/her supervisor(s). The RAC shall evaluate the seminar and on being satisfied with the same, shall recommend for registration of the candidate to the M.Phil. or Ph.D. degree, as the case may be;
- ah. '**Research Progress Seminar**' means the seminar to be given by a scholar in each semester, as per calendar given by the Department, giving a brief summary of the work done and presenting his / her new findings. One of the two seminars given in a year will be called 'annual progress seminar' and the other will be called 'mid term seminar'. The annual progress seminar will be evaluated by the 'Research Advisory Committee' or by a committee consisting of the internal members of the RAC and a subject expert appointed by the Vice-Chancellor, if the subject expert on RAC is not available. The progress report of such a seminar will be called 'Annual Progress Report'. The mid term seminar to be given by the scholar shall be evaluated by the internal members of the RAC and its report will be called 'Half Yearly or Mid term Progress Report';
- ai. '**Research Scholar**' or '**Scholar**' means a candidate registered for a research (M.Phil. or Ph.D.) degree, devoting adequate time for completing the requirements of the respective degree, as per provisions of these Bye-laws;
- aj. '**Sponsored Candidate**' means a regular employee of an organization or institution sponsored by such organization or institution for carrying out course work and full time research at the University for the award of M.Phil. or Ph.D. degree by the University;
- ak. '**Supervisor**' means a member of the academic staff of the University, appointed by the Vice-Chancellor on the recommendation of the Research Board or the Committee constituted for the purpose or in the emergent situations on the basis of recommendation

made by the Head of the Department and the Dean of the Faculty of the University to supervise the research work of a research scholar;

- al. **'The IIS University Trust'** means the trust created as such by ICFA for running The IIS University, registered with the Rajasthan Devasthan Department, Govt. of Rajasthan, Jaipur;
- am. **'University'** means 'The IIS University', Jaipur;
- an. **'UGC'** means 'University Grants Commission', established and incorporated by the Act of Parliament, namely 'University Grants Commission Act,1956; and
- ao. **'Vice-Chancellor'** means the Vice-Chancellor of The IIS University.

I.6 A list of disciplines in which M.Phil. / Ph.D. degrees are conferred under various Faculties of the University is given in Schedule-1. The list shall be updated every year, before the issue of notification for admission to M.Phil. / Ph.D. degree by inclusion of new subjects/disciplines/areas in which qualified Research Supervisors become available. Admission to M.Phil. / Ph.D. programme in a discipline may not be offered in a particular year, if vacant seats are not available with the Research Supervisors in that discipline in that particular year or if no admissions in the P.G. programme in the discipline take place consecutively for three years.

I.7 The notification for admission shall contain information about the broad areas of research in a discipline and vacant seats available in such areas. The information about the Research Supervisors in the discipline and their research areas will also be made available on the University Website for information of candidates.

I.8 The admissions to M.Phil. / Ph.D. programmes in a discipline shall be limited to the number of vacant seats available with the approved Research Supervisors in the discipline, at the point of time when admission are made, as per provisions of these Bye-laws.

CHAPTER-II APPLICATION FOR ADMISSION

- II.1. The admission to an M.Phil. / Ph. D. programme shall be made either through the Research Entrance Test (RET) or through Direct Admission, as described in Chapter IV of these Bye-laws. The application form shall be the same for both the types of candidates, as given in **Annexure-A**. The candidates who are eligible for direct admission, as per Clause IV.1 (b), shall indicate in the form that they are eligible for being exempted from RET.
- II.2. There shall be two semesters of six months duration each in a year, for an M.Phil. / Ph. D. programme, namely, Odd Semester: 1st August to 31st January; and Even Semester: 1st February to 31st July.
- II.3. Research Entrance Test (RET):
An applicant possessing the required qualifications with the requisite minimum percentage of marks/CCWA/CGPA or Grade, as prescribed by Clauses III.1 and **Annexure-C** of these Bye-laws, read together, shall be eligible to appear in the Research Entrance Test. An applicant may be admitted to an M.Phil. / Ph.D. programme, provided that-
- (a) his/her result of the qualifying examination is declared before the commencement of DRAC meeting/counseling for admission to the M.Phil./Ph.D. programme;
 - (b) Vacant seats in the programme applied for (M.Phil. or Ph.D.) are available in the Department / Discipline, in which he/she intends to seek admission;
 - (c) he/she qualifies Research Entrance Test (if not exempted from the same) and fulfills the eligibility criteria, as laid down in these Bye-laws. RET will be conducted every year in the beginning of odd semester.
 - (d) University may hold Research Entrance Test (RET) for admissions in Even Semester as well, depending on the availability of vacant seats and feasibility of conducting the course work.
- II.4. The application for admission to an M.Phil. / Ph.D. programme of the University through 'RET' or through 'Direct Admission' shall be made in the pro forma (**Annexure-A**), which can be obtained from the University on payment of the prescribed cost of application form. Alternatively, the application form may be downloaded from the University website.
- II.5. The applicants shall submit the duly filled in application forms along with the Demand Draft of the Application Registration fee and **RET Fee** (applicable to those appearing in RET) as prescribed by the University, to the Registrar on or before the last date announced by the University. Alternatively application for admission may be submitted 'online':
- Provided that 'online' applications or the downloaded copy of application form shall be treated valid only after the receipt of the amount of cost of application form, application registration fee and RET fee (if applicable) through a Demand Draft drawn in favour of the **Registrar, The IIS University**, payable at Jaipur or through Credit/Debit card or E-banking.
- II.6. Applicants employed in the university or in an outside organization, willing to join M.Phil. / Ph.D. programme as full time candidates by taking leaves for the purpose from their parent organization or as part time candidates taking leaves or employer's permission to take course work classes in regular mode, and carrying out research work on part time basis, while continuing with their regular duties, shall submit their applications through proper channel; advance copy of the application may, however, be submitted directly to the University along with the Demand Draft of the application form registration fee, RET fee (if applicable) and the cost of application form, if not already paid.

- II.7. The Heads of various departments / disciplines in the University shall provide information, every year in the 1st week of May & 1st week of November about the eligible Research Supervisors, their broad areas of Research and the vacant seats available with them both for M.Phil. and Ph.D. programmes as on 30th April and 31st October respectively, in the pro forma at **Annexure-B**, to the Registrar through the respective Deans of faculties. Detailed information about the areas of research of the Supervisors in the Department / Disciplines, their research publications, titles of degrees awarded under their supervision etc. shall also be prepared and the same will be put up on the University Website after being approved by the Dean of the Faculty.
- II.8. Based on the information available from different Departments / Disciplines, the Dean of the Faculties will decide on annual or semester basis a predetermined and manageable number of M.Phil. and / or Ph.D. scholars to be admitted, depending on the number of vacant seats available with the Research Supervisors in the Department / Discipline and other academic and physical facilities available, keeping in mind the norms regarding the scholar - teacher ratio, as prescribed by these Bye-laws, and availability of the laboratory, library and such other facilities;
- II.9. **Admission Notification** : Whereas the names of the disciplines in which admissions are offered by the university in a session / semester shall be clearly specified in the advertisement issued by the university in the Newspapers, the prospective number of seats available in M.Phil. and Ph.D. programmes in a department/discipline of the University for RET qualified and RET exempted applicants will also be mentioned in the notification issued by the University, while inviting applications for admission to M.Phil. and Ph.D. programmes.
The detailed notification, after being approved by the Vice-Chancellor, shall be put up on the University Website and University Notice Board, whereas a short version of the notification shall be published in at least two (2) national Newspapers, of which at least one (1) shall be in the regional language (i.e., Hindi), for wide publicity of the same in the last week of May for the odd semesters every year and in the last week of November for the even semester, if the University decides to open admission in the even semester in a particular year.
- II.10. **Quota of seats for RET Qualified and Direct Admission candidates** : In each programme (M.Phil. / Ph.D.), out of the total seats available in a discipline in the University, 50% seats shall be filled up by RET qualified applicants and the remaining 50% seats shall be filled up by RET exempted applicants (i.e., through direct admission). If total number of seats available happen to be an odd number, the RET qualified quota shall have one more seat as compared to the RET exempted quota. However, if eligible applicants in either quota are not available, the vacant seats may be filled up by available eligible applicants from the other quota in order of merit.

The number of applicants of either category to be called for Personal Interview and interface with the DRAC for admission to M.Phil. and Ph.D. programmes will depend upon the number of seats available in the department/ discipline of the University in that category for the respective programmes.
- II.11. The National level reservation policy, as applicable to the Institutions Deemed to be Universities, shall be observed.

CHAPTER-III ELIGIBILITY REQUIREMENTS

III.1 An applicant seeking admission to an M.Phil. or Ph. D. programme in a faculty, shall be required to have passed the qualifying examination in the concerned main/ allied discipline, securing minimum Cumulative Credit Weighted Average (CCWA) or Cumulative Grade Point Average (CGPA) or percentage of marks, as prescribed below:

(a) M.Phil. degree

- (i) A Master's degree or a professional degree declared equivalent to Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or equivalent CGPA/CCWA or an equivalent degree from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- (ii) A relaxation of 5% marks, from 55% to 50% or an equivalent relaxation in CGPA / CCWA or grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer) / Differently Abled and other categories of candidates as per the decision of the commission from time to time, or for those who had obtained their Master's degree prior to 19th September 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedure.
- (iii) A candidate admitted to the Ph.D. programme of this University or of any other University, observing UGC (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree), Regulations, 2009 / 2016, after successfully completing the course work prescribed for the Ph.D. degree, can apply for converting his/her Ph.D. Programme to M. Phil. programme for the sake of research of shorter duration, for reasons due to which he/she is not able to pursue research work of longer duration for Ph.D. degree. The Vice-Chancellor on the recommendation of the candidate's Research Supervisor(s), HOD and Dean of the faculty may permit him/her to be directly admitted to an M.Phil. programme in the same subject on the same topic of research which was taken by him/her for Ph.D. degree (but with reduced objectives) and under the same Supervisor, provided that a vacancy exists with the Supervisor in his/her M. Phil. quota, else a seat of his/her Ph.D. quota shall be treated as occupied by such a candidate. Such an applicant may be exempted from the requirement of mandatory course work by the DRAC on the recommendation of his/her Research Supervisor(s) and Head of the Department / Discipline. However, on changing the research topic or the Supervisor, such an applicant may be required to do course work of reduced load/credits, as may be decided by his/her RAC in the light of the status of the academic preparedness of the applicant to work on the new topic / area of research. However, he/she will be required to fulfill all other requirements as prescribed by these Bye-laws.

(b) Ph.D. degree

- (i) A Master's degree, satisfying the criteria stipulated under sub-clause a (i) and (ii) for M.Phil. degree, given above.
- (ii) Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale or equivalent CCWA/ CGPA (or an equivalent grade in a point scale, wherever grading system is followed) and have successfully completed the M.Phil. degree of this university shall be eligible to proceed to do research work leading to the Ph.D. degree at the university in an integrated programme. A relaxation

of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently - abled and other categories of candidates as per decision of the commission from time to time.

- (iii) A scholar of the university, whose M.Phil. dissertation has been evaluated and viva-voce is pending may be admitted to Ph.D. programme of the university.
- (iv) Candidates possessing a degree considered equivalent to M.Phil. degree of an Indian Institution, from a foreign Educational Institution, accredited by an assessment and Accreditation Agency, which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for a purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.
- (v) An M.Phil. scholar in a discipline, after successfully completing the course work, prescribed for the M.Phil. programme, in a discipline from this University or any other University, observing UGC (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree), Regulations, 2009 / 2016, if so desire, may be considered for admission to the Ph.D. programme in the same discipline and same topic as approved for his/her M.Phil. programme or an extended topic of his/her M.Phil. topic, provided that he/she qualifies his/her M.Phil. course work by obtaining CGPA of 7.5 or above on a 10 point scale or CCWA of 75 or above (or at least 75% marks), subject to availability of a vacancy and fulfillment of other conditions laid down by the University, provided that he/she fulfills the eligibility requirements for admission to the Ph.D. programme. Such an applicant, if admitted, may be exempted from the requirement of course work by the Vice-Chancellor on the recommendation of his/her RAC, to the extent he/she has taken the required courses in his/her M.Phil. programme. In the event of change of topic such an applicant may however, be required to do course work of reduced load/credits, to be decided by the RAC, as may be felt necessary in the light of the status of the academic preparedness of the candidate to work on the new topic / area of research. However, he/she will be required to fulfill all other requirements as prescribed by these Bye-laws.
- (vi) An applicant, already possessing a Ph.D. degree of this University or any other University shall be eligible to be admitted to the Ph.D. programme for an additional Ph.D. degree in a subject other than the subject in which he/she already possesses the Ph.D. degree or on a different topic in the same subject. The admission of such applicants will be at the discretion of the Vice-Chancellor, who, on the basis of specific recommendation and full justification given by the respective DRAC, after considering relevant eligibility criteria and other parameters, such as importance of the proposed research and relevance of the proposed topic, its relationship with the topic of his/her previous Ph.D. degree etc., will take a final decision. Such applicants will be required to clear RET and to do course work if doing Ph.D. degree in a different subject. However, if Ph.D. work is proposed to be done in the same subject in different area of research, he/she may be exempted from RET, but may be required to undergo coursework of reduced credits, as may be required for his/her academic preparedness to take up research work in the new area.

III.2 Normally a candidate is permitted to take up M.Phil. / Ph.D. research work in the subject of his/her Master's degree.

III.3 A candidate taking up interdisciplinary research such that his/her topic of research though falls under the broader area of his/her Master's degree subject but involves applications/ interpretation or use of techniques or part of research in the area of some different subject, will take RET in the subject of his/her Master's degree and will be admitted in M.Phil. / Ph.D. programme of the same subject, but he/she will be required to take at least one paper of advanced study in the different subject, whose knowledge is required for his/her research. He/She may also be provided a Co-Supervisor from the other subject. He/She will be provided degree in the subject of his/her Master's degree.

III.4 A candidate taking up research in a subject different than his/her Master's degree subject, as permitted by **Annexure-C** or a subject from different discipline/faculty, he/she will be required to qualify RET in the subject in which he/she wants to enroll for M.Phil. / Ph.D. degree. The DRAC if not satisfied with the background knowledge of the candidate in the other subject, he/she may be required to qualify another test based on short and long answer questions in that subject, the level of test being equivalent to that of Master's degree in that subject. This test will be conducted within one month of the DRAC meeting and thereafter if the DRAC is satisfied, he/she may be admitted to the M.Phil. / Ph.D. programme in that subject. The candidate will take both papers of advanced study in that subject to further strengthen his/her competence to take up research after qualifying course work. He/she will also be registered for M.Phil. / Ph.D. degree in that subject. In such a case the candidate will be awarded degree in the subject in which he/she is admitted.

Note: Details of qualifying examinations for an M.Phil. / Ph.D. degree in different disciplines along with the list of allied disciplines and degrees, as permitted by the University for Promotion of interdisciplinary research, is given in **Annexure-C**.

CHAPTER-IV MODES OF ADMISSION

- IV.1 Except for RET exempted candidates, admissions to M.Phil. / Ph.D. programmes shall be made through an entrance test called 'Research Entrance Test (RET)', conducted by the University.
- IV.2 **Conduct of RET** : The Controller of Examinations shall conduct RET in the beginning of the odd semester every year for admission to M.Phil. / Ph.D. programmes, the results of which shall remain valid for one academic year (i.e., for two semesters). If the University so decides, the RET may also be conducted in the beginning of even semester in a particular year, after issuing admission notification as per provisions of Clause II.3. The result of the RET shall ordinarily be declared within 7 days of the Test.
- IV.3 There will be a separate Research Entrance Test for each subject / discipline, as per the outline syllabus given in Schedule - 3. (The syllabus will be reviewed and updated from time to time with the help of experts in the relevant area). The test will be of two hours duration, and will carry 100 marks.

The Paper will be divided into two sections, Section 'A' and Section 'B'.

Section 'A'

- (i) **For disciplines (in the faculties of Science, Arts & Social Sciences, Commerce & Management), other than languages (English, Hindi, French and German) :**

Questions in Section 'A' will be of general nature to test the Research aptitude of the candidates and will consist of 50 multiple - choice questions, carrying 1 mark each.

- (ii) **For Language disciplines (English, Hindi, French and German) :**

This section will aim at evaluating the candidate's proficiency in the use of that language. The section will consist of two questions - Q. No. 1 and Q No. 2.

Q. No. 1 will require the candidate to write a brief essay, carrying 20 marks. In Q. No. 2 the candidate will be asked to attempt a piece of writing, which will involve building up an argument. Q. No. 2 will carry 30 marks.

Section 'B'

Section 'B' of the papers for all disciplines (including languages) will consist of 50 multiple - choice questions of specialized nature and will be discipline specific. The level of questions in this section shall be of post - graduate level in the concerned subject. The syllabus for Section 'B' shall be the same as the syllabus of UGC/CSIR NET-JRF Examination (Section B) wherever prescribed. In the disciplines where UGC/CSIR NET-JRF syllabi are not available, the syllabi will be designed by the concerned Department / Discipline of the university and will be applicable to RET after being approved by the Board of Studies in the discipline and the Academic Council.

NOTE:

1. There shall be no negative marking in RET. Each correct answer shall be awarded one mark, whereas wrong answers or un-attempted questions shall be awarded zero marks.
2. For qualifying RET, an applicant shall have to secure a minimum of 50% of the total marks.
3. The RET will be either an online test or will be conducted on the computers at the university through an automated software and random selection of questions, out of a question bank of multiple choice objective questions, maintained by the university. No scrutiny / revaluation of the result of the RET shall be allowed.

4. The question banks maintained by the University shall be reviewed after every three years, when at least 20% new questions will be added to the bank and some less relevant questions shall be removed.
5. Total of marks obtained in Section-A and Section-B (taken together) in the RET shall be taken into consideration for the purpose of qualifying in RET and the merit list.

IV.4 The university may decide separate terms and conditions of Ph.D. Entrance Test for those candidates, who qualify UGC-NET (including JRF) / UGC-CSIR NET (including JRF) / SLET / SET / GATE / teacher fellowship holders and those holding M.Phil. degree. Similar approach shall be adopted in respect of Entrance Test for M.Phil. programme.

Such candidates, as specified above, may be exempted by the university from appearing in 'RET'. In their case, merit may be worked out on the basis of their performance in Personal Interview (PI) and Academic Record.

IV.5 Admissions shall be based on the criteria notified by the University through its M.Phil. / Ph.D. Bye-laws, framed keeping in view the guidelines / norms in this regards, issued by the UGC and other statutory bodies concerned and taking into account the reservation policy of the Central Government from time to time.

IV.6 The admissions of different categories of candidates to M.Phil. / Ph.D. programmes shall be considered through one of the following modes :

(a) Admission through RET

In addition to the full time/part time candidates eligible for admission to M.Phil. Ph.D. programme through RET (clause III.1), following categories of candidates will also be considered for admission through RET :

- (i) An employee of any other University/Institution/ College/Government Department/ Public Sector undertaking/ R & D Organization/Private Industry (with at least 3 years of experience), who is sponsored as a full-time candidate by the said organization, and relieved on study leave for a period of not less than three years for pursuing Ph.D. programme or not less than one year for pursuing M.Phil. programme in a Department of the University, may be considered for admission as a full time candidate, subject to clearance of RET and availability of a vacant seat.
- (ii) A self-financing foreign national applying for admission to M.Phil. / Ph.D. programme of The IIS University may be considered for admission as full time candidate subject to clearance of RET conducted online by the university and availability of a vacant seat, provided that clearance is provided by the Indian Mission abroad along with grant of a research visa.

(As per the guidelines available on the Website of the Department of Higher Education, Ministry of Human Resource Development, Government of India, on grant of research visa, the foreigners who desire to undertake research in India, should apply to the concerned Indian Mission abroad with a brief synopsis of the research project to be undertaken in India, the details of places to be visited, previous visits, whether the scholar has secured admission to M.Phil. / Ph.D. programme in a recognized or reputed institution in India and evidence of financial resources. Any changes made by the Government of India in this regard from time to time shall be ipso-facto applicable).

Note:

1. The equivalence of the degree possessed by the foreign applicants, shall be settled by the equivalence committee of the concerned Department / Discipline of the University before their admission. They shall be admitted to an M.Phil. / Ph. D. programme only if the degree possessed by them entitles them for enrolment as M.Phil. / Ph. D. scholars in the universities of their own countries, provided that the

- same are not lower than the criteria prescribed by these Bye-laws, else the criteria of this University shall apply.
2. The supernumerary quota for self-financing foreign nationals in an academic session / semester shall be restricted to a maximum of 15% of the total available seats in a department/ discipline.
 3. In any case if the laws so demand, when a foreign national is given admission to a M.Phil. / Ph.D. programme by the University, the required information will be submitted to the concerned central/state authorities
- (iii) An applicant occupying senior management position in a government department / public sector undertaking / R&D organization / private industry (of repute), or any other institution / organization, may be considered for admission to an M.Phil. / Ph.D. programme, as a part time candidate, subject to clearance of RET and availability of a vacant seat, provided that:
- (a) he/she has at least 03 years of professional experience and is sponsored as a part time scholar by the said organization, along with sanction of leave/permission for taking up coursework at the university in regular mode;
 - (b) the concerned DRAC is convinced that the applicant can effectively pursue the proposed research work leading to M.Phil. / Ph.D. degree, along with his/her normal duties, fulfilling requirements as prescribed under these Bye-laws;
- (iv) An applicant, working in an externally funded research project in the University or a scientific organization, a R&D Lab or the Defence Lab as research personnel, may be allowed admission to an M.Phil. / Ph.D. programme in the University as the part time scholar, subject to clearance of RET conducted by the university or fulfillment of criteria laid down in clause IV.6 (b) (i) or (ii).
- Provided that his / her application is forwarded by the supervisor and the controlling Head with the permission to grant him / her leave for the period of course work and when needed for carrying out the proposed research. Provided further that in such cases, the consent of the Principal Investigator (herein after called 'PI') and the Supervisor (in case PI is not the Supervisor) is also available to the effect that the research work of the Project and that of an M.Phil. or Ph.D. programme to which the candidate seeks admission are overlapping and/or working in both simultaneously will not hamper the interests of either.
- (v) A candidate having qualified M.Phil. coursework from any other university / institution, approved by the UGC or AIU or a regulatory council established by the central Government, or from a foreign university, accredited by the regulatory bodies of that country, may be considered for admission to M.Phil. / Ph.D. degree subject to clearance of RET and availability of a vacant seat in the discipline in which he / she intends to seek admission. He / she may also be considered to be exempted from the requirement of 'coursework', depending on its equivalence with the coursework offered by this university. If the coursework is not found equivalent, he / she may be required to take such papers as are found to be deficient by the equivalence committee.
- (vi) A person in employment in an educational Institution or any other organization, who is willing to pursue research at The IIS University on part time basis may be permitted for admission to an M.Phil. or Ph.D. programme through RET, provided that DRAC is satisfied that the candidate can devote the minimum required period in the University for pursuing his/her research work for the respective degree, provided that he / she submits an assurance letter from his / her employer to the effect that on being admitted, leave for the period of coursework will be granted or an undertaking by the candidate for taking leave for the required period for taking up coursework at the university.

(b) Direct Admission:

An applicant who fulfills one of the following requirements, may be considered for direct admission to an M.Phil. / Ph. D. programme, without appearing in the RET:

- (i) An applicant who is qualified in a national level test, such as National Eligibility Test (NET-JRF), NET-LS (without fellowship), Graduate Aptitude Test (GATE) for candidates with Engineering/Science/Technology degrees, State Level Eligibility Test (SLET) or State Eligibility Test (SET), accredited by UGC/Central or State Government.
- (ii) An applicant who is a recipient of the National Research Fellowship or any other fellowship for M.Phil. / Ph.D. programme from a government/ semi-government organization (through All-India selection procedure conducted by an agency/ organization for award of research fellowships), such as Council of Scientific and Industrial Research (CSIR), University Grants Commission (UGC), All India Council for Technical Education (AICTE), Department of Science and Technology (DST), Defence Research and Development Organization (DRDO), Department of Atomic Energy (DAE), Department of Biotechnology (DBT), Indian Council of Agricultural Research (ICAR), Indian Council of Medical Research (ICMR), and similar other National Level Organizations.
- (iii) An applicant who is selected under Quality Improvement Program (QIP) of AICTE, Faculty Improvement Programme of a State or Central Government or Teacher Fellowship sanctioned by the UGC.
- (iv) A foreign national who is a recipient of the fellowship of Indian Council for Cultural Relations (ICCR) or cultural exchange fellowship of the Government of India or a recipient of a research fellowship sponsored by the Government of his/her own country for pursuing M.Phil. / Ph.D. programme, duly selected through open advertisement and screening / selection process.
- (v) A permanent teacher in the University, holding a substantive post with three years of continuous service may be exempted from the requirement of RET; provided that a teacher with less than three years of experience or a part time teacher or a guest faculty teacher shall be eligible for admission to an M.Phil. / Ph.D. programme as a part time research scholar, provided he/she fulfills the criteria as laid down at Clauses IV.6 (b)(i) or (ii) or he/she gets short listed in the RET conducted by the University;
- (vi) A candidate with M.Phil. degree of this University or any other University, obtained as per procedure of the UGC (Minimum standards and Procedure for award of M.Phil. / Ph.D. degree) Regulations, 2009 or 2016, will also be exempted from the requirement of RET. He / she may also be exempted from the requirement of coursework on the basis of the coursework done by him / her as a part of their M.Phil. programme.

CHAPTER-V

CLASSIFICATION OF THE RESEARCH CANDIDATES/SCHOLARS

V.1 A candidate admitted to an M.Phil. / Ph.D. degree programme in the University shall be classified under any one of the following categories

(a) **Full-time Candidate**

A candidate admitted to an M.Phil. / Ph.D. degree programme through RET or through Direct Admission, on being exempted from RET, devoting full time to research shall be categorized as 'Full Time Candidate'. The candidates admitted under clause IV.6 (a) (i), IV.6 (a) (ii) and IV.6 (b) (i) to IV.6 (b) (iv) and such other candidates who are granted Research fellowship by any source of funding, including university fellowships, shall be treated as full time candidates. Teachers selected under QIP of AICTE or Teacher Fellowship scheme of UGC for doing M.Phil. / Ph.D. programme will also devote their full time for research and will be treated as Full Time Candidates.

(b) **Part-time Candidate**

A candidate who is officially engaged in a job or has taken up a part time work, admitted to an M.Phil. / Ph.D. degree programme shall be categorized as a part time candidate even if he / she takes the one semester coursework by taking leave from his / her work. The candidates admitted under eligibility criteria mentioned in Clauses IV.6 (a) (iii), IV.6 (a) (iv), IV.6 (a) (vi) and IV.6 (b) (v), for example, shall be referred to as a 'part time candidates'.

Note A candidate admitted as per provisions of any other clause, shall be categorized as full time or part time candidate, depending upon, whether he / she devotes full time or part time to the research on being admitted to a M.Phil. / Ph.D. programme.

CHAPTER-VI RESEARCH BOARD & COMMITTEES

VI.1 Subject to the general superintendence of the Academic Council, the following bodies/ committees shall be constituted to deal with all matters related to an M.Phil. and Ph.D. programmes of the University in accordance with these Bye-laws:

- (a) The Research Board (RB);
- (b) The Research Advisory Committee (RAC for each candidate); and
- (c) The Departmental Research Admission Committee (DRAC for each Department).

VI.2. The **Research Board (RB)** shall consist of the following:

- | | | |
|-------|--|------------------|
| i) | Vice-Chancellor | Chairperson |
| ii) | Advisor | Member |
| iii) | Principals of Constituent Colleges (if any) | Member(s) |
| iv) | Deans of the faculties | Member(s) |
| v) | Dean (Academics) | Member |
| vi) | Dean & Director, CRIT | Member |
| vii) | Two HODs (holding Ph.D. degree) from each faculty to be nominated by the Vice Chancellor for a period of two years (by seniority and rotation) | Member(s) |
| viii) | External Experts (one from each faculty, offering M.Phil. / Ph.D. programme) (Nominated by the Vice-Chancellor for a period of two years) | Members |
| ix) | Rector & Registrar | Member-Secretary |

A total of seven members with at least one External Expert shall constitute the quorum. As the Member - Secretary, the Registrar shall convene all the meetings of the RB.

VI.3 There shall be a **Research Advisory Committee (RAC)** for each candidate. The Constitution of RAC shall be as follows :

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|------|--|----------|
| i) | Supervisor | Convener |
| ii) | Co-Supervisor (if any) | Member |
| iii) | One subject expert, to be nominated by the Vice Chancellor | Member |
| iv) | One senior faculty member from the same discipline or any other discipline, to be nominated by the Vice Chancellor | Member |
| v) | Head of the Department | Member |

The Research Advisory Committee (RAC) will be constituted soon after admission of a candidate to M.Phil./Ph.D. programme is finalized and candidate has deposited the prescribed fee. The tenure of RAC shall be till the candidate submits the thesis or till such time as he/she continues to do coursework and research or till cancellation of his/her admission/registration, for any reason, whatsoever. When the subject expert is not available, some other person as 'Subject Expert' shall be nominated by the Vice Chancellor in his/her place.

VI.4 **Functions of RAC**

The RAC of a candidate will have following functions:

- (i) To identify the course(s) that he / she may have to take as components of the coursework, provided that if formation of RAC is delayed for any reason, whatsoever, the supervisor(s) and the Head of the Department will decide the coursework of the candidate;
- (ii) To review the research proposal and finalize the research plan, topic of research of the candidate, on the basis of Research Proposal Seminar given by the candidate, with such changes and modifications, as it may deem fit;

- (iii) To guide the research scholar to develop the study design and methodology of research; and
 - (iv) To periodically review the progress of the research work of the research scholar (annual progress by full RAC including subject expert and mid-term progress by only internal members of RAC) through Research Progress seminars to be given by the Research Scholar.
- VI.5 The RAC shall have power to co-opt such other members of the teaching staff from the Department or from any other Department or external experts, as the case may be, who may be helpful to them in their deliberations and providing necessary guidance to the scholar and / or reviewing the research progress of the scholar, with prior approval of the Vice-Chancellor.
- VI.6 The RAC shall not make any recommendation that is not in conformity with these Bye-laws and such other directives as may be issued by the University administration or Research Board, or the Academic Council or the Board of Management or the UGC from time to time.
- VI.7 Each Department offering M.Phil./Ph.D. programme shall have a '**Departmental Research Admission Committee' (DRAC)**. The constitution of DRAC shall be as follows :
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|------|---|--------------------|
| i) | Dean of the Faculty | Chairperson |
| ii) | One Professor / Associate Professor
(holding Ph.D. degree) from the Faculty, nominated by the Vice-Chancellor | Member |
| iii) | One Professor/Associate Professor/Sr. Asstt. Professor
(holding Ph.D. degree) from the Department/ Discipline
(other than Head) by seniority and rotation | Member |
| iv) | Head of the Department / Discipline (HOD), Offering M.Phil. / Ph.D. programme | Member - Secretary |
- Provided that in case HOD does not hold a Ph.D. degree, some other senior faculty member from the Department / Discipline will be nominated as the Member - Secretary of DRAC by the Vice Chancellor.
- VI.8 **Functions of DRAC**
- (i) To perform the complete procedure for admissions to M.Phil./Ph.D. programmes conducted by the Department including
 - (a) Checking of eligibility
 - (b) Conduct of personal Interview (PI)
 - (c) Preparation of merit list (as per provisions of these Bye-laws)
 - (d) Preparation of final lists for issue of admission offer
 - (ii) Assignment of Supervisor/Co-Supervisor to candidates as per provisions of these Bye-laws.
- VI.9 The teachers of the University not possessing Ph.D. degree and those who are enrolled as Ph.D. scholars in the university or in any other institution/university shall not be eligible to become member of any of the above mentioned bodies/committees.

CHAPTER-VII

ADMISSION RULES & PROCEDURES

- VII. 1 The admission to an M.Phil. / Ph.D. programme shall be based on the merit of the applicants, which shall be determined separately for the M.Phil. and Ph.D. programmes for the applicants seeking admission through RET and for those eligible for direct admission.
- VII.2 Candidates qualifying RET, will be required to appear in Personal Interview (PI) conducted by DRAC, wherein Research Aptitude of the candidate along with his/her preparedness to take up research in a particular area of knowledge in which Research Supervisors are available, will be assessed. The personal interview of an applicant will be conducted by the DRAC of that subject/discipline, in which he/she intends to pursue research. While finalizing admission of such applicants, the Research Admission Committee will ensure that such applicants have adequate background as needed for pursuing research in the proposed area of research. In case a candidate proposes to take up research in a subject other than his/her Master's degree, procedure of clause III.4 will be followed. The admission of such a candidate will however be provisional, subject to acquiring of the required minimum level of knowledge of the new field, through course work, to the satisfaction of the RAC.

The relative merit of candidates will be decided on the basis of performance in RET, Personal Interview and Academic Record.

VII.3 **Academic Record**

Academic performance of the candidate at the level of graduation and post graduation will also be taken in to consideration, along with his / her performance in RET and PI, for deciding relative merit of the candidates for the purpose of admission. The relative weightage of different components shall be as specified below. Each applicant shall be awarded marks for his/her academic record (M) which shall be calculated as follows:

- (i) $M = (0.60 X_1 + 0.40 X_2)$, where
M = Marks for the Academic Record, which shall be an integer. Any fraction in M shall be rounded off to the nearest integer.
 X_1 = Percentage of marks obtained at the post graduate examination; and
 X_2 = Percentage of marks obtained at the under graduate (Honours/Pass course) examination.

VII.4 **Personal Interview**

- (a) Soon after the declaration of RET results, the COE will send Department / Discipline-wise alphabetical list of the applicants qualifying the RET along with their RET scores, to the concerned Dean of the faculty. An alphabetical list of RET exempted applicants will also be sent by the Registrar's Office to the concerned Dean of the faculty. The application forms of both the categories of applicants will also be made available to the respective Dean of Faculty.
- (b) The Departmental Research Admission Committee (DRAC), shall prepare lists of RET qualified and RET exempted applicants. The marks for Academic Record of each applicant shall be worked out as per criteria given in Clause VII.3. The information of seats available, as provided by the Department / Discipline, in the pro forma at Annexure-B, and the number of seats on which admissions are to be made, as approved by the Dean of the faculty and posted on the website while issuing admission notification, shall be taken in to consideration and the quota of seats for RET qualified and RET exempted applicants shall be worked out both for M.Phil. and Ph.D. programmes, as per provisions of Clause II.10. After scrutinizing the application forms thoroughly, eligible short-listed applicants (up to 5 times the available vacant seats) shall be invited in order of merit to appear for the personal interview, which shall be conducted before the commencement of the semester.
- (c) The personal interview of the applicants in a Department / Discipline shall be conducted by the Departmental Research Admission Committee (DRAC) of that subject (discipline).

- (d) The personal interview shall carry 100 marks for candidates qualifying RET. However, for candidates exempted from RET, PI will be of 200 Marks.
- (e) The DRAC will invite candidates in order of merit and will enquire from each candidate and take in writing the areas of research interest, in order of his / her preferences. If some supervisor in any of the areas of interest of the applicant is available in the department/ discipline the name of the candidate will be included in the merit list. However, if no supervisor in the field of interest of the applicant is available, he/she will be given a choice to opt for some other area of research in which a supervisor is available. If the applicant does not agree to opt for a new area of research, as suggested by the DRAC, a written refusal shall be taken from him/her and consequently his/her name shall not be included in the merit list.

VII.5 The marks obtained by the applicants in the personal interview shall be used along with the marks obtained by them in the "Academic Record" and the "RET Examination" for final computation of the Merit List as per provisions of Clause VII.1. The relative weightage of different components shall be as given below:

(a)	For RET qualified candidates	
i)	RET	100 marks
ii)	Academic Record	100 marks
iii)	Personal Interview	100 marks
	Total	300 marks
(b)	For RET exempted candidates	
i)	Academic Record	100 marks
ii)	Personal Interview	200 marks
	Total	300 Marks

Note: Separate merit lists shall be prepared for the RET qualified and RET exempted applicants for both M.Phil. and Ph.D. programmes in the subject.

VII.6 The final merit lists prepared by the DRAC for the RET qualified and RET exempted applicants for M.Phil. and Ph.D. programmes conducted by the Department / Discipline shall be declared for information of students and admissions to such candidates will be offered by the Registrar in order of merit. While admitting the applicants on the seats through direct admissions, the applicants holding M.Phil. degree as per UGC (Minimum Standards and Procedure for award of M.Phil./Ph.D. degrees), Regulations, 2009 or 2016, shall be considered first. Thereafter other eligible applicants of that category will be considered in order of merit, computed as per the criterion of Clause VII. 5 (b). The RET qualified candidates will be admitted in order of merit, computed as per criterion of clause VII.5 (a).

VII.7 The Registrar will notify the lists of candidates admitted to M.Phil. and Ph.D. programmes and will issue the letter of admission to the applicants recommended by the DRAC.

VII.8 The DRAC will also ask the admitted candidates choice of supervisors, if more than one supervisor is available in the Discipline, and keeping in view such information provided by the candidate and his / her area of interest, will assign a supervisor to each candidate after ensuring that the area of research interest of the candidate match with the Broad Area of Research of the Supervisor. The consent of the Supervisor will also be taken before assigning a candidate to him / her.

VII.9 Only a full time regular teacher of the university can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the university or from other related institutions or research labs (from outside the university), with the approval of Vice - Chancellor.

VII.10 Allocation of Research Supervisor:

(A) The allocation of Research Supervisor for every selected research scholar (M.Phil. or Ph.D. programme) shall be decided by the DRAC concerned, depending on the vacant seats available, based on the maximum number of scholars permitted per Research Supervisor, the available specializations among the supervisors and research interests of the scholars, as indicated by them at the time of personal interview. The DRAC may, if necessary, also assign a Co-Supervisor.

(B) Appointment of a New Supervisor

i) If the supervisor of a Research Scholar proceeds on leave for a period of more than 12 months, or he/she proceeds on leave for a period of less than 12 months, but later extends his/her leave beyond 12 months, then, he/she shall cease to be the supervisor.

However, if the Research Scholar submits the summary of the thesis or the thesis itself, before the supervisor proceeds on leave, then the existing supervisor shall continue to be the supervisor of such a candidate.

ii) A supervisor shall cease to be a supervisor if

- a) he/she is terminated from the University service;
- b) he/she expires.

iii) If the supervisor of a Research Scholar is under suspension, he/she shall cease to be the supervisor during the entire period of his/her suspension.

iv) A teacher, except for the one governed by the Clauses IX.1 (b) and (c) who retires/resigns from the University service, shall cease to be the supervisor.

v) In the cases, where the existing supervisor of a Research Scholar ceases to be the supervisor for any reason what so ever, the Vice-Chancellor shall, on the recommendation of the HOD and the Dean of the Faculty, appoint the Co-Supervisor, if any, as the Supervisor of the scholar, provided the Co-Supervisor is from the same discipline. If there is no Co-Supervisor of the scholar or if the Co-Supervisor is from a different discipline, then a new Supervisor shall be appointed. If need be, in such cases the quota defined by the Clause IX.2 (b), may be exceeded with the permission of the Vice-Chancellor so as to provide a new Supervisor to a Research Scholar from the same field in which he/she is registered.

Except for the above mentioned circumstances, a research scholar shall not be permitted to change his/her Research Supervisor. If, however, an occasion arises due to some unforeseen circumstances, the Vice-Chancellor may, on the recommendation of the HOD and the Dean of the Faculty, permit a change of Supervisor with such conditions as he/she may deem fit, such as the change of the research topic and/or additional course work as may be required in view of the new research topic or without imposing any condition, on the advice of his/her new supervisor and Dean of the Faculty.

VII.11 Appointment of Co-Supervisor:

(A) In case of topics, which are of inter-disciplinary nature, where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the DRAC may appoint a Research Supervisor from the Department itself, who shall known as the 'Research Supervisor', and a Co-Supervisor from outside the Department / Faculty / University on such terms and conditions as may be specified and agreed upon by the consenting Co-Supervisor and / or his / her institution.

(B) A Co-Supervisor from the same Department/different Department/ Faculty may be permitted to a candidate in special cases in all the faculties provided:

- (a) The need for a Co-Supervisor is well defined by the supervisor of the candidate;
- (b) The person to be appointed as Co-Supervisor has consented for the same;
- (c) The candidate will be counted as one full candidate in the quota of the supervisor;
- (d) All the requirements for recognition as a supervisor shall also apply to the Co-Supervisor;
- (e) The candidate will not be counted in the quota of Co-Supervisor.

A Co-Supervisor shall be appointed by the Vice-Chancellor on the recommendation of the supervisor, the Head of the Department and Dean of Faculty.

- VII.12(A) The research scholars, pursuing their research work at an outside Research Centre, shall normally have supervisor from the University and Co-Supervisor from the Research Centre (External), where the scholar will be carrying out the research work. Such a scholar will submit along with his/her application for admission, the following documents for a co-supervision to be permitted by University :
- (i) a certificate from the proposed Co-Supervisor to the effect that he/she is prepared to supervise the research work of the scholar and that necessary research facilities for the proposed research work are available at his/her institution;
 - (ii) Complete bio-data of the proposed Co-Supervisor;
 - (iii) Application in the pro forma at **Annexure-E** for being recognized as a Co-Supervisor by the University, if not already recognized;
 - (iv) The consent of the Head of the institution (Research Center) for providing necessary facilities to the scholar for carrying out his/her research work there.

The Supervisor and Co-Supervisor shall consult each other in all matters pertaining to the progress of the research work of the Scholar.

- (B) In case a research scholar working at the University is permitted to do a part of his/her research work at a place outside the University for a period of six months or more, the person looking after the research work of the scholar at the outside institution/ organization may be appointed as the Co-Supervisor by the University, provided that a request for being recognized as 'Co-Supervisor' by the University is made by him/her in the pro forma at **Annexure-E** and that a request for appointing him/her as the Co-Supervisor of the candidate is made by his / her Supervisor and supported by the Head of the Department and the Dean of the faculty, giving necessary justification for the same, and also provided that he/she fulfills the necessary requirements for recognition as Co-Supervisor, as laid down by these Bye-laws.

VII.13 On receipt of the letter of admission, the applicants shall pay the fees as prescribed by the University (see Chapter XV along with **Schedule-4**) and complete other official formalities pertaining to admission within four days. The date of fee deposition shall be reckoned as the **date of admission** to an M.Phil. / Ph.D. programme.

VII.14 In case of interdisciplinary research, the Supervisor shall be from the discipline in which degree is to be awarded and the Co-Supervisor shall be from the other discipline.

VII.15 Soon after admission of the candidate to M.Phil./Ph.D. programme and deposition of fee by him/ her, RAC of the candidate will be constituted as per provisions of Clause VI.3 of these Bye-laws. The Supervisor will initiate the case for formation of RAC and will submit a panel of subject experts (3 names) and of senior faculty members in the Department or other departments (3 names), who could contribute in the research of the candidate. The proposal after being recommended by Head of the Department and Dean of the Faculty will be submitted to the Vice Chancellor, who will approve the panels and tick the names of subject expert and internal senior faculty for being appointed as members of RAC. The orders of RAC formation shall be issued by the Research Section, a copy of which will also be provided to the candidate concerned.

VII.16 Each Department / Discipline shall identify the courses/ papers for advanced study in different areas of research in the subject and develop syllabi for the same. A pool of such courses/ papers shall be maintained by the Department after approval of the same by the Board of Studies and the Academic Council. Relevant information about such courses/papers shall be put up on the University website for information of candidates and research supervisors. The syllabus of the course/paper

on 'Research Methodology and Special Skills' will also be decided by the Department/ Discipline after incorporating suggestions of RACs in the discipline.

- VII.17 The candidate in consultation with his/her Research Supervisor (and Co-Supervisor, if any) shall identify a tentative topic of research and the course work (codes and titles of the papers) to be taken up by him/her keeping in view the proposed research topic and submit the same, for consideration of the RAC. In case RAC formation is delayed for any reason, whatsoever, the supervisor(s) and Head of the Department will decide the course work of the candidate, which will be reported to his/her RAC, whenever it meets.
- VII.18 The Head of the Department / Discipline will send programme wise lists of the admitted candidates along with necessary details, such as the fee deposited, the tentative topic of research and the course work finally allotted to them as per provisions of Clause VII.17, to the Research section for the purpose of keeping record. A copy of the same will also be notified on the University Website.
- VII.19 When the admission process is over, the records of the merit list of both the RET qualified candidates and those admitted through direct admission to the M.Phil. and Ph.D. programmes, along with their application forms, shall be returned by the Departments to the Research Section. Copies of merit lists and the list of admitted candidates may however be retained by respective departments for reference and use by the Department.
- VII.20 If the University decides to admit candidates to M.Phil. and / or Ph.D. degree programme in the even semester in a particular year, the admission notification shall be issued in the end of November or first week of December for the vacancies available at that point of time or arising subsequently in different departments and the procedure, as described above for admission in odd semester, will be followed. The short-listed eligible applicants who could not be admitted in the immediately preceding odd semester due to non-availability of seats may also be considered along with the fresh candidates, provided they make a request in writing for the same. The candidature of such applicants may be considered on the basis of their earlier performance as per their inter se merit with the fresh applicants, if such a request is received from them, otherwise they will be considered as fresh applicants and will be required to take RET (if not exempted from RET) and face Personal Interview again.
- VII.21 The candidates admitted to M.Phil. /Ph.D. Programme will be evaluated for the course work through Continuous Assessment and Semester End Examination, as per the scheme of examination prescribed by the University.
- VII.22 After qualifying the course work, the candidates will fill in the Registration Form (as per the format given in **Annexure-D**) and deposit the fee as prescribed by the University for Research Proposal Seminar to be held. The Research Proposal will be prepared by each candidate in consultation with his/her Research Supervisor and Co-Supervisor (if any), observing the guidelines provided in **Annexure-H1**. The RAC will take Research Proposal Seminar of the candidate and after finding the Research Proposal to be satisfactory will recommend for registration of the candidate for M.Phil./ Ph.D. degree.
- VII.23 The supervisor, after receiving the registration form and the Research Proposal from the candidate, shall convene in consultation with the Head of the Department, a meeting of the RAC and arrange for Research Proposal Seminar presentation by the candidate. The RAC shall approve the 'topic of research' and the 'Research Proposal' of the candidate, after such modifications, as may be deemed necessary, in consultation with his/her Supervisor and Co-Supervisor (if any) and recommend for his/her registration for the M.Phil. / Ph.D. degree. The recommendations of the RAC for registering the candidate for an M.Phil. / Ph.D. degree shall be submitted to the Vice-Chancellor for approval, through the Registrar.

- VII.24 The recommendations of the RAC after being approved by the Vice-Chancellor shall be notified to the candidate through letter of registration issued by the Registrar. The candidate, on receiving the letter of registration shall deposit registration fee, and any other fee due to him/her within seven days. The candidate will be deemed to have registered as 'Research Scholar' for the award of M.Phil. / Ph.D. degree from the date of deposition of registration fee.
- VII.25 Every Research Scholar will be required to give an 'Annual Research Progress Seminar' once a year till the submission of the thesis, as per calendar given by the Department / Discipline. Yearly performance of the scholar shall be evaluated by the Research Advisory Committee (RAC) of the scholar (including subject expert), through this Seminar. The copies of the evaluation report along with the suggestions of the committee (if any) will be made available to the Research Scholar and his/her supervisor(s) for the sake of improvement by the Research Section. In addition to Annual Research Progress Seminar given before the RAC, the Research Scholars will also be required to give Half Yearly (mid-term) Research Progress Seminar, which shall be evaluated internally by the internal members of RAC.
- VII.26 No full-time M.Phil. / Ph.D. scholar shall accept, during the period of research, any paid assignment apart from Research Fellowships, Research Assistantships, externally funded research project assignments etc., provided it is not detrimental to his/her research programme, and permission for the same has been granted by the Vice-Chancellor.
- VII.27 An M.Phil. / Ph. D. scholar shall not be permitted to join any other degree course. However, he/ she may be permitted by the Vice-Chancellor to join part time Diploma or Certificate Course(s), on the recommendation of his/her Research Supervisor(s), HOD and Dean of the Faculty, provided it is not detrimental to his/her research programme.
- VII.28 A Research Scholar in receipt of a fellowship or a research assistantship or teaching assistantship or teacher fellowship from a funding agency, like UGC, CSIR, AICTE, DST, DRDO, DAE, DBT, ICAR, ICMR etc. or a Research Scholar whose research is supported by the Government or an Autonomous/ Private body/agency or a project fellow or a Junior/Senior Research Fellow in an approved Research Project supported by a funding agency, registered for an M.Phil. / Ph.D. degree or a foreign Research Scholar in receipt of financial assistance from his/her own Government or the Government of India will be required to perform teaching assistantship duties, as may be assigned by the University as per UGC/Government of India norms in this regard.
- VII.29 Each candidate admitted to an M.Phil. / Ph.D. programme shall be enrolled by the University on submission of the eligibility and enrolment application forms along with the migration certificate issued by the University from where the candidate has passed the qualifying examination and payment of the prescribed fee; provided that the candidates who have already been enrolled in the University shall not be required to enroll themselves again.
- VII.30 In case of relocation of an M.Phil. / Ph.D. Woman Scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the university to which the scholar intends to relocate, provided all the other conditions prescribed by the UGC Regulations, 2016 are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution / supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- VII.31 If there are no admission in a P.G. programme continuously for three years, the concerned Department / Discipline will not conduct M.Phil. / Ph.D. programme in that subject.

CHAPTER-VIII

TIME PERIOD AND RESIDENCY REQUIREMENTS

VIII.1 Minimum period of research work required for the submission of thesis for Ph.D. degree.

The minimum period of research work, as counted from the date of admission, required for submitting the thesis for the Research Scholars admitted to the Ph. D. programme, shall be three years, including the coursework for all categories of candidates, whether full time or part time.

VIII.2 Minimum period of research work required for the submission of dissertation for M.Phil. degree.

The minimum period of research work, as counted from the date of admission, required for submitting the dissertation for the Research Scholars admitted to the M. Phil. programme, shall be two (2) consecutive semesters / one year, including the coursework for all types of candidates, whether full time or part time.

VIII.3 Maximum Period for the Submission of Thesis for Ph.D. degree.

(a) The maximum time limit for submission of thesis for a Ph.D. degree, as counted from the date of admission, including the coursework, shall be six years, for all categories of candidates, whether full time or part time.

(b) Women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of two years in the maximum duration for Ph.D. degree.

(c) In addition to the maximum period specified as above, women candidates may be provided maternity leave / child case leave once in entire duration of Ph.D. for up to 240 days. The faculty members of the University doing part time research work, will however be governed by the University rules in this regards.

(d) Under extraordinary circumstances, the vice chancellor may grant a further extension of one year for the submission of thesis, to all categories of candidates for the submission of the thesis on genuine grounds, on the recommendation of Research Supervisor(s), Head of the department, and the Dean of the faculty. The Supervisor(s), Head of the Department and the Dean of the faculty will thoroughly examine the case and make suitable recommendation to the vice chancellor. The vice chancellor will take a decision in the matter on the basis of its merits. No further extension shall be given under any circumstances.

VIII.4 Maximum period for submission of dissertation for M.Phil. degree.

(a) The maximum time limit for submission of dissertation for a M.Phil. degree, as counted from the date of admission, including the coursework, shall be four (4) consecutive semesters / two years, for all categories of candidates.

(b) Women candidates and persons with Disability (more than 40% disability) may be allowed a relaxation of one year in the maximum duration for M.Phil. degree.

(c) In addition to the maximum period specified as above, the women candidates may be provided maternity leave / child care leave once in the entire duration of M.Phil., for up to 240 days. The faculty members of the University doing part time research work, will however be governed by the university rules in this regards.

(d) Under extraordinary circumstances, the vice chancellor may grant a further extension of one year for the submission of the dissertation for all categories of candidates, on genuine grounds, on the recommendation of Research Supervisor(s), Head of the department and the Dean of the faculty. The Supervisor(s), Head of the Department and the Dean of the

faculty will thoroughly examine the case and make suitable recommendation to the vice chancellor. The vice chancellor will take a decision in the matter on the basis of its merits. No further extension shall be given under any circumstances.

VIII.5 Residency Requirements for M.Phil. and Ph.D. scholars.

- (a) A full time M.Phil. / Ph.D. scholar is required to be present in the university on all working days and keep regular contact with his / her Research Supervisor. M.Phil. / Ph.D. scholars are not entitled to avail of summer vacation, but they can avail of Deepawali break, Winter break and other holidays observed by university. However they will be entitled to avail of leaves as permitted under chapter XII of these Bye-laws.
- (b) The part time candidates are required to attend the University for the coursework on regular basis and after being registered for M.Phil. / Ph.D. degree, a candidate is required to be in contact with his / her supervisor for at least 50 days for M.Phil. degree and 100 days for Ph.D. degree. The thesis of such candidates will be accepted only after a certificate of required attendance is accorded by the supervisor.

VIII.6 The Vice-Chancellor may, on the recommendation of the Research Supervisor(s), Head of the Department and Dean of Faculty permit a full-time M.Phil. / Ph.D. scholar to pursue a part of his/her research work at a place outside the University for a period up to one year. If the research work undertaken at outside place is not completed within the stipulated period of one year, the Vice Chancellor may on the recommendation of the Research Supervisor(s), HOD and Dean may extend this period by three months. All such cases shall be reported to the Research Board.

CHAPTER-IX SUPERVISORS AND CO-SUPERVISORS

IX.1 Recognition of Research Supervisors / Co-Supervisors :

(a) Eligibility criteria :

- (i) Any regular professor of the university with at least five research publications in refereed journals and any regular Associate / Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor / Co-Supervisor :

Provided that in areas / disciplines where there is no or only a limited number of refereed journals, the Vice Chancellor may relax the above condition for recognition of a person as Research Supervisor / Co-Supervisor on the recommendation of Dean of the Faculty, for which reasons shall be recorded in writing.

- (ii) Only a full time regular teacher of the university can act as a Supervisor. The External Supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the university or from other related institutions with the approval of the Vice-Chancellor.
- (iii) Scientists/ Scientific Officers/Research Officers working in a Research institution/ R&D Laboratory/any other non degree awarding institution/organization having research activities as its main object or teachers working in an Indian/Foreign academic institution may be recognized as Co-Supervisors, provided they possess a doctoral degree from a recognized University with at least 5 years of teaching experience of post graduate level or at least 5 years experience of post doctoral research work in a recognized research institution or a mix of the two for five years and substantial published work (at least 5 research papers) in refereed journals of repute, as adjudged by the Academic peers of the University, based on the standing of the journals in the subject concerned.
- (b) A faculty member, in employment of the University, may on retirement continue to be the supervisor of the Research Scholars already registered with him/her. He / She will not be permitted to register fresh candidates under his / her guidance. However he / she may be permitted to act as Co-Supervisor to any fresh candidate by virtue of his / her experience in the research area, if so needed.
- (c) A teacher who has resigned from the University service may continue to be the supervisor of a research scholar already registered with him/her, provided that he / she is willing for the same. In case of willingness shown by the concerned teacher, a Co-Supervisor from the university will also be appointed, else new supervisor(s) shall be appointed for the candidates being supervised by him / her.
- (d) The teachers of the University not possessing Ph.D. degree and those who are enrolled as Ph. D. scholars in the University or in any other Institution/University, shall not be entitled to guide a M.Phil. / Ph. D. scholar or to give the course work in a M.Phil. / Ph.D. programme.
- (e) A person eligible to become the Research Supervisor or Co-Supervisor in terms of any of the above mentioned provisions, shall apply to the Registrar for recognition by the University, in the pro forma given at **Annexure-E**. All such applications received up to 31st March and 30th September shall be examined by a committee constituted for the purpose and thereafter shall be placed before the Vice Chancellor for approval. In emergent situations, the Vice-Chancellor may recognize a person as Research Supervisor on the recommendation

of the Dean of the Faculty. The cases of all the teachers recognized as Supervisor / Co-Supervisor shall be reported to the Research Board.

- (f) No person will normally be allowed to guide his close relations. If some body wants to do so, prior permission of the Vice Chancellor will be necessary. If such permission is granted, then instead of the Supervisor, the Head of the Department shall submit the panel of examiners. The Supervisor will also not be a member of the Board of Examiners for conduct of Viva-voce. The same will apply to the Co-Supervisor.

The term 'close relation' includes wife, husband, son, daughter, brother, sister, nephew, niece, grand nephew, grand niece, uncle, aunt, first cousin, son-in-law, daughter-in-law of the Supervisor / Co-Supervisor and brother, sister, nephew, niece, grand nephew and grand niece of Supervisor / Co-Supervisor's wife or husband, as the case may be.

- (g) A letter of recognition shall be issued by the Registrar to all eligible Supervisors / Co-Supervisors, approved by the Vice-Chancellor.

IX.2 **Quota of M.Phil. and Ph. D. Scholars**

- (a) A University teacher recognized as the Research Supervisor by the University to supervise M. Phil. / Ph.D. research shall be eligible to register with him/her the candidates, which may be assigned by the DRAC to work under his / her supervision, subject to the maximum limit, as prescribed in sub-clause (b).
- (b) The maximum number of M.Phil. / Ph.D. research candidates who can be supervised at any point of time, by a Research Supervisor recognized by the University to supervise M.Phil./ Ph.D. research shall be as follows:

	Ph.D.	M.Phil.
Professor	8	3
Associate Professor	6	2
Assistant Professor	4	1

- (c) In case a Co-Supervisor is also appointed, the research candidate will be counted in the quota of the main Supervisor and not in the quota of the Co-Supervisor.
- (d) All research scholars including the teachers/teacher fellows registered for M.Phil. / Ph. D. Degree, shall be counted within the Quota of the Research supervisor for M.Phil. / Ph.D. respectively till they submit their thesis.
- (e) In case of exigency or to meet the situations where a supervisor is not available to a candidate already registered / admitted to M.Phil. / Ph.D. degree, the Vice Chancellor may provide relaxation in the quota shown in sub-clause (b) for such period till a new supervisor becomes available or a seat falls vacant with the existing supervisor.
- (f) A vacancy for M.Phil. / Ph.D. programme shall be deemed to have arisen under a supervisor when a Research Scholar doing M.Phil. / Ph.D. research under his/her guidance submits the dissertation / thesis or his/her registration is cancelled or he/she discontinues the M.Phil. / Ph.D. programme.
- (g) The teachers of the University may be permitted to continue to guide M.Phil. / Ph.D. Scholars of any other University, registered with them prior to their joining at this University. They may also be permitted to act as Co-Supervisor of new research scholar(s) of any other University in exceptional cases, provided that-

- (i) there is a vacancy with the supervisor under whom the scholar intends to work;
- (ii) the teacher has sufficient time, which he / she can spare out of his normal duties, to guide research work of such scholar(s);
- (iii) the University where a scholar is registered, agrees to sign an MOU with The IIS University for joint publication rights with The IIS University;
- (iv) formal approval for the same has been accorded by the Vice-Chancellor.

If admitted, such a scholar will be governed by the Ordinances/Regulations of the other University for the award of the degree but the Bye-laws of this University will be applicable for the payment of fees, as prescribed by The IIS University for its scholars.

CHAPTER-X

COURSE WORK

X.1 An applicant admitted to an M.Phil. / Ph.D. programme in any of the faculties shall be required to undertake course work for a minimum period of one semester. The coursework shall be treated as pre-requisite for registration to M.Phil. / Ph.D. degree. The course work shall inter alia include a course on research methodology and special skills (which may include quantitative methods, computer applications, statistical methods, mathematical and computational techniques and research ethics etc.) and reviewing of published research work in the relevant field, training, field work etc. The candidate shall also be required to pursue at least two other courses of advanced level related to the discipline or the area of research, as may be necessary for preparing the students to take up research for M.Phil. / Ph.D. degree, as advised by the Supervisor(s) of the candidate and approved by the RAC in view of his/her proposed research work. Such courses may be from the same Faculty/ Discipline where the candidate is enrolled or from other Faculties/Disciplines depending upon the skills required for the proposed research work. The Credit assignment of these courses will be as given below:

First Semester:

1) Research Methodology and Special Skills	4 Credits
2) Review of Published Research Work	4 Credits
3) Advance Study Paper-I	4 Credits
4) Advance Study Paper-II	4 Credits
Total	16 Credits

Each course will carry 100 marks.

X.2 All courses prescribed for M.Phil. and Ph.D. coursework shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies, viz; Board of Studies and Academic Council, and will incorporate any suggestions made by the RACs of the candidates in the subject and the Research Board.

X.3 The Departments / Disciplines in a faculty shall develop together several modules of the course on 'Research Methodology and Special Skills' depending on special types of skills required for research in different disciplines in the faculty. In addition to the basic principles of Research Methodology, the course may include topics related to skills like quantitative methods, computer applications, statistical methods, mathematical and computational skills etc., as per the needs of the research areas in which M.Phil. / Ph.D. programmes are offered by different disciplines in the faculty. A candidate will choose one of the modules with the advice of his/her supervisor(s) and approval accorded by the RAC. The syllabi of the courses / modules so developed shall be reviewed and updated from time to time by the RACs in the faculty and approved by the Vice-Chancellor. It will be a 4 credit course and shall be divided in to 5 units.

X.4 The courses based on advanced studies in the discipline or area of research, relevant to the proposed research work of a candidate, shall be prescribed by the respective Department / Discipline on the recommendation of the Research Supervisor(s) with the approval of RAC. The courses offered for an M.Phil. / Ph.D. programme may be lecture or laboratory based or project / self-study courses. Each of these courses shall be of post graduate or higher level. It will be a 4 credit course and each theory paper shall be divided in to 5 units. A Department / Discipline with the approval of RACs in the subject may prescribe a pool of such courses, keeping in view the areas of research of the supervisors in the discipline. The candidate may choose required number of courses from such a pool with the advice of his/her Research Supervisor(s), subject to the approval provided by the RAC. For Self Study Courses regular counseling sessions may be given to the candidate by his/her Research Supervisor/Co-Supervisor or any other teacher authorized by the HOD on the recommendation of the Research Supervisor(s). In case of Post graduate level courses in the same

subject or from a different discipline (in case of interdisciplinary research), the candidate may be required to take such courses along with the postgraduate classes in the same subject or different disciplines, as the case may be. However, a laboratory course/project/seminar will invariably be conducted under the supervision of the Supervisor/Co-Supervisor.

If the Supervisor(s) consider that the knowledge of a particular language is necessary for doing research, it shall be prescribed in the course work.

- X.5 The course on Review of Published Work in the field of proposed research shall be prescribed by the Supervisor and the Co-Supervisor (if any) of the candidate with approval of RAC. This will also carry 4 credits.
- X.6 The Department where the scholar pursues his / her research, shall prepare the course(s) for being prescribed to the candidates admitted to the M.Phil./Ph.D. programme, in the subject, based on the recommendation of the supervisor(s). The allotment of coursework will be done by the RAC on the recommendation of the HOD and supervisor(s). If the formation of RAC is delayed for any reason, whatsoever, the supervisor(s) and the Head of the Department will finalize the Course work of the candidate and the same will be reported to RAC when it meets the next.
- X.7 The Department / Discipline will have a major role in delivering the coursework and its evaluation.
- X.8 The assessment of each course shall be done through:
(i) Continuous Assessment carrying 50 marks for each paper; and
(ii) Semester End Examination carrying 50 marks for each paper.
- X.9 The continuous assessment shall be based on written tests, seminar, assignments, quiz, interaction, discussion, Viva-voce etc., whereas the semester-end evaluation shall be by the way of written examination for the theory papers.

The evaluation of laboratory practicals/ project/seminar etc. in the Semester End Evaluation shall be done by a Board. Head of the Department, the Research Supervisor and the Co-Supervisor (if any) of the candidate shall constitute the Board. Where the HOD himself/herself is the Research supervisor, one other faculty member from the Department / Discipline may be taken as a member of the Board and if no other faculty member holding a Ph.D. degree is available in the Department, an external examiner shall be appointed by the Vice-Chancellor from a panel submitted by the RAC or by the HOD in consultation with Research Supervisor(s).

The evaluation of the course on '**Review of Published Research Work**' shall be done by way of Seminar presentation given by the candidate. Board constituted as above shall evaluate the candidate for Continuous Assessment as well as for the Semester End Examination of this course.

- X.10 The question papers for the semester-end examination of theory papers will be set by the external examiners, appointed by the Vice-Chancellor from a panel submitted by the RAC or the HOD in consultation with the Research Supervisor(s). The answer scripts of each theory paper shall be evaluated by one internal examiner (the Supervisor or the Co-Supervisor or some other teacher, appointed by the Vice-Chancellor on the recommendation of the Supervisor(s)) and one external examiner (the paper setter or some other examiner, if the paper setter declines to assess the answer scripts), appointed by the Vice-Chancellor from the panel submitted by the RAC. The average of the awards by the two examiners shall be taken as the marks obtained by the candidate. However, if the difference in the two awards is more the 20%, the answer scripts shall also be evaluated by a third examiner and in such a case the average of the two closest marks shall be taken as the final marks obtained by the candidate.

- X.11 For passing a course, a candidate must pass in the aggregate total of continuous assessment and semester-end examination of that course, by obtaining at least 55% of marks or its equivalent grade in the UGC 7 point scale or the grading system followed by the university. A candidate shall be awarded the credits allotted to a course if he/she passes in that course.
- X.12 All the candidates admitted to the M.Phil. and Ph.D. programmes shall be required to complete the coursework allotted to them during the initial one or two semesters. The candidates may be permitted a maximum of three attempts to clear the coursework.
- X.13 The performance of candidates is measured in terms of grades. The details of grades and relevant grade points vis a vis the range of marks shall be as per details given in the Tables 1 & 2.

Table 1 : Letter grades and grade points

Letter Grade	Performance	Grade Point
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Pass	4
F	Fail	0
Ab	Absent	0
I	Incomplete	-
W	Withdrawal	-
DA	Detained from taking Exam. Due to shortage of Attendance	-
U	Unfair means	-

Table 2 : Award of grades

Grade	Range of Marks in %
O	91-100
A+	85-90
A	79-84
B+	73-78
B	67-72
C	61-66
P	55-60
F	<55

The grades of the candidates shall be finalized by the Examination Cell with the approval accorded by the RAC or the HOD and Research Supervisor(s).

- X.14 The performance of a candidate in the course work prescribed in a semester for M.Phil. / Ph.D. programmes shall be evaluated in terms of the Semester Grade Point Average (SGPA), defined by

$$SGPA = \frac{\sum \text{Credits} \times \text{Grade Point}}{\sum \text{Credits}}$$

Where S represents summation over all the papers in the Semester.

- X.15 If a candidate fails to pass the prescribed courses in single attempt, he/she will be required to register for reappearing, in the Continuous Assessment and/or the Semester End Examination

paper(s) in which he/she wants to improve performance so as to secure at least 55% pass marks or equivalent grade in the total of Continuous Assessment and Semester End Examination of those courses. A special examination shall be conducted not before one month but not later than three months of the declaration of the result. The maximum attempts in which a candidate must pass a course will be 3 for an M.Phil. / Ph.D. candidate, thereafter the admission of the candidate to an M.Phil. / Ph.D. programme will be cancelled. In special circumstances the Vice-Chancellor may, on the recommendation of the Research Supervisor(s), Head of the Department and the Dean of the faculty, permit one extra attempt for passing the prescribed courses.

- X.16 **Applicable to M.Phil. only** :After qualifying the course work prescribed as above, a candidate will submit to the Head of the Department through his/her Research Supervisor(s) the 'Research Proposal' and registration form in the pro forma at **Annexure 'D'**. After the Research Proposal Seminar of the candidate is approved by the RAC and its recommendation for registration of the candidate is approved by the Vice-Chancellor, he/she will be registered for an M.Phil. degree to carry out research work on the approved topic. Based on the research work carried out by the Research Scholar under the supervision of his/her Supervisor(s), he/she shall submit a dissertation. Evaluation of the dissertation by the examiners will be followed by a compulsory viva-voce, subject to satisfactory reports by both the examiners and as per provisions of these Bye-laws. The credits assigned to the dissertation and the Viva-voce of the M. Phil. scholar conducted by the Board of Examiners on such dissertation shall be as given below:

M. Phil. dissertation	12 credits
Viva-voce	8 credits

The dissertation shall be evaluated out of 100 marks and the viva-voce will also carry 100 marks.

A minimum of 'P' grade is required in the course work and dissertation to become eligible for viva-voce to be conducted.

The provision of Annual and Half Yearly Progress Report and Pre-submission seminar as applicable to a Ph.D. programme shall also apply to the M.Phil. programme.

- X.17 The overall minimum credit requirement, including credits of coursework, for the award of M.Phil. degree shall be of 36 credits.
- X.18 For M.Phil. scholars, the overall performance in the course work, dissertation and Viva-voce shall be evaluated in terms of Cumulative Grade Point Average (CGPA) by using the formula

$$\text{CGPA} = \frac{\Sigma \text{Credits} \times \text{Grade Point}}{\Sigma \text{Credits}}$$

$$\text{CGPA} = \frac{\Sigma \text{SGPA} \times \text{Credits}}{\Sigma \text{Credits}}$$

Where the summation is to be taken over all the papers of the course work, dissertation and the Viva-voce (or on SGPA of both the semesters, while using the 2nd formula).

- X.19 The overall grade in the Ph.D. course work is awarded as per criteria given below, depending on the SGPA obtained by the candidate. On the other hand the overall grade to an M.Phil. candidate in the programme as a whole is awarded on the basis of CGPA, taking in to consideration the grades obtained by them in the course work, dissertation and Viva-voce. The criteria for awarding overall grades shall be as displayed in Table 3.

Table 3 : Overall grades in M.Phil. programme and Ph.D. coursework

Overall grade	SGPA/ CGPA (Range)
O	9.1-10.0
A+	8.5-9.0
A	7.9-8.4
B+	7.3-7.8
B	6.7-7.2
C	6.1-6.6
P	5.5-6.0

- X.20 To qualify in the course work of M.Phil./Ph.D. or the complete 'M.Phil.' programme, a candidate is required to obtain a minimum of 'P' grade, i.e. a minimum SGPA/CGPA of 5.5.
- X.21 Candidates already holding M.Phil. degree and admitted to Ph.D. programme or those who have already completed the coursework in M.Phil. and have been permitted to proceed to the Ph.D. as part of integrated programme may be exempted by the Department from the requirement of Ph.D. coursework. All other candidates admitted to Ph.D. programme shall be required to complete the Ph.D. coursework prescribed by the Department, as allotted to them by the RAC.

CHAPTER-XI RESEARCH PROPOSAL SEMINAR AND PROGRESS REPORTS

XI.1 **Research Proposal & Seminar**

- (a) After qualifying the course work, as prescribed by these Bye-laws or on being exempted from the coursework, every candidate admitted to the M.Phil. or Ph.D. programme shall submit through his / her Research Supervisor(s), application for registration in the pro forma at **Annexure-D** along with a Research Proposal, generally consisting of preamble, tentative title of the research problem, definition of the problem, approach proposed to be followed, methodology, broad work plan, hypothesis and results anticipated, tools and techniques, bibliography and references, in about 15 to 20 pages, prepared as per Guidelines available at **Annexure-H1**. The proposal will also indicate status of research in the broad area or on the topic of the research, along with detailed description of some important works, their findings and research gaps. He/she will also deposit the Research Proposal Seminar fee and make a request to organize his/her Research Proposal Seminar.
- (b) The candidate will be required to deliver a detailed seminar called 'Research Proposal Seminar' before the RAC on a day appointed by the supervisor (convener), in consultation with the HOD. The Research Supervisor and Co-Supervisor (if any) must be present in the meeting. The RAC may enquire from the candidate such details as it may deem fit, advise him/her for necessary changes in the Research Topic, Research Plan, methodology etc. in consultation with the Research Supervisor and Co-Supervisor (if any). The candidate will incorporate the changes suggested by the RAC in the Research Proposal and after approval of the same by the Research Supervisor and Co-Supervisor (if any), shall re-submit it for approval of the same by the RAC through circulation.
- (c) The RAC, on being satisfied with the Research topic and Research Proposal, shall approve the same and recommend for registration of the candidate for M.Phil. / Ph.D. degree, as the case may be.
- (d) If the RAC is not satisfied with the quality of the Research Proposal, the candidate shall submit an amended or fresh proposal and deliver the Research Proposal Seminar within a time limit specified by the RAC (not exceeding three months in any case), and a fresh evaluation shall be done. But, if only the seminar is unsatisfactory (the proposal being satisfactory), the candidate shall deliver only the seminar again within one month.
- (e) If the candidate fails to submit the amended or updated Research Proposal within three months or if the revised Research Proposal and/or the Research Proposal seminar is/are not found up to mark by the RAC even after complying with the provisions of Clause XI.1 (d), the candidate will be issued a warning to comply within one month's time, failing which the candidate will not be recommended for his / her registration to M.Phil. / Ph.D. degree.

XI.2 **Registration for M.Phil. / Ph.D. degree:**

- (a) After successful defence of the Research Proposal Seminar by the candidate and the approval of the Research Topic and Research Proposal by the RAC, the candidate will be recommended by the RAC for his / her registration to M.Phil. / Ph.D. degree.
- (b) On receiving such recommendation from the RAC, along with the application for registration submitted by the candidate, the Registrar will ensure whether the candidate has passed all the examinations on the Course work, as prescribed by these Bye-laws and after satisfying

himself/herself with the same, he/she will submit the recommendation of RAC for approval by the Vice-Chancellor.

- (c) On being approved by the Vice-Chancellor, the registration letter shall be issued by the Registrar.
- (d) On receiving the registration letter, the candidate shall deposit registration fee along with any other fee due to him/her. The date of deposition of the registration fee shall be reckoned as the date of commencement of the research for the M.Phil. / Ph.D. degree. In case the fee is deposited on the date prior to conduct of the Research Proposal Seminar, the date of issue of registration letter shall be the date of registration.

XI. 3 Progress Report:

- (a) Each scholar will be required to submit a progress report (Mid-Term report at the end of the odd semester and annual report at the end of even semester). The annual report will be evaluated by the RAC, but for the mid-term progress the presence of subject expert (if external) will not be necessary. However, if the subject expert is internal, he/she will attend the mid term progress seminar as well.
- (b) The dates of such seminars shall be decided by the respective Supervisor(s) in consultation of the HOD, in advance and notified to the research scholar. In case a candidate is not able to give the Research Progress Seminar on the appointed day, he / she should inform about the same to the Research Supervisor, Head of the Department and Registrar, along with reasons therefor.
- (c) The report will be in the pro forma prescribed by the university (as given in Annexure - F). The report should include the topic of the research, objectives of the study, research methodology in brief, and the work done (new readings taken, status of the chapters of the dissertation/thesis, new findings or results) since the last presentation made by the candidate.
- (d) A research scholar will appear before the RAC once in six months to make a presentation of the progress of his / her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the RAC to the University Research Section. Copies of the progress report will be provided by the Research Section to the scholar and his/her Supervisor(s).
- (e) In case the progress of the research scholar is unsatisfactory, the RAC shall record the reason for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the university with specific reasons for cancellation of the registration of the research scholar.
- (f) If a research scholar does not contact the supervisor for more than six months or if the candidate does not submit a progress report or does not give the research progress seminar and if the research supervisor is of the view that the candidate's progress is extremely unsatisfactory, the supervisor will inform the Research Section through the Head of the Department in writing. Also if a candidate fails to present a progress report at two consecutive meetings, the Research Supervisor / Head of the Department will report such cases to the Research Section. The Research Section in such cases will initiate appropriate action, leading on to a warning that the candidate's Ph.D. / M.Phil. registration might be cancelled, if he/she does not show desired improvement in the given time, failing which action will be initiated for cancellation of registration of such candidates.

- (g) Each research scholar will be required to submit progress reports in each semester (annual and mid term) from his / her registration till submission of his / her dissertation / thesis;

Provided that after successfully completing 'Pre-Submission Seminar', the scholar will not be required to give a Research Progress Seminar.
- (h) A Ph.D. research scholar will be required to give at least 2 annual and 2 mid term seminars, of which at least 1 annual and 1 mid term seminar should be adjudged to be 'satisfactory' by the RAC / Internal Committee respectively for being eligible to give the pre-submission seminar.
- (i) An M.Phil. research scholar will be required to give at least one Research Progress Seminar before the RAC, which should be adjudged satisfactory for being eligible to give Pre-Submission Seminar.

CHAPTER-XII

LEAVE AND ATTENDANCE

XII.1 Leave Rules

- (a) An M.Phil. / Ph. D. scholar shall, in addition to the Holidays declared by the University be eligible to avail leave of 30 days in an academic year. He/she will not be entitled to avail of the summer vacations, but could avail of the Deepawali break and winter break. He / she will also be entitled for an additional leave of up to 10 days on medical grounds in an academic year. The aforesaid leave provisions shall be of cumulative nature.
- (b) Female scholars will also be eligible for maternity and childcare leaves of 240 days as per provisions of the UGC Regulations 2016, once during their entire tenure as research scholar. However, this provision shall not apply to faculty members doing M.Phil. / Ph.D. on part time basis. They shall be governed by the university rules in this regards.
- (c) For scholars in receipt of a research fellowship/associateship from a funding agency, the leave provisions as mentioned in sub-clause (a) shall be restricted to the leaves permissible under the norms of the funding agency :

provided that if the funding agency permits more leaves than those permitted by the University under Clause XII.1(a), the University norms shall prevail;

provided further that if the funding agency has framed no such norms/rules, then the norms prescribed by the University u/s XII.1(a) shall apply.
- (d) The leave shall be granted by the Head of the Department on the recommendation of the Supervisor or Co-Supervisor (if any) in his absence.
- (e) Monthly record of the leaves availed of by the scholars in a department / discipline shall be submitted by the Head of Department to the Research Section for the purpose of record and monitoring.

XII.2 Attendance Requirements

- (a) A candidate is required to sign on all working days in an attendance register maintained by the concerned Department / Discipline or kept in the Registrar's office, except when he/she is on duty leaves for carrying out a part of his / her research work outstation or when availing of leaves sanctioned as per provisions of clause XII.1.
- (b) If the scholar is deputed by the university to carry out part of his / her research work at an outside institution, he / she will bring attendance certificate from that institution or will produce necessary evidence in support of his / her presence at the outside institution.
- (c) A candidate, who is pursuing course work as a part of his/her M.Phil. / Ph. D. programme, is expected to have full (100%) attendance in each course. However, due to ill health or other emergency situations absence up to 25% may be considered to be condoned on case to case basis on cogent reasons and production of documentary proof, by the Vice-Chancellor on the recommendation of the Research Supervisor(s), Head of the Department and Dean of the Faculty.

XII.3 The attendance requirements and leave rules, as mentioned above, will also be applicable to the research scholars permitted to work at an outside institution / research center, for their stay in the University, as well for the period spent by them at the Research Centre. For the period spent by such scholars at the Research Centre, attendance report shall be submitted to the Registrar on monthly basis under the signature of External Co-Supervisor and the controlling Head of the relevant section of the Research Centre. Suitable action shall be taken by the University, if the attendance of the scholar at the Research Centre is reported to be unsatisfactory as per norms of the University.

Chapter XIII

SUBMISSION OF M.Phil. DISSERTATION / Ph.D. THESIS

XIII.1 Upon satisfactory completion of coursework, and obtaining marks / grade (as prescribed in clause X.20 of these Bye-laws, , the M.Phil. / Ph.D. scholar shall be required to undertake research work and produce a draft dissertation / thesis, as the case may be, within a reasonable time limit, as stipulated in Chapter VIII of these Bye-laws..

XIII.2 **Pre-submission Seminar**

Prior to the submission of the dissertation / thesis the scholar shall make a presentation in the Department / Discipline before the RAC, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them shall be suitably incorporated into the draft dissertation / thesis in consultation with the Research Advisory Committee. In this regard following programme shall be followed :

(a) On being informed in writing through the Research Supervisor(s) regarding the completion of research work by a M.Phil. / Ph.D. research scholar, the Head of the Department shall ensure whether all the requirements for submission of dissertation / thesis have been fulfilled; viz,

i. M.Phil. scholars should have presented at least one (1) research paper in a conference / Seminar and Ph.D. scholars must have published at least one (1) research paper in a refereed journal and made two (2) paper presentations in conference / seminars before the submission of the dissertation / thesis, as verified from the presentation certificates and / or reprints.

ii. Should have given presentations and submitted Research Progress Reports as follows :

For Ph.D. Degree :

- At least two (2) Annual Reports before the RAC and two (2) mid term reports before the internal committee of RAC for Ph.D. degree, of which at least one (1) annual and one (1) mid term progress reports should be evaluated as 'satisfactory', as the necessary requirement for pre-submission seminar to be held

For M.Phil. Degree :

- At least one (1) research progress report before the RAC for M.Phil. degree, which should be evaluated as 'satisfactory', as the necessary requirement for pre-submission seminar to be held :

The pre-submission seminar will be held only after the required number of 'satisfactory' reports (as mentioned above) are achieved by the research scholar.

iii. Completion of minimum period as prescribed by clause VIII.2 of these Bye-laws, as applicable to the concerned programme;

iv. permissible maximum period should have not elapsed, and if more time has been taken, whether extension has been obtained as per provision of these Bye-laws;

v. plagiarism / similarity check of dissertation / thesis; the similarity should be within permissible limits.

vi. Deposition of all the fees due to the candidate.

On being satisfied with the fulfillment of above conditions the HOD will in consultation with the Research Supervisor(s), will recommend for holding the pre-submission seminar. On permission being granted by the Vice Chancellor, the RAC members and other faculty members / scholars in the department / discipline shall be informed by the convener RAC about the date, time and venue of the seminar to be given by the scholar. In case the subject expert on RAC is not available, one subject expert shall be appointed by the Vice Chancellor. In that case a panel of 3 subject experts will also be submitted by the supervisor(s)

through the Head of the Department. The Vice-Chancellor shall approve one out of three names for the purpose. Pre-submission seminar could be organized one to two months before the completion of minimum time period, if the necessary conditions as required for M.Phil. / Ph.D. degree are fulfilled, else if the candidate takes more time, the same will be organized one or two months before the candidate is likely to submit his/her dissertation / thesis.

The Registrar, on obtaining the request for holding pre-submission seminar from the Research Supervisor through the Head of the Department / Discipline, shall seek approval of the Vice-Chancellor, if all the conditions for submission of dissertation / thesis have been fulfilled. On permission being granted by the Vice Chancellor he/she will advise the Research supervisor(s) and the Head of the Department / Discipline for holding the pre-submission seminar. The supervisor (convener of RAC) on receiving the approval, shall organize the pre-submission seminar, in consultation with the Head of the Department and the subject expert on the RAC or some other subject expert appointed by the Vice Chancellor, as the case may be. On being informed by the Supervisor, the candidate shall give the pre-submission seminar on the appointed date and time so as to apprise the members of RAC or the subject expert appointed by the Vice Chancellor and internal members of RAC, as the case may be, the teachers and other research scholars present in the seminar of his/her research work (in particular the new results / findings), and receive suggestions for further improvement of the research outcome. He/She will also reply to the queries of the experts and other faculty members, scholars etc. present in the seminar. RAC or the committee with subject expert appointed by the Vice Chancellor, shall assess the work of the scholar through this seminar. If the RAC or the Committee with subject expert is not satisfied with the quality of the work of the scholar, then the scholar will do further work and deliver a fresh seminar after a definite period of time, as specified by the RAC or the committee with subject expert, preferably within three months.

- (b) In the pre-submission seminar the scholar will also submit a soft bound copy of the draft of the thesis, along with its plagiarism report.
- (c) In the Pre-Submission seminar the correlation between the 'topic of research' and the work done by the candidate will also be examined by the RAC/ Committee with subject expert. The exact title of the dissertation / thesis shall be as approved by the RAC or the Committee with subject expert taking the pre-submission seminar.
- (d) The RAC or the Committee with the subject expert taking pre-submission seminar will also examine the status of publication and / or papers presented in conferences / seminars by the scholar, in the light of requirements for the M.Phil. / Ph.D. degree, as per provisions of these Bye-laws.
- (e) In case of Ph.D. scholars at least one research paper should have been published or accepted for publication, in a peer reviewed journal of repute, as evidenced by the reprint or acceptance letter of the paper, as adjudged by the RAC or the Committee with subject expert, based on the standing of the journal in the subject concerned or its impact factor or on the basis of inclusion of the journal in the list of approved journals published by the UGC or by its indexing in SCOPUS or Google Scholar or Web of Science or Indian Citation Index or by inclusion of the journal in the list of journals approved by the RAC on such considerations.

Regarding presentation of two (2) research papers by Ph.D. scholars and one (1) research paper by M.Phil. scholars, the presentation should have been made in oral or poster form in National / International level conferences, as evidenced by the certificates issued by the

organizers. Copies of papers presented will also be put up for perusal by RAC / Committee with subject expert.

- (f) If the RAC or the Committee with subject expert taking pre-submission seminar is satisfied with the pre-submission seminar of the scholar, it will recommend for submission of M.Phil. Dissertation / Ph.D. thesis by the scholar.
- (g) On being recommended by the RAC or the Committee with subject expert taking pre-submission seminar, the Supervisor will forward through the Head of the Department the application of the Research Scholar for submission of the dissertation / thesis along with a certificate about the satisfactory completion of the pre-submission seminar, to be issued by the Head of the Department (Annexure-G) and the exact title of the dissertation / thesis, as approved by the RAC / Committee with subject expert to the Registrar.
- (h) For the purpose of publication in a journal of repute, as required for Ph.D. scholars, each Department / Discipline will also maintain a list of peer reviewed journals of repute in the subject, which after being approved by the RACs of scholars in the subject, with any additions/alterations, shall be made available to the Research Scholars at the time of their registration for the Ph.D. degree. For this purpose, the list of approved journals in the subject, published by the UGC will also be taken in to consideration.

XIII.3 **Submission of the Dissertation / Thesis**

- (a) A research scholar will be required to submit his/her dissertation / thesis within six months from the date of his/her pre-submission seminar (without exceeding the maximum time limit for the submission of the thesis as laid down in Clause VIII.3), failing which he/she will be required to deliver a fresh pre-submission seminar. Before submission, the candidate will incorporate all the suggestions given by the experts and other members of Research Advisory Committee or the Committee with subject expert taking the pre-submission seminar, in the dissertation / thesis and prepare a fair draft of the same.
- (b) Before submission, the final draft of the dissertation/thesis will be checked for plagiarism by using a software maintained by the University for checking plagiarism. The Research Scholar shall furnish an undertaking attesting to the originality of the work, vouching that the dissertation/thesis has been checked for plagiarism, similarity being within permissible limits and that the work has not been submitted for award of any other degree / diploma of the university or to any other institution. The Supervisor(s) will also record a Certificate to this effect, which should be countersigned by the Head of the Department or Head of the Research Centre (in case of candidates working at a Research Centre).
- (c) The Research Scholar shall submit the dissertation/thesis to the Registrar, duly forwarded by his/her Supervisor(s) and the Head of the Department. While submitting the thesis, the scholar shall submit the following:
 - (i) **Summary of dissertation/thesis :**
Soft bound hard copies and soft copies (on CD / Pen Drive) in four copies of each for Ph.D. thesis summary or three copies each in case of M.Phil. dissertation summary, as the case may be. The summary should be written in about 15 to 25 pages, describing the salient features of the investigations made and contents of the dissertation / thesis, prepared as per Guidelines available in **Annexure H2**
 - (ii) **Dissertation/thesis :**
Soft bound hard copies (4 in case of Ph.D. and 3 in case of M.Phil.) and 2 soft copies (on CD / Pen Drive) in English or any other language, approved by the concerned RAC, or the Vice-Chancellor, as per the format given in **Annexure-H3**

(d) Preparation of the Dissertation / Thesis

The dissertation / thesis shall be prepared as per the following format:

- Paper Quality - Good quality white bond paper of 70 to 100 gsm;
- Paper Size - A4;
- Font - Times New Roman, Font Size 12 for text;
- Spacing - Double or 1.5 line spacing shall be used in the type script, except for indented quotations or foot notes, where single spacing may be used;
- Printing - Single or Both side printing;
- Margins - 40 mm on the left hand side and at least 15 mm on the top, bottom and right hand side;
- Diagrams - Suitable reproduction of Indian ink diagrams should be used;
- Photographs - Photographs should be suitably mounted on the glazed sheets or good quality paper, at least as that of the dissertation / thesis;
- Tissue/transparent sheets should not be used;
- The dissertation / thesis should not be dedicated;
- The title page should contain the name and logo of the University;
- Pages shall be numbered consecutively through the main text, including tables, diagrams, photographs, references etc.
- The colour of thesis binding shall be faculty specific, viz.

Ivory for Faculty of Arts & Social Sciences

Light Blue for Faculty of Science

Yellow for Faculty of Commerce & Management

White for Faculty of Education

Light Green for Faculty of Engineering and Technology

(e) The dissertation/thesis shall include:

- (i) A declaration by the Research Scholar as per the format given in **Annexure - I**.
- (ii) Supervisors' Certificate as per format given in **Annexure-J**.
- (iii) A course qualifying and pre-submission seminar completion certificate, by the Head of the Department / Discipline, as per the format given in **Annexure - G**.
- (iv) A copyright transfer certificate as per the format given in **Annexure - K**.

The research scholar may submit the copies of the summary of the dissertation/thesis two months before the submission of the dissertation/thesis, in order to expedite the process of evaluation in time.

- (f) The reprint(s)/ acceptance letter(s) along with pre-print(s) of the research paper(s) published by the Ph.D. scholars, will be attached at the end of the thesis. Copies of the same will also be submitted separately to the Registrar at the time of submission of thesis. Copies of papers published in proceedings or presented in National / International conferences or seminars both by M.Phil. and Ph.D. scholars will also be attached with the dissertation / thesis.
- (g) The Research Scholar will also provide one copy of the dissertation / thesis and the summary of the thesis to the Co-Supervisor (if any).
- (h) No part of the dissertation / thesis should have been submitted for the award of any other degree or diploma of any University by the scholar or any of his co-workers/ co-authors or any other person.
- (i) The dissertation / thesis shall contain a copyright certificate at the beginning of the dissertation / thesis on a separate page. A sample copyright format is given below:

**"Copyright © Faculty of _____,
The IIS University, Jaipur, _____ (year).
All rights reserved."**

This certificate should be signed by the scholar and his / her supervisor(s).

- (j) A dissertation / thesis once submitted cannot be re-submitted, except when the examiner recommends revision of the dissertation / thesis.
- (k) The Registrar shall examine whether all the requirements for submission of dissertation / thesis, as laid down by these Bye-laws, have been fulfilled. If any deficiency is found, the research scholar will be asked to fulfill the same. After satisfying himself/herself regarding compliance of all the requirements by the scholar, the Registrar shall take action for evaluation of the same as per provisions of these Bye-laws.
- (l) The dissertation / thesis and its summary shall be submitted in English unless permission for submission in some other language has been accorded by the RAC of the candidate or the Vice-Chancellor. If the dissertation / thesis and its summary are submitted in some other language, four hard bound copies and four soft copies (on CD) of the summary/ abstract of the dissertation / thesis will also be provided in English.
- (m) The scholar carrying out M.Phil. / Ph.D. research in an Indian or foreign language will be required to submit the dissertation / thesis in that particular language until and unless permitted by the RAC or the Vice-Chancellor for submission of dissertation / thesis in English. In case the dissertation / thesis is submitted in a language other than English, compliance of the requirements of sub clause (l) will also be made by the scholar.

CHAPTER-XIV

THESIS EXAMINATION & VIVA-VOCE

XIV.1 Panel of Examiners

- (a) While forwarding the summary of the M.Phil. dissertation / Ph.D. thesis to the Registrar, which shall be done at least two months before the probable date of submission, through the Supervisor(s) and Head of the Department / Discipline. The Research supervisor will also submit a panel of examiners having adequate research experience in the area of research. The panel for M.Phil. dissertation will contain at least five (5) experts, of which three shall be from outside the State of Rajasthan at least and two can be from within the state but from outside the Jaipur District. The panel for Ph.D. shall contain at least eight (8) well known experts in the field of research from reputed institutions in India and abroad, of which not more than two experts from outside Jaipur District can be taken from the State of Rajasthan. In addition to the above, name of the supervisor will also be included in the panel, both for M.Phil. dissertation and Ph.D. thesis.
- (b) A consolidated panel of about 50 experts in the subject, will also be submitted by the Head of the Department of each discipline offering M.Phil. / Ph.D. programme. The panel will contain names of experts from all the areas in which research is conducted in the discipline and will be prepared in consultation of all the Research Supervisors in the subject. It will be reviewed and updated every year. The consolidated panel should contain at least 20-25 names of external experts in each area of research, in which research is conducted at the University.
The panel should contain at least 80% experts from outside the State of Rajasthan, a few of which shall be taken from foreign universities/higher education institutions and not more than 20% from the State of Rajasthan (from outside Jaipur District).
- (c) The panel submitted by the supervisor or the consolidated panel will not include the names of the experts from Universities / Institutions located in the Jaipur Division or any teacher from the university.
- (d) In the case of a research scholar who has done any part of his/her work in any other institution for more than three months, the panel of examiners submitted by the supervisor, will also not include the names of the experts with whom he/she was associated in that institution.
- (e) Complete and current addresses of all the examiners along with their e-mail addresses, mobile, telephone and FAX numbers shall be provided by the Research Supervisor. Complete information as above will also be given in the consolidated panel.
- (f) Along with the panel of Examiners, the supervisor will also give a certificate to the effect that the names suggested in the panel submitted by him/her are not close relatives of the Supervisor/Co-Supervisor or the Research Scholar.

XIV.2 On receipt of the panel of the examiners from the supervisor, the Registrar shall submit it to the Vice-Chancellor for the appointment of the Examiners from the panel for evaluation of the dissertation / thesis. The Vice Chancellor shall appoint two external examiners and the supervisor for evaluation of Ph.D. thesis and one external examiner and the supervisor for evaluation of M.Phil. dissertation. The external examiners will be approved from the panel submitted by the supervisor. Alternatively, the Vice-Chancellor may appoint external examiners from the consolidated panel submitted by the HOD, or in case of Ph.D. thesis one external examiner may be taken from the panel submitted by the Supervisor and the other from the consolidated panel submitted by the HOD. The dissertation / thesis will be sent to the appointed examiners for evaluation, after obtaining their consent. For Ph.D. degree at least one of the external examiners shall be from out of the state

or from abroad, whereas for M.Phil. degree the external examiner may be from within the state or from outside the state. The supervisor will be appointed as one of the examiners both for M.Phil. dissertation and Ph.D. thesis.

XIV.3 The Registrar will send appointment letters along with the summary of the dissertation/thesis to the examiners appointed by the Vice-Chancellor and obtain their consent to examine the dissertation / thesis. If e-mail addresses of the examiners are available, they shall be contacted through e-mail to get their consent at the earliest. The consent of the supervisor for examining the dissertation/thesis will be ipso-facto assumed and no written consent will be required. If however, no information is received from an external examiner within four week's period from the first communication to the examiner, his/her appointment shall be cancelled and a new external examiner in his / her place shall be appointed by the Vice-Chancellor either from the panel of examiners submitted by the supervisor or from the consolidated panel approved by the RACs.

XIV.4 **Dissertation / Thesis Evaluation**

- (a) On receipt of the acceptance from the examiners, the Registrar shall forward a copy of the M.Phil. dissertation to each of the two examiners (one external examiner and the supervisor) or a copy of the Ph.D. thesis to each of the three examiners (two external examiners and the Supervisor), as the case may be, and take necessary action to get the report of the examiners expeditiously.
- (b) The examiners evaluating M.Phil. dissertation will be requested to submit their individual reports within four weeks of the receipt of the dissertation, whereas the examiners evaluating Ph.D. thesis will be required to submit their reports within six weeks time.
- (c) In case, an examiner does not send his/her report within the above period, a reminder shall be sent to him/her. This will be followed by a subsequent reminder after a fortnight.
- (d) In the event of the report not being received from an external examiner within 8 weeks for M.Phil. dissertation and 10 weeks for Ph.D. thesis, his/her examiner-ship will be cancelled and a new external examiner will be appointed by the Vice-Chancellor, from the panel of examiners submitted by the supervisor or from the consolidated panel of examiners submitted by the Head of the Department after being approved by the RACs of the candidates in the discipline.
- (e) The examiners will examine the dissertation / thesis specifically with a view to judge whether the dissertation / thesis is a piece of research work characterized by:
 - i) Discovery of new facts; or
 - ii) A fresh approach towards interpretation of facts or theories; or
 - iii) A distinct advancement in the subject; or
 - iv) A critical review of the works of a poet or writer or scientist or Artist or of new advancements in the field of research.
- (f) The examiner shall be required to give his/her opinion about candidate's ability for critical examination and sound judgment. In case the dissertation/thesis is found to be acceptable, clear recommendation shall be made for conduct of viva voce examination.

XIV.5 **Examiner's Report**

- (a) The examiners shall submit the report in a prescribed form as given in **Annexure-L1** for Ph.D. degree and in **Annexure-L3** for M.Phil. degree, and shall make one of the following recommendations:
 - i) The dissertation / thesis be accepted, and viva voce be conducted.
 - ii) The dissertation / thesis be accepted after clarification of certain points listed in

- the Report, at the time of Viva-voce Examination, the viva voce be conducted.
- iii) The dissertation / thesis, be accepted after minor modifications/revisions as listed in the Report. The thesis need not be referred to me again and viva voce be conducted after the required modifications are done.
 - iv) The dissertation / thesis is NOT acceptable in the present form. It requires major modifications/revisions as per suggestions given in the report. It is recommended that the modified thesis be referred back to me for final assessment.
 - v) The dissertation / thesis be rejected.
- (b) If all the three examiners of Ph.D. thesis or both the examiners of M.Phil. dissertation recommend acceptance of the dissertation / thesis, the dissertation / thesis will be accepted for award of the degree, provided the Research Scholar defends the dissertation / thesis in the Viva-voce Examination.
 - (c) If all the three examiners of Ph.D. thesis or both the examiners of M.Phil. dissertation recommend rejection of the dissertation / thesis, the dissertation / thesis shall be rejected. No Viva-voce examination will be held in such cases.
 - (d) If any of the examiners raise some queries/seek clarification, the Research Scholar shall be required to give satisfactory answers to the queries and provide clarification at the time of Viva-voce. In the event of satisfactory defence of the dissertation / thesis and satisfactory answers to queries / clarifications sought by the examiners, the dissertation / thesis will be accepted for award of the degree.
 - (e) If one of the examiners recommends minor modification/revision and the dissertation / thesis is not to be referred again to the examiner, the Research Scholar shall be required to make necessary changes in the dissertation / thesis (even if the other examiner(s) might have recommended for accepting the dissertation / thesis) in the light of comments of the examiner(s) and submit the same for re-consideration. The revised dissertation / thesis shall be assessed by the Supervisor and Co-Supervisor (if any), for satisfactory compliance of the required modifications/revision. Similar action will be taken if more than one examiner recommend for minor revision.
- If satisfactory compliance has been made by the Research Scholar as adjudged by the supervisor(s), action will be taken for holding the Viva-voce of the scholar.
- (f) If any of the examiners recommends major modifications/revision in the dissertation / thesis, the Research Scholar will be required to revise the dissertation / thesis (even if the other examiner(s) might have recommended for acceptance of the dissertation / thesis or for minor modification / revision of the dissertation / thesis), in the light of comments of the examiner(s) and submit the same for re-consideration. The dissertation / thesis will be sent to the examiner(s) recommending major modifications/revision for adjudication. The examiners(s) recommending major revision, shall submit the report on the revised dissertation / thesis in a prescribed form as given in **Annexure-L2** for Ph.D. degree and in **Annexure-L4** for M.Phil. degree. The examiners shall recommend the revised dissertation / thesis to be either accepted or rejected. Then taking into consideration the recommendations received on the revised dissertation / thesis and depending on the reports of the other examiner(s), an appropriate action will be taken as per Clauses XIV.5 (b), (c) or (d).
 - (g) If the evaluation report of the external examiner in case of M.Phil. dissertation or one of the evaluation reports of the external examiners in case of Ph.D. thesis, is unsatisfactory and does not recommend for conduct of viva voce, i.e., if one of the examiners recommends

rejection of the dissertation / thesis and the other examiner(s) recommend its acceptance or acceptance with certain queries or clarification, then other external examiner (third examiner in case of M.Phil. and fourth examiner in case of Ph.D.) shall be appointed by the Vice-Chancellor either from the panel submitted by the supervisor or from the consolidated panel approved by the RACs. In such cases, the other external examiner so appointed, shall submit the report in the pro forma given in **Annexure L1** for Ph.D. degree and **Annexure L3** for M.Phil. degree, as per provisions of Clause XIV. 5(a).

- (h) Once the other external examiner is appointed, any previous recommendations of the examiner, in whose place the other external examiner is appointed, shall become null and void for all purposes.
- (i) Depending upon the report of the other external examiner (appointed as per clause XIV.5(g)) and the reports of the other examiner(s) (who have not rejected the thesis), an action appropriate to the case mentioned in Clauses XIV.5 (b), (d), (e) or (f) shall be taken.

In case the other external examiner recommends the rejection of the dissertation / thesis, his/her recommendation shall be final and the dissertation / thesis shall be rejected.

- (j) In case an examiner recommends rejection of the dissertation / thesis, reasons therefor shall be specifically given. In case of Ph.D. thesis, the examiner will also opine whether the thesis is suitable for award of M. Phil. degree.

XIV.6 In case of M.Phil. dissertation, marks will also be awarded by the examiners on the dissertation out of a total of 100 marks. The broad criteria for award of marks on the dissertation shall be decided by the RACs in the discipline. A copy of the same shall be provided to the examiners along with the dissertation.

XIV.7 In the case of any ambiguous recommendations by any examiner, the Registrar shall approach the examiner concerned for a clear recommendation. If a clear recommendation is not forthcoming, the matter shall be referred to the Vice Chancellor for decision.

XIV.8 After the reports from both the examiners in case of M.Phil. degree or all the three examiners in case of Ph.D. degree (recommending either acceptance of dissertation / thesis or acceptance with certain queries or clarification at the time of Viva-voce), are received and compliance has been made by the Scholar for minor amendments/revision of the dissertation / thesis, as adjudged by the Supervisor(s), the Registrar shall request the Vice-Chancellor for appointing the external examiner and the supervisor for conduct of viva voce for M.Phil. degree or one of the two external examiners, evaluating the Ph.D. thesis, from within the country and the Research Supervisor for conduct of viva voce for Ph.D. degree as the case may be, as members of the Board of Examiners for conducting Viva-voce of the research Scholar. He / she will also inform the Head of the Department / Discipline, for making appropriate arrangements for holding Viva-voce of the Research Scholar. The Co-Supervisor, if any, will also be appointed as member of the viva voce board.

XIV. 9 **Viva-voce**

- (a) If the dissertation / thesis (for M.Phil. / Ph.D. degree respectively) is accepted or accepted with certain queries or clarifications at the time of Viva-voce on the basis of the reports of the examiners or accepted after minor/major amendments/revision of the dissertation / thesis, as suggested by the examiner(s), the Research Scholar shall be required to defend his/her dissertation / thesis in the Viva-voce, conducted by a duly constituted Viva-voce Board, hereinafter referred to as the 'Board of Examiners'. The date, time and venue of the Viva-voce with other necessary details shall be adequately notified by the Head of the Department / Discipline so as to enable other faculty members and Research Scholars in the Department / Discipline to attend the same.

- (b) The composition of the Board of examiners shall be as follows:
 - (i) The Research Supervisor (Convener);
 - (ii) The external examiner evaluating M.Phil. dissertation or One of the two external examiners evaluating the Ph.D. thesis, appointed by the Vice-Chancellor from within the country (member); and
 - (iii) Co-Supervisor (if any) (Member).
- (c) The viva voce examination will be based among other things on the critiques given in the evaluation reports and shall be open to be attended by members of the Research Advisory Committee, all faculty members of the Department / Discipline, the research scholars and other interested experts / researchers.
- (d) The public viva voce of the research scholar to defend the dissertation / thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation / thesis is / are satisfactory and include a specific recommendation for conducting the viva voce examination.
- (e) The Registrar shall inform the external examiner, appointed by the Vice-Chancellor through a letter or e-mail and seek his/her consent to be a member of the Board of Examiners to conduct viva-voce examination. In case of refusal, another examiner shall be appointed by the Vice-Chancellor.

After obtaining the consent of the external examiner, the Registrar will issue orders constituting the Board of Examiners, as per clause XIV.9(b) and will also provide confidentially to the Research Supervisor, the name, address, contact no., e-mail etc. of the external examiner appointed by the Vice-Chancellor as the member of the Board of Examiners to conduct viva-voce examination.

- (f) The Research Supervisor on receiving information from the Registrar shall get in touch with the external examiner and arrange for the Viva-voce of the research scholar as early as possible, normally within one month from the date of communication to him by the Registrar for conducting the Viva-voce. The supervisor will fix up date for viva voce in consultation with the external examiner, keeping in view convenience of the research scholar. A confirmation letter will also be sent by the Supervisor to the external examiner. Copies of which may be endorsed to the Head of the Department / Discipline and the Research Section for information and necessary arrangements for the viva voce examination.
- (g) In the case of non-availability of any one of the examiners, examining the thesis from within the country, for conducting Viva-voce as a member of the Board of Examiners, the Vice-Chancellor may appoint another Indian examiner from the panel submitted by the Supervisor or from the consolidated panel approved by the RACs, as the member of the Board of Examiners.
- (h) After the date for the Viva-voce of a research scholar is fixed up, the Supervisor will obtain, confidentially, from the Registrar, the copies of the Examiners' reports along with the detailed reports containing the points for consideration or the list of queries and clarifications (if any) suggested by the examiner(s) to be replied by the Research Scholar at the time of Viva-voce. Copies of the same shall be provided to the Research Scholar by his/her Supervisor, so that he/she may make necessary preparations for the Viva-voce.
- (i) In case of M.Phil. scholars, the award sheets containing marks awarded by the examiners, will however be retained by the Registrar for handing over the same along with the marks in the Viva-voce to the Controller of Examinations for compilation of results.

- (j) The Head of the Department / Discipline on being informed by the Supervisor shall, notify to all the faculty members, Research Scholars and candidates in the Department / Discipline, the date, time and venue for the Viva-voce. The Research Scholar whose viva-voce is to be held shall be informed in writing of the same and his/her signatures will be obtained for the record of the office. Copy of such notification will also be provided to the Supervisor and Co-Supervisor (if any) by the Head of the Department / Discipline.
- (k) The Co-Supervisor (if any) will also be provided well before the viva-voce examination, the copies of the reports of all the examiners along with the detailed reports containing points for consideration or the list of queries and clarifications (if any), which the Research Scholar is required to reply at the time of viva-voce.
- (l) The Board of Examiners shall submit a comprehensive report of the performance of the Research Scholar at the viva-voce and its specific recommendations in the pro forma as given at **Annexure-M1** for Ph.D. degree or in **Annexure-M3** for M.Phil. degree. The Board of Examiners shall recommend one of the following:
- i) that the degree be awarded; or
 - ii) that the Research Scholar be re-examined in a second Viva-voce; or
 - iii) that the degree be not awarded and the dissertation / thesis be rejected.
- (m) In case of M.Phil. scholars, if the recommendation of the Board of Examiners is for the award of M. Phil. degree, the Board of Examiners will also award marks on the performance of the scholar in the viva-voce out of 100 marks. The Registrar will hand over the marks obtained by the Scholar in the dissertation and the viva-voce to the COE for compilation of result of the Scholar.
- (n) In case of a M.Phil. scholar, the result compiled by the controller of examinations along with the recommendations of the Board of Examiners and the reports of the dissertation examiners shall be placed for approval before the Vice Chancellor. If all the reports are positive, approval will be provided by the Vice Chancellor for award of M.Phil. degree to the scholar. On approval being provided by the Vice Chancellor, the result of the scholar will be declared along with marks and overall grade obtained by the scholar.
- (o) The recommendations of the Board of Examiners on the Ph.D. thesis along with the reports of the thesis examiners shall be placed for approval before the Vice-Chancellor. If all the reports are positive, approval will be provided by the Vice Chancellor for award of the Ph.D. degree to the scholar.
- (p) All the cases for award of M.Phil. / Ph.D. degree with the approval accorded by the Vice Chancellor, shall be reported to the Academic Council and Board of Management.
- (q) After the approval provided by the Vice-Chancellor for the award of degree, the Ph.D. scholar, or after declaration of his/her result the M.Phil. scholar, shall submit two hardbound copies of the dissertation / thesis, as the case may be, incorporating corrections, if any, as advised by the dissertation / thesis examiners and/or the Board of Examiners. The Supervisor(s) shall ensure that all the corrections suggested by the dissertation / thesis examiners and/or the Board of Examiners have been incorporated in the thesis by the Research Scholar. Two soft copy versions of the finally corrected and updated dissertation / thesis on CDs will also be submitted by the Research Scholar. One hard bound copy of the dissertation / thesis along with its soft copy shall be kept in the Central Library of the University and the other copy of the dissertation / thesis along with its soft copy will be kept in the Departmental Library for reference.

- (r) The hard bound cover of the dissertation / thesis should be of the colour, specific of the faculty as given in Clause XIII.2 (d). The cover of the thesis should have the material relevant to cover page, printed in golden letters, as indicated in **Annexure-H3**. Besides, the following should be printed on the spine of the dissertation / thesis:
- i) 'M.Phil.' or 'Ph. D.' as the case may be, at the top;
 - ii) 'Faculty' in brackets just below M.Phil. / Ph.D.;
 - iii) 'The author's last name' in the middle;
 - iv) 'The year of award of the dissertation / thesis' at the bottom (as per convention contained in the Clause XIV.11 (e); and
 - v) 'Name of the Department / Discipline' just above the year.
- (s) One soft copy of the dissertation / thesis on CD shall also be submitted by the Research Scholar for submission to the UGC for hosting the same on INFLIBNET, accessible to all Institutions/ Universities. The Research scholar shall also provide one hard copy and one soft copy on CD of the 'Abstract of the dissertation / thesis' for being published in the "Abstracts of Accepted Dissertations / Theses of M.Phil. / Ph.D. degree" of the IIS University, to be hosted on the University Website. Spare copies of the dissertation / thesis, if any, shall be returned to the Research Scholar.
- (t) If the Board of Examiners recommends for a second Viva-voce, it shall be conducted normally after a period of three months but within six months from the date of the first Viva-voce. The report of the second Viva-voce shall be submitted in the pro forma given in **Annexure-M2** for Ph.D. degree and in **Annexure-M4** for M.Phil. degree.
- (u) In case of rejection of the Ph.D. thesis, if the examiners find the thesis suitable for the award of M. Phil. degree, action will be taken to get the same evaluated in terms of marks out of 100 by the same examiners and hold viva-voce for the award of M. Phil. degree, provided the Research Scholar gives his/her consent for the same in writing.
- (v) The University shall develop appropriate mechanism so as to complete the entire process of evaluation of M.Phil. dissertation / Ph.D. thesis within a period of six months from the date of submission of the dissertation / thesis.

XIV.10 **Review of Examiners' Reports in case the Dissertation / Thesis is Rejected**

The Vice-Chancellor shall have the power to constitute an independent three-member review panel to investigate the cause of rejection of dissertation / thesis. The review panel shall examine the research work included in the dissertation / thesis and the examiners' reports thereon to submit their findings to the Vice Chancellor for future improvements. It may also examine the subject matter to suggest as to whether the research scholar can further work on the same topic to rebuild his/her initial work and take correct course of action for achieving the desired objectives and time frame needed for resubmission of his/her dissertation / thesis without exceeding the total time period prescribed for submission of dissertation / thesis under these Bye-laws or extended time required for completion of the research work and submission of dissertation / thesis, which may be considered to be given as a special case with specific permission of the Vice Chancellor. The decision for special extension in time period shall be reported to the Research Board, Academic Council and Board of Management. Such a research scholar, if he/she decides to pursue the research work as per the advice given by the panel, shall be re-registered for an M.Phil. or Ph.D. programme, as the case may be, on the same topic or a different topic, as suggested by the panel.

XIV.11 **Award of the Degree**

- (a) Soon after the Viva-voce, the Convener, Board of Examiners shall submit the Viva-voce report along with other documents to the Registrar. If the recommendation of the Board of Examiners is for the award of the degree, the Registrar will then take necessary action for

approval of the recommendations of the Board of Examiners as per provisions of these Bye-laws. If the recommendation of the Board of Examiners are not clear or if the matter needs consideration of the Vice Chancellor, all the relevant reports / documents shall be placed before him/her and action will be taken as per his/her decision in the matter. However if the Vice Chancellor so desires, he/she may seek opinion of some senior academician in the matter and act accordingly. Details about such decisions of the Vice Chancellor shall be reported to the Research Board, Academic Council and the Board of Management.

- (b) In case of M.Phil. scholars, after recommendations of the Board of Examiners are approved by the Vice-Chancellor, the Registrar will take necessary steps for compilation of result of the scholar by the Controller of Examinations and declaration of the same.
- (c) After the approval for the award of the degree to a Research Scholar is accorded by the Vice-Chancellor, as per provisions of Clause XIV.11(a), the Registrar will issue a notification, informing the Head of the Department, the Research Scholar and his/her Supervisor(s) about the same and in case of a M.Phil. scholar, his/her result will also be declared as per provisions of Clause XIV.11(b).
- (d) On being informed about the decision of the University for award of degree, the Research scholar shall apply in the prescribed pro forma and pay prescribed fee for the issue of provisional degree / Certificate. 'No Dues Certificate' in the prescribed format will also be submitted by the Research Scholar. On receipt of an application in prescribed formats along with the prescribed fee and 'No Dues Certificate', the provisional degree / Certificate shall be issued to the Research Scholar by the Registrar. It shall be mentioned in the provisional degree / Certificate that **the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedures for Award of M.Phil. / Ph.D. Degree) Regulations, 2009 or 2016, as the case may be.**
- (e) The year of award of an M.Phil. / Ph. D. degree shall be the same as the year of submission of the dissertation / thesis, if the dissertation / thesis is accepted without revision. If the dissertation / thesis is recommended for revision, the year of award of an M.Phil. / Ph. D. degree shall be the year of submission of revised dissertation/thesis.
- (f) In an M.Phil. / Ph. D. degree to be awarded to a research Scholar, the title of the thesis will be mentioned along with the discipline and faculty of research and the name of the University Department in which the Research Scholar was registered for the M.Phil. / Ph.D. programme. In case of Research Scholars working at a Research Centre recognized by the University, the name of the Research Centre will be mentioned in the Degree, along with the faculty of research.
- (g) In case of a M.Phil. degree, the class / division / grade obtained by the scholar in the M.Phil. programme as a whole will also be mentioned in the degree.
- (h) After the approval of the dissertation / thesis for the award of the degree, the abstract of the dissertation / thesis will be published in the "Abstracts of Accepted Dissertations / Theses for an M.Phil./ Ph.D. Degree" of The IIS University, hosted on the University Website. A soft copy of the thesis on CD will also be provided by the scholar to the University for hosting of the dissertation / thesis on INFLIBNET within a period of thirty days, accessible to all the Institutions/ Universities or it may be uploaded on 'Shodh Ganga' by the University, as per directives of UGC in this regard.

- (i) Once the dissertation / thesis has been approved for the award of an M.Phil. / Ph.D. degree, the Research Scholar shall, in case of publication of the dissertation / thesis in full or in part, state on the title page of the same that it was a dissertation / thesis approved for the award of an M.Phil. / Ph. D. degree of The IIS University, or based upon that dissertation / thesis.

- (j) All the decisions of the Vice-Chancellor regarding award of degree shall be placed before the Research Board and the Academic council for ratification. The Board of Management will also be informed about all the degrees awarded by the University.

CHAPTER-XV

FEES PAYABLE AND RATES OF REMUNERATION

Fees Payable:

- XV. 1 Fees payable by a candidate admitted to an M.Phil. / Ph.D. programme, i.e., Semester fees and other fees to be paid by a Research Scholar shall be as prescribed by the University from time to time. The present fee structure for all categories of the Research Scholars is given in **Schedule-4**. Full fee, at the rates applicable, will be payable by the M.Phil. / Ph. D. scholars from the date of admission till the submission of dissertation / thesis, as the case may be.
- XV. 2 Fees as prescribed in Table-1 of schedule 4 shall be paid by the full time and part time Research Scholars, except for those full time research scholars who carry out their research work at a 'Research Centre', approved by the university and the faculty of the university admitted in a research degree programme and entitled for payment of fee at relaxed rates.
- XV.3 The Full-time candidates permitted to carry out their research work at a 'Research Centre' approved by the university, shall pay fees as per Table-1 of **Schedule-4**, during their residency period in the University. For the period during which they carry out research work at the 'Research Centre', they shall pay the fees as per the rates given in Table-2 of **Schedule-4**. During such period they will also be required to pay fees as may be prescribed by the 'Research Centre' at which they work.
- XV.4 The permanent employees and the teachers of the University or teachers of the constituent colleges/ institutions of the University or the teachers serving in a sister institution under the IIS-Network of institutions, who are admitted to an M.Phil. / Ph.D. programme of the University, shall pay the fees as per Table -3 of **Schedule-4** :
- provided they have completed at least 3 years of regular service of the University or at an institution under the IIS-institutional network, otherwise fees as per Table 1 shall be applicable to them.
- XV.5 A candidate admitted to an M.Phil. / Ph.D. programme of the University, if already enrolled in the University, shall be exempted from the payment of eligibility fee and enrolment fee (irrespective of the fact whether he/she is a part time scholar or a full-time research scholar).
- XV.6 Fees once paid in the University shall not be refunded, except for the caution money, which shall be refunded to an M.Phil. / Ph. D. scholar within one year from the date of award of an M.Phil. / Ph. D. degree or cancellation of admission on any ground, subject to the adjustment of any dues payable by him/her. However, if the candidate/Research Scholar leaves an M.Phil. / Ph. D. programme or is terminated from the programme within one year of his/her admission, the caution money shall not be refunded.

Rates of Remuneration:

- XV.7 The rates of remuneration to the Examiners and experts assigned with various works of evaluation related to an M.Phil. / Ph.D. programme shall be as given in **Schedule-5**, which may be revised by the University from time to time.

CHAPTER-XVI

UNFAIR MEANS AND PLAGIARISM

- XVI.1 The Academic Council or the Research Board of the university shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty.
- XVI.2 The drafts of the research papers and dissertation / thesis prepared by a scholar will be checked for plagiarism on a software; turn-it-in may be used for similarity check, which should have no plagiarism. The supervisor(s) will personally check the similarity report and will decide about the similarity reported with articles / documents, which have been properly acknowledged and included in references. The final reports will be signed by the supervisor(s).
- XVI.3 In case a Research Scholar is found adopting or is suspected of adopting unfair means or lifting of other's work and inserting it in his/her work without proper acknowledgement, credit and reference, such penal action shall be taken by the Vice Chancellor, on the recommendation of the Dean of the Faculty or a committee constituted for the purpose, against the Research Scholar as may be necessary to uphold the sanctity and the integrity of the research work, publications, dissertation / thesis examination system and the credibility of the University.
- XVI.4 The supervisor(s) / Head of the Department / Discipline or the Dean of the Faculty may *suo-moto* take cognizance of any case where plagiarism is suspected to have been done. Such cases may also be reported by any person to the Vice Chancellor or Dean of the Faculty or the Head of the Department to which the Scholar is associated. On receipt of such a complain by the HOD, it shall be immediately brought to the notice of Dean of the Faculty. The Dean will take opinion of the supervisor(s) in the matter and will report the same to the Vice Chancellor along with comments of the supervisor(s). The Vice Chancellor will take such action in the matter on the basis of available facts, or after seeking opinion of a committee constituted for the purpose, as he / she may deem fit.
- XVI.5 In case an act of unfair means and plagiarism is proved against a Research Scholar, then in addition to action against the Research Scholar, as prescribed in Clause XVI.3 a committee will be constituted to ascertain the role of supervisor in the matter. If the role of supervisor or his / her negligence is proved, the recognition of the Supervisor and Co-Supervisor (if any) may also be suspended for a period up to three years by the Academic Council depending on the gravity of their involvement in such an act of the Research Scholar or negligence to check the scholar from doing so. For this purpose a show cause notice will be given by the Vice-Chancellor to such Supervisor/Co-Supervisor and the reply given by the Supervisor/Co-Supervisor within a period of 15 days along with report of the committee and other relevant papers shall be placed before the Research Board for recommending appropriate action against the Supervisor(s), depending on the gravity of the matter. Recommendations of Research Board shall be placed before the Academic Council and the Board of Management for a final decision in the matter.
- XVI.6 All the matters of unfair means and plagiarism shall be reported to the Research Board, Academic Council and the Board of Management.

CHAPTER-XVII

FINANCIAL ASSISTANCE

- XVII. 1 Subject to the availability of the University fellowships, Research Scholars registered for an M.Phil. / Ph. D. degree, who are admitted as full-time research scholars would be entitled to The IIS University Research Fellowship of such amount as may be decided by the University from time to time, provided that they are not in receipt of any other fellowship from a funding agency, like UGC, CSIR, DST, DRDO, DAE, ICAR, ICSSR etc. These fellowships shall be strictly subject to the fulfillment of the conditions governing such awards, which may include up to 6 hours of classroom teaching or 12 hours of laboratory guidance or an appropriate mix of the two to undergraduate classes per week.
- XVII.2 The maximum duration for which The IIS University Research Fellowship can be awarded to any Ph. D. Scholar is three years whereas for M.Phil. scholars, the maximum period of fellowship will be one year. The award shall be on year-to-year basis, renewable on the basis of satisfactory academic and research performance and satisfactory performance in the discharge of responsibilities assigned to him/her under the scheme.
- XVII.3 The University will encourage eligible full time research scholars to apply for fellowship to the funding agencies like UGC, CSIR, DST, DRDO, DAE, ICAR, ICSSR etc. and will provide necessary support for the same.
- XVII.4 A full time Research Scholar of the University, who is in receipt of a fellowship from any agency like UGC, CSIR, DST, DRDO, DAE, ICAR, ICSSR etc. may also be required to perform classroom teaching or laboratory guidance or an appropriate mix of the two to undergraduate classes, as per provisions of the concerned funding agency in this regard.
- XVII.5 The University may also offer teaching assistantships to the desirous M.Phil. / Ph.D. scholars, with a view to provide them financial support. Such assistantships may carry a workload up to 12 periods per week (theory or practical or a mix of the two) and payment at the rates decided by the university

CHAPTER-XVIII

CANCELLATION OF REGISTRATION

XXVIII.1 The registration of an M.Phil. / Ph. D. Research Scholar may be cancelled by the Vice-Chancellor on the recommendation of his/her Research Supervisor, Co-Supervisor, (if any), Head of the Department and the Dean of the faculty, in any one of the following eventualities:

- (i) If the Research Scholar is absent for a continuous period of six months without prior information/sanction of leave.
- (ii) If the Research Scholar fails to pay semester fees within six months of the due date.
- (iii) If three consecutive progress reports (annual / mid term) of the Research Scholar are unsatisfactory.
- (iv) If the candidate's Research Proposal and/or Research Proposal seminar are not approved by the RAC even after the submission of revised proposal/ presentation of the revised seminar by the candidate.
- (v) If the Research Scholar fails to submit the dissertation / thesis within the maximum stipulated time period for submission of the dissertation / thesis, as provided in these Bye-laws.
- (vi) If the Research Scholar withdraws from an M.Phil. / Ph.D. programme and his/her withdrawal is approved by the Vice Chancellor on the recommendation of his/her Supervisor(s), Head of the Department and Dean of the Faculty.
- (vii) If the Research Scholar is found involved in an act of misconduct or indiscipline or plagiarism or anti-University activities, the Vice-Chancellor may terminate an M.Phil. / Ph.D. scholar on the recommendation of a committee constituted for the purpose.

CHAPTER-XIX

TEMPORARY WITHDRAWAL FROM THE PROGRAMME

XIX.1 A Research Scholar registered for an M.Phil. / Ph.D. degree may be permitted by the Vice-Chancellor, on the recommendation of his/her Supervisor(s), Head of the Department and the Dean of the Faculty to temporarily withdraw from the programme for some specific reasons, and later allowed to join back to complete the research and submit the dissertation / thesis. The withdrawal may be granted for the whole or part of a semester or for more than one semester, provided that such withdrawal shall not be granted during the period of the coursework of the candidate. The temporary withdrawal may be permitted for any one of the following reasons:

- (i) If the Research Scholar is suffering from a prolonged illness, supported by medical certificates;
- (ii) In the event of illness/death of any of the scholar's parents/ guardians/spouse;
- (iii) If a woman scholar undergoes pregnancy and/or delivery during the period of her research;
- (iv) If the scholar gets appointed in a project of short duration (up to one year).

In such a case the scholar may be allowed to join the project after he/she has successfully completed the course work and registered for M.Phil. / Ph.D. degree, provided that the scholar assures in writing to join back after completing the project or to complete the remaining research work by converting him/her to part time research scholar.

- (v) If a fulltime sponsored scholar after fulfilling the minimum period requirement for the submission of the dissertation / thesis is required to join back his / her parent organization, on the assurance of the scholar to complete the remaining research work by taking leaves after the period of withdrawal or failing which by converting him / her to part time scholar.
- (vi) Any other event in which the Vice-Chancellor is convinced that the situation faced by the research scholar warrants his/her temporary withdrawal from the programme.

XIX.2 The period of withdrawal shall not be counted in the period of research of the Scholar for the purposes of the maximum time limit for submission of thesis, as provided in Clause VIII.3 of these Bye-laws for Ph.D. degree and in Clause VIII.4 for M.Phil. degree.

XIX.3 During the period of withdrawal, a scholar will be required to pay fees at the rate of 50% of the fees otherwise payable by him / her.

CHAPTER-XX

SAVING CLAUSES & REMEDIAL PROVISIONS

- XX.1 Notwithstanding anything contained in these M.Phil. & Ph.D. Bye-laws, all categories of the Research Scholars shall be governed by the rules and procedures framed by the Academic Council, which are in force at that point of time.
- XX.2 If any of the provisions of these Bye-laws are found to be contradictory to the 'UGC (Minimum Standards and Procedure for Awards of M.Phil./ Ph.D. Degree) Regulations, 2016' and further directives of the UGC in this regard(if any), the Vice-Chancellor shall be competent to modify such provisions to such extent that the said contradiction is done away and the matter shall be reported to the Research Board, Academic Council and the Board of Management.
- XX.3 Any doubt or dispute about the interpretation of these Bye-laws shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final.
- XX.4 The Vice-Chancellor shall have power to:
- (a) devise special procedures for the evaluation of an M.Phil. dissertation / Ph. D. thesis to protect the work of classified nature involving national security and sovereignty and/or to protect the intellectual property rights of the Research Scholar, the supervisor and the University
 - (b) relax any of the provisions laid in these Bye-laws for handling the circumstances not covered by these Bye-laws.
 - (c) in case a Ph.D. research scholar completes his / her research work well before the minimum period for submission of thesis, as prescribed by these Bye-laws, the Vice Chancellor, on the recommendation of supervisor(s), if supported by the Head of the Department and Dean of the Faculty, may provide permission to hold the pre-submission seminar and ask RAC to provide its recommendation / observation. If RAC is satisfied with the work of the scholar, may recommend for relaxation up to six months to be granted by the Vice Chancellor. In such a case a relaxation up to six months in minimum time period for submission of Ph.D. thesis may be granted by the Vice Chancellor.
 - (d) deal with the cases of hard ships to any research scholar by providing such relaxations in procedures, which do not amount to dilution of standards:
- Provided that all the actions taken under the Clause XX.4 shall be reported to the Research Board, Academic Council and the Board of Management.

SCHEDULE-1
The IIS University, Jaipur

**LIST OF DISCIPLINES IN WHICH M.Phil. & Ph.D. DEGREES ARE CONFERRED BY THE UNIVERSITY
UNDER VARIOUS FACULTIES**

(See Clause I.6)

S. No	Faculty	Department	Disciplines in which M.Phil. & Ph.D. Degrees are conferred
1.	Arts & Social Sciences	Behavioral and Health Sciences	<ul style="list-style-type: none"> • Psychology
		Fashion and Textile Technology	<ul style="list-style-type: none"> • Fashion & Textile Technology
		Fine arts	<ul style="list-style-type: none"> • Visual Arts
		Languages and Mass Communication	<ul style="list-style-type: none"> • English • Journalism & Mass Communication
		Physical and Computing Sciences	<ul style="list-style-type: none"> • Geography
		Social Sciences	<ul style="list-style-type: none"> • Economics • Sociology
2.	Science	Behavioural and Health Sciences	<ul style="list-style-type: none"> • Psychology
		Chemical Sciences	<ul style="list-style-type: none"> • Chemistry
		Computer Science and Information Technology	<ul style="list-style-type: none"> • Computer & Information Science
		Environmental and Life Sciences	<ul style="list-style-type: none"> • Biotechnology • Botany • Environmental Science • Microbiology • Zoology
		Fashion & Textile Technology	<ul style="list-style-type: none"> • Fashion & Textile Technology
		Home Science	<ul style="list-style-type: none"> • Home Science
		Physical and Computing Sciences	<ul style="list-style-type: none"> • Geography • Physics
		Social Sciences	<ul style="list-style-type: none"> • Economics
3.	Commerce & Management Studies	Commerce	<ul style="list-style-type: none"> • Accounting & Taxation • Business Studies • Financial Studies
		Fashion & Textile Technology	<ul style="list-style-type: none"> • Fashion & Textile Technology
		Management	<ul style="list-style-type: none"> • Foreign Trade Management • Human Resource Management • International Business • Management Studies • Tourism Management

*as offered by the University during the Academic Session 2017-18.

SCHEDULE-2

The IIS University, Jaipur

LIST OF POTENTIAL NON-DEGREE AWARDING INSTITUTIONS WHICH ARE/MAY BE RECOGNISED BY THE UNIVERSITY AS THE 'RESEARCH CENTRES' UNDER MOU SIGNED/TO BE SIGNED BY THE UNIVERSITY WITH SUCH INSTITUTIONS

[See Clause I.5 ae]

FACULTY OF ARTS & SOCIAL SCIENCES

1. Ahmedabad Textile Industry Research Association (ATIRA), Ahmedabad
2. Anthropological Survey of India.
3. Apparel Export Promotion Council (AEPC), New Delhi, Bangalore, Tirupur, Chennai, Kolkata, Mumbai
4. Archaeological Survey of India.
5. Birds Jute Exports Ltd. (BJEL), Kolkata
6. Bombay Textile Research Association (BTRA), Mumbai
7. British India Corporation Ltd. (BIC), Kanpur
8. Carpet Export Promotion Council (CEPC), Ministry of Textiles, Government of India, New Delhi
9. Central Cottage Industries Corporation (CCIC), New Delhi
10. Central Institute of English and Foreign Languages, Hyderabad.
11. Centre for Advance Study in History, Aligarh.
12. Centre for Policy Research, New Delhi.
13. Centre for the Study of Developing Societies, Delhi.
14. Clothing Manufactures Association of India (CMAI), Mumbai
15. Cotton Corporation Of India Ltd. (CCI), Mumbai
16. Cotton Textile Export Promotion Council (TEXPROCIL), Ministry of Textiles, Government of India, Mumbai
17. Export Promotion Council for Handicrafts (EPCH), VasantKunj, New Delhi
18. Gandhian Institute of Studies, Rajghat, Varanasi.(for Economics, Sociology and Political Science)
19. G. B. Pant Social Sciences Institute, Jhusi, Allahabad.
20. Handicrafts and Handlooms Export Corporation (HHEC), Ministry of Textiles, Government of India
21. Handloom Export Promotion Council (HEPC), Chennai (H.O) , New Delhi (R.O)
22. H.C.M. Rajasthan Institute of Education Planning & Administration (RIEPA)Jaipur.
23. Indian Institute of Public Administration (IIPA) New Delhi.
24. Indian Jute Industry's Research Association (IJIRA), Guwahati
25. Indian School of International Studies, New Delhi
26. Indian Silk Export Promotion Council (ISEPC), Mumbai
27. Indira Gandhi Institute of Public Administration, Jaipur.
28. International Labour Organization, New Delhi.
29. Institute of Development Studies, Jaipur
30. Institute of Ideology, Lucknow Road, New Delhi
31. Institute of Social and Economic Change, Bangalore.
32. Jute Corporation of India Ltd. (JCI), Kolkata
33. Man-made Textile Research Association (MANTRA), Surat
34. Meteorological Department, Govt. of India and States.
35. Ministry of Textiles, Government of India, New Delhi
36. Model Institute of Education & Research, Jammu.
37. National Archives of India.
38. National Archives of India, New Delhi & State Archives.
39. National Council of Teacher Education (NCTE), New Delhi.
40. National Council for Educational Research and Training, (NCERT), New Delhi.
41. National Handloom Development Corporation (NHDC), Lucknow
42. National Institute of Banking Management, Pune.
43. National Institute of Design (NID), Ahmedabad

- 44 National Institute of Education, New Delhi.
 45 National Institute of Fashion Technology (NIFT), New Delhi
 46 National Institutes for Handicapped: NIVH, NIMH, NIHH, DISHA, etc.
 47 National Institute of Public Finance and Policy, New Delhi.
 48 National Institute of Rural Development, Hyderabad.
 49 National Jute Manufacturers Corporation (NJMC), Kolkata
 50 National Productivity Council, New Delhi
 51 National Research Laboratory for Conservation of Cultural Property, Lucknow.
 52 National Textile Corporation Ltd. (NTC), New Delhi
 53 National University of Educational Planning and Administration (NUEPA)
 54 Aurbindo Marg, New Delhi.
 55 Nehru Memorial Museum and Library, Teen Murti, New Delhi
 56 Northern India Textile Research Association (NITRA), Ghaziabad
 57 Oriental Research Institute, Jodhpur.
 58 Powerloom Development & Export Promotion Council (PDEXCIL), Andheri Mumbai
 59 Research Design and Standards organization, Lucknow.
 60 Sardar Vallabhbhai Patel Institute of Textile Management, Coimbatore
 61 Sikkim State Archives, Gangtok (Centre of Post graduate Research in History & Allied Subjects).
 62 South India Textile Research Association (SITRA), Coimbatore
 63 Survey of India, Dehradun, Uttarakhand
 64 The Synthetic & Art Silk Mills Research Association (SASMIRA), Mumbai
 65 The Synthetic and Rayon Textile Export Promotion Council (SRTEPC), Mumbai (H.O), New Delhi (R.O)
 66 The Wadia Institute of Himalayan Geology, Dehradun.
 67 Wool and Woollen Export Promotion Council (W&WEPC), Ministry of Textiles, Government of India
 68 Wool Research Association (WRA), Thane

FACULTY OF SCIENCE

- 1 Ahmedabad Textile Industry Research Association (ATIRA), Ahmedabad
 2 All Research Labs. Of Zoological Survey of India.
 3 All Research Labs. Of National Institute of Marine Biology, Panaji, Goa.
 4 All Research Laboratories maintained by the CSIR, New Delhi.
 5 All Research Laboratories maintained by the Department of Science & Technology, Govt. of India.
 6 Apparel Export Promotion Council (AEP), New Delhi, Bangalore, Tirupur, Chennai, Kolkata, Mumbai
 7 Atomic Energy Establishment, Mumbai.
 8 Atomic Minerals Division (Department of Atomic Energy), Govt. of India.
 9 Bhabha Atomic Research Centre, Mumbai and other Departments of Atomic Energy
 10 Birbal Sahani Institute of Paleo Botany, Lucknow.
 11 Birds Jute Exports Ltd. (BJEL), Kolkata
 12 Birla Institute of Scientific Research (BISR), Jaipur.
 13 Bombay Textile Research Association (BTRA), Mumbai
 14 Bose Institute, Kolkata.
 15 Botanical Survey of India, Kolkata.
 16 British India Corporation Ltd. (BIC), Kanpur
 17 Carpet Export Promotion Council (CEPC), Ministry of Textiles, Government of India, New Delhi
 18 Central Arid Zone Research Institute, Jodhpur.
 19 Central Captive Fisheries Research Institute, Kolkata.
 20 Central Cottage Industries Corporation (CCIC), New Delhi
 21 Central Council for Research in Ayurveda and Siddha, New Delhi
 22 Central Food Technology Research Institute, Mysore.
 23 Central Drug Research Institute, Lucknow.
 24 Central Electrochemical Research Institute, Karaikudi.
 25 Central Electronics Engineering Research Institute (CEERI), Pilani

- 26 Central Fuel Research Institute, Dhanbad and its regional Centres.
- 27 Central Ground Water Board, Govt. of India.
- 28 Central Indian Pharmacopoeia Laboratory, Ghaziabad.
- 29 Central Inland Fisheries Research Institute (ICAR), Barrackpore.
- 30 Central Institute of Medicinal and Aromatic Plants, Lucknow.
- 31 Central Public Health Engineering Research Institute, Nagpur (National Environmental Engineering Research Institute).
- 32 Central Salt and Marine Chemical Research Institute, Bhawanagar.
- 33 Centre for DNA Finger Printing and Diagnostics, Hyderabad
- 34 Centre for Development of Advanced Computing (CDAC), Pune, Mumbai, Bangalore & Noida.
- 35 Centre for Mathematical Science (CMS), South Palai, Kerala
- 36 Clothing Manufactures Association of India (CMAI), Mumbai
- 37 Cotton Corporation Of India Ltd. (CCI), Mumbai
- 38 Cotton Textile Export Promotion Council (TEXPROCIL), Ministry of Textiles, Government of India, Mumbai
- 39 Defence Research and Development Establishment, Gwalior.
- 40 Defence Research Development Organization, Delhi and its other regional establishments
- 41 Defence Research Laboratory, Kanpur.
- 42 Defence Research Laboratory, Delhi.
- 43 Defence Science Laboratory, Delhi.
- 44 Export Promotion Council for Handicrafts (EPCH), VasantKunj, New Delhi
- 45 Forest Research Institute, Dehradun.
- 46 Fuel Research Institute, Dhanbad.
- 47 Geological Survey of India, Govt. of India.
- 48 Govt. of India Fisheries Research Station, Chennai.
- 49 Handicrafts and Handlooms Export Corporation (HHEC), Ministry of Textiles, Government of India
- 50 Handloom Export Promotion Council (HEPC), Chennai (H.O) , New Delhi (R.O)
- 51 Harishchandra Research Institute, Allahabad.
- 52 H.P. Labs India, Bangalore
- 53 IBM India Research Laboratory, New Delhi & Bangalore
- 54 Indian Agricultural Research Institute, New Delhi.
- 55 Indian Agricultural Statistics Research Institute (IASR), Delhi.
- 56 Indian Association for the Cultivation of Science, Jadavpur.
- 57 Indian Drugs & Pharmaceuticals Ltd., Hyderabad.
- 58 Indian Institute of Chemical Biology, Kolkata.
- 59 Indian Institute of Chemical Technology, Hyderabad.
- 60 Indian Institute of Geo-magnetism, Mumbai.
- 61 Indian Institute of Petroleum, Dehradun.
- 62 Indian Institute of Pulses Research, Kanpur.
- 63 Indian Institute of Sugarcane Research, Lucknow.
- 64 Indian Institute of Tropical Meteorology, Pune.
- 65 Indian Institute of Vegetable Research, Varanasi.
- 66 Indian Institute of Toxicology Research, Lucknow
- 67 Indian Jute Industry's Research Association (IJIRA), Guwahati
- 68 Indian Lac Research Institute, Ranchi.
- 69 Indian Meteorological Department, Govt. of India.
- 70 Indian Naval Physical Laboratory, Cochin.
- 71 Indian Rare Earth Limited, Govt. of India, Mumbai
- 72 Indian Silk Export Promotion Council (ISEPC), Mumbai
- 73 Industrial Toxicology Research Centre, Lucknow.
- 74 Institute of Criminology and Forensic Science, Govt. of India, Ministry of Home Affairs, New Delhi.
- 75 Institute of Genomics and Integrated Biology (Formerly, Centre for Biochemical Technology), Delhi.
- 76 Institute of Life Sciences, (DBT, Govt. of India), Bhubaneshwar.

- 77 Institute of Mathematics and Applications, Bhubaneswar
- 78 Institute of Microbial Technology, Chandigarh.
- 79 Institute of Nuclear medicine and Allied Sciences, Delhi
- 80 Institute of Nuclear Physics, Kolkata.
- 81 Institute of Radio Physics, Kolkata.
- 82 Inter University Accelerator Centre (Formerly Nuclear Science Research Centre, Arunaasafali Marg, New Delhi
- 83 International Centre for Genetic Engineering and Biotechnology, New Delhi.
- 84 Jute Corporation of India Ltd. (JCI), Kolkata
- 85 Lupin Research Park, Pune- 411 042 (Maharashtra).
- 86 Man-made Textile Research Association (MANTRA), Surat
- 87 Ministry of Textiles, Government of India, New Delhi
- 88 National Botanical Research Institute (formerly National Botanic Garden), Lucknow
- 89 National Bureau of Animal Genetic Resources, Karnal.
- 90 National Bureau of Fish Genetic Resource (ICAR), Lucknow.
- 91 National Centre for Antarctic and Ocean Research, Goa.
- 92 National Centre for Biochemical Science, Pune.
- 93 National Centre for Cell Science, Pune.
- 94 National Chemical Laboratory, Pune.
- 95 National Dairy Research Institute, Karnal.
- 96 National Dope testing lab, Ministry of Youth and Sports, New Delhi
- 97 National Environmental Engineering Research Institute (NEERI), Nagpur.
- 98 National Geophysical Research Institute, Hyderabad.
- 99 National Handloom Development Corporation (NHDC), Lucknow
- 100 National Institute of Design (NID), Ahmedabad
- 101 National Institute of Fashion Technology (NIFT), New Delhi
- 102 National Institute of Immunology, New Delhi.
- 103 National Institute of Plant Genome Research, Delhi
- 104 National Institute of Research on Mustard, Sewar, Bharatpur.
- 105 National Jute Manufacturers Corporation (NJMC), Kolkata
- 106 National Metallurgical Laboratory, Jamshedpur.
- 107 National Mineral Development Corporation, Hyderabad.
- 108 National Physical Laboratory, New Delhi.
- 109 National Remote Sensing Agency, Govt. of India.
- 110 National Research Centre on Plant Biotechnology, New Delhi.
- 111 National Research Centre for Mushroom (ICAR), Chambaghat, Solan (HP)
- 112 National Textile Corporation Ltd. (NTC), New Delhi
- 113 Northern India Textile Research Association (NITRA), Ghaziabad
- 114 Nutrition Research Laboratories, Coonoor.
- 115 Oil and Natural Gas Commission Limited, Dehradun
- 116 Physical Research Laboratory, Ahmedabad
- 117 Powerloom Development & Export Promotion Council (PDEXCIL), Andheri Mumbai
- 118 Rajasthan Atomic Power Project (RAPP), Kota.
- 119 Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram.
- 120 Raman Research Institute, Bangalore.
- 121 Ranbaxy Laboratories Limited, Gurgaon- 122 601.
- 122 Regional Research Laboratories, Trivandrum, Jammu, Bhopal, Jorhat, Bhubaneswar, Hyderabad.
- 123 Research Design & Standards Organisation, Lucknow.
- 124 Rubber Research Institute of Indian Rubber Board, Kottayam.
- 125 Sarabhai Science Community Centre, NavrangPura, Ahmedabad.
- 126 SardarVallabhPatel Institute of Textile Management, Coimbatore
- 127 Solid State Physics Laboratory (SSPL), Lucknow Road, Delhi.
- 128 South India Textile Research Association (SITRA), Coimbatore

- 129 Sriram Institute for Industrial Research, Delhi
- 130 SPIC Science Foundation, Chennai.
- 131 State Forensic Science Research Labs.
- 132 Tata Energy Research Institute, New Delhi.
- 133 Tata Institute of Fundamental Research, Mumbai.
- 134 Technological Institute of Textiles, Bhiwani.
- 135 Thapar Centre for Industrial Research and Development, Patiala.
- 136 The Energy and resources Institute (Formerly TERI), Lodhi Road, Delhi
- 137 The Indian Statistical Institute, Calcutta and other Statistical Institutes in India
- 138 The Synthetic & Art Silk Mills Research Association (SASMIRA), Mumbai
- 139 The Synthetic and Rayon Textile Export Promotion Council (SRTEPC), Mumbai (H.O), New Delhi (R.O)
- 140 Vivekanand Laboratory, Almora.
- 141 Wadia Institute of Himalayan Geology, Dehra Dun.
- 142 Wool and Woollen Export Promotion Council (W&WEPC), Ministry of Textiles, Government of India
- 143 Wool Research Association (WRA), Thane
- 144 Zoological Survey of India, Kolkata.

FACULTY OF COMMERCE & MANAGEMENT

- 1 Administrative Staff College of India, Hyderabad.
- 2 Ahmedabad Textile Industry Research Association (ATIRA), Ahmedabad
- 3 Apparel Export Promotion Council (AEPC), New Delhi, Bangalore, Tirupur, Chennai, Kolkata, Mumbai
- 4 Birds Jute Exports Ltd. (BJEL), Kolkata
- 5 Bombay Textile Research Association (BTRA), Mumbai
- 6 British India Corporation Ltd. (BIC), Kanpur
- 7 Carpet Export Promotion Council (CEPC), Ministry of Textiles, Government of India, New Delhi
- 8 Central Cottage Industries Corporation (CCIC), New Delhi
- 9 Centre for Research in Rural & Industrial Development, Chandigarh.
- 10 Clothing Manufactures Association of India (CMAI), Mumbai
- 11 Cotton Corporation Of India Ltd. (CCI), Mumbai
- 12 Cotton Textile Export Promotion Council (TEXPROCIL), Ministry of Textiles, Government of India, Mumbai
- 13 Export Promotion Council for Handicrafts (EPCH), VasantKunj, New Delhi
- 14 Handicrafts and Handlooms Export Corporation (HHEC), Ministry of Textiles, Government of India
- 15 Handloom Export Promotion Council (HEPC), Chennai (H.O) , New Delhi (R.O)
- 16 Indian Institutes of Management, Ahmedabad, Bangalore, Kolkata, Lucknow, Kozhikode, Indore, Udaipur. Etc.
- 17 Indian Institute of Personnel Management, New Delhi
- 18 Indian Jute Industry's Research Association (IJIRA), Guwahati
- 19 Institute of Chartered Accountants of India, Mumbai, Kolkata, Chennai and New Delhi.
- 20 Institute of Company Secretaries of India, New Delhi.
- 21 Institute of Cost and Works Accountants of India, Kolkata.
- 22 Institute of Foreign Trade, New Delhi.
- 23 Institute of Public Administration, New Delhi.
- 24 Institute of Public Enterprise, Hyderabad.
- 25 Jute Corporation of India Ltd. (JCI), Kolkata
- 26 Man-made Textile Research Association (MANTRA), Surat
- 27 Ministry of Textiles, Government of India, New Delhi
- 28 National Handloom Development Corporation (NHDC), Lucknow
- 29 National Institute of Bank Management, Mumbai.
- 30 National Institute of Banking Management, Pune
- 31 National Institute of Design (NID), Ahmedabad
- 32 National Institute of Fashion Technology (NIFT), New Delhi

- 33 National Institute of Public Finance and Policy, New Delhi
- 34 National Jute Manufacturers Corporation (NJMC), Kolkata
- 35 National Textile Corporation Ltd. (NTC), New Delhi
- 36 Northern India Textile Research Association (NITRA), Ghaziabad
- 37 Powerloom Development & Export Promotion Council(PDEXCIL), Andheri, Mumbai
- 38 Reserve Bank of India, Mumbai.
- 39 Sardar Vallabhbhai Patel Institute of Textile Management, Coimbatore
- 40 Indian Silk Export Promotion Council (ISEPC), Mumbai
- 41 South India Textile Research Association (SITRA), Coimbatore
- 42 Sri Ram Institute of Industrial Research, Delhi.
- 43 The Synthetic & Art Silk Mills Research Association (SASMIRA), Mumbai
- 44 The Synthetic and Rayon Textile Export Promotion Council (SRTEPC), Mumbai (H.O), New Delhi (R.O)
- 45 Wool and Woollen Export Promotion Council (W&WEPC), Ministry of Textiles, Government of India
- 46 Wool Research Association (WRA), Thane
- 47 World Bank
- 48 Xavier Labour Relations Institute, Jamshedpur.
- 49 Vekunt Lal Mehta Co-operative Institute, Pune

SCHEDULE-3
The IIS University, Jaipur

Syllabus and scheme of Examination for Research Entrance Test (RET)

[See clause IV.3]

Time : 2 Hours (for Section 'A' & Section 'B')

MM = 100

I. For disciplines other than Languages (English, Hindi, French and German):

Note: The Paper will consist of two sections, Section 'A' and Section 'B', each consisting of 50 multiple-choice questions (all compulsory), each carrying 1 marks.

Section A: General Aptitude for Research

Syllabus

MM = 50

1. Research Aptitude (10 Marks) :

Research: Meaning, Characteristics and types; Steps of Research; Methods of Research; Research ethics. (10 Questions)

2. Reasoning (Including Mathematical) (10 Marks) :

(i) Number series; Letter series; Codes; Relationships; Classification; (5 Questions)

(ii) Environment (5 Questions)

3. Logical Reasoning (10 Marks) :

Understanding the structure of arguments; Evaluating and distinguishing deductive and inductive reasoning; Verbal analogies: Word analogy-Applied analogy; Verbal classification; Reasoning Logical Diagrams: Simple diagrammatic relationship, multi-diagrammatic relationship; Venn diagram; Analytical Reasoning. (10 Questions)

4. Data Interpretation (10 Marks) :

Sources, acquisition and interpretation of data; Quantitative and qualitative data; Graphical representation and mapping of data. (10 Questions)

5. Information and Communication Technology (ICT) (10 Marks) :

ICT: meaning, advantages, disadvantages and uses; General abbreviations and terminology; Computer Hardware: main elements of computer hard ware; operating software; application software; Basics of internet and e-mailing (10 Questions)

Section B: Discipline Specific

MM = 50

Section B consists/ of 50 multiple choice questions of specialized nature and are discipline specific. The questions will be of post graduate level in the concerned subject.

Syllabus for section 'B' shall be discipline specific. In a discipline in which NET is conducted by UGC/CSIR, the syllabus for Section 'B' will be the same as prescribed for multiple choice part (Paper II) of NET-JRF exam in the discipline. In other disciplines the syllabus for RET shall be prescribed by the concerned department of the University, and hosted on the University website.

II. For Language disciplines (English, Hindi, French and German) :

Note: (1) The paper will consist of two sections, Section 'A' and Section 'B'.

(i) Syllabus for Section 'A'

MM=50

Section A will consist of two questions, Q. Nos. 1 and 2. Q. No. 1 carries 20 marks and Q. No. 2 carries 30 Marks.

Q. No. 1. A brief essay, in about 100 to 150 words.

Q. No. 2. A topic will be given in the form of one or two statements, followed by a question or an instruction. The candidate will be asked to take a position or build an argument, in about 150 to 200 words.

(ii) Syllabus for Section 'B'

MM=50

Section B will consist of 50 multiple choice questions of specialized nature and will be discipline specific. The questions will be of post graduate level in the concerned subject.

Syllabus for section 'B' shall be discipline specific. In a discipline in which NET is conducted by UGC/CSIR, the syllabus for Section 'B' will be the same as prescribed for multiple choice part (Paper II) of NET-JRF exam in the discipline. In other disciplines the syllabus for RET shall be prescribed by the concerned department of the University, and hosted on the University website.

SCHEDULE-4
The IIS University, Jaipur
Fee Structure for M.Phil. / Ph.D. Programmes
(See Clause XV. 2,3,4)

Table -1
Fee Structure for M.Phil. / Ph.D. Programme for Full-Time and Part time Research Scholars

S. No.	Particulars	For Science Faculty(Rs.)	For all other Faculties (Rs.)	Fee for NRIs & Foreign Students (all faculties in U.S.\$)
1.	Application form	800	800	100
2.	Application Registration Fee	2000	2000	150
3.	RET Fee ^{##}	1000	1000	100
	Total	3800	3800	350
I.	Fees payable in cash only once at the time of Admission in the University:			
1.	Enrolment Fee [#]	250	250	50
2.	Eligibility Fee [#]	250	250	50
3.	Admission Fee	500	500	50
4.	Course fee	12000	12000	1200
5.	Library Caution Money*	2000	2000	200
6.	Laboratory Caution Money ^{*/**}	2000	--	200
7.	Research Development Fee	11500	11500	8150
	Total	28,500	26,500	9,900
II	Semester Fees (per semester) Payable for each semester, in cash for the odd semesters and in the form of advance cheque dated 01st January for even semester, to be paid in the beginning of each Academic Session. However fees at the time of admission shall be paid by the due date notified by the University.			
1.	Tuition Fee	6000	6000	1200
2.	Research Fee	9000	9000	1400
3.	Activity/Library Fee	5000	5000	600
4.	Laboratory Fee ^{**}	6000	--	500
5.	Computer/Internet charges	3000	3000	300
	Total	29,000	23,000	4000
III.	Fee for Evaluation of Course Work & Research Proposal Seminar and Registration for degree			
1.	Fee for Evaluation of Course Work (per semester)	2500	2500	250
2.	Fee for Research Proposal Seminar	2000	2000	200
3.	Registration Fee	2500	2500	250
	Total	7,000	7,000	700
IV.	Fees Payable at the time of Submission of Thesis/ Synopsis			
1.	Pre-Submission Seminar	2000	2000	200
2.	Submission of Summary of Thesis	3000	3000	300
3.	Thesis Examination Fee	7000	7000	700
4.	Charges for Dispatching the Thesis	2000	2000	200
5.	Viva-voce Fee	6000	6000	600
	Total	20,000	20,000	2,000
V.	Other Fees[#] (applicable for special purposes)			
1.	Change of topic/change of guide/ change of mode	2000	2000	200
2.	Fee for resubmission of Summary of Thesis	3000	3000	300
3.	Fee for late submission of thesis (for each extension of one year)	3000	3000	300
4.	Fee for issue of Provisional Degree	1000	1000	100

* Refundable at the time of leaving the University in accordance with Clause XV.6.

** Laboratory Caution Money and Fee will also be charged from the scholars of other faculties, taking up Laboratory based research work.

To be charged only if applicable

Not to be paid by the applicants exempted from RET.

Note:

1. A fine of Rs. 500 per week will be charged for late deposition of all the types of fees, except for those at Sr. No. V. If fees are not deposited within two months of the due date by a research scholar, his/her name will be struck off. For readmission a re-admission fee of Rs.2000 (or \$ 200 in case of NRI and foreign candidates) shall be charged.
2. The fee structure mentioned above is applicable to candidates admitted in 2017-18 and thereafter.

Table – 2

Fee Structure for M.Phil. / Ph.D. Programmes for the Full-Time Research Scholars working at a Research Centre approved by the University^ö

S. No.	Particulars	For Science Faculty (Rs.)	For all other Faculties (Rs.)	Fee for NRIs & Foreign Students (all faculties in U.S.\$)
1.	Application form	800	800	100
	Application Registration Fee	2000	2000	150
	RET Fee ^{##}	1000	1000	100
	Total	3800	3800	350
I.	Fees payable in cash only once at the time of Admission in the University:			
1.	Enrolment Fee [#]	250	250	50
2.	Eligibility Fee [#]	250	250	50
3.	Admission Fee	500	500	50
4.	Course fee	12000	12000	1200
5.	Library Caution Money*	2000	2000	200
6.	Laboratory Caution Money ^{*/**}	2000	--	200
7.	Research Development Fee	11500	11500	8150
	Total	28,500	26,500	9,900
II	Semester Fees (per semester) Payable for each semester, in cash for the odd semesters and in the form of advance cheque dated 1st January for even semester be paid for the period when Scholar works at a Research Centre, in the beginning of each academic session. However, fees at the time of admission shall be paid by the due date notified by the University.			
1.	Tuition Fee	3000	3000	600
2.	Research Fee	4500	4500	700
3.	Coordination & Monitoring	9500	9500	1300
	Total	17,000	17,000	2600
III.	Fee for Evaluation of Course Work & Research Proposal Seminar and Registration for degree.			
1.	Fee for Evaluation of Course Work (per semester)	2500	2500	250
2.	Fee for Research Proposal Seminar	2000	2000	200
3.	Registration Fee	2500	2500	250
	Total	7,000	7,000	700
IV.	Fees Payable at the time of Submission of Thesis/Synopsis			
1.	Pre-Submission Seminar	2000	2000	200
2.	Submission of Summary of Thesis	3000	3000	300
3.	Thesis Examination Fee	7000	7000	700
4.	Charges for Dispatching the Thesis	2000	2000	200
5.	Viva-voce Fee	6000	6000	600
	Total	20,000	20,000	2,000
V.	Other Fees[#] (applicable for special purposes)			
1.	Change of topic/change of guide/ change of mode	2000	2000	200
2.	Fee for resubmission of Summary of Thesis	3000	3000	300
3.	Fee for late submission of thesis (for each extension of one year)	3000	3000	300
4.	Fee for issue of Provisional Degree	1000	1000	100

* Refundable at the time of leaving the University in accordance with Clause XV.6.

** Laboratory Caution Money and Fee will also be charged from the scholars of other faculties, taking up Laboratory based research work.

To be charged only if applicable

Not to be paid by the applicants exempted from RET.

ö This fee structure is for the Research Scholars working at a Research Centre approved by the University, only during the period of their stay at the 'Research Centre'. During their stay in the University, they shall pay the normal fee as per **Table-1**. In addition to the above, such scholars shall be required to pay fees to the 'Research Centre' as per the rates prescribed by them.

Note:

1. A fine of Rs. 500 per week will be charged for late deposition of all the types of fees, except for those at Sr. No. V. If fees are not deposited within two months of the due date by a research scholar, his/her name will be struck off. For readmission a re-admission fee of Rs.2000 (or \$ 200 in case of NRI and foreign candidates) shall be charged.
2. The fee structure mentioned above is applicable to candidates admitted in **2017-18** and thereafter.

Table – 3

Fee Structure for M.Phil. / Ph. D. Programmes for the Candidates/Research Scholars who are Teachers/ Permanent Employees of the University or Teachers of the Constituent Colleges/ Institutes of the University or a sister institution under The IIS -Institutional Network

S. No.	Particulars	For the Faculty of Science (Rs.)	For all other Faculties (Rs.)
1.	Application form	800	800
2.	Application Registration Fee	2000	2000
3.	RET Fee ^{##}	1000	1000
	Total	3800	3800
I.	Fees payable in cash only once at the time of Admission in the University:		
4.	Enrolment Fee [#]	250	250
5.	Eligibility Fee [#]	250	250
6.	Admission Fee	1000	1000
7.	Course Fee	6000	6000
8.	Research Development Fee	5000	5000
	Total	12,500	12,500
II	Semester Fees (per semester) Payable for each semester, in cash for the odd semesters and in the form of advance cheque dated 1st January for even semester to be paid in the beginning of each academic session. However fees at the time of admission shall be paid by the due date notified by the University.		
1.	Tuition Fee	3000	3000
2.	Research Fee	4500	4500
3.	Laboratory Fee *	4000	--
4.	Computer/Internet/Library fee	3000	3000
	Total	14,500	10,500
III.	Fee for Evaluation of Course Work & Research Proposal Seminar and Registration for degree		
1.	Fee for Evaluation of Course Work (per semester)	2500	2500
2.	Fee for Research Proposal Seminar	2000	2000
3.	Registration Fee	2500	2500
	Total	7,000	7,000
IV.	Fees Payable at the time of Submission of Thesis/Synopsis		
1.	Pre submission Seminar	2000	2000
2.	Submission of Summary of Thesis	3000	3000
3.	Thesis Examination Fee	7000	7000
4.	Charges for Dispatching the Thesis	2000	2000
5.	Viva-voce Fee	6000	6000
	Total	20,000	20,000
V.	Other Fees[#] (applicable for special purposes)		
1.	Change of topic/change of guide/ change of mode	2000	2000
2.	Fee for resubmission of Summary of Thesis	3000	3000
3.	Fee for late submission of thesis (for each extension of one year)	3000	3000
4.	Fee for issue of Provisional Degree	1000	1000

* Laboratory fee will also be charged from the scholars of other faculties, taking up Laboratory based research work.

To be charged only if applicable

Not to be paid by the applicants exempted from RET.

Note:

1. A fine of Rs. 500 per week will be charged for late deposition of all the types of fees, except for those at Sr. No. V. If fees are not deposited within two months of the due date by a research scholar, his/her name will be struck off. For readmission a re-admission fee of Rs.2000 shall be charged.
2. The fee structure mentioned above is applicable to candidates admitted in **2017-18** and thereafter.

SCHEDULE-5
The IIS University, Jaipur

RATES OF REMUNERATION FOR VARIOUS WORKS RELATED TO M.Phil. / Ph.D. DEGREE

(See Clause XV.7)

S. No.	Particulars	Remuneration
(i)	Opinion on a research paper whether it pertains to a refereed journal of repute in the subject or not	₹500
(ii)	Paper setting for a course of M.Phil. / Ph.D.	₹1000
(iii)	Examining the answer scripts of a course prescribed for M.Phil. / Ph.D. degree	₹50 per answer book (subject to minimum of ₹500)
(iv)	Examining an M.Phil. / Ph.D. scholar for lab work/seminar/project etc.	₹500 per candidate (subject to minimum of ₹2000)
(v)	Honorarium to the External members of RAC and RB (T.A./local conveyance, as the case may be, shall also be payable to the External Experts). External Members Internal Members	₹1000 (per meeting) ₹200
(vi)	Examination of M.Phil. dissertation	₹2500 (per examiner)
(vii)	Examination of Ph.D. thesis	₹2500 (per examiner)
(viii)	Honorarium for conducting Viva-voce on M.Phil. dissertation (T.A./local conveyance, as the case may be, shall also be payable to the External examiner called for Viva-voce Examination)	₹2500
(ix)	Honorarium for conducting Viva-voce on Ph.D. thesis (T.A./local conveyance, as the case may be, shall also be payable to the External examiner called for Viva-voce Examination)	₹2500

*Rates as applicable for the academic session **2017-18** onwards.

Annexure-A
The IIS University, Jaipur
Application Form for Admission to an M.Phil./Ph.D. Programme
(see clause II.1)



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

Gurukul Marg, SFS, Mansarovar, Jaipur 302 020 INDIA

Call: 91 141 2400160, 2400161, 2397906, 2397907

Fax: 91 141 2395494 • 2400159

email: admissions@iisuniv.ac.in • web : www.iisuniv.ac.in

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**APPLICATION FOR
ADMISSION**

2017-18

Form No.: _____

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

Registration No.: _____

Issued to _____

Class (Tick anyone) M.Phil. Ph.D.

Subject _____

Student Aadhar Card No.: _____

Checklist:

- Marksheet of the Secondary examination (one attested copy)
- Marksheet of the qualifying examination (in original) plus 2 attested copies
- Transfer Certificate from the institution last attended (in original)
- Character Certificate from the institution last attended (in original)
- Migration Certificate (in original) plus 2 attested photocopies
- Student's Aadhar Card Copy

All admissions will be provisional till the Transfer and Migration Certificates are submitted in original

**dare to
dream**

18. Name and address of Spouse (in case married)

City										State									
Pin Code																			

Contact Number and E-mail Address (a) Mobile No.

(b) Landline / Alternative Mobile No.

(c) E-mail :

19. Local Residential Address (for out station candidates only)

City										State									
Pin Code																			

20. Name and address of Local Guardian

City										State									
Pin Code																			

Contact Number and E-mail Address (a) Mobile No.

(b) Landline / Alternative Mobile No.

(c) E-mail :

21. (a) Status of Qualifying Examination : Already Passed Yet to pass

(b) If yet to pass, by what time the result of qualifying examination is expected to be declared. :
(Please enclose a copy of the 'Admit Card' for appearing in the qualifying examination)

22. (a) Mode of Admission desired : Through RET Direct Admission

(b) If direct admission is desired, please indicate the :
Sub-clause of Chapter IV under which exempted from RET

23. Detail the Academic Qualifications & Experience, if any

(a) Academic Qualifications (please attach documentary evidences)

Sr. No.	College / University Attended	Name of Examination	Year of Passing	Division	Percentage of Marks Secured/CCWA/CGPA/grade (with equivalent % of marks) (along with maximum CCWA/CGPA/grade structure)	Major Subjects/ Specialization	Remarks
1.		Secondary (10 th)					
2.		Sr.Secondary (12 th)					
3.		UG ()					
4.		PG ()					
5.							
6.							

(b) Details of the Experience (if any) (please attach documentary evidences)

- (i) _____
(ii) _____
(iii) _____

(Attach extra sheets if required)

24. (a) Qualifying Examination on the basis of which :
admission is sought in the M.Phil. / Ph.D. Programme
(b) % of marks/CCWA/CGPA /Grade (with equivalent % of marks) obtained
(along with maximum CCWA/CGPA /Grade structure in the qualifying examination)

25. Subject / Discipline in which research is :
proposed to be undertaken

26. Marks of Academic Record as per Clause VII.3
 $(M = (0.60 X_1 + 0.40 X_2))$
($X_1 = \% \text{ in PG, } X_2 = \% \text{ in UG}$)

27. Broad Areas of interest in which research is proposed to be under taken

- (i) _____
(ii) _____
(iii) _____

28. Annual Income of Parents or spouse :
(if not self employed)

29. (a) If self employed, please give details :
of Employment

(b) Yearly Income of the applicant :

(c) If admission is sought u/s IV.7(a)(ii),
whether permission from the employer : Yes No
has been taken for joining M.Phil./Ph.D.
Programme and sanction of study leave
for undertaking research
(Please enclose a copy of the permission)

30. Whether qualified NET/SLET/SET/GATE : Yes No
Examination? If yes, please give details of the
examination and year of passing
(Please enclose a copy of the Certificate)

31. Whether a fellowship has been granted by some : Yes No
organization like UGC/CSIR/DST/DRDO/DAE etc.?
If yes, please give details
(also enclose a copy of the sanction letter)

32. (a) If the subject of research is different from : Yes No
the subject of Master's degree, whether it
falls in the list of approved Allied
Subjects/Degrees given in
Annexure-C of M.Phil. / Ph.D. Bye-laws

(b) If no, justification for undertaking research :
in the proposed area/subject

33. (a) Whether research is proposed to be : Yes No
undertaken at an outside Research Centre
(Non-degree awarding organization /
Research Lab / Institution)
If yes, name the Research Centre & whether
permission for the same has been taken
from the proposed research centre
(Please enclose a copy of the permission letter)

(b) Name of the academic/Scientist to be taken as :
 Co-Supervisor, if the research is proposed to be
 undertaken at an outside Research Centre proposed

Research Centre : _____

Co-Supervisor's Name : _____

Designation : _____

Address : _____

Phone / Mobile : _____

Email : _____


(Please enclose Bio-data and consent letter of the proposed Co-Supervisor for ready reference along with application of the proposed Co-Supervisor in proforma (Annexure-E) for recognition as the Supervisor, if not already recognized)


UNDERTAKING

This is to certify that the information given by me in the above proforma is correct to the best of my knowledge. I understand that the M. Phil. / Ph.D. Programme will take a long time, not less than the period of course work and the minimum period for the submission of dissertation / thesis, as indicated in Clause VIII.1 and VIII.2 of 'The IIS University M. Phil. / Ph.D. Bye-Laws'. I am prepared to devote the required time for completion of the M.Phil. / Ph.D. Degree, if admitted. I (me/my parents / my spouse) have enough financial resources for supporting my expenditure and payment of university fees.

- Any candidate (who has been granted provisional / final admission to any course in the IIS University) not desirous of continuing her admission after deposition of the first instalment of fees alongwith post dated/advance cheques, laboratory fees, security deposit and conveyance charges etc. will be entitled for refund of post dated / advance cheque and security deposit only subject to notice / information having been given in writing by the candidate within 15 days from the date of deposition of the first instalment of fees. Other amount of fees is non-refundable. The decision of the IIS University Authorities in this regard shall be final and binding in all cases.
- Ragging is an offence. It is strictly banned in The IIS University as per the Supreme Court directives. Strict disciplinary action shall be taken against those students who are found involved in ragging. It may lead to suspension, rustication or even expulsion from the university.
- The students are not allowed to carry and use mobile phone on campus. This must be strictly followed, failing which the mobile phone may be confiscated and the students penalized with a heavy fine.

ALL DISPUTES ARE SUBJECT TO JAIPUR JURISDICTION ONLY


 Specimen Signature of the Candidate


 Email of the Candidate

Signature of the Candidate

Place _____

Date _____

Signature of the Parent/Guardian

Name _____

Relationship with the Student _____

Date _____

Application Form Checked by : _____
 (Name & Signature)

(for Official use)

Programme Subject

Scrutiny of Applications & Observations of the Registrar

1. Name of the Applicant : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Spouse Name : _____
5. Faculty : _____
6. Subject/Discipline : _____

7. Whether the application is complete/incomplete : Complete Incomplete
8. a) Whether the cost of form/ application Registration fee and RET fee have been deposited : Yes No
- b) If yes, DD/Receipt No., Date & Amount :
9. Eligibility of the Candidate :
 - (i) Qualifying Examination :
 - (ii) Percentage of marks/CCWA/CGPA/Grade of the candidate in Qualifying Exam . :
 - (iii) Details of other examinations passed by the candidate :

Eligible / Not Eligible

10. If the result of qualifying examination is not yet out, whether the candidate has enclosed the copy of admit card of qualifying examination for consideration as per Clause II.2 (a) : Yes No
11. a) Whether the proposed subject of research is the same as that of the qualifying examination : Yes No
- b) If the subject/Discipline of Research is different from that of the qualifying Examination, whether it is included in the list of Allied subjects included in **Annexure-C** : Yes No
12. a) Whether Exempted from RET : Yes No
- b) If yes, under what Sub-Clause of IV :
- c) whether a proof for exemption from RET is enclosed : Yes No
13. If admission sought through RET, whether eligible to appear in RET : Yes No

14. The Faculty and Discipline for the purpose of Section 'A' and Section 'B' of RET, respectively: Faculty for Section A :
Subject/Discipline for Section B :

Date:

Signature of Registrar

(for Official use)

Programme

Subject

Noting to be done by the Controller of Examinations

Enrolment No.
(If already enrolled)

Date of RET :

Roll No. of RET :

1. Name of the Applicant : _____
2. Qualifying Examination : _____
3. Result of qualifying examination : Available Not available
4. Admission sought : Through RET Direct Admission
5. Faculty of Section 'A' in which appearing for RET : _____
6. Subject of Section 'B' in which appearing for RET : _____
7. Marks obtained in Section A (out of 50) : _____
8. Marks obtained in Section B (out of 50) : _____
9. Total marks obtained in RET (out of 100): _____

Date:

Signature of COE

Programme Subject

(for Official use)

RECOMMENDATION OF THE DRAC FOR ADMISSION TO M.Phil. / Ph.D. PROGRAMME

1. Name of the Applicant : _____
2. Faculty : _____
3. Subject/Discipline : _____
4. **For RET Qualified Candidates:**
Marks in RET (out of 100) : _____
Marks in Academic Record (out of 100) : _____
Marks in Personal Interview (out of 100) : _____
Total (out of 300) : _____
5. **For RET Exempted Candidates:**
Marks in Academic Record (out of 100) : _____
Marks in Personal Interview (out of 100) : _____
Total (out of 200) : _____
6. **Available No. of seats:**
a) For RET qualified candidates : _____
b) For RET exempted candidates : _____
Total seats : _____
7. Broad areas of research of candidate's interest :
1. _____
2. _____
3. _____
8. Tentative topic of research (If identified by the candidate) : _____
9. Availability of the Supervisors in the broad areas of research of the candidate : Yes No
If yes, Names of Supervisors : 1. _____ 2. _____
3. _____
10. In case research is proposed to be conducted: at some out side research centre, whether Bio-data and consent of External Supervisor along with application for recognition as Research Supervisor in pro forma (**Annexure-E**) has been submitted Yes No
If yes, Name and Institution of External Supervisor : _____
11. **Merit position of the applicant:**
In RET qualified applicants : _____
In RET exempted applicants : _____
12. Admission recommended/not recommended : _____
13. If admission not recommended, reasons therefor : _____
14. Supervisor / Co-Supervisor tentatively assigned to the candidate (Co-Supervisor to be given only for Interdisciplinary research or if permission is accorded for research work to be conducted at a 'Research Centre') :
Supervisor : _____
Co-Supervisor : _____
(if applicable)

Date of DRAC Meeting :

Signature of the
Head of the Department/ Member-Secretary DRAC

Signature of Chairperson DRAC

(for Official use)

Programme Subject

Report of the Research Section

1. Name of the Applicant :
 2. Admission letter issued on :
 3. Date on which Fee & Caution money deposited by the Applicant (along with Receipt/DD No.) :
- Amount of fee & caution money deposited : Rs.....

Date: **Signature of Section Officer (Research)** **Signature of the Registrar**

Programme Subject

Recommendation of RAC FOR COURSE WORK ALLOTMENT

(If RAC is not formed, Supervisor(s) and Head of the Department will decide the course work)

1. Name of the Applicant : _____
 2. Broad Area of Research : _____
 3. Tentative Topic of Research : _____
 4. If interdisciplinary, the other subject : _____
 5. Supervisor : _____
 6. Co-Supervisor(if any) : _____
 7. Consent of the Supervisor and Co-Supervisor (if any) : _____
- Consent of the Supervisor(s) Signature of Supervisor(s)
- | | | |
|---------------|---|--------|
| Supervisor | : | Yes/No |
| Co-Supervisor | : | Yes/No |
8. Recommendations for the course work : _____
 - (a) Compulsory Papera
Paper-I : Research Methodology and Special Skills
Paper-II : Review of Published work
 - (b) Courses of Advanced Study
Paper-III : _____
Paper-IV : _____

Date : **Signature of the Head of the Department** **Signature of the RAC Convener (Supervisor)**

ANNEXURE-B
The IIS University, Jaipur

Format for information of vacant seats
For M.Phil. / Ph.D. Programmes
(See Clause II.7)

Academic Session: _____

Semester _____

Department: _____

Discipline: _____

Subject _____

(For which Nodal Department)

(If applicable)

Total number of eligible Research Supervisors in the Department : _____

S. No	Name of the Supervisor	Area of Specialization	Vacant Seats for Ph.D.			Vacant Seat for M.Phil.		
			Maximum No. of Ph.D. scholars permissible as per Clause IX.2 (b)*	No. of Ph.D. scholars already registered	Vacant seats for Ph.D.	Maximum No. of M.Phil. scholars permissible as per Clause IX.2 (b)*	No. of M.Phil. scholars already registered	Vacant seats for M.Phil.
1.								
2.								
3.								
4.								
5.								
6.								
7.								
	Total							

**Signature of the Dean
of the Faculty**

**Signature of Head of the Department /
Member-Secretary DRAC**

Date:

Place: Jaipur

*Quota of M.Phil./Ph.D. Research Candidates :

	Ph.D.	M.Phil.
Professor	8	3
Associate Professor	6	2
Assistant Professor	4	1

ANNEXURE-C
The IIS University, Jaipur

**THE DETAILS OF QUALIFYING EXAMINATIONS AND ALLIED SUBJECTS/DEGREES PERMITTED FOR
ADMISSION TO An M.Phil. /Ph.D. PROGRAMMES IN VARIOUS FACULTIES**

(See Clause III. 1)

Note:

Any degree mentioned under the qualifying examination (for each faculty) in the following pertains to the degree awarded by this University or any other University established by law for the time being in force and recognized as such by the UGC / AIU, or any other degree recognized equivalent thereto in that subject.

Faculty of Arts & Social Sciences

(a) Qualifying Examination:

- (i) Master's degree (with marks/grade/CGPA/CCWA as given in sub-clause III.1) in the concerned subject; OR
- (ii) Master's degree in any one of the allied subjects (with marks/grade/CGPA/CCWA as given in sub-clause III.1), pertaining to the department/discipline as per the list given below :

(b) Subject-wise list of Qualifying Examination and Allied Subjects/Degrees pertaining to the department/discipline

S. No.	Discipline	Qualifying Examination	Allied Subjects/Degrees
1.	English	M.A. English	Master's degree in Drama, Poetry, English Culture, Linguistics, Functional English, Journalism & Mass Communication.
2.	French	M.A. French	--
3.	German	M.A. German	
4.	Hindi	M.A. Hindi	M.A. Sanskrit/ Rajasthani
5.	Journalism & Mass Comm.	M.A. JMC	MJMC; or Master's degree in Journalism , Mass Communication or English; M.A. (Journalism or Mass Communication)
6.	Geography	M.A. Geography	Master's degree in Environmental Science, Geology, Remote Sensing, Meteorology, Planning, or Planning & Architecture.
7.	Mathematics	M.A. Mathematics	Master's degree in Computer Science, Information Technology, Applied Mathematics, Information Science, Statistics, Economics.
8.	Public Administration	M.A. Pub. Admn.	Master's degree in Political Science, International Studies, Public Governance.
9.	Economics	M.A. Economics	M.Com. in Financial Studies, EAFM OR Master's degree in Agriculture Economics, Statistics, Business Economics, Women's Studies.
10.	History	M.A. History	Master's degree in History of Art, Sociology, Economics, Political Science, Public Administration, Women's Studies, Indian Culture, Archeology, Musiology, Philosophy & Religion, Indian History, European History.
11.	Political Science	M.A. Political Science	Master's degree in Public Administration, Defence Studies, Gandhian Studies, Human Rights, International Studies, Journalism & Mass Communication, Women's Studies, Information Science, Philosophy & Religion, Sociology, Social Welfare, Geography, International Law.
12.	Sociology	M.A. Sociology	M.S.W. OR Master's degree in Anthropology, Demography, Economics, Education, Extension Education, Political Science, Psychology, Statistics, Women's Studies, History, Environmental Studies, Military Science, Industrial Relations.
13.	Psychology	M.A. Psychology	Master's degree in Industrial Psychology, Education, Extension Education, Home Science, Physical Education, Applied Psychology, Clinical Psychology, Child Psychology, Statistics, Women's Studies, Social work, Personal Management & Industrial Relations.
14.	Physical Education	M.A. Physical Education	M.P.Ed. OR Master's degree in Aerobics, Physiotherapy, Health Education.
15.	Drawing & Painting	M.A. Drawing & Painting	MFA, MVA, Master's degree in Applied Arts, Painting.
16.	Visual Arts	M.V.A	Master's of Fine Arts (MFA).OR Master's degree in Applied Art, Painting, Sculpture, Drawing & Painting, History of Art.

17.	Performing Arts	M.A. Performing Art	Master's degree in Music, Instrumental/Vocal/Dance
18.	Fashion & Textile Technology	Master's Degree in GPEM, Master's Degree in Fashion & Textile Technology	Master's degree in Garment Production, Export Management, Foreign Trade, International Business, Textiles Technology, Textile, Home Science, Fashion Technology, Design

Faculty of Science

(a) Qualifying Examination:

- (i) Master's degree (with marks/grade/CGPA/CCWA as given in sub-clause III.1) in the concerned subject; OR
- (ii) Master's degree in any one of the allied subjects (with marks/grade/CGPA/CCWA as given in sub-clause III.1), pertaining to the department/discipline as per the list given below.

(b) List of Allied Subjects/Degrees pertaining to the department/discipline

S. No.	Discipline	Qualifying Examination	Allied Subjects/Degrees
1.	Biochemistry	M.Sc. Biotechnology	Master's degree in Bio-Sciences, Botany, Zoology, Environmental Science, Microbiology, Life Sciences, Biochemistry, Applied Microbiology, Industrial Microbiology, Molecular Biology, Microbial Technology, Bio-Medical science, Bio-Physics, Genetics, Physiology, Pathology, Mycology & Plant Pathology, Horticulture, Forestry, Entomology, Agronomy, Bio-Informatics, Agronomy, Chemistry.
2.	Botany	M.Sc. Botany	Master's degree in Bio-technology, Life Sciences, Bio- Chemistry, Bio-Sciences, Environmental Sciences, Microbiology, Environmental Biology, Bio-Informatics, Plant Biotechnology, Herbal Technology, Medicinal Plants.
3.	Chemistry	M.Sc. Chemistry	Master's degree in Physical/Organic/ Inorganic/Analytical Chemistry, Pharmaceutical Chemistry, Applied Chemistry, Industrial Chemistry, Environmental Chemistry, Medicinal Chemistry, Computational Chemistry, Bio-Chemistry.
4.	Environmental Science	M.Sc. Environmental Science	Master's degree in Botany, Zoology, Biochemistry, Biotechnology, Micro-Biology, Life Sciences, Bio Sciences, Applied Microbiology, Ecology, Chemistry OR M.Tech. in Env. Engineering
5.	Geography	M.Sc. Geography	Master's degree in Environmental Science, Geology, Remote Sensing, Meteorology, Planning.
6.	Home Science	M.Sc. Home Science	Master's degree in Home Management, Food Management, Human Development, Clothing & Textiles, GPEM, Textiles, Dietetics, FSQC, CND etc.
7.	Mathematics	M.Sc. Mathematics	Master's degree in Computer Science, Information Technology, Applied Mathematics, Information Science, Statistics, Economics.
8.	Physics	M.Sc. Physics	Master's degree in Nuclear Science, Astro- Physics, Space Science, Energy Studies, Applied Physics, Plasma Physics, Bio-Physics.
9.	Psychology	M.Sc. Psychology	Master's degree in Industrial Psychology, Education, Extension Education. Home Science, Physical Education, Applied Psychology, Child Psychology, Clinical Psychology, Statistics, Women's Studies, Social Work, Personal Management & Industrial Relations.
10.	Zoology	M.Sc. Zoology	Master's degree in Biotechnology, Micro-biology, Anatomy, Entomology, Agricultural Zoology, Medical Entomology, Biochemistry, Biophysics, Bio Statistics, Ecology, Environmental Biology, Human Biology, Marine Biology, Molecular Biology, Radiation Biology, Animal Sciences, Dairy Science, Life Sciences, Fisheries, Genetics, Veterinary Sciences, Molecular & Human Genetics, Immunology, Physiology, Reproductive Physiology, Genomics.
11.	Microbiology	M.Sc. Microbiology	Master's degree in Biotechnology, Bio-chemistry, Botany, Zoology, Molecular Biology, Life Sciences, Genomics, Dairy Science, Veterinary Science, Bio-Informatics, Food management.
12.	Life Science	M.Sc. Life Science	Master's degree in Botany, Zoology, Biotechnology, Microbiology, Environmental Science, Molecular Biology, Radiation Biology, Genomics.
13.	Computer & Information Science or Computer Science & I.T.	M.Sc. Computer Science OR M.Sc. I.T.	Master's degree in Mathematics, Statistics, Physics, Computer Application, Bio-Informatics, System Science, Information Science.

Faculty of Commerce & Management

(a) Qualifying Examination:

- (i) Master's degree (with marks/grade/CGPA/CCWA as given in sub-clause III.1) in the concerned subject; OR
- (ii) Master's degree in any of the allied subjects (with marks/grade/CGPA/CCWA as given in sub-clause III.1), pertaining to the Department/discipline as per list given below: OR
- (iii) Qualified in a Professional examination with 55% marks or equivalent grade/CGPA/CCWA, conducted by a commercial organization on All India level, viz. C.A., ICWAI, ICSI, MMS, PDGM, PGDBM, MBA, MMS etc;
Provided that the candidate has at least 5 years of field experience or of teaching the

(b) List of Qualifying Examination and Allied Subjects/Degrees/Professional Examinations pertaining to the Department/Discipline

S.No.	Discipline	Qualifying Examination	Allied Subjects/Degrees/ Professional Examinations
1.	Business Studies	M.Com Business Studies	<p>M.Com. in :</p> <ul style="list-style-type: none"> - Financial Studies; - Accounting & Taxation - ABST, EAFM, GPEM, and - Business Administration. OR <p>Master of Commerce OR</p> <p>Master's degree in:</p> <ul style="list-style-type: none"> - Management (MM); - Business Administration (MBA); - Human Resource Management (MHRM or MBA-HRM); - International Business (MIB or MBA-IB); - Retail Management (MRM or MBA-RM); - Marketing Management (MMM or MBA-MM)); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM or MBA-BM); - Tourism Management (MTM or MBA-TM); and - Advertisement & Brand Management (MABM or MBA-ABM). <p>OR</p> <p>Two years Post graduate Diploma in Mgt. from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamsedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - International Management Institute (IMI), New Delhi - National Institute of Personnel Management (NIPM), Kolkata; - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC
2.	Financial Studies	M.Com Financial Studies	<p>M.Com. in :</p> <ul style="list-style-type: none"> - Business Studies; - Accounting & Taxation - ABST; EAFM; GPEM; and - Business Administration. OR <p>Master's degree in:</p> <ul style="list-style-type: none"> - Commerce (M.Com.); - Economics (M.A. Economics); - Business Economics (M.A.-Business Economics); - Agriculture Economics (M.Sc.Ag.); - Management (MM); - Business Administration(MBA); - Human Resource Management (MHRM or MBA-HRM); - International Business (MIB or MBA-IB); - Retail Management (MRM or MBA-RM); - Marketing Management (MMM or MBA-MM); - Financial Management (MFM or MBA-FM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM or MBA-BM); - Tourism Management(MTM or MBA-TM); and - Advertisement & Brand Management (MABM or MBA-ABM). <p>OR</p> <p>Two yrs Post graduate Diploma in Management from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamsedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - International Management Institute (IMI), New Delhi - National Institute of Personnel Management (NIPM), Kolkata; - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.

3	Accounting & Taxation	M.Com. Accounting & Taxation	<p>M.Com. in :</p> <ul style="list-style-type: none"> - Business Studies; - Business Administration; - Financial Studies; - ABST; EAFM; GPEM. OR <p>Master's degree in:</p> <ul style="list-style-type: none"> - Statistics (MA/M.Sc.); - Commerce (M.Com.); - Management (MM); - Business Administration(MBA); - Human Resource Management (MHRM or MBA-HRM); - International Business (MIB or MBA-IB); - Retail Management (MRM or MBA-RM); - Marketing Management (MMM or MBA-MM); - Financial Management(MFM or MBA-FM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM or MBA-BM); - Tourism Management (MTM or MBA-TM); and - Advertisement & Brand Management (MABM or MBA-ABM). <p>OR</p> <p>One of the following:</p> <ul style="list-style-type: none"> - Chartered Accountancy (CA) of Institute of Chartered Accountants of India; - Cost and Works Accountancy of the Institute of Cost & Works Accountants of India (ICWAI); - The Company Secretary ship of the Institute of Company Secretaries of India (ICSI).
4	Management Studies	Master of Business Administration (MBA)	<p>Master's degree in:</p> <ul style="list-style-type: none"> - Management (MM); - Human Resource Management (MHRM or MBA-HRM); - International Business (MIB or MBA-IB); - Retail Management (MRM or MBA-RM); - Marketing Management (MMM or MBA-MM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM or MBA-BM); - Tourism Management (MTM or MBA-TM); and - Advertisement & Brand Management (MABM or MBA-ABM). <p>OR</p> <p>Two years Post graduate Diploma in Mgt. from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamsedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT),Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - National Institute of Personnel Management (NIPM), Kolkata; - International Management Institute (IMI), New Delhi - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.
5	International Business/ Foreign Trade Management	M.I.B./M.F.T.M. Or MBA-IB / MBA-FTM	<p>Master degree in:</p> <ul style="list-style-type: none"> - Management (MM); - Business Administration (MBA); - Human Resource Management (MHRM or MBA-HRM); - Retail Management (MRM or MBA-RM); - Marketing Management (MMM or MBA-MM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM or MBA-BM); - Tourism Management (MTM or MBA-TM); and - Advertisement & Brand Management (MABM or MBA-ABM). <p>OR</p> <p>Two years Post graduate Diploma in Mgt. from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamsedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT),Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - National Institute of Personnel Management (NIPM), Kolkata;

			<ul style="list-style-type: none"> - International Management Institute (IMI), New Delhi - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.
6	Human Resource Management	MHRM or MBA-RM	<p>Master's degree in:</p> <ul style="list-style-type: none"> - Management; - Business Administration (MBA); - International Business (MIB or MBA-IB) /Foreign Trade Management (MFTM or MBA-FTM); - Retail Management (MRM or MBA-RM); - Marketing Management (MMM or MBA-MM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM or MBA-BM); - Tourism Management (MTM or MBA-TM); and - Advertisement & Brand Management (MABM or MBA-ABM). <p>OR</p> <p>Two years Post graduate Diploma in Management from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamsedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - National Institute of Personnel Management (NIPM), Kolkata; - International Management Institute (IMI), New Delhi - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.
7	Advertising & Brand Management	MABM or MBA-ABM	<p>Master's degree in:</p> <ul style="list-style-type: none"> - Management (MM); - Business Administration (MBA); - International Business(MIB or MBA-IB)/ Foreign Trade Management (MFTM or MBA-FTM); - Retail Management (MRM or MBA-RM); - Marketing Management (MMM or MBA-MM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM or MBA-BM); - Tourism Management (MTM or MBA-TM); and - Human Resource Management (MHRM or MBA-HRM). <p>OR</p> <p>Two years Post graduate Diploma in Management from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamsedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - National Institute of Personnel Management (NIPM), Kolkata; - International Management Institute (IMI), New Delhi - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.

8	Tourism Management	MTM or MBA-TM	<p>Master's degree in:</p> <ul style="list-style-type: none"> - Management (MM); - Business Administration (MBA); - International Business (MIB or MBA-IB) /Foreign Trade Management (MFTM or MBA-FTM); - Retail Management (MRM or MBA-RM); - Marketing Management (MMM or MBA-MM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM or MBA-BM); - Human Resource Management (MHRM or MBA-HRM). <p>OR</p> <p>Two years Post graduate Diploma in Management from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamsedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - National Institute of Personnel Management (NIPM), Kolkata; - International Management Institute (IMI), New Delhi - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.
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Annexure D
THE IIS UNIVERSITY, JAIPUR
Application for Registration to an M.Phil. / Ph.D. degree
(to be filled up after qualifying the coursework)

[See Clause XI.2]

Programme Subject Faculty

1. Name of the candidate (In Block letters) : _____
2. Part-time / Full-time : _____
3. Date of admission in an M.Phil./Ph.D. Prog. : _____
4. Mode of Admission : Through RET Direct Admission
5. Broad Area of Research : _____
6. Topic of Research : _____

7. Supervisor(s) approved by the Vice-Chancellor on recommendation of DRAC : _____
 (a) Supervisor : _____
 (b) Co-Supervisor (if any) : _____

8. Course work approved by the Vice-Chancellor on recommendation of RAC and result of Exams. in the course work :

S.No.	Title of the Course/Paper	Marks obtained		
		C.A.	S.E.E.	Total
1				
2				
3				
4				

SGPA :

9. Whether the research work is to be conducted at the University or any outside 'Research Centre'
10. If research is proposed to be done at an outside Research Centre: whether
 - (a) Permission of the Research Centre has been obtained Yes No.
(If yes, please enclose a copy of the same)
 - (b) Whether consent of the External research Co-Supervisor taken Yes No.
(If yes, please enclose a copy of the same)
 - (c) Whether the proposed external Research Co-Supervisor has been recognized by The IIS University Yes No.
If not, whether he/she has applied for recognition as Co-Supervisor by this University in pro forma at **Annexure-E** Yes No.

Signature of the Candidate

11. Recommendation by the Research Supervisor(s) about topic and the Research Proposal _____

Signature of the Co-Supervisor (if any)

Signature of the Supervisor

Certificate of the Head of the Department/Research Centre

Programme Subject

Certified that facilities required for the proposed research work are available in the Department/Research Centre and the same will be made available for the research work of the candidate.

**Signature of the Head of the
Research Centre (if applicable)**

**Signature of the Head of the Department
The IIS University, Jaipur**

Report on the Research Proposal Seminar/Recommendation of the RAC

Signature of the RAC Members

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Recommendation for Registration to M.Phil. / Ph.D. programme

Certified that the candidate has qualified all the examinations in all the papers of the course work. His/her CGPA in the examination is _____ He/she has also successfully defended the Research Proposal Seminar for his/her registration to _____ (M.Phil. / Ph.D.) programme. As such he/she is recommended for registration for _____(M.Phil. / Ph.D.)degree in _____faculty, in the discipline _____

The topic of his/her research is _____

Signature of Head of the Department

**Signature of RAC Convener
(Supervisor)**

Approval of Registration by the Vice-Chancellor

Approval for Registration of Mr./Ms. _____ for the award of _____ (M.Phil. / Ph.D.) degree in the Faculty _____, Discipline _____ is granted.

Vice-Chancellor

ANNEXURE-E
The IIS University, Jaipur

APPLICATION FOR RECOGNITION AS RESEARCH SUPERVISOR/CO-SUPERVISOR
[See Clause IX .1]

Subject

1. Name of the Applicant (In Capital Letters) _____
2. (a) Official Address _____
(b) Telephone Nos. (M) _____ (O) _____ (R) _____
3. (a) Subject & Faculty _____
(b) Specialization & Research Areas _____

4. Present Position _____
5. Whether Permanent/Temporary/Part-time/Retired _____
6. Past Positions held, if any _____
7. Residential Address _____

8. Academic Qualifications (Beginning from High School or its equivalent and onwards):

S. No	Name of Year Examination	Board/Univ.	Div. or Grade	% of Marks*	Subjects of study (Graduation onward)	Remarks, If any
1.	High School/Secondary					
2.	Hr./Sr.Sec./Intermediate					
3.	Graduation					
4.	Post Graduation					
5.	M. Phil					
6.	Ph. D.					
7.	D.Litt./D.Sc.					

* or CCWA or CGPA along with maximum CCWA/CGPA

9. Teaching experience of Degree and PG Classes **

Level	Institution	Subject/Papers taught	Period giving exact. date, month & year		
			From	To	Duration
(a) UG teaching					
(b) PG teaching					

** Separate sheets may be used, if required.
(Please enclose copies of experience certificates)

10. Research experience (as Supervisor/Joint or Co-Supervisor/ Post Doctoral/ Doctoral Research)

S. No	Name of the Univ./College/ Research Institution	Period		Subject of Research	Status	No of M.Phil./Ph.D. Produced (if any)	No of* Res. Scholars registered / Enrolled for M.Phil./Ph.D. degree (if any)
		From	To				

*Please enclose a list with complete details i.e. names of the students, title of thesis and University where registered

11. Details of publications (including Books):
(List be attached along with reprints)

(a) No. of research papers published in Journals:

Papers in International Journals	Papers in National Journals	Other papers in Refereed Journals	Total

(b) Details of full length papers published in the proceedings of the National/International Seminars/Conferences: 1. _____

2. _____

3. _____

4. _____

(c) Other Publications (Books published/edited), if any: _____
(Please give details along with ISBN No. etc.)

12. (a) Details of conferences/Seminars attended :
(List be enclosed along with copies of certificates and details of papers presented. if any)

S. No.	Name of the Conference / Organizing Institution	National/International/other	Duration		Attended as: Participant/paper presentation/Invited Speaker/Chairing a Session
			From	To	

13. No. of M. Phil. dissertation Supervised _____
(Please give names of students & titles of dissertation)

14. No. of Master's degree dissertations supervised _____
(Please give names of students & titles of dissertations)

15. a) Whether recognized as Research Supervisor in any: Yes No
Other University/Institution

- b) If Yes, Name of the University/Institution where recognized. _____
and from which year (Please attach copy of University letter for recognition)
16. Institution/College/ Govt. Deptt./Private Industry/Organization to which the applicant belongs. _____
(to be given by the External Applicants to be considered for being recognized as Co-Supervisor)
17. Research facilities available at such Institution: _____
(Please attach additional sheets, if required)
18. Whether permission has been granted by the Institution/Organization for supervising the scholars registered with this University. (If yes, please enclose a consent letter of such Institution/Organization) Yes No
19. If yes, whether the Institution/Organization is prepared to sign an MOU with the University for being recognized as the 'Research Centre' Yes No
20. Whether prepared to abide by the IIS University Bye-laws, for the award of an M.Phil. / Ph.D. degree Yes No
21. Other Details, if any _____

I hereby certify that the details given above are correct to the best of my knowledge.

Signature of the Applicant

Place:

Date:

Certification

For applicants from outside The IIS University	For applicants from The IIS University
<p>Forwarded to 'The IIS University', Jaipur for necessary action. I have verified the above details and I am satisfied about their correctness. The University / Institution / Organization or the Department to which applicant belongs has 'No Objection' if he/she supervises the research work of the candidates registered by The IIS University.</p> <p style="text-align: right;">Signature of the Head of the Institution/ Organization (for External Candidates)</p> <p>Place:</p> <p>Date:</p>	<p>Certified that the information given above is correct as per records of the University. His/her case is recommended for being recognized as Research Supervisor.</p> <p style="text-align: right;">Signature of the Head of the University Department</p> <p style="text-align: right;">Signature of the Dean of the Faculty</p> <p>Place:</p> <p>Date:</p>

ANNEXURE-F
The IIS University, Jaipur
ANNUAL/HALF YEARLY (MID TERM) PROGRESS REPORT
OF AN M.Phil. / Ph.D. SCHOLAR

[See Clause XI.3]

Progress Report Programme Subject

- (i) The progress report (in about 300 words) about the work carried out during the Period shall be submitted to the Convener RAC (Research Supervisor) by every Research Scholar in triplicate, duly signed by the candidate, by the Supervisor and Co-Supervisor (if any) or the External Co-Supervisor (in case of Research Scholars working at a Research Centre).
- (ii) The report should be submitted along with necessary information in the following format :

1. Particulars about the Research Scholar:

- (a) Name : _____
- (b) Department: _____
- (c) Programme : _____
- (d) Full-time/part-time: _____
- (e) Research Centre (if applicable) : _____

2. M.Phil. / Ph.D. Registration Letter No. & Date : _____

3. Title of an M.Phil. / Ph.D. Research: _____

4. Particulars of the Supervisor(s): (Please fill up whichever is applicable)

Supervisor:

- (a) Name _____
- (b) Designation _____
- (c) Department/College/Institution _____

Co-Supervisor (if any):

- (a) Name _____
- (b) Designation _____
- (c) Department/College/Institution _____

5. Details of earlier Progress Reports (if any) :

S.No.	Period	Report of RAC	Remarks (if any)
1.			
2.			
3.			
4.			

(Please enclose the copies of the progress letters)

6. (a) Period of this progress report: _____

(b) Whether published/communicated & accepted research papers? Yes No

If yes, Please give details

- (i) _____
- (ii) _____
- (iii) _____

(Please enclose a list giving the title(s) of the paper(s), name and issue of Journal, page nos. / acceptance letter etc. along with copies of reprints/preprints of papers)

(c) Whether attended Seminars/Conferences? : Yes No
(If yes, please provide name of conference, organizing Institution and dates of the conference and copy of certificate of attendance):

(i) _____
(ii) _____
(iii) _____

(d) Whether presented research paper(s): Yes No
in the Seminar(s)/Conference(s)?
(If yes, please give the title(s) of paper(s) and name(s) of co-authors, if any and copies of Certificates):

(i) _____
(ii) _____
(iii) _____

7. Whether fees for all the semesters after being admitted to M.Phil. / Ph.D. Programme have been paid : Yes No
(Please give receipt No.(s) and Date(s) or enclose photo copies of receipts)

8. General information to be provided by the Supervisor(s) :

(a) Attendance : (Satisfactory/ Not Satisfactory)

(b) Progress : (Satisfactory / Not Satisfactory)

(c) Expected time for completion of thesis: _____

(d) Any other information: _____

9. Recommendations of the Supervisor(s): _____

Signature of the Head of the University Department (with seal)

Name & Signature of Supervisor

Signature of Head of the Research Centre (with seal)
(if applicable)

Name & Signature of Co-Supervisor (if any)

Recommendations of the "Research Advisory Committee (RAC)"

Name

Signature

1.

2.

3.

4.

5.

Name(s) & Signature(s) of the Member(s) of RAC

ANNEXURE-G

**CERTIFICATE FOR COMPLETION OF REQUIREMENTS AS PER THE IIS
UNIVERSITY M.Phil. / Ph.D. BYE-LAWS AND THE UGC (MINIMUM
STANDARDS AND PROCEDURE FOR AWARD OF M.Phil./Ph.D. DEGREE)
REGULATIONS, 2016**

[See Chapter XIII]

Programme Subject

This is to certify that is a bonafide research scholar of this Department of, registered for the ___ (M.Phil. / Ph.D.)degree vide University letter No. dated under the Supervision of of Department of He/she has satisfactorily completed all the requirements for the submission of thesis for the award of ___ (M.Phil. / Ph.D.)degree as per provisions of The IIS University M.Phil. / Ph.D. Bye-laws and the UGC (Minimum standards and procedure for award of M.Phil. / Ph.D. Degree), Regulations, 2016. He/She has successfully completed the course work and well defended the Research Proposal Seminar and the Pre-submission seminar presented by him/her before the RAC or the committee constituted for the purpose with at least one Subject expert present in the meeting of the committee. He/She has also published research paper(s) in refereed journals of repute, approved by the RAC.

Signature of Supervisor

Signature of Head of the Department

(Seal)

Date :

Place :

GUIDELINES FOR PREPARING THE RESEARCH PROPOSAL & ITS TITLE PAGE

H1.1 Writing Research Proposal for an M.Phil. / Ph.D. Research

A Research Proposal for M.Phil. / Ph.D. registration irrespective of the discipline should include certain basic components, in which a number of questions need to be addressed. **What has been done previously in this or related areas? Why should research on the proposed topic be undertaken and what gains are likely to be achieved? What are the objectives of this study and how will these be achieved?** Are the facilities required for doing the proposed research available? An extensive initial exercise should help in designing a sound Research Proposal, which is likely to make a significant contribution on successful completion of research.

H1.2 Components of a Research Proposal

The following components should be provided in a Research Proposal of a M.Phil. / Ph.D. research. The details may, however, vary depending on the field of study. Any alteration to the following format may be made in a specific discipline only with good justification.

1. **Topic**
The topic for research should be selected carefully. It should be specific and as far as possible be indicative of the nature of the work involved.
2. **Introduction**
It should provide a brief description introducing the area of the proposed research work.
3. **Review of Literature**
A review of the relevant literature showing the work done previously in the area of proposed research is essential to plan further research effectively. The information given in the review should include important body of work done in the field in the last ten to fifteen years and should be supported by relevant references.
4. **Motivation/Justification and Relevance**
It is important to provide motivation or justification for undertaking the proposed research, perhaps in the light of previous work done in the area. It should be possible in most of the cases to anticipate the specific and general benefits likely to be achieved as a result of completion of the proposed research. Relevance of the proposed research should therefore be clearly specified in the context of the present day knowledge in the field, i.e., the proposal should clearly indicate the gaps in the existing research and how the proposed research will contribute to the existing scholarship in the field.
5. **Objectives**
Broad objectives as visualized to be achieved should be clearly outlined and these should be itemized. These objectives will indicate the major aspects of the study to be undertaken.
6. **Hypotheses**
While developing a correlation or relationship between different quantities or items, or works, tentative prepositions that are to be proved should be clearly specified.
7. **Plan of Work and Methodology:**
A plan of work describing various aspects of the study in a logical sequence along with the methodologies to be employed is the most important aspect of any research plan. Sufficient details to demonstrate that the researcher has a fairly good idea about the nature of work likely to be involved should be provided. For instance, in the case of experimental sciences, what equipment and experimental procedures will be used to obtain the results; in the case of social sciences what resource materials will be used; whether the required information will be obtained from primary or secondary sources, etc. A time schedule for the various aspects of the proposed research should be provided, wherever possible.

Some of the relevant aspects which may be considered for inclusion, depending upon the nature of research, are:

- Research design & instruments
- Sampling design which will include defining the population and sampling units
- Work plan
- Data collection methodology
- Data analysis tools
- Method(s) for validation of results
- Experimental techniques
- Material & methods
- Standard tables/graphics/data needed for input or comparison of results
- Testing tools and techniques needed for study of structure, composition etc.
- Dependence of results on physical conditions
- Reproducibility of results
- Errors in Experiments and accuracy of results
- Methodology envisaged for a theoretical work
- Correlation, regression and other statistical tools proposed to be employed
- Results analysis
- Validation of hypothesis
- Phasing of the work

8. **Facilities Available at the place of Work**

In order to complete the proposed research some specialized facilities may be required, which should be identified. It is important to identify the facilities available at the place where the research work will be undertaken and whether the resources and facilities required for doing the proposed research are available. If not, from where such facilities can be availed of to complete the research work.

9. **Limitations & Alternative Plan of the study**

Limitations (if any) may be summarized and in such a case, alternative plan to carryout the research work so as to achieve the desired objectives may be clearly specified. If a part of the study or tests/ experiments/analysis/literature consultation etc. is to be done outside the place of work, it should be clearly specified, giving reasons there for.

10. **References, Bibliography, Webliography**

The Research Proposal should contain in the end a list of references and a bibliography, if required. These should be written in a standard pattern, as provided in **Annexure H3**.

11. **Appendices: Questionnaire etc. (if any)**

Questionnaire, standard quotations, formula derivation, diagrams or charts etc., if any, may be included as appendix to the Research Proposal.

12. **Title Page**

The title page of the Research Proposal should include title of the research, name of the degree and the faculty in which degree is to be awarded, name of the student, name(s) of the supervisor(s), place of work and the month and year of submission of the Research Proposal.

The title of the Research Proposal must be the same as the proposed title of the thesis. Use "Times New Roman" Font and size 16 with bold faced and centred paragraph style for the title and font size 25 for writing the heading of the title page, i.e., '**Research Proposal**'. For typing the name of the student and supervisor, use font size 14 and centered paragraph style. If a Co-Supervisor has also been assigned, the details of the Supervisor will be left aligned and that of Co-Supervisor will be right aligned. For typing name of the Degree, Department and the Faculty, use font size 16 bold faced and centred paragraph style. Times New Roman font size 20 bold faced and centred paragraph style may be used for writing the name of the University and font size 16 for writing the month and year. Use correct emblem and put up University logo duly centred, as per format enclosed.

It will be difficult to define an overall length for the Research Proposal for M.Phil. / Ph.D. in different fields of study. Whereas it should be concise as far as possible and avoid repetitions, it should also provide sufficient details on various aspects mentioned above, so as to show that the research involved has been well understood and planned, and it is of an acceptable academic merit. The total length of the Research Proposal may run from 15 to 20 pages.

RESEARCH PROPOSAL

TITLE OF THE RESEARCH

For Registration to the Degree of
Master / Doctor of Philosophy

**IN THE FACULTY OF SCIENCE/ARTS & SOCIAL SCIENCES/
COMMERCE & MANAGEMENT**



THE IIS UNIVERSITY, JAIPUR

Submitted by

(Name of the Scholar)
Enrollment No.

Under the Supervision of

(Name of the Supervisor)
Designation:

Name of the Department/Research Centre

Month & Year

RESEARCH PROPOSAL

TITLE OF THE RESEARCH

For Registration to the Degree of
Master / Doctor of Philosophy

**IN THE FACULTY OF SCIENCE/ARTS & SOCIAL SCIENCES/
COMMERCE & MANAGEMENT**



THE IIS UNIVERSITY, JAIPUR

Submitted by

(Name of the Scholar)
Enrollment No.

Under the Supervision of

(Name of the Supervisor)
Designation:

(Name of the Co-Supervisor)
Designation :

Name of the Department/Research Centre

Month & Year

ANNEXURE- H2
THE IIS UNIVERSITY
Gurukul Marg, SFS, Mansarovar, Jaipur-302020

**GUIDELINES FOR THE PREPARING SUMMARY OF AN M.Phil. DISSERTATION/
Ph.D. THESIS & ITS TITLE PAGE**

The Synopsis (Summary) of dissertation / thesis for the award of **M.Phil. / Ph.D. degree**, irrespective of the area of discipline, should include certain basic components: **highlighting the research work undertaken, methodology and equipments used for research, methods used for analysis of data, results obtained, objectives fulfilled and conclusions or important outcome of the research**. It should also include proposed contents of the thesis along with the list of candidate's publications and a few important references. However, contents of the synopsis / summary may vary depending upon the requirements of a particular discipline. The essential components of the synopsis (summary) of the dissertation/thesis are:

1. Introduction

In this section briefly outline the scientific/technological/literary or subject specific relevance or significance of the research work to be reported in the thesis. Introduction can at the best occupy one page, preferably one paragraph occupying half a page. Be precise and include only relevant background material in the introduction.

2. Review of Literature

A brief review of a few important research works reported in the last 10 to 15 years and having a direct relationship with the research to be presented in the thesis should be included by way of giving appropriate references. This section may occupy one to two pages.

3. Justification

In the background of the material provided in the previous sections develop the state of art in the chosen area of research. Indicate clearly the gaps in the existing knowledge and why further research was required to eliminate such gaps.

In the light of the discussion of the existing scholarship, point out the importance of the research work undertaken. You can enumerate those technical challenges one has to address to solve the problem(s) posed herein to emphasize the quality of the research work. Maximum one page may be allotted to this section.

4. Objective(s) and Scope

State clearly the questions for which answers have been sought through this research. Define the conceptual, analytical, experimental and/or methodological boundaries within which the exercise has been carried out. Maximum one page can be allotted to this section.

5. Description of the research work

In this section, give brief, but sufficient details regarding (a) the research problem(s) (b) the methodologies employed (c) brief details of simulation studies and/or experiments conducted or method of responses to questions and (d) methods, tools or tests employed for data analysis/hypothesis testing/error analysis etc. Provide a brief description and interpretation of the results. Methods/standards used for validation of results may also be given. You may have subsections (5.1, 5.2 ...etc.) here. Restrict this section to less than 10 pages.

6. Conclusions

Highlight major (and not all) conclusions. Clearly bring out not only the advantages arising out of the work to be presented in the thesis but also give limitations of the work. If there are no conclusions to be drawn, then enumerate the contributions of the work and change the title of this section to **Summary of the work**.

It is recommended that you write the synopsis / summary after your pre-submission seminar, incorporating necessary suggestions given by the experts and faculty members present in the seminar and on having completed the draft of the thesis after incorporating such suggestions.

7. List of Publications based on the research work

List the publications arising out of the present research work. Give complete details of publications, i.e., title of paper, name of the journal using standard abbreviations, volume, issue number and year of the journal and the page numbers of the article along with the co-authors (if any). Use the format given in **Annexure H₃** for references. List only published or accepted papers. You may include papers under review or sent for publication. Do not include "papers under preparation".

List International Journal publications first, followed by National Journal articles, International Conference articles and lastly articles presented in National Conferences. Patents arising out of the work can also be included here.

8. References

List the references in the same order as they are referred to in the synopsis / summary. Make sure all references listed here are properly referred in the text. Restrict the number of references to less than ten. Use the format specified in **Annexure H3**. The font for references should be Times Roman, 10 font size with single line spacing and paragraph formatting to be used is "hanging" with Justified.

9. Contents of the thesis

In this section provide the titles of the chapters/sections of the thesis along with a brief description of the contents of the chapters. Two or three pages can be allotted for this section of the synopsis.

10. Presentation

Use "Times New Roman" font size 12, double line spacing and justified paragraph style for normal text. Every figure (diagram, table and graph) must be embedded along with the text and appear immediately after the first time the figure is referred to in the text. Each figure (diagram, table and graph) must be given a number and a proper title. Use standard notation. Each figure must be referred to in the text. Make the figure legible and provide enough information so that the figures are "**self contained**". Provide legible legends that correctly describe the axes of a graph.

Use SI symbols, units and notations.

11. Title Page

The title page of the synopsis / summary should include title of the research, name of the degree and the faculty in which the degree is to be awarded, name of the scholar, name(s) of the supervisor(s), place of work and the month and year of submission of the synopsis.

The title of the Synopsis must be the same as the title of the thesis. Use "Times New Roman" Font and size 16 with bold faced and centred paragraph style for the title and font size 25 for writing the heading of the title page, i.e., '**Summary of the Dissertation/Thesis**'. For typing the name of the student and supervisor(s), use font size 14 and centred paragraph style. If a Co-Supervisor has also been assigned, the details of the Supervisor will be left aligned and that of Co-Supervisor will be right aligned. For typing name of the Degree, Department and the Faculty, use font size 16 bold faced and centred paragraph style. Times New Roman font size 20 bold faced and centred paragraph style may be used for writing the name of the University and font size 16 for writing the month and year. Use correct emblem and put up University logo, duly centred, as per format enclosed.

The synopsis / summary can occupy 15 to 25 pages, including the title page and should be printed on both sides of the paper. The paper must be a good quality bond paper A4 size with the following margins: Top and bottom margins must be 15 mm each. Left margin should be 30 mm and the right margin 15 mm. If there are coloured illustrations either print the page in colour or make the illustrations "black and white friendly".

SUMMARY OF THE DISSERTATION/ THESIS

TITLE OF THE THESIS

Submitted for the Award of the Degree of
Master / Doctor of Philosophy

**IN THE FACULTY OF SCIENCE/ARTS & SOCIAL SCIENCES/
COMMERCE & MANAGEMENT**



THE IIS UNIVERSITY, JAIPUR

Submitted by

(Name of the Scholar)

Under the Supervision of

(Name of the Supervisor)
(Designation)

Name of the Department/Research Centre

Month & Year

SUMMARY OF THE DISSERTATION/ THESIS

TITLE OF THE THESIS

Submitted for the Award of the Degree of
Master / Doctor of Philosophy

**IN THE FACULTY OF SCIENCE/ARTS & SOCIAL SCIENCES/
COMMERCE & MANAGEMENT**



THE IIS UNIVERSITY, JAIPUR

Submitted by

(Name of the Scholar)

Under the Supervision of

(Name of the Supervisor)
(Designation)

(Name of the Co-Supervisor)
(Designation)

Name of the Department/Research Centre

Month & Year

ANNEXURE-H3

The IIS University, Jaipur

FORMAT OF AN M.PHIL. DISSERTATION / Ph.D. THESIS & ITS TITLE PAGE

[See Clause XIII.3 (d) and XIV.9 (r)]

H3.1 Format of Dissertation / Thesis:

The following sequence may normally be adopted for preparing the M.Phil. dissertation / Ph.D. thesis:

1. Cover page
2. Inner cover page
3. Self declaration certificate by the Research Scholar and Certificate from the Supervisor/Co-Supervisor/External Co-Supervisor and Head of the Department./Head of the Research Centre (**Annexure - I**)
4. Supervisors' Certificate (**Annexure-J**)
5. Certificate for the completion of course work/Research Proposal Seminar/Pre-Submission Seminar (**Annexure - G**)
6. A copyright transfer certificate (**Annexure - K**)
7. Acknowledgments
8. Contents
9. List of symbols, figures and tables, if any
10. Preface
11. Abstract of the thesis
12. Introduction
13. Literature review
14. Chapters covering the work of the Scholar
15. Conclusion
16. References
17. Appendices, if any
18. List of papers communicated/accepted/published/presented.
19. Copies of acknowledgment/acceptance letter in case the papers are communicated/ accepted.
20. Copies of manuscripts/reprints of the papers communicated/accepted/ published.

H3.2 Style of References:

References should be arranged chronologically in alphabetical order. Typical style of writing the references is given below:

(i) **For single author:**

Birge, R. R. (1986). Two photon spectroscopy of protein-bound chromophores. *Acc. Chem. Res.* **19**, 138-146.

i.e., Surname, initials. (Year). Title of article. Journal's name correctly abbreviated and set in italics, Volume No. set in bold font, pages (start page-end page).

- (ii) **For two authors:**
 Jones, R. D. and P. R. Callis (1989). Two-photon spectra of inductively perturbed naphthalenes. *Chem. Phys. Lett.* **144**, 158-164.
 i.e., Surname, initials of 1st author followed by 'and' initials and surname of 2nd author (Year) Title of article. Journal's name correctly abbreviated and set in italics. Volume No. set in bold font, pages (start page-end page).
- (iii) **For more than two authors:**
 Hershfield, M. S., S. Chaffee, L. Koro-Johnson, A. Mary, A. A. Smith and S. A. Short (1991). Use of site-directed mutagenesis to enhance the epitope-shielding effect of covalent modification of proteins with polyethylene glycol. *Proc. Natl. Acad. Sci., USA* **88**, 7185-7189.
 i.e., Surname, initials of 1st author followed by initials and surnames of 2nd, 3rd, 4th authors followed by 'and' initials and surname of last author (Year) Title of article. Journal's name correctly abbreviated and set in italics. Volume No. set in bold font, pages (start page-end page).
- (iv) **For Books:**
 Metzler, D. E. (1977). *Biochemistry, The Chemical Reactions of Living Cells*, p. 931, Academic Press, New York.
 i.e. Name(s) of authors as in journal references (Year) Name of the Book set in italics with all major words starting with capital letter, page number (s), Name of publisher, place of publication.
- (v) **For Book Chapters:**
 Leegood, R. C. and R. Malkin (1970). Isolation of subcellular photosynthetic systems, In *Photosynthesis: Energy Transduction* (Edited by M. F. Hipkins and N. R. Baker), pp. 9-26, IRL Press, Oxford.
 i.e., Name(s) of chapter author(s) as in journal references (Year) Chapter title set in normal font with only the 1st word starting with capital letter. Followed by: In Book title set in italics with all major words starting with capital letters followed by (name(s) of editor(s) of the book), page number (s), Name of publisher, place of publication.
- (vi) **For thesis citation:**
 Name as in single author case (Year). Thesis title set in italics with all major words starting with capital letters, page number (s), Name of University/Institute, place.
- (vii) **For thesis chapter citation:**
 Name as in single author case (Year). Chapter title set in normal font with only the 1st word starting with capital letter. Followed by: In Thesis title set in italics, with all major words starting with capital letters, followed by: page number(s), Name of University/Institute, place.
- (viii) **For patents:**
 Name(s) as in journal references (Year). patent authority name set in italics with all major words starting with capital letters, patent Number, followed by Chemical Abstract citation set as: *Chem. Abstr. Vol.* (Year) page nos.
- (ix) Archives and web publications may be cited as per style followed by such publication.

Citation of reference in the text:

While citing the references in the text, the following format should be followed: Surname (Year) or Surname *et al.* (Year)

The names of the Journals should be typed as per the style followed by any standard international organization/abstracting Journal such as IEEE/ Chemical Abstracts/ Current Contents/ Physics Abstracts, etc.

H3.3 Other reference / bibliography writing styles :

Whereas the Department of Chemistry follows ACS style of referencing / bibliography writing, different subjects in Arts & Social Sciences faculty follow the styles shown in the table given below under H3.4 and the style followed by life sciences is given under H3.5.

H3.4 Reference writing styles (Arts & Social Sciences)

S. No.	Name of Department	Style
1	Economics	APA
2	English	MLA
3	Fashion Technology	APA
4	French	MLA
5	German	MLA
6	History	MLA
7	Journalism & Mass Communication	APA
8	Physical Education	APA
9	Political Science	APA
10	Psychology	APA
11	Public Administration	APA
12	Sociology	APA
13	Visual Arts	MLA

H3.5 Bibliography / reference writing style for dissertation / thesis in Life Sciences

Citing Journal Articles in Print :

Articles by one Author :

Aqel, H. (2012). Phenotypic and protease purification of two different thermophilic *Bacillus* strains HUTBS71 and HUTBS62. *Ann. Biol. Res.*; **3**(4):1747-1756.

Articles by two Authors :

Anwar, A., Saleemuddin, M. (1998). Alkaline Protease: A review. *Bioresour. Technol.*; **6**(3):175-183.

Articles by More than two Authors :

Hasan, F., Shah, A. A., Hameed, A. (2006). Industrial applications of microbial lipases. *Enzyme Microb. Tech.*; **39**(2):235-251

Citing Online Journal Articles :

Abusham, R.A., Rahman, R.N.Z.R.A., Salleh, A.B., Basri, M. (2009). Optimization of physical factors affecting the production of thermostable organic solvent tolerant protease from a newly isolated halo tolerant *Bacillus subtilis* strain Rand. *Microb. Cell Fact.* **8**:20DOI 10.1186/1475-2859-8-20.

Priya, J.D.A., Divakar, K., Prabha, M.S., Selvam, G.P., Gautam, P. (2013). Isolation, purification and characterization of an organic solvent-tolerant Ca²⁺ dependent protease from *Bacillus megaterium* AU02. *Appl. Biochem. Biotechnol.*; DOI 10.1007/s12010-013-0589-0.

Citing Books :

Authored Book :

Cappuccino, J.C., Sherman, N. (1999). *Microbiology- A laboratory manual*. 5th Edn. Benjamin Cummings Publishing Company, USA.

Edited Book :

Holt, J.G., Krieg, N.R., Sneath, P.H.A., Staley, J.T., Williams, S.T. (Eds.) (2000). *Bergey's Manual of Determinative Bacteriology*. 9th Edn. Lippincott Williams & Wilkins, A Wolters Kluwer Company, U.S.A.

Chapter in a book :

Brown, R.J., Ernstorm, C.A. (1988). Milk Clotting Enzymes and cheese chemistry. In: Jenners, R., Marth, E.H., Wong, N.P., Keeney, M. (Eds) Part 1. Dans: *Fundamentals of Dairy Chemistry*. 3rd Edn. Van Nostrand Reinhold Company, New York, pp 609-633.

Citing Reports :

BCC-Business Communications Company Research, Inc., (2011). In: Report Global Markets for Enzymes in Industrial Applications. BIO030G.

Citing a general website article :

National sleep foundation (2014). Shift work and sleep. Retrieved from <https://sleepfoundation.org/sleep-topics/shift-work-and-sleep/page/0/3> on 5th August 2015.

All other subjects will follow the style given under clause H₃.2 of the Bye-laws.

H3.6 Format of Cover-page & Inner Cover page:

The cover page and Inner cover page should have the following matter printed on it, in mainly block letters:

TITLE OF THE DISSERTATION / THESIS

**Submitted
in Partial Fulfillment of the Requirement of the Degree of
Master / Doctor of Philosophy**

in the Faculty of

**SCIENCE/ARTS & SOCIAL SCIENCES/
COMMERCE & MANAGEMENT**

to



THE IIS UNIVERSITY, JAIPUR

BY:

NAME OF THE RESEARCH SCHOLAR

UNDER THE SUPERVISION OF:

NAME(S) OF THE SUPERVISOR(S)

NAME OF THE DEPARTMENT / RESEARCH CENTRE

(Year)

ANNEXURE-I
The IIS University, Jaipur
DECLARATION BY THE RESEARCH SCHOLAR
(See Clause XIII.3 (e) (i))

Programme Subject

I,, certify that the work embodied in this M. Phil. Dissertation / Ph.D. thesis, entitled....., is my own bonafide work carried out by me under the supervision of and..... of.....for a period of from to at..... Department of The IIS University, Jaipur and / or the 'Research Centre' (in case the research work has been carried out partly or fully at an outside Institution). The matter embodied in this ___ M.Phil. dissertation / Ph.D. thesis has not been submitted for the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred to the authors/research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not willfully lifted up some other's work, para, text, data, results, figures etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and included them in this ___ (M. Phil./Ph.D.) Dissertation/Thesis and cited as my own work.

Date:

Place:

(Signature and Name of the Research Scholar)

Certificate from the Supervisor/Co-Supervisor

This is to certify that the above statement made by the Research scholar is correct to the best of my/our knowledge. Certified that a check for plagiarism has been made on the software available in the University and the contents of thesis have been found free from plagiarism within permissible limits.

External Co-Supervisor's signature
Name & Designation
(if applicable)

Supervisor's Signature
Name & Designation

Co-Supervisor's Signature
Name & Designation (if any)

Signature of the Head of the
Research Centre (with seal)
(if applicable)

Signature of the Head of the
Department (with seal)

ANNEXURE-J
The IIS University, Jaipur

Supervisors' Certificate
[See Clause XIII .3 (e) (ii)]

Programme Subject

Certified that:-

1. Thesis entitled _____
Submitted by _____
is an original piece of research work carried out by the Research Scholar under my/ our supervision.
2. Literary presentation is satisfactory and thesis is in a form suitable for publication.
3. Work evinces the capacity of the Research Scholar for critical examination and independent judgment.
4. The Research Scholar has successfully completed the course work, Pre. Submission Seminar, and other requirements for submission of thesis.
5. He/She has also published at least one research paper in a refereed journal of repute in the subject and has presented at least two research papers in National / International level conferences (applicable for Ph.D. degree only) or presented at least one research paper in National / International conference (applicable for M.Phil. degree only).
6. The Research Scholar has also fulfilled the residency requirements as per Clause VIII.5 of the M.Phil. / Ph.D. By-Laws of the University.

Signature of Co-Supervisor(s) (if any)
with date

Name _____

Designation _____

Address _____

Signature of Supervisor
with date

Name _____

Designation _____

Address _____

ANNEXURE- K
The IIS University, Jaipur

COPYRIGHT TRANSFER CERTIFICATE

[See Clause XIII.3 (e) (iv)]

Programme Subject

Title of the Thesis :

Name of the Research Scholar :

COPYRIGHT TRANSFER

The undersigned hereby assigns to '**The IIS University, Jaipur**' all rights under copyright that may exist in and for the above thesis submitted by the undersigned for the award of the _____ (M.Phil. / Ph.D.)degree.

COPYRIGHT OF THE UNIVERSITY

Copyright © Faculty of

**The IIS University, Jaipur,
(Year)**

All rights reserved.

Place :

Date :

**Signature of the
Research Scholar**

**Signature of Co-Supervisor
(if any)**

Signature of Research Supervisor

Note: However, the author may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for author's personal use, provided that the source and the University's copyright notice are adequately acknowledged.

ANNEXURE-L1
THE IIS University, Jaipur

FORMAT OF EXAMINER'S REPORT (Ph.D. DEGREE)
[(see Clause XIV.5 (a))]

Recommendation on Ph.D. Thesis

Subject

Name of the Research Scholar :

Title of the Thesis :

- Please give your **specific recommendation** by ticking (✓) any one of the following, with signature underneath and enclose your **detailed report** on separate sheet(s) with your signature, name and address.
- In case rejection of the thesis is recommended, please give specific reasons therefor and opine whether the thesis is suitable for the award of Ph.D. degree.
- (i) The thesis **be accepted and viva voce be conducted** []
OR
- (ii) The thesis **be accepted** after **clarification of certain points** listed in the Report, at the time of Viva- Voce Examination, viva voce be conducted []
OR
- (iii) The thesis **be accepted** after minor **modification/revision** as listed in the Report. **The thesis need not be referred to me again** and viva voce be conducted after the required modifications are done []
OR
- (iv) The thesis **is NOT acceptable in the present form. It requires major modifications/ revisions, as per suggestions given in the Report.** It is recommended that the modified thesis **be referred back to me for final assessment.** []
OR
- (v) The thesis **be rejected.** []

Place.....

Date.....

Signature of the Examiner.....

Name and Address of the Examiner

.....
.....

- Encl: (a) Detailed report on separate sheet(s),
(b) List of points for consideration, queries and clarifications.

**ANNEXURE-L2
THE IIS University, Jaipur**

**FORMAT OF EXAMINER'S REPORT ON REVISED THESIS
(Ph.D. DEGREE)
[(See Clause XIV.5 (f))]**

Subject

Recommendation on Revised Ph.D. Thesis

Name of the Research Scholar :

Title of the Thesis :

- Please give your **specific recommendation** by ticking (✓) any one of the following, with signature underneath and enclose your **detailed report/comments** on separate sheet(s) with your signature, name and address.
- In case rejection of the thesis is recommended, please give specific reasons therefor and opine whether the thesis is suitable for award of Ph.D. degree.

The thesis **be accepted and viva voce be conducted** []

OR

The thesis **be rejected.** []

Place.....

Date.....

Signature of the Examiner.....

Name and Address of the Examiner

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

- Encl: (a) Detailed report & comments on separate sheet(s),
(b) List of queries and clarifications

ANNEXURE-L3
THE IIS University, Jaipur

FORMAT OF EXAMINER'S REPORT (M.Phil. DEGREE)

[(see Clause XIV.5 (a))]

Recommendation on M.Phil. Dissertation

Subject

Name of the Research Scholar :

Title of the Thesis :

Please give your **specific recommendation** by ticking (✓) any one of the following, with signature underneath and enclose your **detailed report** on separate sheet(s) with your signature, name and address. If the thesis is found appropriate for one of the first three options given below, please award marks on the thesis out of 100 in the award sheet enclosed, observing the distribution of marks prescribed by the University. In case rejection of the thesis is recommended, please give specific reasons therefor.

(i) The thesis **be accepted and viva voce be conducted** []

OR

(ii) The thesis **be accepted** after **clarification of certain points** listed in the Report, at the time of Viva- Voce Examination the viva voce be conducted []

OR

(iii) The thesis **be accepted** after minor **modification/revision** as listed in the Report. **The thesis need not be referred to me again** and viva voce be conducted after the required modifications are done []

OR

(iv) The thesis **is NOT acceptable in the present form. It requires major modifications/ revisions, as per suggestions given in the Report.** It is recommended that the modified thesis **be referred back to me for final assessment.** []

OR

(v) The thesis **be rejected.** []

Place.....

Signature of the Examiner.....

Date.....

Name and Address of the Examiner

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

- Encl: (a) Detailed report on separate sheet(s)
(b) List of points for consideration, queries and clarifications
(c) Award sheets containing the marks awarded in the thesis

ANNEXURE-L4
The IIS University, Jaipur

FORMAT OF EXAMINER'S REPORT ON REVISED DISSERTATION
(M.Phil. DEGREE)

[(See Clause XIV.5 (f)]

Subject

Recommendation on Revised M.Phil. Dissertation

Name of the Research Scholar :

Title of the Thesis :

Please give your **specific recommendation** by ticking (✓) any one of the following, with signature underneath and enclose your **detailed report/comments** on separate sheet(s) with your signature, name and address. If the revised thesis is found appropriate for being accepted, please award marks on the thesis out of 100 in the award sheets enclosed, observing the distribution of marks prescribed by the University. In case rejection of the thesis is recommended, please give specific reasons therefore.

The thesis **be accepted and viva voce be conducted** []

OR

The thesis **be rejected.** []

Place.....

Signature of the Examiner

Date.....

Name and Address of the Examiner

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

- Encl: (a) Detailed report & comments on separate sheet(s),
(b) List of queries and clarifications
(c) Award sheets containing the marks awarded in the thesis

**ANNEXURE-M1
THE IIS University, Jaipur**

**FORMAT OF THE REPORT OF THE BOARD OF EXAMINERS
ON VIVA-VOCE (Ph.D. DEGREE)
(See Clause XIV.9 (I))**

Subject

Recommendation for Viva-voce on Ph.D. Thesis

Name of the Research Scholar :
Title of the Thesis :
Date of Viva-voce : Time :

1. Comprehensive Report of the Board of Examiners:

2. Recommendation of the Board of Examiners:

The degree be **awarded** []

OR

Candidate be re-examined in a **second Viva-voce** []

OR

The degree be **not awarded and thesis be rejected.** []

Name

Signature

1.

2.

3.

Place :

Date:

**Signature of the members
of the Board of Examiners**

Encl: Reports of the Examiners

(Note: In case of difference of opinion, the dissenting member(s) can write separately and that can be attached with the report.)

ANNEXURE-M2
THE IIS University, Jaipur

FORMAT OF THE REPORT OF THE BOARD OF EXAMINERS
ON SECOND VIVA-VOCE(Ph.D. DEGREE)

[See Clause XIV.9 (t)]

Subject

Recommendation for 2nd Viva-voce on Ph. D. Thesis

Name of the Research Scholar :
Title of the Thesis :
Date of 1st Viva-voce :
Date of 2nd Viva-voce : Time :

1. Comprehensive Report of the Board of Examiners:

2. Recommendation of the Board of Examiners:

The degree be **awarded** []

OR

The degree be **not awarded and thesis be rejected.** []

Name

Signature

- 1.
- 2.
- 3.

Place :
Date :

Signature of the members
of the Board of Examiners

Encl: Reports of the Examiners

(**Note:** In case of difference of opinion, the dissenting member can write separately and that can be attached with the report).

ANNEXURE-M3
The IIS University, Jaipur

FORMAT OF THE REPORT OF THE BOARD OF EXAMINERS
ON VIVA-VOCE (M.Phil. DEGREE)

(See Clause XIV.9 (l))

Subject

Recommendation for Viva-voce on M. Phil. Dissertation

(If the Board recommends for award of the Degree, marks in the Viva-voce may be awarded out of 100 in the award sheets enclosed)

Name of the Research Scholar :
Title of the Thesis :
Date of Viva-voce : Time :

1. Comprehensive Report of the Board of Examiners:

2. Recommendation of the Board of Examiners:

The degree be **awarded** []
OR
Candidate be re-examined in a **second viva-voce** []
OR
The degree be **not awarded and Dissertation**
be rejected. []

	Signature
1.	
2.	
3.	

Place :
Date:

Signature of the members
of the Board of Examiners

Encl: (i) Reports of the Examiners
(ii) Award sheets containing marks in Viva-voce.

(Note: In case of difference of opinion, the dissenting member(s) can write separately and that can be attached with the report).

ANNEXURE-M4
The IIS University, Jaipur

FORMAT OF THE REPORT OF THE BOARD OF EXAMINERS
ON SECOND VIVA-VOCE (M.Phil. Degree)

[See Clause XIV.9 (t)]

Subject

Recommendation for 2nd Viva-voce on M. Phil. Dissertation

(If the Board recommends for award of the Degree, marks in the Viva-voce may be awarded out of 100 in the award sheets enclosed)

Name of the Research Scholar :
Title of the Thesis :
Date of 1st Viva-voce :
Date of 2nd Viva-voce : Time :

1. Comprehensive Report of the Board of Examiners:

2. Recommendation of the Board of Examiners:

The degree be **awarded** []

OR

The degree be **not awarded and thesis be rejected.** []

	Name	Signature
1.		
2.		
3.		

Place :

Date :

**Signature of the members
of the Board of Examiners**

Encl: (i) Reports of the Examiners
(ii) Award sheets containing marks in Viva-voce.

(Note: In case of difference of opinion, the dissenting member can write separately and that can be attached with the report.)



THE IIS UNIVERSITY

deemed to be a university under Section 3 of UGC Act, 1956

Gurukul Marg, SFS, Mansarovar, Jaipur 302 020 INDIA

Call: 91 141 2400160, 2400161, 2397906, 2397907

Fax: 91 141 2395494 • 2400159

email: admissions@iisuniv.ac.in • web : www.iisuniv.ac.in

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