

MEWAR UNIVERSITY

NH-48, Gangrar, Chittorgarh, Rajasthan 312901

MEWAR UNIVERSITY PH.D GUIDELINES

In accordance with the UGC Minimum Standards and Procedures for the award of the Ph.D. degree regulations, 2022 (Notified on 7-11-2022)

(APPLICABLE FOR 2023 BATCH ONWARDS)



1. Introduction

Applications will be invited from both Indian and international candidates for admission to the Full-time and Part-time PhD programs at Mewar University in various disciplines.

1.1 The detailed PhD Admission guidelines and procedure along with the Application form will be uploaded on the Mewar University Website (www.mewaruniversity.org) under “Call For PhD Admissions” Section with Important Dates.

1.2 The advertisement will be released in advance for wider circulation, allowing sufficient time for applicants to complete the application process.

1.3 Fellowships/Teaching assistantships will be offered to deserving candidates.

2. Important Dates

Announcement of important dates includes the beginning of PhD applications, the last date for PhD applications, the issuance of admit cards for the entrance exam, the entrance exam date, the interview schedule, the results announcement, the fee submission deadlines, and the orientation or commencement of coursework classes.

3. Programmes offered with Seat Matrix

Deans/Heads prepared a list of PhD programs available in their departments, along with the seat matrix, and forwarded it to the PhD Section to initiate the admission process for a new upcoming batch.



4. Availability and Submission of Application Form

PhD applicants can obtain the application form in two ways: they can either download the PDF version from the university's website or collect a hard copy from the PhD Section of the university. The completed application form must be sent to "The PhD-Section, Mewar University, Chittorgarh, Rajasthan-312901" by speed post/ courier/in-person.

4.1 Along with the completed application form, applicant must send (by email and post/courier/in-person) the mark sheets/certificates from class 10th onwards up to the PG degree.

4.2 Incomplete application forms will be rejected.

4.3 Application form without self-attested copies of marksheets/degree certificates/testimonials will be rejected.

4.4 In case of Part-time PhD, the candidate must provide a "No Objection Certificate" from their employer at the time of admission, clearly stating that:

(i) The candidate is permitted to pursue studies on a part-time basis.

(ii) His/her official duties permit him/her to devote sufficient time to research.

(iii) If required, he/she will be relieved from the duty to complete the coursework.



5. Eligibility Criteria

5.1 The minimum qualifications for admission to a Ph.D. Program (Full-time/Part-time modes) will be as follows:

i) A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body in the relevant field with a minimum of 55% marks or an equivalent CGPA

OR

ii) A 4-year Bachelor's degree from a recognized Indian or foreign university/institute in the relevant field with a minimum of 75% marks or an equivalent CGPA. (Full-time PhD Only)

OR

iii) Candidates who have completed the M.Phil. program in the relevant field with a minimum of 55% marks in aggregate, or an equivalent CGPA, or an equivalent qualification from a foreign educational institution accredited by an approved assessment and accreditation agency, are eligible. This agency must be recognized or authorized by an authority established under the laws of its home country or any other statutory authority in that country that is responsible for assessing, accrediting, or assuring the quality and standards of educational institutions.



- 5.2 As per the UGC notification dated August 17, 2015, applicants with a Chartered Accountancy (CA) qualification from 'The Institute of Chartered Accountants of India' (ICAI), Cost and Works Accountancy from ICWAI, or Company Secretary from ICSI, with a minimum of 55% marks or an equivalent grade, may be considered eligible for admission to Ph.D. Programs in the relevant field.
- 5.3 For PhD in Management, 2 Year PG diploma with a minimum of 55% marks or an equivalent CGPA may be considered, provided it is recognized as equivalent to a Master's degree by the Association of Indian Universities (AIU) or the All India Council for Technical Education (AICTE).
- 5.4 Foreign/NRI applicants or applicants with a Master's degree from a foreign university must apply with an equivalence certificate from the Association of Indian Universities (AIU) along with the application form.
- 5.5 According to UGC regulations 2022, Section 3(1)(i), a relaxation of 5% marks or its equivalent grade is applicable for candidates belonging to SC/ST/OBC (NCL), Differently-Abled individuals, EWS, and other categories as determined by the Commission from time to time.

6. Mewar University PhD Entrance Test (MUPET) and Interview Process

- 6.1 **Step-1:** All received PhD application forms in the PhD Section will be forwarded to the respective departments. The Deans/Heads will review the applications to determine whether candidates meet the eligibility criteria. A brief report on all received PhD applications, along with the corresponding



application forms, must be submitted by the Deans/Heads to the PhD Section for further processing.

6.2 **Step-2:** All the eligible applicants will issue the Admit Card to appear in the PhD Selection Process.

6.3 **Step-3:** PhD Entrance Test (MPUET): MUPET of 100 Marks, comprised of two sections:

- Section-A: MCQs on research methodology (50 Marks)
- Section-B: MCQs on subject-specific content (50 Marks) (*Refer to UGC-NET/UGC-CSIR-NET syllabus*)

OR

Refer to section-7 of this document for an exemption from MUPET (Relaxation to JRF/ NET/ GATE/ CEED/ Other National-level Exam qualified candidates with a valid certificate)

6.3.1 Candidates securing at least 50% marks in the entrance test (MUPET)/ Or have a valid certificate of qualifying a National level exam in a relevant field will be eligible for an interview.

6.3.2 A relaxation of 5% marks will be granted in the entrance examination for candidates belonging to SC/ ST/ OBC/ differently-abled categories, Economically Weaker Sections (EWS), and other categories determined by the Commission from time to time.

6.3.3 The MUPET score is only valid for one session unless specified in the "Call for PhD Applications."



6.3.4 The PhD Entrance Test will be held at Mewar University, Gangrar, Chittorgarh, Rajasthan. The University will allocate additional test centres for applicants based on the number of applications received.

6.4 Step-4: Document verification, and Interview for MUPET/National level exam qualified Candidates. The Interview will be of 50 Marks to examine the research skills of the candidates.

6.4.1 Students appearing in the Interview must bring their Research Proposal (in 1000 words focusing on proposed research area and its relevance in the present day scenario), and original (along with one set of self-attested copies) of marksheets/certificates from class 10th onwards upto PG degree (including valid certificate of a National level exam qualified to claim exemption from the entrance test).

6.4.2 The Interviews will only be held at the Mewar University, Gangrar, Chittorgarh (Rajasthan).

6.5 Step-5: If students fail to secure admission within the prescribed time limit, the offer will be extended to candidates on the waiting list according to the order of merit and reservation policies.

6.6 Step-6: If there are any seats remaining in the reserved category, they will be offered to candidates from the general category based on the order of merit.

6.7 Step-7: Following Step-6, if there are still available seats, they will be declared open and offered to the remaining candidates based on the order of merit.



6.8 Step-8: Orientation and the beginning of the PhD session.

Note: Orientation Session will includes formal welcome and Introduction, allotment of supervisors, interaction with departmental faculties/staff, informative sessions, university campus visit, and completion of administrative formalities like institutional email ID, identity card, library access, etc.

7. Relaxation to JRF/ NET/ GATE/ CEED/ Other National-level Exam qualified candidates with a valid certificate

Candidates who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR NET/GATE/ICAR-AICE-JRF/SRF (PhD)/ ICMR- JRF/SRF, GPAT/ DBT-JRF/ DST-INSPIRE/CEED and similar National level tests are exempted from the Entrance exam and eligible for direct interview. A self-attested copy of the valid certificate confirming exemption from the entrance exam must be included with the application form.

8. Fee Structure (Full-time/Part-time)

The application and course fee details will be included in the “Call for PhD Applications” and posted on the University website.

9. Duration of the PhD Programme

9.1 The Ph.D. programme has a minimum duration of three (3) years, which includes coursework, and a maximum duration of six (6) years from the date of admission to the programme.



- 9.2 An additional period of up to two (2) years may be granted through a process of re-registration, according to the statutes/ordinances of the Mewar University. However, the total time allowed for completing the Ph.D. programme must not exceed eight (8) years from the date of admission.
- 9.3 Additionally, female Ph.D. scholars and individuals with disabilities (having more than 40% disability) may receive an extension of up to two (2) years. In such cases, the total duration for completing the Ph.D. programme must not exceed ten (10) years from the date of admission.
- 9.4 Furthermore, female Ph.D. scholars may be entitled to maternity leave or child care leave for a maximum of 240 days during the entire duration of the Ph.D. programme.

10. Allocation of Research Supervisor

- 10.1 Permanent faculty members of Mewar University (Rajasthan) working as:
Professor/Associate Professor with a Ph.D., and at least five research publications in peer-reviewed or refereed journals
Or
Assistant Professors with a Ph.D., and at least three research publications in peer-reviewed or refereed journals are recognized as a Research Supervisor by the duly constituted "PhD Supervisors Screening Committee" upon final approval of the Hon'ble Vice Chancellor.
- 10.2 Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University may relax the above



condition for recognition of a person as Research Supervisor with reasons recorded in writing by the Chairperson of “PhD Supervisors Screening Committee”.

10.3 An eligible Professor/Associate Professor/Assistant Professor can supervise/co-supervise up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time. Additionally, Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as above.

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

10.5 Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

10.6 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

10.7 If a supervisor leaves the institution, they must continue to serve as a co-supervisor until the PhD scholar defends their final thesis viva-voce. A new supervisor will be assigned based on the recommendation of the SCTAC/SRAC. If there is no available supervisor in the department, the Dean/HOD/other eligible faculty member may be designated as a



caretaker supervisor by the SCTAC/SRAC, pending approval from the Hon'ble Vice Chancellor. If a PhD scholar has completed two years of the program and the supervisor submits a report confirming satisfactory progress towards research objectives, the SRAC may recommend the assignment of a caretaker supervisor (such as the Departmental Dean/HOD/other eligible PhD faculty member) to the student until the final PhD thesis defense.

10.8 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

11. Evaluation and Assessment Methods, Minimum Standards for Award of the PhD Degree

11.1 Coursework

11.1.1 Credit requirements set by the University- 14 Credits

11.1.2 Papers in Coursework-

Paper-I (Res-I (A): Research Methodology (4 Credits)

Paper-II (Res-I (B): ICT (4 Credits)

Paper-III (Res-II): Research and Publication Ethics (2 Credits)

Paper-IV (Res-III): Dissertation and Presentation related to the proposed area of research (4 Credits)



11.1.3 Important Link-Course Work Syllabus/ Course Work Paper Formats/Guidelines for Assignment.

<https://www.mewaruniversity.org/pages/Ph.D.%20Course%20work%20guideline%20and%20Assignments%202024-25.aspx>

11.1.4 Duration of Course Work- Six Months (*Course work must be completed within 18 months from the date of admission, with a maximum of two attempts. However, an extension of 6 months will be given by the Hon'ble Vice Chancellor upon the recommendation of the SRAC/SCTAC.*)

11.1.5 Criteria of Coursework Completion- A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the coursework to be eligible to continue in the programme and submit his or her thesis.

11.1.6 Additional Assignments- Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

11.2 Student Research Advisory Committee (SRAC)

11.2.1 Composition-

S.No.	Designation	Position	Remarks
1.	Dean/HOD	Chairperson*	-
2.	Supervisor	Convener	-
3.	Co-Supervisor	Ex-officio member	Optional
4.	Expert	Member	From the same department/ other department in case of multidisciplinary research/ VC Nominee.
5.	Statistician/ Research Methodology Expert	Member	-

**If the Head of Department (HOD) is not a Ph.D. holder, the Vice-Chancellor (VC) will nominate a senior faculty member from the same or a different department as the committee chairperson, with the HOD serving as a member in this scenario.*

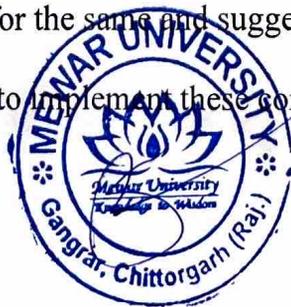


11.2.2 Functions-

- 11.2.2.1 To guide the PhD Scholar in developing the research proposal and topic.
- 11.2.2.2 To recommend the RDC for approval of the research proposal and topic.
- 11.2.2.3 To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- 11.2.2.4 To periodically review and assist in the Ph.D. scholar's research work progress.
- 11.2.2.5 The SRAC will determine if the supervisor/co-supervisor has issued the certificate for incorporating corrections suggested by the examiners.

NOTE:

1. Each semester, a Ph.D. scholar shall appear before the SRAC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance.
2. The SRAC will provide its recommendations, along with a copy of the Ph.D. scholar's progress report, to the Research Section. A copy of these recommendations will also be given to the Ph.D. scholar.
3. In case the progress of the Ph.D. scholar is unsatisfactory, the SRAC shall record the reasons for the same and suggest corrective measures.
4. If the Ph.D. scholar fails to implement these corrective measures in the



next consecutive semester, the SRAC may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

11.3 Research Degree Committee (RDC)

11.3.1 Composition-

S.No.	Designation	Position	Remarks
1.	VC or his nominee*	Chairperson	-
2.	Supervisor	Member	
3.	Co-Supervisor	Member	Optional
4.	External Subject Expert	Member	Nominated by the VC/ Competent Authority
5.	Director-Research (PhD Section)	Member Secretary	

11.3.2 Roles and Responsibilities- To review the research proposal and finalize the topic of research.

11.3.3 RDC timeline- Within 24 months from the date of admission (eligible only after successful course work completion and Recommendation of SRAC/ competent authority) with a maximum of two attempts. However, an extension of 12 months will be given by the Hon'ble Vice Chancellor upon the recommendation of the SRAC/SCTAC.



11.4 Standing Committee of The Academic Council (SCTAC)- PhD degree

11.4.1 Roles and Responsibilities-

11.4.1.1 Consider the examiners' report and make a decision regarding the award of PhD degree.

11.4.1.2 Consider the SRAC report regarding the extension of the registration term for a PhD scholar beyond the limits set by UGC PhD regulations (2022 or as applicable).

11.4.1.3 The SCTAC may take action against supervisors who are found to be negligent in their responsibilities. This could include considering the possibility of debarring them from supervising future scholars.

11.4.1.4 Consider the recommendations from the SRAC regarding the appointment or change of supervisor/co-supervisor.

11.4.1.5 Make other decisions related to PhD matters based on recommendations from the Hon'ble Vice-Chancellor/Competent authority.

11.5 PhD Thesis Pre-Defense

Before submitting the Final dissertation/thesis for evaluation, the Ph.D. scholar shall make a Pre-Thesis presentation before the Pre-Viva evaluation board and SRAC members.

Note-1: Maximum two attempts will be allowed.

Note-2: In accordance of the Mewar University Guidelines.



11.6 Submission of PhD Thesis for Evaluation and Final Defense

11.6.1 After recommendation of the Pre-Viva evaluation board and SRAC, the Ph.D. scholar shall submit the PhD thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other University/Institution.

11.6.2 The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners (one from state other than Rajasthan) who are experts in the field (*academicians/ researchers with a good record of scholarly publications in the field*) and not in employment of the Mewar University (Rajasthan).

11.6.3 The viva-voce board consist of the Research Supervisor and at least one of the two external examiners.

11.6.4 The viva-voce shall be open to the members of the SRAC/faculty members/research scholars, and students.

11.6.5 The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the University



shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

11.6.6 The entire process of PhD Thesis evaluation, final defense/viva voce, and declaration of the result as mentioned in Section-11.6 shall complete within a period of six (6) months from the date of submission of the thesis.

Note: In case of delay, appropriate reasons shall be recorded by the competent authority and informed to the Supervisor, PhD Scholar, and SCTAC.

12. Issuing a Provisional certificate

Prior to the actual award of the Ph.D. degree, the University, upon recommendation of the SCTAC, shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of UGC Regulations 2022 (or as applicable).

13. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph.D. thesis to INFLIBNET.



14. Annexures/Formats Important for Registered PhD Students

All the annexures/formats/general guidelines on plagiarism, publication/paper presentation requirements, language editing tool, ethical clearance, general formatting, undertakings/ declarations, along with other related information, will be provided and updated periodically on the Mewar University website under the "Research Section tab".

15. Routine PhD proceedings and Queries:

For Standard Operating Procedures regarding routine PhD proceedings, Registered PhD scholars can contact at PhD Section of the University.



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