

## MEWAR UNIVERSITY GANGRAR, CHITTORGARH

### Ph.D. Scholars Grievance Policy

#### 1. Purpose of the Policy

The objective of this policy is to support Ph.D. scholars throughout their academic journey at Mewar University. The University is committed to creating an environment that is free from harassment, discrimination, and hostility. Its goal is to provide scholars with the necessary support, mentorship, academic guidance, and professional development opportunities, empowering them to reach their fullest potential.

#### 2. Scope of the Policy

This policy is applicable to all Ph.D. scholars enrolled at Mewar University who are experiencing any of the following situations:

- A hostile or unwelcoming academic or research environment.
- Instances of discrimination or harassment.
- Academic or research-related challenges that arise during their Ph.D. program.

Furthermore, this policy extends support to scholars who may face difficulties such:

- Identifying or establishing a productive working relationship with a Research Supervisor.
- Navigating challenges in their relationship with their Supervisor.
- Experiencing feelings of academic isolation from peers.
- Encountering obstacles in research direction, coursework, or career planning.
- Expressing concern for the well-being of a fellow research scholar

The University encourages all scholars to seek assistance in a timely manner, ensuring that issues are addressed constructively and with the utmost confidentiality.

#### 3. Types of Issues Covered

This policy addresses two primary categories of concerns:

##### (1) Harassment and Discrimination

Including, but not limited to discrimination or harassment based on:

- Gender
- Race
- Ethnicity
- Religion
- Caste
- Sexual orientation
- Gender identity
- Disability
- Any other personal identity characteristic

Such behaviour is strictly prohibited and will be addressed in accordance with University rules and applicable regulations.

## (2) Unsupportive Academic or Research Environment

This may include:

- Lack of adequate academic guidance.
- Insufficient support in selecting courses.
- Difficulty in identifying or working with a Research Supervisor.
- Inadequate mentorship in thesis formulation and research progress.
- Lack of career guidance for post-Ph.D. opportunities.
- Professional misconduct affecting research progress.

## 4. Grievance Redressal Mechanism

Ph.D. scholars at Mewar University have multiple channels to raise their concerns:

### A. Discussion with Supervisor (If Appropriate)

If the concern does not involve the Supervisor, scholars are encouraged to first discuss the issue directly with the concerned Supervisor or faculty member, where appropriate.

### B. Contact the Director-Research at PhD Section of Mewar University

If the issue involves the Supervisor, or if the Scholar prefers to discuss it with someone else, they may contact the Director-Research (PhD-Section) through one of the following methods:

- In person or
- By official university communication channels or
- By phone/email (as per university directory).

### C. Student Research Advisory Committee (SRAC)

If the issue cannot be resolved at the level of the Director Research (PhD-Section), or if the Director Research (PhD-Section) is also acting as a Supervisor, the Scholar may then approach the SRAC by contacting one of the following:

- Any member of their SRAC
- Head of the Department concerned
- Dean/Academic authority at Mewar University

### D. Standing Committee of The Academic Council (SCTAC)- PhD degree

If the issue cannot be resolved at the level of SRAC, the Scholar under such circumstances approach the SCTAC by contacting Dean/Academic authority at Mewar University.

### E. University Proctorial Committee / Student Grievance Redressal Committee

Scholars also may formally submit complaints to the Proctorial Board/Student Grievance Redressal Committee of Mewar University as per University norms.

### F. UGC e-Samadhan Portal

If internal mechanisms do not resolve the issue satisfactorily, scholars may escalate their grievance through the UGC e-Samadhan Portal:

<https://esamadhan.nic.in/>

### **5. Confidentiality and Non-Retaliation**

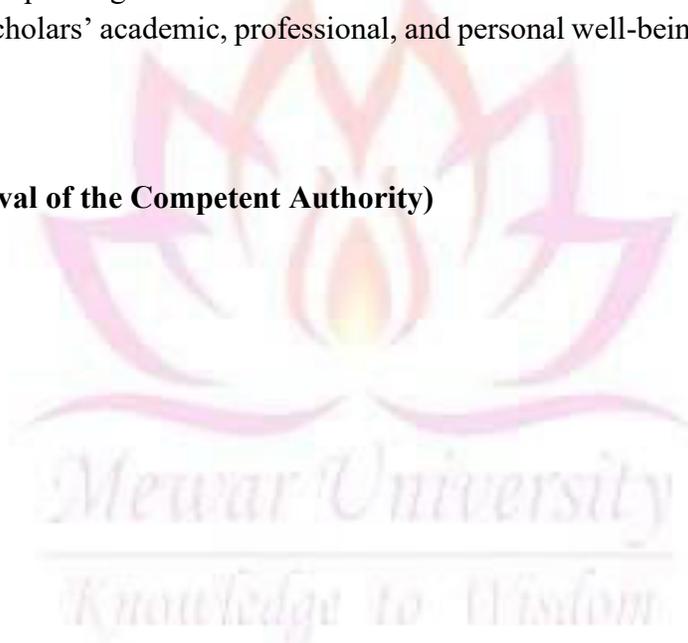
- All complaints will be managed with appropriate confidentiality.
- Retaliation against any scholar who raises a genuine grievance is strictly prohibited.
- The University will ensure a fair and impartial inquiry into all reported concerns.

### **6. Commitment of Mewar University**

Mewar University is committed to:

- Ensuring a safe and inclusive academic environment.
- Promoting academic integrity and ethical research conduct.
- Providing transparent grievance redressal mechanisms.
- Supporting scholars' academic, professional, and personal well-being.

**(This has approval of the Competent Authority)**



OFFICE OF THE REGISTRAR

MEWAR UNIVERSITY, GANGRAR, CHITTORGARH (RAJ.)

Ref. No.MU/RO/2024/2404

Date: 03/10/2024

OFFICE ORDER

Sub:- Reconstitution of University Proctorial Board

Consquent to approval of competent authority, the University Proctorial Board is reconstituted to maintain the discipline among students, as follows:

1. Mr. Lone Faisal, A.P., Electrical Engineering - Proctor
2. Dr. Om Prakash Sharma, Dean, Alternative Therapy - Additional Proctor
3. Mr. Rajesh Bhatt, A.P. & HoD, Management - Additional Proctor
4. Mr. B. L. Pal, A.P. & HoD, CSE - Additional Proctor
5. Mr. Raj Singh, Asst. Prof., Management - Additional Proctor
6. Ms. Geetanjali Sharma, A.P. Law - Additional Proctor
7. Ms. Rukmanee, Asst. Prof., Paramedical - Additional Proctor
8. Mr. Ibrahim Ado, Asst. Prof., Paramedical - Additional Proctor
9. Dr. Anjali Tripathi, A.P., Physiotherapy - Additional Proctor
10. Ms. Sugam Tenwar, A.P., Law - Additional Proctor
11. Ms. Sapna Sharma, Office Assistant - Additional Proctor
12. Mr. Idrees Ahmed Bhat, International Cell - Additional Proctor
13. Ms. Ananya Misra, A.P., English - Additional Proctor

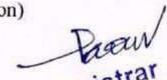
Hostel Incharges and Wadens are also nominated as follows:-

Hostel Name	Hostel Incharges	Hostel Wardens
Sanga Hostel	Mr. Ramprasad Saini, A.P., Paramedical	Mr. Adil Khan Deshwali
International Boys Hostel	Dr. Shanti Lal Bamta, HoD, Physical Education	Mr. Ibrahim Ado, Mr. Vimal Kumar Nakwal Mr. Praveen Singh
Pratap Hostel	Mr. Brijesh Kumar Meena, HoD, Agriculture	Mr. Vijay Pal
Kumbha Hostel	Mr. Aditya Kaushik, A.P. E.E.	Mr. Shohan Lal Parmar
International Girls Hostel	Ms. Ananya Misra, A.P., English	Ms. Sajida Bano
Panna Hostel	Dr. Anjali Tripathi, A.P., Physiotherapy	Ms. Sajida Bano
Meera Hostel	Ms. Tanya Sharma, A.P., Pharmacy	Ms. Shazma

Copy to:

- PS to Hon'ble Chairperson (for kind information)
- PS to Hon'ble President (for Kind information)
- PS to Hon'ble Pro-President (for Kind information)
- PS to Hon'ble Senior Advisor to Chairperson (for kind information)
- All Deans/Directors/HOD's (for Kind information)
- All Proctorial Board Members & Hostel Wardens (for necessary action)
- Coordinator, IQAC Cell.
- Record file.

  
Registrar  
Registrar  
Mewar University  
Gangrar, Chittorgarh

  
Registrar  
Mewar University  
Gangrar, Chittorgarh



**MEWAR**  
**UNIVERSITY**



**NAAC 'A'**  
**GRADE**  
ACCREDITED UNIVERSITY

## MEWAR UNIVERSITY

CHITTORGARH (RAJ.)

OFFICE OF THE REGISTRAR

Ref. No. MU/RO/2023/ 1646

16<sup>th</sup> June, 2023

### Office Order

Sub:- Nomination of Ombudsperson and formation of Grievance Redressal Committee.

As per the University Grants Commission (Redressal of Grievances of Students) Regulation, 2023 notified vide no. F. 1-13/2022 (CPP-II), it is informed to all the students that a portal has been specifically dedicated to the students who have any grievances which they may like to seek to redress. Students, who have any grievances, can file complaint in the portal. The Grievance Redressal Committee is formed with the following members:-

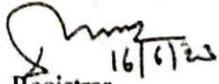
S.N.	Name	Designation	Position in Committee
1	Dr. Aruna Dube	Principal, Mewar College of Teachers Training	Chairperson
2	Dr. Trigunateet Jaimini	Dean, Fine and Performing Art	Member
3	Dr. Y Sudarsan	Dean, Faculty of Agriculture & Veterinary Sciences	Member
4	Dr. Sonia Singla	Dean, Faculty of Humanities & Social Sciences	Member
5	Dr. Umesh Garu	Associate Professor & Head of the Department of Life Sciences	Member
6	Mr. Aditya Raj Verma	Student of BA LL.B, 2 <sup>nd</sup> year	Member

**Dr. Chitralekha Singh, Professor Emeritus is nominated as the Ombudsperson of Mewar University.**

To: All the members of the above Committee

Copy to:

1. PS to Hon'ble Chairman for kind information
2. PS to President for kind information.
3. PS to Pro President for kind information.
4. Deans/Directors/HoDs for information and circulation to all concerned
5. Accounts/Examination/Stores/Security/Library/Warden
6. Coordinator, IQAC Cell
7. All Staff/All Notice Boards.

  
16/6/23  
Registrar  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)



**MEWAR**  
**UNIVERSITY**

**NH-48, Gangrar, Chittorgarh, Rajasthan 312901**

**(SRAC, and SCTAC)**

**(APPLICABLE FOR 2023 BATCH ONWARDS)**

## **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 PhD 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.

#### **11.4 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.