



MEWAR UNIVERSITY

Mewar University

Gangrar, Chittorgarh, Rajasthan 312901

**MEWAR UNIVERSITY PH.D. ADMISSIONS
GUIDELINES**

In concordance with the UGC (Minimum Standards and Procedures for Awarding M.Phil./Ph.D. Degrees) Regulations, 2016 (notified on 5 May 2016) adopted in BOM (held on 12-11-2016) and 4th Academic Council Meeting (held on 23-12-2016)

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Incorporating 1st Amendment Regulations dated August 27, 2018, and the 2nd Amendment Regulations dated October 16, 2018.

(APPLICABLE FOR 2021 BATCH ONWARDS)



Mewar University

Chittorgarh, Rajasthan 312901

MEWAR UNIVERSITY PH.D. ADMISSION GUIDELINES

1. Introduction

Mewar University invites applications from both Indian and international candidates for admission to its Full-time and Part-time PhD programs across various disciplines.

1.1 Detailed PhD admission guidelines and procedures, along with the application form, will be available on the Mewar University website (www.mewaruniversity.org) in the “Call for PhD Admissions” section, which will also include important dates.

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

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

2. Key Dates

Key dates to remember include:

- Opening date for PhD applications.
- Final deadline for PhD applications.
- Release date for entrance exam admit cards.
- Date of the entrance exam.
- Schedule for interviews.
- Announcement of results.
- Deadlines for fee submission.
- Orientation and commencement of coursework classes.



3. Programmes offered with Seat Matrix

The University determines each year, through the Board of Research Studies, a specific and manageable number of Ph.D. scholars to admit, depending upon the availability of Research Supervisors, the scholar-teacher ratio (according to paragraph 6.5 of the UGC Regulations 2016), as well as the academic and physical resources available, including laboratories, libraries, and other facilities.

The University shall notify well in advance on the institutional website and through advertisement in at least two national newspapers, of which at least one shall be in the regional language, the number of seats for admission, discipline-wise distribution of available seats (seat-matrix), admission guidelines, examination test center(s), and all other relevant information for the benefit of the candidates.

4. Availability and Submission of Application Form

Candidates can download the PDF version of the application form from the university's website or collect a hard copy from the PhD Section at the university. Once the application form is completed, it should be sent to the Director Research at Mewar University, Chittorgarh, Rajasthan, 312901. Applications can be submitted via speed post, courier, or in person.

4.1 Along with the completed application form, the applicant must send, either by email or through post/courier/in-person, the mark sheets and certificates from class 10 onward up to the postgraduate degree.

4.2 Incomplete application forms will be rejected.

4.3 Application forms submitted without self-attested copies of mark sheets, degree certificates, or testimonials will be rejected.

4.4 For candidates applying for a part-time PhD, a "No Objection Certificate" from their employer must be provided at the time of admission. This certificate must clearly state that:

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



(ii) His/her official duties allow sufficient time for research.

(iii) If necessary, he/she will be relieved from their duties to complete the coursework.

5. Eligibility Criteria

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

5.1 Candidate shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

5.2 Candidates who have completed the M.Phil. program in the relevant field with a minimum of 55% marks in aggregate, or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution



in an integrated programme. A person whose M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution.

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

5.3 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.

5.4 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).

5.5 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

5.6 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.

5.7 National/State reservation policy shall be paid due attention.



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

- 6.1 Step-1:** All PhD application forms received in the PhD Section will be forwarded to the respective departments. The Deans/Heads of departments will review the applications to determine if the 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 and 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 for an exemption from MUPET (Relaxation to NET/ JRF/ GATE/ CEED/ SLET/ teacher fellowship holder or other National-level Exam qualified candidates with a valid certificate or have passed M.Phil. Degree as per clause 5.2/5.5)

- 6.3.1** Candidates must secure at least 50% of the marks in the entrance test (MUPET) or possess a valid certificate for qualifying a national-level exam in a relevant field to be eligible for an interview. A relaxation of 5% in marks will be granted in the entrance examination for candidates belonging to the SC/ ST/ OBC/ differently-abled categories/ EWS, and other categories as determined by the Commission from time to time.



6.3.2 The MUPET score is only valid for two years unless otherwise specified in the "Call for PhD Applications." However, further extension of maximum one year will be granted by the Vice Chancellor upon the recommendation of the Director Research on a case-by-case basis.

6.3.3 The PhD Entrance Test will be conducted at Mewar University, located in Gangrar, Chittorgarh (Rajasthan). The university may allocate additional test centers depending 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 candidates' research skills, competencies, and suitability for the program. An expert committee chaired by the Director of Research will be formed for this purpose.

6.4.1 Candidates appearing in the Interview must bring their Research Proposal (in 1000 words focusing on proposed research area and its relevance in the today's context). Additionally, candidates must present the original marksheets and certificates from class 10 onward, including a set of self-attested copies. If applicable, a valid certificate from a national level exam that qualifies for an exemption from the entrance test should also be included.

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

6.4.3 Provided that for the selection of candidates, a weightage of 70% shall be given to the entrance test and 30% to the Interview/Viva-voce to prepare the final merit list.

6.5 Step-5: If a candidate do not secure admission by the deadline, the offer will be given to candidates on the waiting list according to merit order and reservation policies.



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

6.7 Step-7: Following Step-6, if any seats remain available, they will be declared open and offered to the remaining candidates in the order of merit.

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

Note-1: The Orientation Session will include a formal welcome and introduction, allotment of supervisors, interaction with departmental faculty and staff, informative sessions, a university campus visit, and completion of administrative formalities such as obtaining an institutional email ID, identity card, and library access.

Note-2: The University will keep an updated list of all registered Ph.D. students on its website on a yearly basis. This list will include the following information for each candidate: their name, research topic, names of their supervisor and co-supervisor, and the date of their enrolment or registration.

Note-3: There will be a special provision for supernumerary Ph.D. seats for in-service teachers and non-teaching staff, not exceeding 10% of the total capacity. Their admission procedure will be in accordance with clause 6). The supervisor can have two candidates from the supernumerary quota at a given time.

7. Relaxation to M.Phil. and National/State-level Exam qualified candidates

7.1 Candidates who qualify for fellowship/scholarship in UGC-NET/ UGC-CSIR NET/ GATE/ ICAR-AICE-JRF/ ICMR-JRF/SRF/ GPAT/ DBT-JRF/ DST-INSPIRE/ CEED and similar National level tests or teacher fellowship holder 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. A separate merit will be prepared based on interview marks, and 30% of the seats-matrix will be reserved



for such candidates, which can be transferred to candidates admitted through entrance test if seats remain vacant.

7.2 A candidate possessing an M.Phil degree in a relevant discipline (as per clause 5.2/5.5) will be directly called for the interview/pre-RDC interaction. A separate merit will be prepared based on interview marks, and 20% of the seats in the seat matrix will be reserved for such candidates, which can be transferred to candidates admitted through entrance test if seats remain vacant.

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 extension of up to two (2) years may be granted by the Vice Chancellor on a case-by-case basis, based on the recommendation of the student's research advisory committee. However, the total time allowed for completing the Ph.D. program 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 these cases, the total duration for completing the Ph.D. program 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 childcare leave for a maximum of 240 days during their entire duration in the Ph.D. program.



10. Allocation of Research Supervisor

10.1 Permanent faculty members of Mewar University (Rajasthan) working as:

Professor with a Ph.D., and at least five research publications in peer-reviewed or refereed journals

Or

Associate/Assistant Professors with a Ph.D., and at least two 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 The allocation of a Research Supervisor to a selected research scholar shall be decided by the Department concerned, based on the number of scholars per Research Supervisor, the available specialization among the Supervisors, and the research interests demonstrated by the scholar during their interview/viva voce.

10.5 Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted in case of interdisciplinary research with the approval of the 'Student's Research Advisory Committee'.



- 10.6** Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- 10.7** Faculty members with less than three years of service prior to retirement will not be permitted to supervise new research scholars. However, these faculty members may continue to supervise Ph.D. scholars who are already registered until retirement. They can also serve as co-supervisors after retirement but not beyond the age of 70 years.
- 10.8** 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 'Standing Committee of the Academic Council' (SCTAC)/'Student's Research Advisory Committee' (SRAC).
- 10.9** If there is no available supervisor in the department, the Dean/HOD/other eligible PhD faculty member may be designated as a caretaker supervisor by the SCTAC/SRAC, pending approval from the 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.
- 10.10** 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- 12 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-IV (Res-II): Dissertation and Presentation related to the proposed area of research (4 Credits)

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

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 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 7-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.

11.1.7 M.Phil candidates admitted to the Ph.D programme shall be exempted by the SRAC from the coursework requirement, provided they have undertaken a mandatory paper on research methodology during their M.Phil.

11.2 Publication requirements

Ph.D. scholars are required to publish at least one research paper in a refereed journal and to make two presentations at conferences or seminars before submitting their dissertation or thesis for evaluation. They must also provide



evidence of these accomplishments in the form of presentation certificates or reprints.

11.3 Student Research Advisory Committee (SRAC)

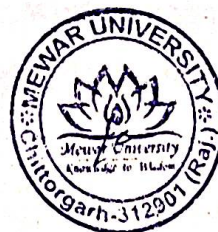
11.3.1 Composition-

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.*

11.3.2 Functions-

- 11.3.2.1 To guide the PhD Scholar in developing the research proposal and topic.
- 11.3.2.2 To recommend the RDC for approval of the research proposal and topic.
- 11.3.2.3 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.
- 11.3.2.4 To periodically review and assist in the Ph.D. scholar's research work progress.
- 11.3.2.5 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 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) a maximum of two



attempts. However, an extension of 12 months will be given by the Vice Chancellor upon the recommendation of the SRAC/SCTAC.

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

11.5.1 Roles and Responsibilities-

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

11.5.1.2 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).

11.5.1.3 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.

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

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

11.6 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. If the committee gives a positive recommendation, the candidate will be permitted to submit their thesis. If revisions or a resubmission are necessary, the candidate must complete the revised work within a maximum period of nine months. A maximum of two attempts will be allowed to present before the Pre-Viva evaluation board.



11.7 Submission of PhD Thesis for Evaluation and Final Defense

- 11.7.1 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.
- 11.7.2 A verified plagiarism report from the university's central library must be submitted with the PhD thesis.
- 11.7.3 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).
- 11.7.4 The viva-voce board consist of the Research Supervisor and at least one of the two external examiners.
- 11.7.5 The viva-voce shall be open to the members of the SRAC/faculty members/research scholars, and students.
- 11.7.6 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.



11.7.7 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 2016 (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.

(This document has in total sixteen pages).

