

# Ph.D. Ordinance



**Chaudhary Bansi Lal University, Bhiwani**

(A State University established under Haryana Govt. Act No. 25 of 2014)

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**CHAUDHARY BANSI LAL UNIVERSITY BHIWANI**  
(A State University established under Haryana Govt. Act No. 25 of 2014)

**Ordinance for Degree of Doctor of Philosophy (Ph.D.)**

[As per University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degrees) Regulations, 2016]  
[Revision -1 with reference to the 1<sup>st</sup> Amendment issued by UGC  
vide F.No.1-1/2002(PS)/Exempt (Pt.Fl.III) Vol-II. Dated August 27, 2018]

**PREAMBLE**

*Chaudhary Bansi Lal University, Bhiwani, offers broad-based research program leading to the award of Ph.D. degree. The research work may be characterized either by discovery of new facts or enunciation of a new theory or theories or by fresh interpretation of known facts or development of equipment making a distinct advancement in instrument technology. Promotion to productivity and creativity is the basic tenet underlying the research program. It should bear evidence of the capacity of the research scholar for critical examination, analysis and sound judgment as well as his ability to carry out independent investigation, design or development. The award of Ph.D. degree is in recognition of high academic achievements and application of knowledge to the solution of real life problems in every sphere. The University encourages research in interdisciplinary areas and provides excellent opportunities for research work in the modern era of 21<sup>st</sup> century.*

**APPLICABILITY:** This Ordinance shall apply to the program leading to the degree of Doctor of Philosophy (Ph.D.)

**1. DEFINITIONS**

- 1.1. “Approved Department”** shall mean a Department of higher learning established by the University.
- 1.2. “Department/Institute”** shall mean an academic institution maintained or admitted by the University to its privileges and includes a Department/Institute/Centre/college.
- 1.3. “Candidate/Applicant”** shall mean a person who has applied for the Ph.D. program but is not yet registered for the same.
- 1.4. “Supervisor”** shall mean a member of the academic staff of the University approved by the BOS on the recommendation of the DRC to guide/supervise the research work of the research scholar.
- 1.5. “Co-Supervisor”** shall mean a member of the academic staff of this or another university/ Department/ research institution, other than the Supervisor, as approved by the BOS on the recommendation of the DRC to guide/supervise the research work of the research scholar.
- 1.6. “Caretaker Supervisor”** shall mean a member of the academic staff of the University appointed to act as the supervisor of the research scholar in the absence of the original Supervisor before and/or after submission of the thesis.
- 1.7. “DRC”** shall mean a Departmental Research Committee consisting of Head of the concerned department, all Professors of the concerned Department, two Associate Professors and one Assistant Professor/s having Ph.D. degree, by rotation in order of seniority (for two years) and the proposed supervisor(s) or the approved supervisor(s). The DRC shall also include one Professor, having Ph.D., from the

other concerned department in case of inter-disciplinary topic of the research of the candidate. In case Department does not have Professor/Associate Professor, the Dean of concerned Department will be the convener of the committee. In case a Department does not have Associate Professors, the DRC shall include one additional Assistant Professor. In case a Department does not have requisite number of Professors/Associate Professors then DRC shall comprise minimum of three faculty members. Otherwise, the Committee shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department/Dean from amongst the teachers of the concerned Faculty and outside experts.

- 1.8. **“BOS”** shall mean the Board of Studies of the Department concerned.
- 1.9. **R & S Branch** shall mean Registration and Scholarship Branch which will be the nodal office controlling the Ph.D. program in the University.
- 1.10. **“RAC”** shall mean the Research Advisory Committee, which will consist of the Research Supervisor(s), the Head of the concerned department, and one faculty member of the department to be nominated by the Head of the Department preferably from the related area/ discipline.
- 1.11. **“Research Scholar”** shall mean a person registered for the Ph.D. program and devoting adequate time for completing the requirements of this degree.
- 1.12. **“Sponsored Research Scholar”** shall mean a research scholar sponsored by an employing organization.
- 1.13. **“Minimum Submission Period”** shall mean the minimum period for which a research scholar must be registered, prior to the date of submission of the thesis. The date of registration will be the date on which BOS recommends the registration of the candidate.
- 1.14. **“Registration Period”** shall mean the length of period commencing with the date of registration and ending on the date of award of the Ph.D. degree, counting out any gaps as per Clause 11 of the Ordinance.
- 1.15. **“COE”** shall mean Controller of Examinations of the University.
- 1.16. **“ODC”** shall mean the ‘Oral Defense Committee’, and shall consist of the Head of the concerned Department/Dean (in case Department does not have requisite number of Professors/Associate Professors), the supervisor(s), and at least one of the two external examiners.
- 1.17. **“RDC”** shall mean Research Degree Committee, and shall consist of the Vice-Chancellor, Dean/Head of the concerned department, Controller of Examinations, and two Professors of the University other than the Supervisor(s) of the candidate to be nominated by the Vice-Chancellor. The Vice Chancellor shall be the Chairman of the Committee.
- 1.18. **“Degree”** shall mean the degree of Doctor of Philosophy (Ph.D.) of the University.
- 1.19. **“University”** shall mean Chaudhary Bansi Lal University, Bhiwani.
- 1.20. **“SOP”** shall mean the Standard Operating Procedure governing the Ph.D. program of the University.

**Note:** In this Ordinance wherever ‘he’ and ‘his’ occurs, these shall mean to imply ‘he/she’ and ‘his/her’ respectively.

2. The University shall provide facilities for studies and research leading to award of the degree of Doctor of Philosophy. The program shall be conducted at and through the Department of the University, subject to the guidelines laid down by the Academic Council and control exercised by the University Registration & Scholarship Branch (R&S) and concerned Department Research Committee (DRC).

3. A Research Scholar shall be required to pursue the research work or any prescribed course work at the Departments of the University/approved institution and/or industry under the guidance of approved supervisor(s). The BOS may permit a research scholar to carry out research work outside the University at a Research Centre approved by the University (**Annexure – A**). Further, the BOS may also permit the research scholar to work at his place of employment provided adequate facilities for research on the proposed topic of research are available there to the entire satisfaction of the BOS.

#### 4. ADMISSION ELIGIBILITY

A candidate possessing any one of the following qualifications shall be eligible to apply for admission to a Ph.D. program of the University.

**4.1.** Candidates for admission to Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with atleast 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, or Departments.

**4.2.** A relaxation of 5% marks, (from 55% to 50%), or an equivalent relaxation of grade, shall 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 UGC from time to time.

*Note: 1. 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. (marks in decimal figures are ignored for counting eligibility percentage).*

*2. Candidates in final year of their degree and waiting for their results to be declared can also apply for admission to Ph.D. programme and appear for entrance test but they must fulfill the above criteria of eligibility at the time of interview.*

Applicants shall be admitted to the Ph.D. Programme under one of the following categories:

- (i) Full-time Ph.D. students with or without fellowship.
- (ii) Ph.D. students who are regular faculty members/ staff of the University.
- (iii) Ph.D. students under the external registration programme recognized by the University and sponsored by and/are employed in the organization/industry/university/other institutions, which will normally carry out their research in the organization/industry/university/approved institutions of their employment.
- (iv) Ph.D. students from partner universities/ institutions with which University has MOUs or collaborative arrangements.

#### 5. APPLYING FOR REGISTRATION

The candidate shall apply for admission in the prescribed form (SOP-I) available on the website of the University ([www.cblu.ac.in](http://www.cblu.ac.in)), or the office of the R& S Branch.

Applicants who are in employment of any organization either in India or abroad will be eligible for registration as Research Scholar provided:

- 5.1. they fulfill qualifications laid down in Clause 4 above;
- 5.2. the applicant who is pursuing employment, must produce a No Objection Certificate (NOC) from his/her employer;
- 5.3. the applicant proves to the satisfaction of the DRC and BOS that his employment duties will permit him to devote sufficient time for research work and prescribed course;
- 5.4. the application for admission is endorsed by the Head of applicant's employing organization;

## 6. ADMISSION TEST, ADMISSION, REGISTRATION & FEE AS A RESEARCH SCHOLAR

The University shall admit the candidates through Chaudhary Bansi Lal University, Bhiwani Research Aptitude Test (CBLU-RAT):

CBLU-RAT

- 6.1. Each candidate shall be required to take a Chaudhary Bansi Lal University, Bhiwani Research Aptitude Test (CBLU-RAT). The CBLU-RAT shall consist of 50% questions on Research Methodology and 50% questions subject specific (as per UGC/CSIR NET or otherwise notified on University website). The question paper shall be of 100 marks and shall consist of multiple choice questions. CBLU-RAT shall be conducted at the Centre(s) notified by the University and information in this regard shall be available on University website.
- 6.2. Candidates who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/GPAT/Teacher fellowship or any other equivalent national level fellowship holder are exempted from the University CBLU-RAT.
- 6.3. The candidates who are covered under the exempted categories may also appear for CBLU-RAT, if they so desire, to improve their weightage.
- 6.4. The merit list for admission to Ph.D. programme shall be prepared according to the following criteria:
  - (i) 20% Marks of the percentage of marks in the Master's degree examination.
  - (ii) 10% Marks of the percentage of marks in the Bachelor's degree examination.
  - (iii) 50% Marks of the percentage of marks in the entrance test

OR

Weightage of 35 marks to those candidates who have qualified for JRF (entitled for scholarship)/teacher fellowship holders/ awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship

OR

Weightage of 25 marks to those candidates who have passed NET/GATE/GPAT/SLET (Haryana State Only)/JRF (not entitled for scholarship)

OR

Weightage of 3 marks for each year of teaching experience (maximum 20 marks) to Assistant Professor in University/College for the same subject appointed through duly constituted selection committee.

- (iv) Weightage of 5 marks to the candidates who have passed Master's examination from Chaudhary Bansi Lal University, Bhiwani.
- (v) Weightage of 3 marks for each year (maximum weightage of 5 marks) to the Project Fellows working in various projects funded by the UGC and other Government agencies.

(vi) 10 marks for Interview (05 marks for domain knowledge and 05 marks for research aptitude)

- 6.5.** Note: The merit of the candidates who are availing weightage of JRF/NET/GATE/GPAT/any other equivalent national fellowship will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.
- 6.6.** The candidate will receive a letter of offer of admission from R & S Branch against which she/he will be required to deposit the fees as prescribed by the University (**Annexure – B**). A candidate shall be provisionally registered as a Research Scholar with effect from the date on which she/he has deposited the required fee with the University. A formal letter of provisional registration of the candidate would be issued by the R & S Branch.
- 6.7.** An applicant whose selection is approved for Ph.D. programme/course and has deposited the requisite fee shall be granted admission to the Ph.D. Programme and the set of courses as decided by the DRC upon provisional registration of the candidate (existing courses/ specially devised courses).
- 6.8.** A Ph.D. student shall renew his/ her registration every year in the manner prescribed and pay the fees determined by the University.
- 6.9.** A Ph.D. student shall pay the prescribed University fees on or before the specified due date, until the submission of his/ her thesis as defined in the Ordinance.
- 6.10.** There will be no provision for re-evaluation of answer books for the paper of CBLU-RAT.

The CBLU-RAT intends to test the basic capability of the candidate to undertake research work. A minimum score of 50% shall be required to clear the test [45% for candidates belonging to SC/ST/OBC (Non Creamy Layer)/Differently-abled category] and be eligible to present the research plan to the DRC. If in spite of the above relaxation, the seats allotted for SC/ST/OBC (Non Creamy Layer)/Differently-abled categories remain unfilled, the University shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admission of general category. The University shall devise its own admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled.

*Note: Presently CBLU-RAT is held only at the University campus, Bhiwani.*

## 7. COURSE WORK, SYNOPSIS & RESEARCH WORK

### 7.1 COURSE WORK

- 7.1.1.** All research scholars admitted to the Ph.D. programme shall be required to complete the prescribed course work during the initial one or two semesters from the date of the provisional registration. The credits assigned to the Ph.D. course work shall be a minimum of 08 credits and maximum of 16 credits. The research scholar shall be evaluated at the end of the course work. The research scholar has to pass the coursework with minimum 55% marks or its equivalent grade in the UGC-7 point scale (or an equivalent grade/CGPA in a point scale) in the course work in order to be eligible to continue in the programme and submit the thesis.
- 7.1.2.** The successful completion of the required course work shall be treated as a prerequisite for proceeding towards the research work.

**Note: Candidates already holding M.Phil. Degree and admitted to Ph.D. Programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be**

Minimum Pass  
Percent required

Course Work  
requirements

**exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph. D. course work prescribed by the Department.**

Courses

**7.1.3.** The following courses are mandatory for a student to complete during the two end - semester examinations held subsequent to the completion of the teaching of the following courses upon provisional registration of the research scholar:

- (a) One course on Research Methodology (4 Credits),
- (b) Advance level course preparing the student for the field of research (4 Credits).
- (c) Review of literature in the area of research to be evaluated by the external examiner and DRC through a seminar/ presentation (4 Credits). These 4 credits will be given through successful external evaluation of the Review of Literature and its presentation in a seminar which will be open to all in the University and conducted by the DRC.

***Note: The BOS would normally meet in the third week of January and July each year. If an approval is not accorded by the DRC/BOS, then such candidate may submit his/her case for fresh approval through the DRC, taking into consideration the views of the DRC/ BOS, and presenting a fresh/modified Research Plan.***

## **7.2. SYNOPSIS**

**7.2.1.** Upon successful completion of his/ her coursework, each candidate shall prepare a synopsis and make a presentation before the DRC of the research proposal and demonstrate her/ his preparedness to carry out the proposed research.

**7.2.2.** The candidate shall present and defend the Synopsis within six months after completing all prescribed coursework.

**7.2.3.** The Synopsis shall comprise, but not restricted to, the following:

- (a) Outline of research proposal
- (b) Summary of the current developments in the area of research
- (c) Methodology
- (d) Originality of the research and its contribution to the discipline
- (e) Names of academic/ industry experts with whom the candidate corresponded while developing the research proposal

The research scholar needs to submit six copies of the synopsis to DRC mentioning the topic of his/her proposed research and objectives of the work that the candidate intends doing on the subject or topic.

Candidate shall be required to discuss his/her research plan before the Department Research Committee, justifying his/her suitability to pursue research which will consider the following aspects, viz:

- the candidate possesses the competence for the proposed research;
- the research work can be suitably undertaken at the Department;
- the proposed area of research can contribute to new/ additional knowledge.

On basis of the contents of the Research Plan and the presentation, the DRC shall either recommend the case for consideration of the concerned BOS with or without modifications, or, may ask the candidate to make a

fresh presentation of the Research Plan after submitting a revised Synopsis. The DRC shall give its recommendations on the prescribed format.

A candidate shall ordinarily be allowed only two attempts for presentation before the DRC. In case the Research Plan of a candidate is not approved, a third attempt may be allowed only with the approval of the Vice-Chancellor on the specific recommendation of the DRC, justifying the reasons for an extra attempt. Under no circumstances the duration of approval of research plan would exceed eighteen months from the date of completion of the course work. In case the Synopsis is not approved within the limitations prescribed in this clause, the registration shall be cancelled. While recommending the synopsis, the DRC will also recommend the supervisor(s) of the thesis with experience related to the field of research from the University approved list of supervisors meeting the qualification as in Clause 8, with available vacancy on the date of meeting.

**7.2.4** The Research Scholar exempted from course work shall submit synopsis and deliver presentation within 06 months after his/her enrolment/registration in the Ph.D. course failing which his/her enrolment/registration to Ph. D. course shall be cancelled.

**7.2.5** The recommendations of the DRC for Ph.D. registration shall be placed before the BOS for its consideration and recommendation. The BOS shall decide the case of registration as it considers fit and shall approve the topic of research and name of Supervisor(s) recommended by DRC. In case, DRC consider appointing a co-supervisor taking into account the nature of research work/research area of the Research Scholar, the reasons will be recorded in the proceedings of DRC. All the research matters shall be dealt by R&S Branch and shall be routed through Dean Academic Affairs for approval of the Vice-Chancellor and final consideration of the Academic Council

### **7.3. RESEARCH WORK**

The research scholar shall then be required to carry out intensive research on the approved topic. In the meeting of the DRC held after six months from the date of approval of the synopsis, the scholar shall be required to submit a progress report and present the same to the DRC. At this stage the scholar will have an option to review the topic of research and if recommended by the DRC/BOS, the same shall be considered final after seeking due approval of the Vice Chancellor. Further change in the topic and/or scope, location for research, data to be used for research, would be allowed, on the recommendation of DRC/BOS only in exceptional cases, with written reasons not be quoted for future reference, and with the approval of the Vice Chancellor. The duration between the initial approval of synopsis and the revision of the topic of research or the location of research data will be added to the minimum duration of submission of Ph.D. as per the ordinance.

### **7.4. MINIMUM ATTENDANCE REQUIREMENTS**

i) All provisionally registered candidates shall attend course work classes for a minimum period of one semester with 75% attendance. Relaxation in shortage of attendance up to 10% will be allowed by the Vice-chancellor on recommendation of Head of the Department/Institute on medical grounds (in



case of candidates itself) or any other reason beyond the control of the student to the satisfaction of the Head of the Department.

- ii) Every Research Scholar will be required to stay at Bhiwani or at a place where his/her supervisor/co-supervisor is working for a minimum period of one and half year after successful completion of pre-Ph.D. course.
- iii) A sponsored Research Scholar after the first semester course work shall spend a minimum of 28 (twenty-eight) days during a semester to seek professional guidance from his/ her Supervisor(s) and/ or avail the library/ laboratory facilities.
- iv) The Vice Chancellor on the recommendation of the DRC may allow a candidate enrolled under 4.2(iii) to meet the attendance requirements in his/ her place of research if required facilities are available.

## **8. ELIGIBILITY CRITERIA TO BE A RESEARCH SUPERVISOR/CO-SUPERVISOR**

**Eligibility to be appointed as a Supervisor/Co-Supervisor, for faculty, of all Departments shall be:**

Any regular Professor of the University with a Ph.D. degree in the respective discipline and at least five research publications in refereed journals and any regular Associate/ Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed journals would be eligible to be considered as research supervisor/co-supervisor.

**Note:**

- (i) Refereed journal would be journals as specified by UGC from time to time through notification. Currently refereed journals indexed in Scopus, Web of Science and Indian Citation Index and PubMed are acceptable.
- (ii) In the areas/ disciplines where there is no or only a limited number of refereed journals, the BOS may relax the above condition for recognition of a faculty member as Research Supervisor with reasons recorded in writing with due approval of the Vice Chancellor. The matter with reasons shall be reported to the Academic Council for consideration.

**8.1.** Only a full time regular teacher of the University can act as a supervisor. External supervisor(s) are not allowed. However, a Co-supervisor can be allowed from other institutions with available Research facility with the recommendation of DRC and approval of the BOS.

**8.2.** The allocation of Research Supervisor for a research scholar shall be decided by the DRC of the concerned Department, depending upon the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholar as indicated by him/her at the time of presentation before the DRC.

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

**8.4.** An approved Research Supervisor/ Co-Supervisor who is a Professor, at any given point of time, can guide not more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D.

scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

- 8.5. The BOS, on the recommendation of the DRC, shall consider the names of the Supervisor/Co-Supervisor for approval.
- 8.6. A change of Supervisor/Co-Supervisor shall be permitted in case of non-availability of the Supervisor/Co-Supervisor or mutual consent in writing on valid and genuine grounds. The BOS, on recommendation of the DRC, shall seek approval from the Vice Chancellor for appointment of a Caretaker Supervisor/ re-allotment of supervisor.
- 8.7. In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent Research Supervisor/ Co-Supervisor and the Chaudhary Bansi Lal University, Bhiwani for the part of research already done.
- 8.8. In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, from another University to Chaudhary Bansi Lal University, Bhiwani, the research data would be used to further proceed with the research work, if allowed to be transferred by the University where the scholar was originally registered and the guidelines of UGC were followed in letter and spirit. The scholar will give due credit to the parent Research Supervisor/ Co-Supervisor and the parent University for the part of research already done. In case the transfer of research data is not allowed the scholar case will be reviewed by the DRC and BOS and approval to proceed further will be sought from the Vice-Chancellor.

## **9. PERFORMANCE MONITORING**

- 9.1. There shall be a Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of the Committee. This Committee shall have the following responsibilities:
  - (a) To review the research proposal and finalize the topic of research;
  - (b) To guide the research scholar to develop the study design and methodology of research and identify the course (s) that he/she has to do;
  - (c) To periodically review and assist in the progress of the research work of the research scholar.
- 9.2. The academic/research progress of each research scholar will be regularly monitored by the RAC. A research scholar shall appear before the DRC once in six months to make a presentation of the progress of his/ her work for evaluation and further guidance. The six monthly progress reports will be submitted by DRC to the R&S branch with a copy to the research scholar and RAC.
- 9.3. The DRC after having considered the progress report of each research scholar shall recommend any of the following:
  - (i) Continuation of registration, or
  - (ii) Continuation of registration and issuance of a warning to the research scholar and making recommendation of steps necessary to improve his/her performance in consultation with the supervisor(s) or
  - (iii) Termination of registration.If the research scholar is issued a warning letter, two times; the minimum registration period for allowing a candidate to submit the thesis shall be increased by one semester every time a warning has been issued.

Copy of the same would be sent to the scholar, supervisor and the R&S for records in the scholar's file.

## **10. DURATION OF THE PROGRAMME**

The Ph.D. programme shall be of a minimum duration of three years, including coursework and a maximum of six years.

- 10.1.** The minimum period of programme after which a research scholar can submit the thesis shall be two years from the date on which BOS recommends the registration of the candidate. Moreover, the total minimum duration of Ph.D. programme including the course work semester shall not be less than 3 years.
- 10.2.** A research scholar shall normally be allowed to submit his/her thesis within a maximum period of six (6) years. However, in exceptional cases, this limit may be extended by the Vice-Chancellor by a maximum period of one year, on specific request from the research scholar duly recommended by the DRC.
- 10.3.** The Women candidates and Persons with Disability (more than 40% disability) shall be allowed a relaxation of two years for Ph.D. programme in the maximum duration of six (6) years. In addition, the women candidates shall be provided Maternity Leave/ Child Care Leave once in the entire duration of Ph.D. programme for up to 240 days.

## **11. EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS/ CREDITS FOR THE AWARD OF THE DEGREE AND PRE-THESIS SUBMISSION PRESENTATION**

Upon satisfactory completion of course work, and having obtained the credits prescribed in Clause 7, and having completed the research work to the satisfaction of the supervisor(s), and having obtained a clearance on similarity index from the head of the Department, the research scholar shall be required to give a pre-submission seminar. The research scholar shall submit two copies of his/her draft thesis and five copies of the summary of his research work and shall present the research work to the DRC through his/ her Supervisor(s) in hard copy spiral bound. Thereafter, the Research Scholar will be required to make a 30-minute power point presentation before the DRC, respective Supervisor(s), faculty members and other Research Scholars. DRC will invite all members of the Department(s) and their research scholars for the pre-thesis presentation. Presence of the supervisor(s) is mandatory during the pre-thesis presentation.

The DRC shall either approve the presentation of the research work or require the Research Scholar to make a revised presentation.

- 11.1.** The research scholar shall be required to submit his/ her thesis within six months from the date of pre-thesis submission presentation. However, in case a candidate fails to submit his/ her thesis within the stipulated time and has suitable justification for the same, the Director/Principal/Head of the Department may, on recommendations of the DRC, grant an extension of not more than six months, i.e., the research scholar may be allowed to submit his/ her thesis within a period not exceeding twelve months from the date of pre-thesis submission presentation. However, the total duration from date of registration shall not exceed the duration as specified under Clause 10 above.
- 11.2.** The research scholar will be required to submit his/her declaration and a certificate from his/ her supervisor(s) in the prescribed format countersigned by the

Director/Head of the Department vouching that the plagiarism is within the permitted limit as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institution) Regulation, 2018 and/or any other instructions notified by UGC time to time and that the work embodied in the thesis titled “\_\_\_\_\_” is original and has been carried out by the research scholar and that it has not been submitted in full or in part for any other diploma or degree of this or any other University. A certificate indicating the similarity index generated by the certified Anti-Plagiarism tool used by the University has to be included in the thesis duly countersigned by the Principal/ Director/ Head of the Department.

## 12. APPOINTMENT OF EXAMINERS

### 12.1.

Examiners

(a) A panel of six experts of Professor level, qualified to be Ph.D. supervisors as per the UGC guidelines 2016, in the area of research work which may include experts from outside India would be suggested by the supervisor(s) and placed before the DRC for its recommendations. The DRC may delete/add any of the name(s) proposed by the supervisor(s).

Examiners outside  
the state

(b) A person from the same Institution where the research scholar is employed cannot be appointed as an external examiner. Further, a person from a laboratory/institution/approved research centre to which the Co- supervisor of the research scholar belongs, cannot be appointed as an external examiner.

**12.2.** On receipt of the draft thesis, the Director/Head of the Department shall send the panel of examiners as approved by the DRC to the Controller of Examinations who shall get the Board of Examination approved from the Vice Chancellor. The Board shall consist of one internal examiner from amongst the supervisor(s), and two external examiners from India or abroad. The examiners shall normally be chosen from the panel of examiners recommended by the DRC. In case one or more external examiners so appointed decline to examine the thesis, another external examiner shall be appointed out of the panel. In case the panel gets exhausted, the DRC shall recommend additional names.

## 13. THESIS SUBMISSION

**13.1.** The thesis shall be a piece of research work characterized either by discovery of new facts or enunciation of a new theory or theories or by fresh interpretation of known facts or development of equipment making a distinct advancement in instrument technology. It should bear evidence of the research scholar's capacity for analysis and sound judgment as well as his ability to carry out independent investigation, design or development. The thesis has to be supplemented by published work, mandatorily. No part of the thesis or supplementary published work shall have been submitted for the award of any other diploma or degree anywhere. The thesis must contain a Declaration by the research scholar, a Certificate signed by the supervisors and DRC chairperson and a Plagiarism Verification form in the format provided as SOP-XIX and SOP-XX.

**13.2.** The thesis shall be written in English, other than research work carried out in languages, in a specified format in accordance with the instructions issued from time to time, until otherwise required by the specific discipline. In case the thesis to be submitted is written in language other than English, the same shall be approved by the Vice Chancellor on the recommendation of the DRC/BOS.

Minimum Duration

**13.3.** A research scholar may submit his/her thesis within the stipulated time period, provided she/he has:

- (a) Completed the minimum period of registration as provided in Clause 10 of this Ordinance.
- (b) Published minimum of two research papers in refereed journals published in databases such as Scopus, Web of Science, PubMed and Indian Citation Index or as notified by UGC from time to time. The papers so published should be checked for plagiarism. However, if the research paper(s) has been accepted for publication, the same shall be treated as under publication and the DRC can recommend the submission of the thesis. The candidate is also required to make two paper presentations in conferences/ seminars, of which one should be conference/ seminar other than in house, before the submission of thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/ or reprints.

Publications /  
Conference Paper  
Presentation

**13.4.** Five hard copies of the thesis in soft binding along with two copies of CD shall be submitted in the Department, where the Research Scholar has been registered. The same shall be forwarded to the Controller of Examinations for evaluation. In case a research scholar is being supervised by more than one supervisor, appropriate number of additional copies must be prepared to provide them one copy each.

Hard & Soft Copies  
of Thesis

## 14. EVALUATION

### 14.1. Evaluation of Thesis

Thesis shall be sent for evaluation only after the plagiarism verification report submitted with DRC, is found to be within the acceptable norms of the University.

- (a) Each examiner will be requested to submit a detailed assessment report and his/her recommendations on a prescribed Performa to the COE within three months from the date of receiving the thesis.
- (b) In case the assessment report is not received from an external examiner within four months, the Vice-Chancellor may appoint another external examiner from the panel of examiners for evaluating the thesis.
- (c) Each examiner shall be required to state categorically whether in his/her individual opinion, the thesis should be:
  - i) accepted for the award of Ph.D. degree, or
  - ii) referred to the research scholar for submission in the revised form and sending for re-evaluation to the examiner,
  - iii) referred to the research scholar for incorporating the suggestions and submission in the revised form to DRC
  - iv) rejected.

The examiner shall state the reasons for recommendation/ resubmission/ rejection of the thesis. If resubmission is recommended, the examiner(s) shall specifically indicate the modifications that need to be incorporated in the thesis by the research scholar.

RDC

- (d) On receipt of reports from all the examiners the COE shall place them before the members of RDC who will pursue the reports and recommend one of the following:
  - i) If the external examiners are unanimous that the thesis be accepted for the award of the degree, the research scholar would be required to appear for oral defense.
  - ii) If the external examiners are unanimous that the thesis be submitted in a revised form then the research scholar would be informed to submit the revised thesis incorporating the suggestions/ views from the examiners. Comments from an external examiner will be communicated for

incorporating in the thesis by the Research Scholar and action taken as per 14.1(c) above.

- iii) If the external examiners are unanimous that the thesis should be rejected then the research scholar shall be informed accordingly and the research scholar shall be declared ineligible for the award of Ph.D. degree.
- iv) If there is no unanimity between external examiners on rejection, an additional external expert shall be appointed as examiner to evaluate the thesis. If the latest examiner also rejects the thesis then the same shall be rejected and the research scholar shall be declared ineligible for the award of Ph.D. degree. In case, if the third examiner agrees for award of Degree with or without modification, the research scholar will submit the thesis according to the recommendation of third/latest for action as per Clause 14.1(c) above.

In case of Clause 14.1 (d) (ii) above, the COE shall provide to the research scholar and supervisor through the Chairman DRC the comments and list of all corrections and modifications required in the thesis, including suggestions made by the external examiner(s) during the thesis evaluation. The research scholar shall incorporate all suggestions and changes and submit the same to the HOD of the Department for evaluating the thesis for the modifications as suggested by the external examiner(s). The HOD after review will forward the thesis to the Controller of Examination for re-sending to the examiner(s) as per procedure above along with a declaration.

#### **14.2. Oral Defense (OD)**

- (a) A research scholar, whose thesis is recommended for acceptance in accordance with the provision of Clause 14.1(d) (i) on the basis of thesis evaluation, shall be required to defend his work/thesis orally before a duly constituted committee, hereinafter referred to as Oral Defense Committee (ODC) during working hours of the University at the University premises. Any deviation from this procedure should have prior permission of the Vice-Chancellor.
- (b) ODC shall consist of the Director/ Head of the concerned Department/DRC Chairman, the supervisor(s), and at least one of the two external examiners, and shall be open to be attended by Members of the DRC, all faculty members of the Department(s), other research scholars and other interested experts/ researchers from the University. The external examiner invited for oral defense examination shall submit his report in the prescribed Performa to the COE. Presence of the DRC Chairman, one external examiner and the supervisor(s) is mandatory for the conduct of the OD.
- (c) On the completion of all the stages of the examination, the COE shall put before the RDC, the report of the ODC to approve one of the following:
  - i) that the degree of Ph.D. be awarded, or
  - ii) that the research scholar be re-examined at a later specified time in a specified manner, or
  - iii) that the degree of Ph.D. not be awarded.

The research scholar shall incorporate all suggestions and submit the same to the DRC for review and approval for submission of the thesis after incorporating the suggestions/changes. The research scholar shall, thereafter, submit two hard-bound copies and two CDs of the thesis incorporating all necessary corrections/modifications. The COE will ensure that the electronic copy of the Ph.D. thesis is submitted to INFLIBNET within seven days of receipt of the

CDs from the research scholar. The RDC will meet not before fifteen days of submission of the electronic copy to INFLIBNET.

In case where the ODC has recommended for 14.2c-iii above i.e. that the degree of Ph.D. not be awarded – and has been accepted in the RDC, Controller of Examinations will issue a letter to the effect to the research scholar and the registration of the research scholar will be cancelled.

## **15. AWARD OF THE DEGREE**

**15.1.** The Degree shall be awarded by the University provided that:

- (a) The RDC so approves,
- (b) The research scholar produces a “No Dues Certificate” in the prescribed form.
- (c) The research scholar has submitted two hard bound copies of the thesis; one for the Department Library and one for the Central Library and two soft copies in CD ROM in the structure prescribed by Shodhganga, INFLIBNET. These should incorporate all necessary corrections/modifications and have the consent of the DRC.
- (d) The date of RDC approval shall be the date of completion of the degree.

Prior to the actual award of the degree, the University shall issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016.

**15.2.** Hard bound copies and CD ROM of the Ph.D. thesis, submitted after the oral defense examination, must contain the following copyright certificate in the beginning of the thesis, on a separate page on the upper left side of the paper:

**© Chaudhary Bansi Lal University  
Bhiwani – Haryana (India)  
All rights reserved**

Award of degree to research scholars registered for Ph.D. programme prior to May 5, 2016 shall be governed by the earlier regulations/ ordinance.

## **16. CANCELLATION OF REGISTRATION**

The registration of a Ph.D. research scholar shall be cancelled on the recommendation of the DRC after due approval of the Vice Chancellor in case of the following eventualities:

- 16.1.** Non-completion of the coursework within one year from the date of provisional registration
- 16.2.** Failure to present and defend the Synopsis within one year after completing prescribed coursework.
- 16.3.** Non-submission of progress reports, as prescribed for two consecutive semesters.
- 16.4.** If being a full time research scholar, she/he absents herself/ himself for a continuous period of six weeks without prior intimation/sanction of leave.
- 16.5.** If she/he resigns from the Ph.D. program and the resignation is duly recommended by the DRC.
- 16.6.** If his/her academic progress is found unsatisfactory by DRC and it recommends cancellation of registration.
- 16.7.** If the Research Scholar is found to be involved in an act of misconduct, plagiarism, dishonesty and/ or indiscipline and termination is recommended by the Department

Research Committee and/or the Examination Division and/or any other authority so authorized by the Academic Council.

Ordinarily, a candidate shall not be eligible for re-registration once his/ her earlier registration has been cancelled. The Vice Chancellor may, however, upon the recommendation of the DRC, permit re-registration based on the merits of the case, to be recorded in writing.

**17. GENERAL**

Notwithstanding anything contained in this Ordinance, all categories of research scholars shall be governed by the rules and procedures framed by the University and enforced from time to time.

**18. INTERPRETATION AND UNFORESEEN ISSUES**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of difference of interpretation, the Vice Chancellor may take a decision, after obtaining if necessary, the opinion/advice of a Committee consisting of any or all the Director/Head of the Departments. The decision of the Vice Chancellor shall be final and binding.





## **List of Universities, Laboratories and Institutions Recognized under Ph. D. Ordinance**

1. All the Indian Universities, which are Members of the Inter-University Board of India.
2. All C.S.I.R. Laboratories in India.
3. All Laboratories Maintained and Run by the Deptt. of Atomic Energy.
4. Indian Association for the Cultivation of Science, Calcutta.
5. Indian Institute of Science, Bangalore.
6. All Indian Institute of Technology including Institute of Technology, Banaras Hindu University and Birla Institute of Technology & Science, Pilani.
7. Tata Institute of Fundamental Research, Bombay.
8. All Defence Science Organisation Laboratories in India.
9. Indian Institute of Public Administration, New Delhi.
10. Indian School of International Studies, New Delhi.
11. School of African Studies, New Delhi.
12. Vishvesharanand Vedic Research Institute, Hoshiarpur.
13. Institute of Indology, Lucknow Raod, New Delhi.
14. Ahimsa Shodh Peeth, Lady Hardinge Road, New Delhi.
15. All Research Labs of Geological Survey of India.
16. All Research Labs of the Oil & Natural Gas Commission.
17. All Research Labs of the Indian Space Research Organisation.
18. All Research Labs of the Electronics Commission and Department of Electronics Govt. of India.
19. Hindustan Steel Ltd. Research Laboratories.
20. Electronics Corporation of India Ltd. Hyderabad.
21. (a) All India Institute of Medical Sciences, New Delhi.  
(b) Pandit Bhagwat Dayal Sharma University of Health Sciences, Rohtak  
(c) Post-graduate Institute of Medical Education and Research, Chandigarh.
22. National Dairy Research Institute, Karnal.
23. Indian Agriculture Research Institute, Pusa, New Delhi.
24. All Central & State Govt. Forensic Science Laboratories.
25. Technological Institute of Textiles, Bhiwani.
26. The National Council of Educational Research and Training, New Delhi.
27. The Central Institute of Indian Languages.
28. The Indian Statistical Institute, Calcutta.
29. The Institute of Economic Growth, Delhi University, Delhi.
30. All Research Labs of the Indian Council of Medical Research, New Delhi.
31. All Research Labs of the Zoological Survey of India.
32. National Institute of Family Planning, New Delhi.
33. All research Labs of National Institute of Marine Biology, Panaji, Goa.
34. Delhi Zoological Park, New Delhi-3.
35. Forest Research Institute, Dehradun.
36. All Laboratories Maintained by the Department of Science & Technology, Govt. of India.
37. Bose Institute, Calcutta.
38. Raman Institute, Bangalore.
39. Bharat Heavy Electricals Ltd. Research and Development Laboratories.
40. Ahmedabad Textile Industries Research Association, Ahmedabad.
41. Sri Ram Institute of Industries.
42. Bombay Textiles Institute Research Association, Bombay.

43. Southern Textiles Industries Research Association, Bangalore.
44. Observation of Meteorological Department, Govt. of India.
45. Zoology & Botanical Survey of India.
46. Central Institute of English and Foreign Languages, Hyderabad.
47. Institute of Criminology and Forensic Science, Govt. of India, Ministry of Home Affairs, New Delhi.
48. The Central Soil Salinity Research Institute, Karnal.
49. The Wadia Institute of Himalayan Geology, Dehradun.
50. Physical Research Laboratory, Ahmedabad.
51. Sikkim State Archives, Gangtok (Centre of Post-graduate Research in History & Allied Subjects).
52. National Institute of Educational Planning and Administration, Aurobindo Marg, New Delhi.
53. Sarabhai Science Community Centre, Navarang Pura, Ahmedabad.
54. Model Institute of Education & Research, Jammu.
55. Indian Law Institute, New Delhi.
56. All Laboratories Maintained and run by the Indian Council of Agricultural Research.
57. Inter-University Accelerator Centre (IV AC), Aruna Asaf Ali Road, New Delhi.
58. Inter-University Centre in Astrology & Astrophysics (I.U.C.A.A., at Poona University, Pune).
59. Indian National Scientific Documentation Centre, New Delhi.
60. Centre for Research in Rural & Industrial Development, Chandigarh.
61. Shri Kundkund Bharti Jain Research Institute, New Delhi.
62. Ranbaxy Laboratories Limited, Gurgaon-122601.
63. Lupin Research Park, Pune-411042 (MH).
64. National Achieves of India, New Delhi & All State Achieves.
65. Nehru Memorial Museum and Library, Teen Murti, New Delhi.
66. National Library, Calcutta.
67. Oriental Research Institute, Jodhpur.
68. All the Centre for Advanced Study.
69. Ind-Swift Laboratories Ltd. Mohalli (Punjab).
70. B. I. S. R. Jaipur.
71. D. S. T. Govt. of Haryana.
72. HARSAC, Hisar.
73. Wild Life Institute of India, Dehradun.
74. All the Central & State Institutes existing in Haryana State.

**ANNEXURE –B**

**FEE STRUCTURE**

The fee payable by the candidate/research scholar enrolled for the Ph.D. program shall be as under:

<b>Sl. No.</b>	<b>Description</b>	<b>Schedule of Payment</b>	<b>Amount (Rs.)</b>
<b>1</b>	Application-cum-Processing Fee	With application form	1,000.00 250.00 (SC/BC/EWS/Blind candidates of Haryana)
<b>2</b>	Pre-Ph.D. Course Work (i) Engineering & Technology (ii) Others	After provisional registration within 15 days	20500.00 /semester  12500.00/semester
<b>Fee payable after completion of Pre-PhD course work</b>			
<b>3</b>	Registration Fee	At the time of registration for Ph.D.	5,000.00 (One time)
	For NRI candidate		\$500 (One time)
<b>4</b>	During the registration period, the Ph.D. Scholars are required to deposit their half yearly fees.	Last date of fee submission will be as per Notification issued by the University.	5500(subjects not involving the use of Lab/ Equipment, etc.) 10500.00 (others)
			With late fee up to: (i) 30 days: Rs.11500.00 (ii) From 31 days to semester end: Rs.12500.00
	During the registration period, NRI Ph.D. Scholars are required to deposit their half yearly fees.		\$1000
<b>5</b>	Evaluation Fee	At the time of submission of Ph.D. thesis	8000.00

- Fees from the SC/ST candidates of Haryana will be charges as per State government policy applicable at the time of admission.
- Remuneration payable to each examiner will be ₹2500/- for evaluation of thesis and ₹2000/- for viva-voce. A foreign examiner shall be paid \$100/- or its equivalent Indian currency for evaluation of thesis. However, these rates will be subject to changes as decided by the University from time to time.
- In case of any clarification/ambiguity, the power to interpret the rules vests with the Vice-chancellor and in case of any dispute the decision of the Vice-Chancellor will be final and binding.
- All disputes are subject to the jurisdiction at Bhiwani.

# SOP-I

Sr. No. \_\_\_\_\_



## CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

(A State University Established Under Haryana Act No.25 of 2014)

### Application Form for Admission to the Degree of Doctorate of Philosophy (Ph.D.) Course as per UGC (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulation, 2016

To

The Chairperson,  
Department of \_\_\_\_\_  
Chaudhary Bansi Lal University, Bhiwani

Affix  
passport  
size photo  
Here

Sir/Madam,

I hereby apply for admission to the Ph.D. course in the Department of \_\_\_\_\_, CBLU, Bhiwani and submit the following particulars in support of my candidature. I have read the Ordinance for this course and undertake to abide by its provisions faithfully.

**FEE DETAILS:** Bank Draft No. / University Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_  
Rupees \_\_\_\_\_

#### PARTICULARS TO BE FILLED IN BY THE CANDIDATE

1. Name (in block letter) Mr./Ms./Mrs. \_\_\_\_\_
2. Father's Name (in block letter) Sh. \_\_\_\_\_
3. Mother's Name \_\_\_\_\_
4. (a) Nationality \_\_\_\_\_ (b) Marital Status \_\_\_\_\_
5. Gender (M/F/T) \_\_\_\_\_
6. Date of Birth (as given in Matriculation Certificate) \_\_\_\_\_
7. Aadhar No. \_\_\_\_\_
8. Registration No. \_\_\_\_\_ (If already registered with this University)
9. Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Correspondence Address (in block letters) \_\_\_\_\_

Mobile/ Telephone No. \_\_\_\_\_ E-mail \_\_\_\_\_

11. Category: Tick appropriate (AIC/HGC/BC (A), BC (B) /SC/EWS/DA/ESM/DFE /any other category \_\_\_\_\_

12. (a) Academic Qualifications:

Examination Passed	Name of University/ Board	Year of passing	Roll No.	Marks/Grade Obtained / Max. Marks	%age of Marks	Subjects
Matric						
10+2						
Bachelor Degree						
Master Degree						
M.Phil.						
NET/JRF/GATE/GPAT						
Any Other Fellowship						
Any other Qualification						

12. (b) Broad area of Specialization in Ph.D. course, if selected

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. (i) Mention date of validity for entitlement of fellowship as per award letter of UGC/CSIR-NET-JRF as per the Ph.D. Ordinance and also enclose documentary proof in duplicate in support thereof for admission in Ph.D. Course: \_\_\_\_\_

(ii) Category of candidate in which he/she appeared for NET/JRF/SLET/GATE/Any Other Equivalent Fellowship \_\_\_\_\_

14. (i) Whether employed state (Yes or No): \_\_\_\_\_

If employed, mention:

a) Name of Post/Designation : \_\_\_\_\_

b) Nature of Job (Regular/Contractual/Hired): \_\_\_\_\_

- c) Date of Joining the Service : \_\_\_\_\_
- d) Total period of Service period : \_\_\_\_\_
- e) Name of the Organization: \_\_\_\_\_
- f) Address of the Organization : \_\_\_\_\_

Telephone/ Mobile No. \_\_\_\_\_ Website \_\_\_\_\_

Email: \_\_\_\_\_

**(ii) Employment Details**

Sr. No.	Name of Post held	Name of Organization	From	To	Type/ Nature of Job	Remarks

15. Details of previous research experience, if any \_\_\_\_\_
16. Details of publications, if any \_\_\_\_\_
17. Whether the candidate is pursuing any other course of study, if so:  
Institution \_\_\_\_\_ Class \_\_\_\_\_ Session/Year \_\_\_\_\_ Result \_\_\_\_\_
18. Whether the candidate want to appear for CBLU-RAT (only for exempted candidate, Yes/No)  
\_\_\_\_\_
19. Candidate score as per Ph.D. Ordinance Clause 6:

Sr.No.	Clause	Score Claimed	Attached Proof (Y/N)	Page No
1	6.4 (i)			
2	6.4 (ii)			
3	6.4 (iii)			
4	6.4 (iv)			
5	6.4 (v)			
<b>Total Score Claimed</b>				

**DECLARATION:**

I declare that entries made by me in this Application Form are true in all respect and in case any information is found to be false and incorrect, this shall entail automatic cancellation of my candidature besides rendering me liable to such action, as the university may deem proper.

Place \_\_\_\_\_  
Dated \_\_\_\_\_

Yours faithfully,

Signature of the Candidate

**NOTE - :**

**Application form is to be filled up by the applicant. No Column of Application Form shall be left blank. Incomplete Application Form shall not be considered. The candidate is required to submit Application Form and the attested photocopies of the following certificates to the concerned Director / Chairperson /In-charge.**

1.
  - i Details Mark Card of Matriculation (for verification of the date of birth)
  - ii Details Mark Card of 10+2
  - iii DMC of Graduation (All Semesters)
  - iv DMC of Post-Graduation in duplicate (All Semesters)
  - v Certificate to qualify UGC/CSIR JRF with fellowship/GPAT in duplicate or any other
2. No Objection-cum-Service Certificate from the employer (In case the candidate is employed).
3. Certificate of Scheduled Caste /Scheduled Tribe /Backward Class /Economically Weaker Section /Social Backward Class /PwD /Others, if any.
4. Haryana Domicile Certificate, if applicable.
5. Migration Certificate (To be submitted within one month from the date of enrolment, if a candidate is coming from the other University or who has got issued his /her Migration Certificate from this university, failing which prescribed late fee will be charged).
6. In case of M.Phil. Candidate, please enclose a copy of DMC and Degree (In the absence of M.Phil. Degree, copy of notification of result of M.Phil. viva-voce exam may be submitted to the concerned Chairperson /Director in order to consider the Application Form for enrolment, if otherwise eligible).
7. In case the application form is downloaded from the University Website, the applicant shall remit the price of application form **Rs. 1000/- (Rs.250/- for SC/BC/EWS/Blind candidates of Haryana)** (through University Receipt/Bank Draft in favour of Registrar, Chaudhary Bansi Lal University, Bhiwani along with the application form).
8. Please check Admission Brochure/Ph.D. Ordinance for various certificates.

## SOP-II

### CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

#### NO OBJECTION CERTIFICATE FROM EMPLOYER

It is certified that \_\_\_\_\_ S/o Sh. \_\_\_\_\_ is working as \_\_\_\_\_ in our Organization/Department from \_\_\_\_\_ (A/F). I have no objection to his/her pursuing in the whole time programme in the CBLU, Bhiwani.

Dated \_\_\_\_\_

Signature & Designation of the Employee  
(with seal)

---



## **SOP-III**

### **CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**

#### **CERTIFICATE FROM FATHER/GUARDIAN**

I certified that my son/daughter/ward has made this application with my consent and I hold myself responsible for his/her good conduct and payment of all his/her fees and dues during his/her stay in the Department and he/she will not indulge in any kind of ragging as a student of the University.

Dated \_\_\_\_\_

Signature of the Father/Guardian

---

**SOP-IV**

**CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**

**AFFIDAVIT OF THE PARENT / GUARDIAN TO BE ATTESTED BY THE  
EXECUTIVE MAGISTRATE / OATH COMMISSIONER/ NOTARY PUBLIC**

I \_\_\_\_\_ father/mother/guardian of \_\_\_\_\_  
Miss/Mr. \_\_\_\_\_ resident of \_\_\_\_\_ do hereby  
solemnly state and affirm as under:

1. That I am a Citizen of India.
2. That neither the deponent nor the child/ward of the deponent has obtained the benefit of 'Residence' in any other State.

Dated.....

DEPONENT

**VERIFICATION**

Verified that the contents of my above given affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated.....

DEPONENT

---

## SOP-V

# CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

### CHARATER CERTIFICATE

Name of the Department\_\_\_\_\_ Session\_\_\_\_\_

Certified that Mr./ Miss/ Mrs. \_\_\_\_\_son/ daughter of Shri \_\_\_\_\_has been a bonafide student of this Department/ College during the period \_\_\_\_\_. He/ She appeared in the Examination of the University/ Board held in \_\_\_\_\_ under Roll No. \_\_\_\_\_ and passed obtaining \_\_\_\_\_marks out of \_\_\_\_\_marks or failed/ placed under compartment in the subject of \_\_\_\_\_.

1. Academic Distinction, if any\_\_\_\_\_
2. Co-curricular activities, if any \_\_\_\_\_
3. Brief particulars of disciplinary action by College/ Department/ University (including punishments such as expulsion, warning, fined for violation of College/ Department/ Hostel rules, UMC/ Disqualification etc., if any \_\_\_\_\_
4. General Conduct during stay in the Institution: Good/ Satisfactory/ Unsatisfactory.

Dated\_\_\_\_\_

Signature of the Principal/  
Chairperson of the Deptt./  
(with office seal)

## SOP-VI

### CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

#### HARYANA GOVERNMENT

Photo of  
applicant to  
be attested  
by the  
issuing  
authority

Certificate Sr. No. \_\_\_\_\_ / Year \_\_\_\_\_ Tehsil \_\_\_\_\_.

#### SCHEDULED CASTE CERTIFICATE

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/ daughter of  
Shri \_\_\_\_\_ resident of Village/ Town \_\_\_\_\_ Tehsil \_\_\_\_\_  
Distt. \_\_\_\_\_ of the State/ Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Caste/ Tribe, which is recognised as a Scheduled Caste/ Schedule Tribe under  
the Constitution (Scheduled Caste) Order, 1950.

Signature with seal of issuing Authority

Full Name \_\_\_\_\_

Dated \_\_\_\_\_

Designation \_\_\_\_\_

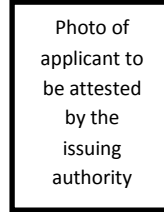
Place \_\_\_\_\_

Address with Telephone No. with code \_\_\_\_\_

**Issuing Authority:** Tehsildar-cum Executive Magistrate,  
Naib Tehsildar-cum Executive Magistrate,  
Head of Department in case of Govt. employees

## SOP-VII

### CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI



#### BACKWARD CLASS CERTIFICATE (BLOCK 'A' OR 'B')

This is to certify that Shri/Smt./Kumari\_\_\_\_\_son/ daughter of Shri\_\_\_\_\_resident of Village/ Town \_\_\_\_\_Tehsil\_\_\_\_\_ Distt.\_\_\_\_\_of the State/ Union Territory \_\_\_\_\_belongs to the \_\_\_\_\_Caste, which has been notified as Backward Class by the Haryana Government and is placed in Block \_\_\_\_\_ (mention Block 'A' or 'B').

This is to certify that he/ she does not belong to the person/ section (Creamy layer) as per State Govt. Letter No. 1170-SW(1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000 & No.213-SW (1)-2010 dated 31.08.2010, Haryana Govt. instructions No. 59 SW (1)-2013 dated 24.01.2013 and 808-SW (1) dated 17.08.2006.

This certificate is being issued to him/ her on the basis of verification of Sarpanch/ Patwari/ Kanungo.

Signature with seal of issuing Authority

Full Name\_\_\_\_\_

Designation\_\_\_\_\_

Address with Telephone No. with code\_\_\_\_\_

Sr. No. :.....

Place: .....

Dated:.....

**Issuing Authority:** Tehsildar or Naib Tehsildar  
Head of Department in case of Govt. employees

**SOP-VIII**

**CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**

**By the Parents of the Backward Class Category Candidates**

I \_\_\_\_\_ Father/ Mother of \_\_\_\_\_ Resident of \_\_\_\_\_ seeking admission to \_\_\_\_\_ course in CBLU/ Bhiwani do hereby solemnly affirm & declare that I belong to \_\_\_\_\_ caste which is included in the list of Backward Classes Block 'A'/'B' \_\_\_\_\_.

Signature with seal of issuing Authority

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Address with Telephone No. with code \_\_\_\_\_

Sr. No. : .....

Place: .....

Dated: .....

**Issuing Authority:** Tehsildar or Naib Tehsildar  
Head of Department in case of Govt. employees

## SOP-IX

### CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

**Government of Haryana**  
**(Name & Address of the authority issuing the certificate)**  
**(Economically Weaker Sections)**  
**Income and Asset Certificate**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/ daughter/ wife of \_\_\_\_\_ is permanent resident of \_\_\_\_\_, village/ Street \_\_\_\_\_ Post Office \_\_\_\_\_, District \_\_\_\_\_, Pin code \_\_\_\_\_ whose photograph is affixed below and attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/ her family\*\* is below Rs.6 Lakh (Rupees Six Lakh Only) for the financial year \_\_\_\_\_.

It is further certified that His/ Her family does not own or possess any of the following assets\*\*\*:

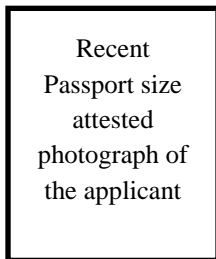
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities;
- V. Total immovable assets owned are valued at Rs. One Crore or more.

2. Shri/ Smt./ Kumari \_\_\_\_\_ belongs to the caste which is not recognized as a Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office

Name \_\_\_\_\_

Designation \_\_\_\_\_



\*Note 1: Income means income from all sources i.e. salary, agriculture, business, profession etc.

\*\*Note 2: The term "Family" for this purpose will include the person, who applied for benefit of reservation his/ her parents, spouse as well as children and siblings below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities are to be clubbed while applying the land or property holding test to determine EWS status.

**SOP-X**

**CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**

**OFFICE OF THE CHIEF MEDICAL OFFICER**

No.....

Dated.....

Certified that Shri/Km./Smt. .... Son/Daughter of  
Shri..... resident of .....District. ....  
appeared before the undersigned for medical checkup. On medical examination, he/she is  
found suffering from ..... and thus he/she is Physically Handicapped.  
His/Her percentage of Handicap is ..... % (in figure) .....  
(in words).

Chief Medical Officer

..... (Haryana)

(Signature of Applicant)

(Seal of the above authority)



## SOP-XI

### CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

#### CERTIFICATE FOR DECEASED/DISABLED/DISCHARGED MILITARY PERSONNEL/ SERVING MILITARY PERSONNEL/ EX-SERVICEMEN

Certified that Sh.....Father of.....(name of the Candidate) is serving military personnel/an ex-serviceman and he/his son/daughter is entitled for the benefit of reservation of seats for admission in course in C.B.L. University, Bhiwani. His detailed particulars are as under:

1. Name.....
2. Father's Name.....
3. Address.....
4. Reasons of discharge/retirement .....
5. Whether deceased/disabled during military service.....  
if so, give details .....
6. Category.....
7. If serving, Rank and place of Posting .....

Place : .....  
Date: .....

Signature of the Secretary  
Zila Sainik Board or  
Commanding Officer  
(Seal of the above authority)

## SOP-XII

### CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

#### DECLARATION OF NON-RESIDENT INDIAN

I \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_  
presently residing at \_\_\_\_\_ do hereby  
solemnly declare that I am having a status of non-resident Indian, a proof of which is  
enclosed herewith. I shall pay the entire University fee chargeable in convertible foreign  
currency payable at Bhiwani.

Full Signature of the Candidate

Place: \_\_\_\_\_  
Date: \_\_\_\_\_  
Passport No. \_\_\_\_\_  
Foreign Bank \_\_\_\_\_

\_\_\_\_\_  
Full Signature of the NRI  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Visa No. \_\_\_\_\_  
NRI Account No. \_\_\_\_\_

Note: Photocopies of Passport and Visa shall be attached.

## **SOP-XIII**

### **CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**

#### **Ph.D. Program**

##### **Format of Ph.D. Synopsis**

(Six Copies to be submitted)

Topic:

.....  
.....

1. Introduction
2. Literature Review
3. Objective/Gap in existing research
4. Research Methodology
5. Expected outcome/contributions of the study
7. References

---

## SOP-XIV

### CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

#### RECOMMENDATIONS OF THE DEPARTMENTAL RESEARCH COMMITTEE (DRC)

1. Name of the Candidate: \_\_\_\_\_
2. Roll No./Registration No.: \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Name of Supervisor/Co-supervisor: \_\_\_\_\_
5. Date by which Revise Research plan/synopsis is to be submitted

#### **6. Recommended/Not Recommended for Registration for the Ph.D. Program**

*(Mention the relevant decision alongwith the date of the DRC meeting)*

- a) Name/s of Supervisor  
Co-supervisor (if any)
  - b) Date by which the Revised Research Plan/Synopsis is be submitted
7. Any other recommendation of the DRC:
  8. Recommended/Not recommended for consideration by the BOS Research Board Studies

**Signature of the Chairman of the DRC & Members**

---

## **SOP-XV**

### **CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**

#### **RECOMMENDATIONS OF BOARD OF STUDIES (BOS)**

1 (a) The registration of Mr./Ms. \_\_\_\_\_ for the Ph.D. program is approved by the BOS of \_\_\_\_\_ Department/college in its meeting held on \_\_\_\_\_.

(b) This Registration is subject to the fulfillment of (Mentioned conditions/requirements, if any):

(c) The Registration is not approved/may resubmit the case through the DRC after necessary modifications in the research plan/synopsis:

d) Recommended/Not Recommended

**Signature BOS Member & Chairman with Name**

---

## SOP-XVI

### CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

(Views of the Members in the DRC meeting- to be completed by the DRC and also recorded in the minutes of the meeting of the DRC duly signed by all members present)

**1. Overall quality of work of the research scholar:**

- Very good
- Good
- Satisfactory
- Irregular but satisfactory
- Below acceptable standard

**2. Overall rate of progress of the research scholar:**

- Very good
- Good
- Satisfactory
- Irregular but satisfactory
- Below acceptable standard

**3. We recommend that the candidate's enrolment be:**

- Continued
- Continued subject to specified conditions as outlined below
- Terminated
- Conditions of continued enrolment:

**4. We have discussed our comments with the candidate:**

- Yes
- No
- If No, please comment:

---

---

**Recommendation of the DRC as recorded in the minutes of meeting:**

---

---

**Signature of the Chairperson DRC & DRC Members**\_\_\_\_\_

---

## SOP-XVII

### CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

#### PROGRESS REPORT OF RESEARCH WORK

(To be completed by the Research Scholar)

##### ADMINISTRATIVE INFORMATION:

1. Name of Research Scholar : \_\_\_\_\_

Assessment Period: January – June / July – December 20\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Name of Co-Supervisor (if any): \_\_\_\_\_

Topic of Research: \_\_\_\_\_

Date of Registration: \_\_\_\_\_

Registration No./Enrolment No.: \_\_\_\_\_

Name of College/Department: \_\_\_\_\_

2. Details of workshop(s) attended:

3. Details of conference/seminar(s) attended:

4. Details of paper(s) presented in conference/seminar(s):

5. Details of paper(s) published in journal (national/international)

6. Work done so far: (should be presented in form PPT in front of DRC)

7. Briefly describe specific research goals for the next year and how they will be accomplished

8. Other details:

**Candidate signature with date:** \_\_\_\_\_

\* Provide additional Sheets (If required)

## **SOP-XVIII**

### **CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**

#### **Instructions for Preparation of Ph.D. Thesis**

1. Thesis should be type on good quality A-4 size paper. It should be typed on both sides of the paper, with line spacing of 1.5 normal margin style.
2. Suitable reproduction of Indian-ink diagrams should be used. Photographs should be suitably mounted on the same quality paper as the thesis.
3. References should be given in APA (American Psychological Association style) or other refund style.
4. Four copies of the thesis in soft binding along with one copy on CD for record must be submitted in the department concerned, from where they would be forwarded to the examination division for evaluation. In case of a research scholar being supervised by more than one supervisor, appropriate number of additional copies must be submitted.
5. The cover and inner cover page should have the following printed on it in block letters:





## TITLE OF THE THESIS

A THESIS SUBMITTED TO  
CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

FOR AWARD OF  
DOCTOR OF PHILOSOPHY

IN

DEPARTMENT NAME \_\_\_\_\_  
FACULTY OF \_\_\_\_\_

SUBMITTED BY  
(NAME OF THE RESEARCH SCHOLAR)

UNDER THE SUPERVISION OF  
(NAME OF THE SUPERVISOR(S))

CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI  
MONTH \_\_\_\_\_, YEAR \_\_\_\_\_

1. Logo of CBLU
2. Ph.D. Thesis
3. Title of the Thesis
4. Name of the Research Scholar
5. Month and Year

6. After the Oral Defense Examination, two copies of the thesis in hard cover binding must be submitted. The cover should have the material indicated in the item 5 above printed on it. Besides, the following should be printed on the spine of the thesis:

7. The contents of the thesis should have the following format:

- i) Inner cover page;
  - ii) Certificate of the Supervisor(s);
  - iii) Declaration by the scholar with photograph.
  - iv) Plagiarism check certificate
  - v) Acknowledgements;
  - vi) Abstract;
  - vii) Table of Contents;
  - viii) List of Figures/Tables/Abbreviations
  - ix) Body of the thesis;
  - x) Bibliography/references;
  - xi) Summary of thesis
  - xii) Appendices
    - 1) List of publication in Journals
    - 2) List of publication in Conference/Seminar/Workshop
-

**SOP-XIX**

**CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**

**Declaration**

**(Should be inserted in Thesis)**

Space  
for  
photo

I do hereby declare that the thesis entitled “.....”  
in Department of .....under Faculty of .....  
submitted by me to Chaudhary Bansi Lal University, Bhiwani in partial fulfillment of the  
requirement for the award of the degree of Doctor of Philosophy is a record of original work  
done by me during the period of my study under the supervision and guidance of -----  
.....

This thesis has not formed the basis for the award of any Degree/ Diploma/ Associateship/  
Fellowship or similar other title to any candidate of any University.

The thesis has undergone plagiarism checked by .....software.  
(Submission ID:.....) and the similarity index has been found to  
be....., which is within the accepted norms of the University.

**Signature:** \_\_\_\_\_

**Candidate's Name:** \_\_\_\_\_

**Registration No.:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

---

## **SOP-XX**

### **CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**

#### **Certificate**

**(Should be inserted in Thesis)**

Certified that the thesis titled “.....”  
submitted to (Name of the Department/College), Chaudhary Bansi Lal University, Bhiwani in  
partial fulfillment of the requirements for the award of the Degree of Doctor of Philosophy is  
a record of original work done by..... during the period  
of his/her study under my/our supervision and guidance.

This thesis has not formed the basis for the award of any Degree/ Diploma/ Associateship/  
Fellowship or similar other title to any candidate of any University.

**Research Supervisor(s)**

**Chairperson  
Name of the Department  
CBLU, Bhiwani**

**DRC**

## SOP-XXI

### CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

#### Plagiarism Certificate

**Date:** .....

This is to certify that the thesis titled as below has been subjected to plagiarism check.

Following are the details of the report generated:

Title of the Thesis: \_\_\_\_\_

Research Scholar: \_\_\_\_\_

Registration No.: : \_\_\_\_\_

Software used for checking

plagiarism

: \_\_\_\_\_

Submission ID: \_\_\_\_\_

Total no. of pages: \_\_\_\_\_

Time submitted: \_\_\_\_\_%

Similarity Index: \_\_\_\_\_

Total word count: \_\_\_\_\_

Character count: \_\_\_\_\_

The thesis may be considered for the award of degree of Doctor of Philosophy/ the similarity index is higher than the prescribed limit hence not acceptable for submission of the thesis. (Relevant documents attached).

**Librarian / In-charge (Library)**

**CBLU, Bhiwani**

## SOP-XXII

### CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

#### Appointment of Examiner:

Full name, with title		
Contact info:		
	Email address	
	Phone no, with country, city codes	
	Postal address, complete with pin code	
Highest degree, complete with Year, Discipline, University, City:		
	Degree, with year	
	University	
	Specialization, with sub-specialization	
Current position:		
	Employer	
	Position(s)	
	Responsibility(ies)	
	Research specialization, with sub-specialization	
Post-PhD experience:		
	Teaching	
	Research, development or innovation	
Publications (numbers only):		
	Total, books	
	Total, chapters in books	
	Total, in peer-reviewed journals published abroad	
	Total, in peer-reviewed journals published in India	
	Total, in peer-reviewed conferences held abroad	
	Total, in peer-reviewed conferences held in India	
List below 4 to 8 recent, representative publication relevant to thesis topic (complete with authors, title, journal, publisher, vol. no., year, page nos.):		
1		
2		
3		
4		
5		
6		