

Regulations
Governing the Award of the Degree of
Doctor of Philosophy
(Ph.D.)



Nava Nalanda Mahavihara, Nalanda
(Deemed to be University under Ministry of Culture,
Govt. of India, New Delhi)

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Regulations Governing the Award of the Degree of Doctor of Philosophy

I. Introduction

- I.1 These Regulations shall be called the “Doctor of Philosophy Regulations 2010” and shall come into force from the date the Board of Management approves them.
- I.2 The degree of Doctor of Philosophy (herein after referred to as Ph.D. degree) of the Nava Nalanda Mahavihara shall be conferred on the candidates who fulfill the requirements as specified in these Regulations.

II. Admissions to the Ph.D. Programme

- II.1 Nava Nalanda Mahavihara, Nalanda will make an announcement for the admission to the Ph.D. Programme once in a year on the availability of seat(s) under the faculty members of the Mahavihara.
- II.3 The admission to the Ph.D. Programme shall be either through Research Entrance Test (herein after referred to as RET) or through Direct Admission as per these Regulations.
- II.3 The candidates who are eligible for direct admission shall indicate in specific about the nature and extent of exemption from RET.
- II.4 The candidates shall submit the duly filled in application form to the office of the Registrar on or before the last date announced by the Mahavihara.
- II.5 Reservations in admissions shall be applicable in accordance with the act of Parliament for the time being in force.
- II.6 Admissions of Non-Resident Indians (NRI)/Persons of Indian Origin (PIO)/Foreign Students to the Mahavihara Shall be governed by the Guidelines/Regulations formed by the UGC from time to time.

III. Eligibility

- III.1 A candidate seeking registration to the Ph.D. course must satisfy the following academic criteria:
 - (i) Masters degree in the concerned/relevant subject(s) with 55% marks at Master’s Degree and 50% marks at Bachelor’s degree level.
 - (ii) There shall be a relaxation of 5% marks (or equivalent grade point average) for Scheduled Cast (SC), Scheduled Tribe (ST) and Physically Challenged (PC) candidates in the minimum marks required in the qualifying examination for eligibility for admission to the Ph.D. Programme. However, a Physically challenged (PC) candidate belonging

to either of the reserved categories (SC/ST/OBC) shall not get the double benefit of being SC/ST/OBC as well as PC in the above relaxations.

- (iii) Must have qualified RET conducted by the Nava Nalanda Mahavihara, Nalanda.
- (iv) M. Phil. Degree with B+ or equivalent grade from any university, established by law for the time being in force, or any other degree, recognized as equivalent thereto, in the concerned/relevant subject(s).
- (v) All whole time teachers either of the Mahavihara or of recognized affiliated colleges or of constituent colleges of any Indian University with five years teaching experience are eligible for registration to the Ph.D. Programme.
- (vi) Those candidates who have passed the Research Entrance Test (RET) conducted by the Nava Nalanda Mahavihara, Nalanda or have qualified NET /NET-JRF test conducted by the UGC or have qualified State Level Eligibility Test (SLET) accredited by UGC, Central or State Government.
- (vii) A candidate seeking admission to the Ph.D. Course Work will have to select a supervisor from the faculty members of the Nava Nalanda Mahavihara, Nalanda and take written approval of the supervisor on the registration form for doing Ph.D. Course Work.
- (viii) Foreign students sponsored by the government of India agencies like ICCR, Ministry of HRD. etc., foreign students sponsored by their respective Governments/Embassies and self financing foreign are exempted from Research Entrance Test.
- (ix) All the foreign students will have to fulfill all the requirements regarding eligibility and will also have to pay the requisite fees. It will be their responsibility to select a supervisor from the faculty members of the Nava Nalanda Mahavihara, Nalanda and take written approval of the supervisor on the registration form for doing Ph.D. Course Work.

IV. Mode of Admission

IV.1 (a) Admission through RET:

- (i) The Examination Department of the Mahavihara shall conduct RET once in a year and the results of which shall remain valid for one academic year. However, in case concerned Department informs to the University Administration, prior to the commencement of the academic session/pre-operational dead line for RET, the competent Authority may take a decision for not holding the RET for the particular academic session.
- (ii) The number of candidates to be called for interview will depend upon the number of seats available in the concerned Department.

(b) Direct Admission:

A candidate who fulfils one of the following requirements may be considered for direct admission to the Ph.D. programme on supernumerary basis without appearing in the RET.

- (i) A candidate who has qualified National Eligibility Test (NET), State Level Eligibility Test (SLET) accredited by UGC, Central or State Government and M. Phil degree.
- (ii) A candidate who possesses M. Phil. Degree with B+ or equivalent grade from any University, established by law for the time being in force, or any other degree, recognized as equivalent thereto, in the concerned/relevant subject(s).
- (iii) A candidate who is a recipient of National Doctoral Fellowship or other fellowships from government/semi-government organizations (through All-India selection procedure conducted by the agency/organization for award of research fellowships) such as University Grants Commission (UGC), Indian Council of Historical Research (ICHR), Indian Council of Philosophical Research (ICPR), and similar national level organizations.
- (iv) A foreign national who has been awarded fellowship by the Indian Council for Cultural Relations (ICCR) or any ministry of the Government of India or who is sponsored by his/her government.
- (v) A self-financing foreign national who is admitted through the embassies/High commission of his/her country after getting approval from the Ministry of External Affairs and no objection certificate from the Department of Education, Ministry of Human Resources development, Government of India or admitted under an Memorandum of Understanding (MoU).
- (iv) A permanent teacher of the Mahavihara or any Indian University or of the constituent/colleges of any Indian University with more than five years of service who is otherwise eligible.
- (vii) A non-teaching permanent employee of the Mahavihara or any Indian University or of the constituent/colleges of any Indian University with more than five years of service in who is otherwise eligible.

Note:-

- (i) The equivalence of the degree possessed by the foreign candidates shall be determined, if any, by the equivalence committee of the Mahavihara before their admission. They shall be admitted to the Ph.D. Programme only if the degree possessed by them entitles them for enrolment as Ph.D. scholars in the universities of their own countries.
- (ii) The supernumerary quota for foreign nationals shall be restricted to a maximum of 15% of the total available seats in a Department.

V. Classification of the Candidates

V. A candidate admitted to the Ph. D. programme in a Department shall be classified under any one of the following categories:

(a) **Full-time Research Scholar:**

A candidate who has been admitted to the Ph.D. programme through RET or by direct admission based on the eligibility criteria mentioned in the Clauses IV.1 (b) (i) to (v) would be referred to as a full-time Research Scholar

(b) **Internal Part-time Research Scholar**

(i) A candidate who is a permanent teacher of the Mahavihara and has been admitted directly to the Ph.D. Programme shall be referred to as an internal part-time research scholar.

(ii) A candidate who is a non-teaching permanent employee of the Mahavihara with more than five years of service and has been admitted directly to the Ph.D. Programme shall be referred to as an internal part-time research scholar.

(c) **External part-time Research Scholar**

(i) A candidate who is a permanent teacher or employee of the other university with more than five years of service and has been admitted directly to the Ph.D. Programme shall be referred to as an external part-time research scholar.

(ii) A candidate working in a non-degree awarding institution recognized as a center of research by the Mahavihara and admitted to the Ph.D. programme through RET shall also be permitted to work as an external part-time research scholar, who shall work for his/her Ph.D. in his/her parent organization fulfilling the residency period requirement specified in these Regulation shall also be referred to as an external part-time research scholar.

VI. Admission to the Ph.D. Course Work

VI.1 The admission to the Ph.D. course work shall be based on the merit of the candidates which shall be determined separately for the candidates seeking admission through RET or direct admission.

(a) For candidates seeking admission through RET, the merit list shall be based on the total marks obtained by the candidates from the following components:

i) An Objective Type Test of two hours duration.

ii) Academic Record

iii) Personal Interview.

- (b) For the candidates seeking direct admission as per Clause IV.1 (b) (i) to (v), the merit list shall be based on the total marks obtained by the candidates from the following components:
 - i) Academic Record,
 - ii) Personal Interview.
- (c) At the time of interview doctoral candidates are expected to discuss their research interest area.

VI.2 Research Entrance Test (RET)

- (a) A candidate possessing the minimum qualifications with the requisite percentage of marks/grade as prescribed in Clause III.1. (i) of these Regulations shall be eligible to appear in the RET.
- (b) Eligible candidates willing to appear in the RET will have to fill the form specified for RET (**Annexure - A**) and will also have to pay the requisite fees.
- (c) The Objective Type Test shall be conducted by the Examination Department normally in the month of **May** of every academic year; the results of which shall be declared ordinarily by the first week of **June**.
- (d) There shall be common RET for all the Departments. The test shall be of 2 hours duration, carrying 300 marks, consisting of 100 multiple-choice questions out of which there would be 60 multiple choice questions (Section 'A') of general nature to test the knowledge of the candidates in fundamentals and also to test their logical and analytical thinking, quantitative ability, language skills, computer awareness, general knowledge, etc. These questions shall be common to all the candidates appearing for the test in all the disciplines and shall be based on the subjects taught at the intermediate/higher secondary and graduate levels. The remainder of 40 multiple choice questions (Section 'B') shall be of specialized nature and discipline specific for each Discipline. The candidate shall be required to answer only one such set of 40 questions corresponding to the subject of his/her qualifying degree or to the subject in which he/she wants to get admission. These questions shall be of post-graduate level in the concerned subject.
- (e) Three marks shall be awarded for each correct answer. The questions not attempted shall be awarded zero marks. However, there shall not be negative marking.
- (f) For qualifying in the Objective Type Test a candidate shall have to secure a minimum of 36% marks. The qualifying marks for SC/ST and OBC candidates shall be 33% marks. The Mahavihara reserves the right to modify the minimum qualifying marks depending on the requirements/circumstances.

(g) No scrutiny/revaluation of the answer books of the written test shall be allowed.

- VI.3 If a candidate is an applicant and also eligible for admission to Ph.D. Programme in a department different from the one in which he/she has obtained the qualifying degree. He/she shall appear in the RET conducted by the Mahavihara and shall attempt the questions corresponding to the subject in which the candidate possesses the qualifying degree. In case of any difficulty, the DRC will consider the case. The decision of DRC in this regard would be communicated to the Vice-Chancellor/Director whose decision would be final. However, such decision(s) shall not become a precedence to be followed.
- VI.4 The merit list of the candidates who have qualified in all the required components of RET and who are by habit, character and qualifications, fit and proper persons to be admitted to the Ph.D. Programme shall be prepared by the Examination Department. This merit list shall be prepared on the basis of the total marks obtained by the candidates in various components as specified in the Clauses VI.1 (a) & (b).
- VI.5 Separate merit lists shall be prepared for the RET qualified and RET exempted categories/direct admission by the Examination Department of the Mahavihara.
- VI.5 The Examination Department shall recommend to each department, the names of selected candidates, according to the merit list prepared on the basis of the result of RET and RET exempted categories/direct admission (depending on the number of total seats available in the department).
- VI.6 After notification of the merit list the Examination Department of the Mahavihara shall send a provisional letter of admission to each selected candidate and a copy of the same would be forwarded to the concerned Head of the Department.
- VI.7 Within 30 days of receipt of the provisional letter of admission each candidate shall complete the official formalities pertaining to the registration such as submission of the duly filled prescribed application form for registration to the Ph.D. course (**Annexure**) and along with the fees as prescribed.
- VI.8 After the payment of fees, the candidate shall submit a written request to the Head of the Department indicating the name(s) of the proposed Supervisor/Co-Supervisor, external Supervisor/Co-Supervisor as the case may be. An external part-time candidate [as defined in Clause V. (c) (i) & (ii)] is required to submit the consent of the proposed external supervisor/co-supervisor along with the above application.
- VI.9 Keeping the candidate's choice in view, the DRC shall assign a Supervisor/Co-Supervisor (if any) and allot a topic of research to the candidate.

- VI.10 The Head of the Department shall send a complete list of such candidates along with the necessary details, such as names of the Supervisors/Co-Supervisors (if any) along with the topic of research, to the Examination Department of the Mahavihara with a copy to the Dean of the faculty within fifteen days of the receipt of the written requests of the applicants.
- VI.11 On the receipt of the complete list of such candidates along with the necessary details from the concerned Department the Examination Department of the Mahavihara will issue the registration letter to the each candidate.
- VI.11 The records of the merit list of both the RET qualified candidates and those eligible for direct admission along with their application forms shall be maintained in the Examination Department of the Mahavihara.
- VI.12 If some vacancies arise in a Department during the same semester the candidates in the descending order of merit from the merit list may be offered admission.
- VI.13 No full-time Ph.D. scholar shall accept during the period of research any paid assignment apart from Research/Project Fellowship, Research/Project Assistantships, etc.
- VI.14 A Ph.D. scholar shall not be permitted to join any other regular course of the Mahavihara. However, he/she may be permitted to join part-time Diploma or Certificate Course(s) on the recommendation of the DRC provided it is not detrimental to his/her research programme.
- VI.15 A candidate already possessing a Ph.D. degree of the Mahavihara 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. The admission of such a candidate will be at the discretion of the Vice-Chancellor/Director, who, on the basis of specific recommendation and full justification by the DRC after considering certain relevant criteria such as, the synopsis of the proposed topic, relevance of the proposed topic and its relationship with the topic of his/her first Ph.D. etc. will take a final decision.

VII. Course Work

- VII.1 All the candidates, admitted to the Ph. D. Programme in any of the departments, shall be required to undertake Course Work for a minimum period of one semester and shall have to qualify as per the criteria prescribed by the Mahavihara. The Course Work shall *inter alia* include a course on research methodology (which may contain quantitative methods and computer applications) and reviewing of published research work in the relevant field. However, the following categories of the students will be exempted from doing the Ph.D. Course Work:
- (a) Candidates who have passed M. Phil. degree with at least B+ grade (or equivalent percentage of marks) through course work and have also studied and passed the paper on "Research Methodology".

(b) If a candidate has done Ph.D. Course work from sister department or from another University, then he/she can be exempted from Ph. D. Course Work on the recommendation of the Committee consisting of the following members:

- 1) Dean Faculty
- 2) Head of the Department, if holding the Ph.D. Degree
- 4) Senior most teacher of the Department holding Ph.D. Degree

VII.2 Structure and Duration of the Ph.D. Course Work

- (a) This is a pre-registration Course Work required for the registration to the Ph.D. Programme of the Mahavihara. The Ph.D. Course Work is compulsory for all candidates who have passed Ph.D. entrance test (RET) or are holders of UGC NET (JRF)/BET/Teacher Fellowship or have done M. Phil. with at least B+ grade but without Course Work of at least one semester duration. The candidates who have done M. Phil. with at least B+ grade through course work but have not studied and passed the paper on "Research Methodology" are also required to pass the paper on "Research Methodology" after taking admission to Ph.D. Course Work. They have to pay fees and other charges as applicable to other students taking admission to Ph.D. Course Work. In service or working candidates are also required to do Ph.D. Course Work.
- (b) The Ph.D. Course Work comprises of four papers of one semester duration. There will be at least three compulsory papers including the paper of "Research Methodology". The structure and contents of the Ph.D. Course Work will be prepared by the concerned Department and will be approved by the Academic Council of the Mahavihara. Each of these courses shall be of post-graduate or doctoral level. The courses offered for the Ph. D. Programme may be lecture, self-study courses, mini projects and seminars.
- (c) As passing of Ph.D. Course Work is only an essential requirement for the registration to Ph.D. Programme of the Mahavihara, no degree will be awarded to successful candidates in Ph.D. Course Work, only detailed mark sheet will be issued.
- (d) After completing the course work, the candidate shall appear in a comprehensive examination, the modality of conduct of which shall be in accordance with the examination rules of the Mahavihara.

VII.3 Attendance during the Ph.D. Course Work

A candidate admitted to Ph.D. Course Work must fulfill the following requirements:

- (i) Has been on the rolls of the Department throughout the semester preceding the examination.
- (ii) Every candidate has attended a minimum of 75% of the delivered number of lectures in each paper

- (iii) The shortage in the attendance of lectures by the candidate may be condoned as per rules made by the Mahavihara from time to time.

VIII. Supervisors

VIII.1 Appointment of Supervisors and Co-supervisors

- (a) Every candidate, admitted to the Ph.D. Programme shall be assigned a Research Supervisor by the DRC of the concerned Department. The DRC may, if necessary, assign a Co-Supervisor.
- (b) If necessary, Co-Supervisor may be appointed from within the same Department or of a different Department of the Mahavihara or outside the Mahavihara, However, a written justification for having Co-Supervisor will accompany the application duly recommended by the DRC.
- (c) The permanent faculty members of the concerned Department of the Mahavihara with Ph.D. degree shall be eligible to be appointed as Supervisors and Co-Supervisors.
- (d) If a teacher working in a department different from his/her specialization wishes to guide a candidate in the subject in which the teacher holds the Ph.D. degree, he/she may be appointed as the Supervisor/Co-Supervisor of the candidate.
- (e) Emeritus Professor/Scientists/Fellows appointed by the Mahavihara or any other Indian University or any national organization, shall be eligible to guide Ph.D. Scholars, provided their appointments in their respective institute/organization are for a period of not less than two years.
- (f) A faculty member on retirement may continue to be the Supervisor until the completion and submission of the thesis by the candidate provided the DRC is convinced of his/her availability for continued guidance to the candidate.
- (g) A faculty member who is due to retire within a year will not be appointed Supervisor of a candidate.
- (h) A faculty member who is due to retire within the next two years may be appointed Supervisor even after his/her retirement provide the DRC is convinced of his/her availability for continued guidance to the candidate.
- (i) A teacher who has retired/resigned from the Mahavihara or from the University where he/she was in service may continue to be the Supervisor, if the research scholar has fulfilled the minimum period requirement for the submission of the thesis and the DRC is convinced of his/her availability for continued guidance to the candidate.
- (j) A permanent/retired faculty member or an Emeritus Professor/Scientist/Fellow employed in a department who does not possess a Ph.D. degree

may be allowed to become a Supervisor/Co-Supervisor on the recommendation of the DRC and approval by the Dean Academic, provided he/she is engaged in research for at least five years as evidenced by publications in peer reviewed/reputed journals or he/she has supervised at least two dissertations at the Master's degree level.

- (k) The teachers of the Mahavihara or of any University, who are enrolled as Ph.D. scholars in the Mahavihara or in any other Institute/University, shall not be entitled to guide a Ph.D. scholar. Those appointed as supervisors, would cease to be supervisors if they get enrolled for Ph.D. Programme.
- (l) The external part-time research scholar shall normally have one Supervisor/Co-Supervisor from the Mahavihara (Internal) and another from the parent organization (External), where the candidate will be carrying out the research work (such candidate will submit a certificate from the External Supervisor to the effect that the candidate did work under the External Supervisor during the period). If there is a need, there can be an internal Co-Supervisor and an external Co-Supervisor, from the Mahavihara and the sponsoring organization respectively. The internal and external Supervisors/Co-Supervisors shall consult each other in all matters pertaining to the progress of the work of the candidate.
- (m) If the University signs MoU (Memorandum of Understanding) with reputed educational institutions of India and abroad, the Ph.D. candidate working in such institutions are allowed to be registered for Ph.D. programme/Ph.D. Course Work.

VIII. 2 Maximum Number of Ph.D. Scholars to be registered under a faculty

- (a) The maximum number of candidates who can be supervised by a faculty member at any time shall be as follows:

Professor	-	8
Reader/Associate Professor	-	6
Lecturer/Assistant Professor	-	4
- (c) The number of candidates in the case of Co-Supervisor will be counted half for each Ph.D. candidate being Co-Supervised.
- (d) At the time of registration of the candidate, the Heads of the Departments shall ensure that they recommend candidates within the upper limit, indicated as above, for approval by the BRS. A certificate in this regard shall be given by the Supervisor/Co-Supervisor.
- (e) The upper limit regarding the number of Ph.D. candidate who can be enrolled or registered for Ph.D. degree with a Supervisor/Co-Supervisor be relaxed for those candidates who are enrolled or registered under Rajiv Gandhi National Fellowship Scheme for SC/ST candidates, as per the guidelines of the UGC. The Candidates registered under this scheme will

be over and above the prescribed number of Ph.D. candidates under Mahavihara rules a Supervisor/Co-Supervisor is allowed to supervise.

- (f) Provided further that no relative of the candidate such as wife, husband, son, daughter, sister, brother, wife's or husband's brother and sister, brother's son and daughter, sister's son and daughter, first cousin, nephew, grand-son, grand-daughter, or such other person as might be deemed a close relation by the Vice-Chancellor/Director shall not be appointed as Supervisor/So-Supervisor. A certificate to this effect would be given by the supervisor/Co-supervisor which would be finally decided by the Vice-Chancellor/Director.

VIII.3 Request for change of the Supervisor

Request for change of the Supervisor could be entertained only:

- (a) In case the Supervisor has left the service of the Mahavihara or by mutual consent of both the supervisor and the candidate.
- (b) In case of extreme hardship where it becomes almost impossible for a candidate to work with the existing Supervisor and the Vice-Chancellor/Director has satisfied himself. In both the above cases the matter may be placed before the BRS.
- (c) Normally the change of supervisor shall be allowed during the first two years after registration to the Ph.D. Programme.
- (d) In case a candidate wishes to change the supervisor before the expiry of two years after registration, he/she would submit an application to the Head of the Department giving reasons thereof for such a change. Final decision in this regard would be taken by the Vice-Chancellor/Director on the recommendation of the Academic council of the Mahavihara,
- (e) In case supervisor of a candidate proceeds on long leave for a period of more than two years he/she shall cease to be the supervisor. However, if the candidate submits the abstract of the thesis or he completes thesis before the supervisor proceeds on leave, then the existing supervisor shall continue to be the supervisor.
- (f) In case supervisor of a candidate proceeds on leave for a period of less than two years, but later extends his/her leave beyond two years, in that case also, he/she shall cease to be the supervisor of the candidate already registered under his/her supervision. However, if the candidate submits the abstract of the thesis or he completes thesis before the supervisor proceeds on leave, then the existing supervisor shall continue to be the supervisor.
- (g) In case supervisor of a candidate proceeds on leave for a period of less than two years he/she shall be allowed to be the supervisor provided a co-Supervisor is also appointed to supervise the work of the candidate.
- (h) In case the supervisor of a candidate expires or is being terminated from the service, he/she shall cease to be the supervisor.

- (c) If the supervisor of a candidate is under suspension, he/she shall cease to be the supervisor during the entire period of his/her suspension.
- (d) If a teacher resigns from the University service, he/she shall cease to be the supervisor.
- (e) In all the cases, where the existing supervisor of a candidate ceases to be the supervisor, the DRC Shall appoint Co-Supervisor, if any, as the Supervisor of the candidate, provided the Co-Supervisor is from the same discipline. If there is no Co-Supervisor for the concerned candidate or the Co-Supervisor is from a different discipline, then the DRC shall appoint a new Supervisor.

IX. Topic Modification

A candidate may within one year of his/her registration modify the scheme of his/her research proposal with the approval of the BRS. Provided that the BRS may allow modification to be made in the title of research proposal even after one year if in the considered opinion of the DRC, the modification proposed did not involve any drastic change in the original scheme and scope of the subject.

X. Time Period Requirements

X.1 Period required for the submission of the thesis

- (a) The minimum period for the submission of the thesis for all categories of the candidates admitted to the Ph.D. Programme in any department before the year 2009 shall be two years from the date of his/her registration.
- (b) The minimum period for the submission of the thesis for all categories of the candidates admitted to the Ph.D. Programme in any department after the year 2009 shall be three years from the date of his/her admission to the Ph.D. Course Work.
- (c) The minimum period for submitting the thesis for all categories of part-time candidates admitted to the Ph.D. Programme before the year 2009 in any department shall be three years.
- (d) All categories of part-time candidates admitted to the Ph. D. Programme after the year 2009 will have to complete Ph.D. Course Work.
- (e) If a candidate wishes to submit thesis before three years but not earlier than two years, the case will be examined by a committee consisting of the following:

(1) Dean Academic

Chairperson

(2) Dean Faculty

Member

(4) Head of the Department	Member
(5) Supervisor	Member
(6) Two outside (subject experts) appointed by the Vice-Chancellor/Director	Members

- (f) One of the outside subject experts must be present in the meeting. The Candidate shall have to pay Rs. 1000/- as Early Thesis Submission Fee. He/She will also have to submit two draft copies of the thesis duly signed by him/her and the Supervisor and Co-Supervisor.
- (g) The Mahavihara will decide the matter within two months from the date of the submission of draft of the thesis.
- (h) The Registration of candidates who fail to submit their thesis within the stipulated period as above or who fail to apply for grant of extension would automatically stand cancelled.

X. 2 Extension in the period required for the submission of the thesis

- (a) If a candidate fails to submit the thesis at the end of the stipulated maximum period of four years the candidate after paying the fee, paid at the time of registration, will submit an application on plain paper along with a Comprehensive Progress Report of the work done by him at least three months before the expiry of four years, to the Head of the Department through the Supervisor and will appear before the DRC which will review the Comprehensive Progress Report and will recommend/reject extension for a period of one year. These cases will be forwarded to the Vice-Chancellor/Director for approval.
- (b) After five years, a candidate can seek extension for sixth year by paying a fee of Rs. 3,000/- and Rs. 5,000/- for the sixth and the seventh year respectively with the approval of Vice-Chancellor/Director. No extension or Re-registration is allowed after this.
- (c) Under extraordinary circumstances, the candidate may be granted a further extension of two years with a fee of Rs.10,000/-. The process for granting extension will be same as mentioned above.
- (d) No further extension shall be given under any circumstances.

X.3 Residency Period

- (a) A Ph. D. scholar shall be required to be present in the University for a prescribed period, which is known as the Residency Period.
- (b) For the candidates of all categories except for the external part-time research scholars, the residency period shall be the same as the minimum period for the submission of the thesis.

- (c) For an external part-time research scholar the residency period shall be of at least six months duration, split in a maximum of three parts or the minimum period required for completing the course work wherever the course work is a part of the Ph.D. programme, whichever is more.

XI. Leave and Attendance

XI.1 Leave Rules

- (a) A Ph.D. Scholar shall be eligible to avail a leave of 30 days in an academic year. He/she shall not be entitled for any inter-semester breaks. However, he/she shall be entitled for winter and summer vacations. Besides, he/she shall be entitled for an additional leave of up to 10 days on medical grounds in an academic year. Further, male/female candidates shall be eligible for paternity/maternity leaves as per rules once during their entire tenure as research scholars.
- (b) The leave shall be granted by the Head of the Department on the recommendations of the Supervisor/Co-Supervisor.

XI.2 Attendance Requirements

- (a) All the full-time research scholar with fellowships are required to sign on all working days in an attendance register, to be kept in the concerned Department, except when he/she is on duty/sanctioned leave.
- (b) A candidate, who is pursuing course work as a part of his/her Ph. D. Programme, is expected to have no less than 75% attendance in each course. However, a maximum of 10% attendance may be condoned by the Dean of the faculty for cogent reasons as per University rules.
- (c) The attendance requirements and leave rules shall be applicable to the external part-time research scholars also during their stay at the Mahavihara.

XII. Submission of the Thesis

- (a) A thesis to be presented by the candidate must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of facts or theories and should show the candidate's capacity for critical examination and judgment and for lucid presentation.
- (b) The candidate will not be permitted to submit his thesis for the degree unless his Supervisor is satisfied that the thesis presented is worthy to put before the examiners for the evaluation to award the Ph.D. Degree. In case of an adverse report of the Supervisor, the candidate may make a representation to the Vice-Chancellor/Director.
- (c) Every candidate may inform the office of Registrar through a letter forwarded by

- his Supervisor and the Head of the Department concerned that he/she intends to submit his/her thesis within a period of three months along with four copies of summary of the thesis. The office of Registrar would then process the application and take steps for the appointment of panel of examiners and obtain acceptance from the concerned examiners, before the expiry of three months.
- (d) A candidate shall submit the Ph.D. thesis not earlier than one month and not later than three months from the date of presentation of pre-submission seminar.
- (e) In case of non-submission of thesis within the stipulated period, the candidate can seek extension of time from the concerned DRC with a late fee of Rs. 500/- per month.
- (f) In case the candidate fails to submit the 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), failing which he/she shall be required to deliver a fresh pre-submission seminar.
- (g) The candidate shall submit the thesis in soft bound form to the Registrar duly forwarded by the Head of the Department. While submitting the thesis, the candidate shall submit the following:
- (i) Four hard copies and one soft copy (in a CD) of the abstract of the thesis written in about 600 words describing the salient features of his/her investigation.
 - (ii) Four hard copies and one soft copy (in a CD) of the thesis in Hindi or English or any other language approved by the concerned DRC as per the format given in **Annexure – B**.
 - (iii) A declaration by the candidate as per the format given in **Annexure – C**.
 - (iv) A course/ comprehensive examination/ pre-submission seminar completion certificate, wherever applicable, issued by the Head of the Department as per the format given in **Annexure – E**.
- (h) The candidate may submit the copies of the abstract one month before the submission of the thesis in order to expedite the process of evaluation.
- (i) The candidate shall be required to have communicated for publication or shall have published in reputed journals; at least one research papers based on his/her research work before submitting the thesis. In case, the papers have already been published, the reprints/copies of reprints of the research papers shall be attached at the end of the thesis. If the papers have been communicated or accepted for publication, the copies of the manuscripts along with the acknowledgement/ acceptance letter from the publisher shall be attached at the end of the thesis.
- (j) If a paper communicated/accepted for publication or published contains authors other than the Ph.D. scholar and his/her Supervisor(s), Co-Supervisor(s), the candidate must give a declaration stating the extent of his/her contribution to the work reported in that paper as a note in the list of publications.

- (k) The candidate shall also submit one copy each of the thesis and the abstract to the Supervisor, Co-Supervisor, and External Supervisor and an External Co-Supervisor, as the case may be.
- (l) No part of the thesis shall have been submitted for the award of any other degree or diploma of any university.
- (m) The thesis shall contain a copyright certificate at the beginning of the thesis on a separate page.
- (n) A thesis once submitted cannot be resubmitted except when the examiner recommends for the revision of the thesis.

XIII. Pre-submission Seminar

- (a) A candidate is required to apply in writing to the Head of the Department that he/she is in a position to submit his/her thesis and give a pre-submission seminar to apprise the teachers and other research scholars of the Department and sister Departments of the candidate's work and receive suggestions for improvement of the research work. The DRC shall assess the work of the candidate through this seminar. If the DRC is not satisfied with the quality of the work of the candidate, then the candidate shall do further work and deliver a fresh seminar after a definite period specified by the DRC.
- (b) If the DRC is satisfied with the pre-submission seminar of the candidate, the Chairman of the DRC shall forward the application of the candidate for submission of the thesis along with a certificate about the completion of the pre-submission seminar (**Annexure - E**) with a copy to the Registrar.
- (c) The Head of the Department in consultation with the supervisor will conduct such a seminar at the earliest but not later than 30 days. In case, the presentation is not organized within 30 days from the date of submission of the application, the candidate may approach Dean Academic, who will ensure that needful is done without any further delay.
- (d) The candidate may incorporate in his/her thesis the contents of any work which he/she may have published on the subject and shall inform the examiners, if he/she has done so; but he/she shall not submit his/her thesis on any work for which a degree has already been conferred on him/her by this or any other University. The candidate may, however, incorporate in his/her Ph.D. thesis any work from his/her M.Phil. dissertation with due reference to the thesis and acknowledgement to the Supervisor.

XIV. Evaluation of the Thesis

XIV.1 Panel of Examiners

- (a) While forwarding the thesis/abstract to the Registrar of the Mahavihara, the Head of the Department shall recommend a panel, apart from the Supervisor who will be an examiner ex officio, of examiners of at least six eminent scholars, two of

- which may preferably be from outside state/country as suggested by the Supervisor and approved by the DRC.
- (b) In the case of a research scholar who has done any part of his work in another institution, the panel of examiners shall not include any person working in that institution.
 - (c) Complete and current addresses of all the examiners with their e-mail addresses, telephone and FAX numbers shall be provided by the Head of the Department.
 - (d) On receipt of the panel of the examiners, the Head of the Department shall forward the list to the Controller of Examinations who in turn shall submit it to the Vice-chancellor/Director for the appointment of the Board of Examiners from the panel.
 - (e) The Controller of Examinations shall get in touch with each examiner with a copy of the abstract to secure acceptance of the examinership. For this purpose, if e-mail address of the examiner is available, he/she shall be contacted through e-mail to get his/her consents at the earliest. If, however, no information is received from an examiner within a reasonable time, his/her appointment shall be cancelled and a new examiner shall be appointed from the existing panel of examiners.

XIV.2 Thesis Evaluation

- (a) On receipt of the acceptance from any examiner, the Controller of Examinations shall forward the copy of the thesis to him/her and take necessary action to get the report of the examiner expeditiously.
- (b) The examiners shall be requested to submit their individual reports within two months of the receipt of the thesis.
- (c) In case, an examiner does not send his/her report within the above period, a reminder shall be sent to him/her. This shall be followed by a subsequent reminder after a fortnight.
- (d) In the event of the report not being received from the examiner within 12 weeks, his/her examinership shall be cancelled and a new examiner shall be appointed, from the existing panel of examiners.
- (e) The examiners shall examine the thesis specifically with a view to judge whether the 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.
- (f) The examiner shall be required to give his/her opinion about candidate's ability for critical examinations and sound judgment.

XIV.3 Examiner's Report

- (a) The examiners shall submit the report on a prescribed form (**Annexure - F**) and shall make one of the following recommendations:
- (i) The thesis be accepted for the award of the Ph.D. degree.
 - (ii) The thesis be accepted for the award of the Ph.D. degree subject to the candidate giving satisfactory answers, at the time of Viva-Voce, to the specific queries raised in the report.
 - (iii) The thesis, in the present form, cannot be accepted for the award of the Ph.D. degree and the candidate be advised to revise the thesis on certain issues raised in the report and resubmit the thesis. In the case of re-submission, the examiner shall specifically mention whether the thesis must be referred back to him/her for re-evaluation or not.
 - (iv) The thesis be rejected.
- (b) The copy of the thesis shall be returned by the examiners soon after the submission of the report.
- (c) If both the examiners recommend acceptance of the thesis for the award of the Ph.D. degree, the thesis shall be accepted.
- (d) If both the examiners recommend rejection of the thesis for the award of the Ph. D. degree, the thesis shall be rejected.
- (e) If the examiner(s) raise some queries/seek clarifications, the candidate shall be required to give satisfactory answers to the queries at the time of Viva-Voce.
- (f) If one or both the examiners recommend revision of the thesis, the candidate shall resubmit the thesis after revision. If a specific examiner asks for the revised thesis to be referred back to him/her, it shall be sent to him/her. Otherwise the revised thesis shall be assessed by the DRC for satisfactory compliance of the desired revision.
- (g) If the revised thesis is to be referred back to an examiner, the examiner shall submit his report on a prescribed form as given in **Annexure - G**, The examiner shall recommend the revised thesis to be either accepted or rejected. Then depending on the recommendations of the other examiner, an appropriate action shall be taken.
- (h) If one examiner recommends rejection of the thesis and the other recommends acceptance, then a third examiner shall be appointed from the panel of already approved examiners.
- (i) In the case of any ambiguous recommendations by any examiner the Controller of Examinations shall approach the examiner concerned confidentially for a clear recommendation. If a clear recommendation is not forthcoming the matter shall be referred to the Vice-Chancellor/Director for his/her decision.

- (j) After the reports from both the examiners are received, the Controller of Examinations shall inform the supervisor for appropriate action.

XIV.4 Viva-Voce Test

- (a) If the thesis has been accepted for the award of the degree, the candidate shall be required to defend his/her thesis in a Viva-Voce Test, before a duly constituted committee Viva-Voce Test Committee (herein after referred to as VVTC). The date, time and venue of the Viva-Voce with other necessary details shall be adequately notified by the Head of the Department so as to enable other faculty members and students to attend it.
- (b) The Supervisor and the Co-Supervisor (if any) in consultation with the Head of the Department, shall arrange for the Viva-Voce of the candidate as early as possible and normally within two months from the date of communications to them from the Controller of Examinations for conducting the Viva-Voce.
- (c) The VVTC shall consist of the Supervisor and the Co-Supervisor (if any), one of the examiner who has evaluated the thesis and all faculty members of the Department. The Head of the Department shall be the chairman of the VVTC.
- (e) The VVTC shall be provided with the reports of all the examiners before the Viva-Voce.
- (f) The VVTC shall submit a comprehensive report on the performance of the candidate at the Viva-Voce, including the discussions over various points raised. The VVTC shall recommend one of the following:
 - (i) that the degree be awarded,
 - (ii) that the candidate be re-examined in a second Viva-Voce,
 - (iii) that the degree be not awarded and the thesis be rejected.

XIV.5 Award of the Degree

- (a) The reports of all the examiners and the VVTC shall be placed before the BRS for consideration. In the case of unanimous recommendations, the BRS shall approve the award of the Ph.D. degree provided the candidate produces 'No Dues Certificate' in a prescribed form. In all others cases the concerned BRS shall take its specific decision based on the reports of the examiners as well as the VVTC.
- (b) After the approval of thesis by the BRS for the award of the degree, the **provisional degree** shall be issued to the candidate by the Controller of Examinations for which the candidate shall apply in a prescribed form by **depositing prescribed fee**. The candidate concerned may also be given the examiners' reports after the approval of the thesis for which he/she shall apply separately.

- (c) The year of award of the Ph.D. degree shall be the same as the year of submission of the thesis, if the thesis is accepted without revision. If the thesis is recommended for revision, the year of award of the Ph.D. degree shall be the year of submission of revised thesis.
- (d) The Ph.D. degree certificate shall mention the title of the thesis, the discipline of research and the Department in which the candidate was admitted for the Ph.D. programme.
- (e) After the approval of the thesis for the award of the degree, the abstract shall be published in the “Abstracts of Accepted Theses for the Ph.D. Degree” of the Nava Nalanda Mahavihara, Nalanda.
- (f) The thesis approved for the award of the Ph.D. degree shall only be published with the permission of Vice-Chancellor/Director and on the recommendation of the DRC. Published Thesis state on the title page that it was a thesis approved for the award of the Ph.D. degree of the Nava Nalanda Mahavihara, Nalanda.

XV. Unfair Means and Plagiarism

- (a) In case a Ph.D. Candidate is found adopting or suspected of adopting unfair means or lifting of other’s work and inserting it in his/her work without proper acknowledgement, credit and reference, appropriate action shall be taken by the Mahavihara as may be necessary to uphold the sanctity and the integrity of the examination system/research work, and the credibility of the Mahavihara.
- (b) The Mahavihara Standing Committee appointed by the Academic Council for this purpose shall take suo-moto cognizance of all such cases. Such case may also be reported by any person to the Head of the Department/Dean of the faculty/Vice-Chancellor/Director. In this regard the decision of the Vice-Chancellor/Director in consultation with the specially constituted high power committee will be final.

XVI. Financial Assistance

- (a) Subject to the availability of fellowships, the Ph.D. candidates, who are admitted as full-time research scholars, may be considered on request, for the award of the Mahavihara Fellowship of such amount as may be decided by the Mahavihara/UGC/MHRD/ Government of India from time to time. This award shall be strictly on the basis of merit subject to the fulfillment of all the conditions governing such awards.
- (b) In addition to the Mahavihara Fellowship, such candidates may also be entitled for contingency grant in accordance with the decisions of the Mahavihara.
- (c) The maximum duration for which the fellowship can be awarded to any Ph.D. candidate is four years. The award shall be on year-to-year basis subject to the

satisfactory academic and research performance and satisfactory performance in the discharge of responsibilities assigned to him/her under the scheme.

- (d) Fifteen percent (15%) of the total number of available fellowships shall be reserved for Scheduled Cast (SC) candidates, 7.5% for Scheduled Tribe (ST) candidates. A total of 3% fellowship shall be reserved for Physically Handicapped (PH) candidates. If PH candidate is not available, the fellowship may be transferred to the candidates of general category.
- (e) Admission to the Ph.D. programme and the award of the fellowship are not linked. Admission to the programme does not guarantee the award of fellowship. Those who are not awarded fellowship can continue with the programme as self-financing candidates.

XVII. Cancellation of Admission

The admission of a Ph.D. candidate shall be cancelled by the DRC in any one of the following eventualities:

- (a) If the candidate is absent for a continuous period of four weeks without prior information/sanctions of leave.
- (b) **If the candidate fails to renew his/her registration in any semester subject to the provisions contained in these Regulation.**
- (c) If two consecutive progress reports of the candidate are unsatisfactory.
- (d) If the candidate's research plan proposal/research plan proposal seminar is/are not approved even after the submission of revised proposal/revised seminar.
- (e) If the candidate fails to submit the thesis within the maximum stipulated time as provided in these Regulation.
- (f) If the candidate resigns from the Ph.D. programme and the resignation is duly recommended by the Supervisor.
- (g) If the candidate is found involved in an act of misconduct and/or indiscipline and his/her termination has been recommended by the competent authority.

XVIII. Temporary Withdrawal from the Programme

- (a) A candidate admitted to the Ph.D. programme may be permitted by the Dean of the faculty, on the recommendation of the DRC to temporarily withdraw from the programme on some specific reasons, and later allowed to join back to complete the research and submit the thesis, without exceeding the maximum prescribed time limit for the thesis submission. This withdrawal may be permitted on any one of the following reasons:

- (i) If the candidate is suffering due to prolonged illness, supported by medical certificates.

- (ii) On the event of death of candidate's parents/guardians/ spouse.
 - (iii) If the candidate gets a professional employment. In the case of a candidate who has to undergo course work as part of the programme, he/she shall be allowed to take up the job only after completing the course work.
 - (iv) If a fulltime sponsored candidate after fulfilling the minimum period requirement for the submission of the thesis joins back his/her parent organization.
- (b) During the period of withdrawal the candidate will not be required to pay any fee.
 - (c) The residential requirement of the candidates, who are allowed temporary withdrawal, shall be automatically exceeded by a period equivalent to the duration of the withdrawal, without exceeding the maximum period laid down.

XIX. Conclusion

- (a) Notwithstanding anything contained in this Regulation all categories of the candidates shall be governed by the rules and procedures framed by the Academic Council, and are in force at that point of time.
- (b) From the date when these Regulations come into operation all previous Regulation on the subject shall cease to have effect.
- (c) Provided that this revocation shall not affect the previous Regulation so revoked or anything done or suffered under any previous Regulation so revoked or affect any right, privilege, obligation or liability acquired, arrived or incurred under any Regulation so revoked.
- (d) Any doubt or dispute about the interpretation of these Regulation shall be referred to the Vice-Chancellor/Director, whose decision, in his capacity as the Chairman, Academic Council shall be final.
- (e) The Vice-Chancellor/Director has been authorized to,
 - (a) Modify, amend and/or delete any of the clauses given in the Regulation or add any clauses(s) to these Regulation, which shall be reported to the Academic Council at its next meeting for approval.
 - (b) Order a special procedure for the evaluation of a 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 candidate, the supervisor and the Mahavihara.

XX. Research Committees/Boards

- XX.1** Subject to the general superintendence of the Academic Council, the following Committees/Boards shall deal with the matters with regard to

the Ph.D. Programme of the Mahavihara in accordance with these Regulations:

- (a) Board of Research Studies of the Mahavihara (herein after referred to as BRS)
- (b) The Departmental Research Committee (DRC)

XX.2 The BRS shall consist of the following:

- | | | |
|------|---|-----------|
| i) | Vice-Chancellor/Director | Chairman |
| ii) | Dean Faculty | Member |
| iii) | All Heads of the Departments | Members |
| iv) | Members of the concerned DRC | Members |
| v) | Supervisor/Co-Supervisor (if any) of the concerned Ph. D. Scholar | Member(s) |
| vi) | Registrar | Secretary |

As the Secretary, the Registrar shall convene all the meetings of the BRS. Presence of five members will form the quorum.

XX.3 The DRC shall consist of the following:

- | | | |
|------|---|-----------|
| i) | Head of the Department | Chairman |
| ii) | All Professors of the Department | Members |
| iii) | One Reader of the Department according to seniority, by rotation for two years | Member |
| iv) | One Lecturer of the Department of according to seniority, by rotation for two years | Member |
| v) | Supervisor/Co-Supervisor (if any) of the concerned Ph. D. Scholar | Member(s) |

Where there are three or less than three teachers in the Department, the DRC shall consist of the following:

- | | | |
|------|--|-----------|
| i) | Head of the Department | Chairman |
| ii) | All teachers of the Department | Members |
| iii) | Two senior teacher of a sister Department nominated by the in Vice-Chancellor/Director in consultation with the Head of the Department | Members |
| iv) | Supervisor/Co-Supervisor (if any) of the concerned Ph. D. Scholar | Member(s) |

XX.3 Powers and functions of the DRC:

- (i) The DRC shall have powers to co-opt such members of the teaching staff of the concerned/sister Departments which may be helpful to them in their deliberations.
- (ii) To recommend to the BRS the name of the supervisor to guide the applicant in his/her research work.
- (iii) To recommend to the BRS for the registration of the students to the Ph.D. Programme in accordance with the criteria laid down for the purpose.
- (iv) To design broad outline of the Course Works such as Research Methodology, on other subject etc. as per UGC guidelines.
- (v) To make arrangements for Seminars/Lectures for the candidates.
- (vi) The DRC shall not make any recommendation that is not in conformity with these Regulations and/or such other directives as may be issued by BRS/or the Academic Council with regard to the Ph. D. programme from time to time.

XX.4 A teachers who is not eligible to guide a Ph. D. scholar due to not satisfying the conditions laid down in these Regulations cannot become a member of any of the Research Committees/Boards referred to above.

XIX Equivalence Committee

To determine the equivalence of the degree possessed by the foreign candidates there shall be an Equivalence Committee of the Mahavihara. It shall consist of the following:

- | | |
|-----------------------------------|-----------|
| (i) Dean Faculty | Chairman |
| (ii) All Heads of the Departments | Members |
| (iii) Registrar | Secretary |

XXI. Fees Structure for Ph.D.

XXI.1 Fees payable by a candidate admitted to the Ph.D. programme shall be as prescribed by the Mahavihara from time to time. The present fee structure for all categories of the candidates is given below:

Sl. No.	Descriptions	Fee Structures (Rs.)
1.	Ph.D. Entrance Test Fee	1,000/-
1.	Ph. D. Registration fee	1500/-
2.	Late fee	200/-

3.	Library Caution Money (Ph.D.)	500/-
4.	Ph. D. Evaluation /Examination fee	4000/-

(a) Full-time sponsored candidates admitted and not availing any pay/scholarship from their sponsoring organization.

ANNEXURE – A

Ph.D. ENTRANCE TEST-CUM- ADMISSION FORM
Nava Nalanda Mahavihara, Nalanda
(Deemed to be University under Ministry of Culture,
Govt. of India, New Delhi)

Roll No. _____
(to be assigned by the office)

Affix recent
self attested
Photograph

Subject _____

Detail of payment for the downloaded form Rs. 1000/-
Demand Draft No./Mahavihara Receipt No. _____ Dated _____
(Demand Draft in favour of Director, Nava Nalanda Mahavihara, Nalanda,
payable at Nalanda)

PLEASE USE CAPITAL LETTERS IN FILLING THE FORM

1. Name of the Applicant _____
2. Male _____ Female _____
3. Nationality _____
4. Name of Father/Guardian _____
5. Name of Mother _____
6. Reserve Categories you wish to avail of:
(i) _____ (ii) _____ (iii) _____
7. Date of Birth _____
8. Registration No. of the Mahavihara (if any)-

9. Address for Correspondence: _____
Phone No. with S.T.D. Code _____
10. Educational qualifications:

Name of Examination	University/Board & Year of Passing	Subjects Studied	Marks Obtained/ Max Marks	%age of Marks
Matriculation				
Graduation				
Post-graduation				
Any other				

_____ S/o D/o Sh. _____
 age _____ Year _____ Month R/o _____
 District _____ State _____ hereby declare/certify that the above information and attached documents are true to the best of my knowledge and belief and nothing has been concealed therein. I am fully aware of the fact that if the information given by me proves to be wrong. I will be punished under law and I will be summarily expelled from the institution where I had got admission on the basis of the false information.

Place: _____

Signature of the Candidate

Date: _____

IMPORTANT NOTE

1. The applications should be sent to the Controller of Examinations, along with Self attested copies of all certificate.
2. The candidates are required to bring original certificates and other documents at the time of interview for admission to the course.

ANNEXURE – B

FORMAT OF THE PH. D. THESIS

Nava Nalanda Mahavihara, Nalanda

(Deemed to be University)

Nalanda – 80311, Bihar

The following format may be finally adopted for the thesis:

1. Cover page
2. Inner cover page
3. Undertaking from the candidate
4. Self declaration certificate from the candidate (Annexure - B) and Certificate From the Supervisor/Co-Supervisor/Head of the Department (Annexure - C)
5. Certificate for the completion of course work/comprehensive examination in cases where the course work is a part of Ph. D. programme (Annexure - D)
6. Certificate for the successful completion of the pre-submission seminar (Annexure - D)
7. A copyright transfer certificate (Annexure- E)
8. Acknowledgements
9. Contents
10. List of symbols, figures and tables, if any
11. Preface of the thesis
12. Introduction
13. Literature review
14. Chapters covering the work of the candidate
15. Conclusion
16. References
17. Appendices
18. List of papers communicated/accepted/published/presented.
19. Copies of acknowledgement/acceptance letter in case the papers are communicated/accepted.
20. Copies of manuscripts/reprints of the papers communicated/accepted/published.
21. A personal profile not exceeding one page with photograph of the candidate.

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

(a) For single author

Surname, Initials, Title of the Article, Journal Name, Volume, Pages, Year.

(b) For two authors

Surname, Initials and Surname, Initials, Title of the Article, Journal Name, Volume, Pages, Year.

(c) For more than two authors

Surname, Initials, Surname, Initials, And Surname, Initials, Title of the Article, Journal, Name, Volume, Pages, Year.

While citing the references in the text, the following format should followed:

Surname (Year) or Surname *et al.* (Year)

ANNEXURE – C
CANDIDATE’S DECLARATION

Nava Nalanda Mahavihara, Nalanda
(Deemed to be University)
Nalanda – 80311, Bihar

I,,
certify that the work embodied in this Ph.D. thesis is my own bonafide work carried out
by me under the supervision of and the co-
supervision of from
.....to..... for a period of at Nava
Nalanda Mahavihara, Nalanda (Deemed to be University) and
.....(Name of the
Institution where work has been carried out partly or fully). The matter embodied in this Ph. D.
thesis has not been submitted for form the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred to the
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, etc. reported in the journals, books, magazines, reports, dissertations, theses,
etc., or available at web-sites and included them in this Ph.D. thesis and cited as my own
work.

Date _____

(Signature of the Candidate)

Place: _____

Name of the candidate

ANNEXURE – D

Certificate from the Supervisor/Co-supervisor

Nava Nalanda Mahavihara, Nalanda

(Deemed to be University)

Nalanda – 80311, Bihar

This is to certify that the above statement made by the candidate is correct to the best of my/our knowledge,

.....

.....

.....

.....

(External Co-supervisor's
Signature,
Name & Designation)

(External Supervisor's
Signature,
Name & Designation)

.....

.....

.....

.....

Co-supervisor's Signature,
Name & Designation)

Supervisor's signature,
Name & Designation

(Signature of Head of the Department with seal)

ANNEXURE – E
COURSE/COMPREHENSIVE EXAMINATION/PRE-SUBMISSION
SEMINAR COMPLETION CERTIFICATE

Nava Nalanda Mahavihara, Nalanda
(Deemed to be University)
Nalanda – 80311, Bihar

This is to certify that Sri/Km. /Smt., a bonafide research scholar of this department/school, has successfully completed the course work/comprehensive examination/pre-submission seminar requirement which is a part of his/her Ph.D. Programme.

Data:

(Signature of the Head of the Department)

Place: Nalanda

ANNEXURE – F

FORMAT OF EXAMINARS’S REPORT

Nava Nalanda Mahavihara, Nalanda

(Deemed to be University)

Nalanda – 80311, Bihar

Name of the Candidate:

Title of the Thesis:

Please give your **specific recommendation** by ticking (√) anyone of the following, with signature underneath and enclose your **detailed report** on separate sheet(s) with your signature, name and address.

The thesis be accepted for the award of the Ph. D. degree []

OR

The thesis **is acceptable** for the award of the Ph. D. degree subject to the clarification of **certain points at the time of Viva-Voce**. (Please enclose the points) []

OR

The thesis **is not acceptable in the present form** but **may be accepted** subject to **modification/clarification/revision**. (Please enclose your suggestions for modification etc. desired). After modification the **thesis need not be referred back to me**. []

OR

The thesis **is not acceptable in the present form** but **may be accepted** subject to **modification/clarification/revision**. (Please enclose your suggestions for modification etc. desired). After modification the thesis should be referred back to me for final assessment. []

OR

The thesis be rejected. (Please enclose your comments)

[]]

Place :

Date

Signature of the Examiner

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

Encl.: (a) Detailed report on separate sheets (s),

(b) List of points for clarification.

ANNEXURE – G

FORMAT OF EXAMINERS’S REPORT ON REVISED THESIS

Nava Nalanda Mahavihara, Nalanda
(Deemed to be University)
Nalanda – 80311, Bihar

Recommendation on Revised Ph. D. Thesis

Name of the Candidate:

Title of the Thesis:

Please give your **specific recommendation by ticking** (tick) any one of the following, with signature underneath and enclose your **detailed report** on separate sheet (s) with your signature, name and address.

The thesis **be accepted** for the award of the Ph. D. degree []

OR

The thesis be rejected. (Please enclose your comments). []

Place :

Date :

Signature of the Examiner

Name and Address of the Examiner

.....

.....

.....

Encl: Detailed report on separate sheets (s).