

No: NFSU/10thBoGResolution-8(A)/2025/112

Date:29/4/2025

Read:

- 1) NFSU Act - 2020
- 2) First Statutes of NFSU, 2021
- 3) Notification No: ADM/NFSU/ACNotification/1429/2023 dated 28/3/2023
- 4) Academic Council Meeting dated 4/3/2025 - Resolution No: TA-6
- 5) BoG meeting dated 27/3/2025 - Resolution No: 8(A)

Subject: Academic Ordinance for Ph.D. Programme to be made effective from AY 2025-26 and onwards

NOTIFICATION

In exercise of the powers conferred under section 43(1) of NFSU Act - 2020, Academic Council in its meeting dated 4/3/2025, vide Resolution No: TA-6 has **made** Academic Ordinance for Ph.D. Programme to be made effective for the students admitted under this Programme from the Academic Year 2025-26.

Board of Governors in its meeting dated 27/3/2025, vide Resolution No: 8(A), has **approved** the Academic Ordinance for Ph.D. Programme made by the Academic Council.

Academic Ordinance for Ph.D. Programme is attached herewith as **Annexure - A**.


Executive Registrar
NFSU, Gandhinagar



To:

- All Campus Directors
- Director - ARC
- Director - Training and International Relations
- Dean/Associate Dean (SDSR)

Copy to:

- Controller of Examination
- Joint Registrar - Gandhinagar
- All Deputy Registrars
- All Assistant Registrars
- All Section Officers

C.f.w.c.to:

Hon'ble Vice-Chancellor, NFSU for information

Enclosure: Annexure -A

**Annexure A to Notification No. NFSU/10th BOG
Resolution/8(A)/2025/112 dated 29/4/2025**



**Academic Ordinance
Doctor of Philosophy
(PhD) program 2025**

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NATIONAL FORENSIC SCIENCES UNIVERSITY

Ph.D. PROGRAM

ACADEMIC ORDINANCE: 2025-26

INTRODUCTION

National Forensic Sciences University (NFSU) offers research programmes in various subjects and inter-disciplinary areas of forensic and allied fields, leading to the award of the Degree of Doctor of Philosophy (Ph.D.). NFSU harbors an esteemed research culture with well-established state-of-the-art infrastructure, and offers Ph.D. programme in Forensic Sciences and all relevant fields.

The major objectives of the Ph. D. programme are to:

- 1) Conduct high-impact research to acquire new fundamental knowledge as well as to develop cutting edge technologies for detection and prevention of new age crimes.
- 2) Bridge the gap between industry and academia.
- 3) Inculcate the innovation in indigenous researches for strengthening the forensic capabilities of the nation.
- 4) Generate research minds empowered with entrepreneurship and contribute in nation building.

The following Ordinances shall apply to all categories of students/candidates pursuing course of study and research leading to the Ph.D. degree:

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MODE of Ph. D.

1.1 Full Time/Regular Mode:

Students under this category shall work full time for the Ph. D. programme and not permitted to work as a full-time employee elsewhere. Such candidates may apply for fellowship/assistantship available from different funding agencies like CSIR/ICMR/DST/DBT/ICCR/SERB/ICSSR/SII/NBHM etc. University may also provide scholarship to the full-time students who are not availing any other fellowship as per the criteria decided by the university from time to time. Following are considered under full time:

- A. Full-time candidate on Self-financing basis.
- B. Full-time project fellows appointed in R&D projects being carried out in NFSU.
- C. Full-time candidate sponsored by Academic Institutes/Industries/R&D organizations.
- D. Full-time candidate with Government/Semi-Government Fellowship awardees: GATE/GPAT/SET/NET/JRF qualified candidates and similar national/state level tests.
- E. International Students: Students/candidates from any other country with requisite qualifications and valid passport/visa or candidates nominated from Indian Council for Cultural Relations (ICCR)/ study in India (SII) fellowship awardees.



1.2. Ph.D. through Part Time Mode

- (a) Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Ordinances are fulfilled.
- (b) The candidate shall submit "No Objection Certificate" from the appropriate authority in the organization where the candidate is employed, clearly stating that:
- The candidate is permitted to pursue studies on a part-time basis.
 - His/her official duties permit him/her to devote sufficient time for research.
 - If required, he/she will be relieved from the duty to complete the course work and other necessary requirements of University.
 - The employer will allow the candidate to use the research infrastructure for the research work.

1.3. Professional Category (10 % of total intake of respective academic year):

NFSU recognized R&D organizations, institutions, government organizations or industries may recommend students/candidates from India and abroad with at least 10 years cumulative work experience to enroll as professional category candidate. Such candidates will be admitted, provided, they satisfy the requisite minimum eligibility criteria and they shall not be entitled to any fellowship/assistantship from the University. However, such candidates may receive sponsorships from their parent organizations or they might continue on self-finance basis.

In case a greater number of applications are received in this category, the selection will be on the basis of marks obtained during formal interview conducted by Ph.D. Evaluation & Admission Committee (PEAC).

- 1.4 In case of full time Ph. D., it will be mandatory for the scholar to maintain their daily attendance which will be marked and signed by respective research Guide/Co-guide (in case of deputation of Guide/Co-guide, attendance will be maintained at the Dean's Office of the respective School). Part time Ph.D. candidate has to maintain atleast 90 days attendance during the entire Ph.D. tenure.
- 1.5 Full time Ph. D. scholar may be engaged in academic activities of the university (lectures, tutorials including practical/laboratory demonstrations) for 8 hours per week.
- 1.6 The fee structure of professional category and international students will be different than all other categories as decided by the university from time to time.

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CHANGE IN MODE OF CANDIDATE

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- 2.1 A Ph.D. candidate shall be allowed to change his/her category from full time to part time only once during the full tenure of the Ph.D. program on the basis of following valid reasons: (a) Employment (b) Medical grounds (c) Valid personal grounds.
- 2.2 After completion of the course work, student may apply for change of category from full time to part time through RPC along with the valid documentary proofs (such as appointment letter/NOC from the employer/medical certificate/valid personal grounds etc).
- 2.3 Change of status from full-time to part time will be subject to recommendations of RPC members and approval Dean of SDSR.
- 2.4 In the case of change of category from full time to part time, the candidate's stipend/scholarship/assistantship will be terminated.
- 2.5 If any candidate takes up regular/contractual assignment during the PhD tenure, in that case the mode of PhD will be considered as part-time.

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ELIGIBILITY CRITERIA FOR ADMISSION

- 3.1 For admission to the Ph. D. programme, applicants fulfilling any of the following criteria shall be considered as eligible:
 - i) A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 60% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.
 - ii) Provided that, a candidate seeking admission after a 4-year/8-semester bachelor's degree programme from INIs/Institutions of Eminence, should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.
 - iii) 4-year/8-semester Bachelor's degree (BTech/BE/BPharm/BArch) from any recognized university/institute with a minimum 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.
 - iv) In above cases 3.1 (i), (ii) and (iii), 5 % or an equivalent relaxation of grade will be given to those belonging to SC/ST/OBC (non-creamy layer)/Economically Weaker Section (EWS), differently abled and other backward categories candidates as per rules.
- 3.2. Applicants having passed Bachelor's degree and are fellow members of the Institute of Chartered Accountants and/or Institute of Cost and Works Accountants and/or having qualification of Company Secretary, will be eligible to apply for admission to the Ph. D. programme.
- 3.3 Candidates who have passed Post Graduate Degree (Master Degree) Examination with at least 60% marks in aggregate or equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational

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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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph. D. programme. The candidate shall have sufficient proficiency in English language.

3.4 The reservations of seats for the PhD programmes will be as per GOI norms.

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DURATION OF THE PROGRAM

- 4.1 Ph.D. programme shall be for a minimum duration of three years (six semesters) for full time and four years (eight semesters) for a part-time candidate including the duration of course work, from the date of admission. However, the maximum permissible period for the PhD should not exceed more than 6 years.
- 4.2 There will be additional relaxation for female Ph.D. scholars and persons with Disabilities (having more than 40% disability), beyond 6 years. Such candidates may be allowed for an additional relaxation of two (2) years on the recommendations of the concerned supervisor and Dean of the respective School with the approval of the Dean, SDSR.
- 4.3 A maximum of an additional two years extension can be given beyond 6 years, provided the candidate has to re-register for the PhD programme, paying the due fees, however, the period of PhD programme should not exceed eight (8) years from the date of initial admission.
- 4.4 Extension beyond the above limits may be granted by the Vice Chancellor in special case subject to valid reason, proper justification, and recommended by concerned RPC members, Dean concerned School, Dean SDSR and Director Academics Research and Consultancy.

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PH. D PROGRAMME STRUCTURE:

The Ph.D. degree programme structure consists of the following:

- Admission and allotment of Supervisor.
- Ph.D. Course work and evaluation.
- Constitution of RPC.
- Periodic assessment of research progress.
- Pre-submission presentation and synopsis submission.
- Submission of Ph.D. thesis and adjudication.
- Viva-voce examination.

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RESEARCH ADVISORY BOARD (RAB)

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6.1 There shall be a Research Advisory Board (RAB) comprising of the following members: -

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| a) | Dean, School of Doctoral Studies and Research | Chairperson (Ex- officio) |
| b) | Dean of each School | Member (Ex- officio) |
| c) | Four external members from central Universities/INIs/Industrialists/Scientists (to be nominated by the Vice-chancellor) | Member |
| d) | Associate Dean, School of Doctoral Studies and Research | Member Secretary (Ex- officio) |

6. 2 The functions of the RAB members shall be as follows: -

- To recognize faculties as a Research Supervisor.
- To grant modification/Change in Title/Subject based on the recommendations of the RPC members.
- To review the RPC recommendations for pre-submission presentation of the candidate and approve it for synopsis submission.
- To review the application regarding migration of a Ph.D. candidate from other university to NFSU on the basis of merit of the case.
- The decisions taken in RAB shall be presented before Doctoral Studies and Research Council (DSRC).

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ADMISSION / REGISTRATION PROCESS

- The University will advertise PhD admission well in advance on its website/news paper. The university will also specify the number of seats for admission, (subject/discipline-wise), criteria for admission, the procedure for admission, and all other relevant information. The University will admit the candidates depending upon the number of available seats, and other academic and physical facilities.
- The students/candidates falling under categories 1.1(D), 1.1(E) and 1.3, will be exempted from the entrance examination of the university. Admission to such candidates will be purely based on their performance during the Interview.
- The students/candidates falling under categories 1.1(A), 1.1(B), 1.1(C) and 1.2 will have to appear for university Ph.D. entrance examination to qualify for the interview. In general, the Ph.D. programme entrance test syllabus shall consist of 50% of research methodology and 50% domain specific questions. Students who secure 50% marks in the entrance test are eligible to be called for the interview. A relaxation of 5% marks will be allowed in the entrance examination for the

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candidates belonging to SC/ST/OBC/differently abled category, Economically Weaker Section (EWS), and other categories if notified by the regulatory body.

- 7.4 The written examination for the PhD entrance will be conducted under the aegis central admission committee of the University. The University reserves the right to decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
- 7.5 The interview process shall be conducted through Ph.D. Evaluation & Admission Committee (PEAC) constituted by SDSR, NFSU for each School of the University. The Ph.D. admission and evaluation committee shall consist of: -

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| a) | Dean of Respective School(s) | Chairperson |
| b) | Associate Dean, respective School(s) | Member Secretary |
| c) | All Recognized Supervisors of respective School(s) | Member (Ex- officio) |
| d) | Associate Dean, SDSR | Member (Ex officio) |
| e) | One external member proposed by the Dean of the respective School. | Member |

- 7.6 The Ph.D. Evaluation & Admission Committee (PEAC) shall conduct formal interview on domain specific areas evaluating each candidate's subject knowledge and motivation for research.
- 7.7 On the recommendation of PEAC committee, allotment of Research Supervisor for selected candidates shall be approved by the Dean, SDSR. Such decision will be taken depending on the number of vacant Ph.D., available seat slots with the respective research supervisor, matching the available specialization among the Research Supervisors and the research interest as indicated by the candidates.
- 7.8 Preference in selection will be given to candidates who qualify examinations like GATE/GPAT/SET/NET/JRF and similar National/State level tests.
- 7.9 Admission for research in inter-disciplinary area will be on the basis of domain specialization of Master's programme or Bachelor's programme, for those students who are granted admission on the basis of 10+2+4 entry. The main supervisor will be from the core domain of the aforesaid Master's/Bachelor's degree programme, as applicable. However, co-guide with an expertise in the inter-disciplinary domain can be allocated with the approval of the Dean of the concerned School and Dean SDSR.
- 7.10 After interviews, based on the recommendation of PEAC, the Dean SDSR will provisionally approve the admission, subject to payment of prescribed fee. The admissions will be confirmed after verifying the candidate's degrees/certificates and supporting documents.
- 7.11 The final list of selected candidates will be submitted to DSRC for information.





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ALLOCATION OF Ph.D. RESEARCH SUPERVISOR

- 8.1 Dean, SDSR on recommendation of PEAC will assign candidates under respective research supervisor(s).
- 8.2 Regular faculty members working as Professor/Associate Professor/Assistant Professor at the University with a Ph.D. and at least five research publications in peer-reviewed or refereed journals in Scopus/Web of Science/ABDC may be recognized as a Research Supervisor on recommendations by Research Advisory Board (RAB). Such recognized research supervisors can be co-supervisors for research scholars in other institutes/universities/organizations, provided they have to inform the Dean SDSR and necessary approval in this regard is given by the University.
- 8.3 Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the Dean of the concerned School and Dean SDSR.
- 8.4 Provided that in areas/disciplines where there is none 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 after the approval of Vice-chancellor based on the recommendations of the Dean SDSR. However the guide should fulfill the criteria within two years from the date of allotment of guideship.
- 8.5 The list of faculties who are recognized as PhD Supervisors will be submitted to DSRC for information.
- 8.6 Adjunct Faculty members having Ph.D. degree shall not act as Research Supervisors and can only act as co-supervisor with the approval of the Dean, SDSR.
- 8.7 In case of interdisciplinary/multidisciplinary research work, if required, an eligible Co-Supervisor from outside the Department/School/Centre/College/University may be appointed on the recommendation of the Supervisor with the approval of the Dean, SDSR.
- 8.8 An eligible Professor/Associate Professor/Assistant Professor can guide up to eight/six/four Ph.D. scholars, respectively (including fulltime, part-time & professional category), at any given time. The load of guiding two candidates as co-supervisor will be counted as one full candidate load for the purpose of allocating research scholar under the particular guide. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars.
- 8.9 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who

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are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years. However, Vice-chancellor may grant relaxation on merit basis.

8.10 When a supervisor proceeds on leave for more than 6 months, a joint supervisor may be appointed (criteria for recognizing as joint supervisors will be same as research supervisor). However, if the leave is for 2 years or more than 2 years, the person may cease to be a supervisor and an alternate research supervisor will be allotted by the Dean SDSR in consultation with the Dean of respective school.

8.11 Due to genuine reasons or organizational exigencies change of research supervisor may be permitted. In case of change of research supervisor, a 'No Objection Certificate' of the present Research Supervisor and the due consent of the new Guide are mandatory. However, acceptance of the change of research supervisor shall be examined by Associate Dean SDSR and approved by the Dean SDSR.

8.12 In case of a dispute between a candidate and his/her guide, the Committee consisting of the following shall examine the matter and report to the Vice-chancellor, whose decision shall be final.

- Campus Director of the respective campus
- Director, Academic Research and Consultancy
- Dean of the concerned school
- Dean and Associate Dean, SDSR
- 01 nominee of the Vice-chancellor

(If the complaint is against Dean or other faculty who is a member of this committee, shall not participate in the proceedings of the meeting. In that case, additional member/s may be appointed by the Vice-chancellor to replace him/her).

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COURSE WORK

9.1 In general, the credit requirement for the Ph.D. coursework is total 12 credits which are as follows:

- Research and Publication Ethics: Two Credits
- Research Methodology: Four credits
- Advanced Domain Specific Course I: Three Credits
- Advanced Domain Specific Course II: Three Credits

However, Ph.D. candidates admitted after 4 years B.E/B.Tech/BPharm/BArch degree, needs to earn total course work credit of 20. In addition to 9.1, eight (8) additional credits can be earned along with master's students of NFSU (in relevant domain) or through online courses in Swayam and NPTEL. Such courses may be suggested by the PhD supervisor. For candidates opting regular courses along with master's

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- students of NFSU (in relevant domain), evaluation of answer sheets for such candidates shall be carried out as per regular NFSU examination pattern.
- 9.2 The course (i) and (ii) shall be offered at University level as common courses and the examinations of the same shall be common for all the candidates, conducted by the NFSU exam section.
- 9.3 The syllabus of the courses (iii) and (iv) shall be offered by the research supervisor after due approval of the Dean of respective School and Dean, SDSR. The evaluation of the same shall be conducted by the NFSU exam section.
- 9.4 Professional category candidates can be permitted to complete the credit requirements of Research and Publication Ethics and Research Methodology courses through online courses in Swayam and NPTEL. Such courses may be suggested by the PhD supervisor.
- 9.5 Any candidate can undertake courses through online courses in Swayam and NPTEL as part of the credit requirements for the Ph.D. programme, which can be considered as advanced domain specific course-I and/or advanced domain specific course-II. Such courses may be suggested by the PhD supervisor.
- 9.6 The credits earned by the candidate through online certificate courses in Swayam and NPTEL will be transferred to Academic Bank of Credit (ABC) by examination section.
- 9.7 All the candidates while pursuing course work, must attend at least 80% of classes in each course in which he/she is registered.
- 9.8 All campuses of NFSU may conduct PhD coursework at their respective campus after evaluating the available infrastructure and resources, however campuses have to maintain the attendance of PhD scholar and will submit to SDSR as and when required.
- 9.9 The course work should be as per the guidelines given by the university from time to time.
- 9.10 All Ph.D. scholars, irrespective of their discipline, shall be required to train in imparting teaching/education/pedagogy/writing journal articles related to their chosen Ph.D. subject during their doctoral period.
- 9.11 Ph.D. scholars may also be assigned 8 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- 9.12 The duration of completion of course work is minimum six months while maximum is one year after admission. If a candidate fails to complete the course work in the first year, the Dean, SDSR on recommendation by a nominated committee may grant an extension of additional one year after proper justification.
- 9.13 Any candidate due to valid reason not able to comply with 80 % attendance of course work or doesn't appear for examination shall be granted extension for one year by the Dean SDSR on the recommendation of the research supervisor and Dean of the concern school.


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9.14 A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis. If the candidate fails to attain 55 % marks, he/she has to appear for re-examination within four months of declarations of results. If the candidate fails to attain 55 % marks in the second attempt his/her registration shall be cancelled.

9.15 Exemption from course work: Following candidates are exempted from course work:

- Any candidate with a M. Phil or Ph.D. degree may be exempted from the course work. However, such a person shall be required to appear for credit course 12. 1(iii & iv) on the areas related to his/her area of research duly evaluated by Research Supervisor.
- Those who have carried out research at another university and have completed the course work of equivalent standard/credit may be exempted from the course work at NFSU.

In both the above cases, the exemption will be approved based on the recommendation of Research Supervisor, and the Dean of Concerned School through Dean, SDSR.

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RESEARCH PROGRESS COMMITTEE (RPC)

10.1 There shall be a Research Progress Committee for each Ph.D. scholar. comprising of following members:

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| a) | Dean or Associate Dean of the concern school or a member (not below the level of Associate Professor) nominated by the Dean of the concerned School | Chairperson |
| b) | Research Supervisor | Convener |
| c) | Co-supervisor (if any) | Member |
| d) | One Representative appointed by Campus Director of concerned campus. | Member |
| e) | Two External Members (appointed by Dean SDSR) | Member |
| At least presence of 75% of members will complete the quorum of RPC | | |


10.2 Guideline and mechanisms for proposing names of RPC members

Internal RPC Member:

Any regular faculty serving as Ph.D. research supervisor at the University.

External RPC Member:

Active researcher working in any industry/R&D organization/University having Ph.D. Degree with minimum of three years (3) of experience. The

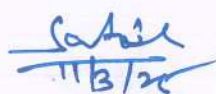

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member should be preferably from other Institutes of National Importance or Governmental or reputed Private organizations or Industry.

- 10.3 Each Ph.D. research supervisor, within three months from date of admission of the candidate, should submit a list of at least three (3) internal and five (5) external RPC members, along with their C.V. through the Dean of the respective school to the SDSR. Following this, SDSR will appoint RPC members for the research scholar.
- 10.4 University shall reimburse travelling expenditure and would pay honorarium, as per the University norms to the nominated RPC members for attending RPC meetings of the PhD Scholar.
- 10.5 A request for change in RPC member can be made if: Any internal/external RPC member is not able to attend two consecutive meetings, or decline to continue as RPC member or sudden demise of RPC member. A request for change in RPC member should be submitted by the Ph.D. research supervisor to the Dean, SDSR, on occurrence of such events.
- 10.6 Each semester, a Ph.D. scholar shall appear before the RPC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance as per prescribed format. The RPC members through the Research Supervisor/Co-supervisor shall forward the recommendations (satisfactory/unsatisfactory/term granted/not granted) along with a copy of Ph.D. scholar's progress report to the SDSR. A copy of such recommendations shall also be provided to the Ph.D. scholar by the Research Supervisor/Co-supervisor.
- 10.7 In case the progress of the Ph.D. scholar is unsatisfactory, the RPC shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the RPC may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme. If three consecutive RPC reviews of particular PhD research scholar are not approved/ not accepted/ not satisfactory/term not granted then the PhD admission of that research scholar will be canceled subject to the recommendation of the same from his/her guide to RAB through Dean SDSR.
- 10.8 The functions of the RPC members shall be as follows:
- To review the research proposal and finalize the topic of research.
 - To guide the Ph.D. scholar in developing the methodology of the proposed research work in consonance with current developments in the respective area.
 - To periodically review and assist in the progress of the research work of the Ph.D. scholar.
 - To assess and approve the adequacy of the work suitable for consideration in Pre-submission presentation.


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RESEARCH PROGRESS ASSESSMENT MECHANISM

- 11.1 The supervisor should send the request, after consultation with the RPC members, for conduction of RPC meeting well in advance (minimum 10 days) to the SDSR.
- 11.2 The research scholar shall present, a progress of his/her research work, to the concerned RPC twice in a year until the scholar submits the synopsis. The minutes/review report of every RPC meeting with signatures of all the members (both external and internal member) should be submitted to SDSR within one week from date of meeting. At the end of each RPC, the scholar will get review report mentioning the comments, suggestions and remarks. Generally one RPC should be conducted after every six months.
- 11.3 A gap of minimum 5 months needs to be maintained between two RPC meetings.
- 11.4 The RPC committee's recommendations (in last RPC meeting) are mandatory for allowing the student to give pre-submission presentation before the RAB. The supervisor shall remain present at all the RPC meeting, pre-submission presentation as well as viva voce of the PhD scholar.

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APPROVAL OF TITLE OF THE RESEARCH


- 12.1 Title of the Research shall be decided by Candidate and research supervisor in consultation with RPC members. The title of the research shall be finalized not later than 2nd RPC committee meeting and shall be recorded in the same. The candidate may modify or change the title/topic of research after the recommendation and approval of RAB. Such candidate must apply for modification/Change in Title/Subject through his/her Guide. The permission for change of the title shall be permitted only once in entire research period.

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FELLOWSHIP / SCHOLARSHIP

- 13.1 The Fellowships/Scholarships such as JRF, SRF, Doctoral Fellowship for Women, Doctoral Fellowship for SC/ST Candidates, Government Scholarships, and ICSSR Fellowships etc. shall be governed by the rules framed by the sponsoring agencies. In such case for initiating the process, the research supervisor will forward the detail application to the Office of the SDSR for further perusal and submission to different agencies. After the receipt of successful linking of JRF to the parent organizations or other funded fellowships from the respective funding agencies, the research supervisor shall submit necessary documentation to the accounts section through the Dean, SDSR and

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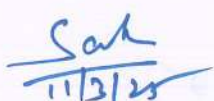


the respective Campus Director. Further, the monthly attendance of the candidate should also be forwarded by the research supervisor to the accounts section through Dean of the concerned school, Dean, SDSR and Campus Director for release of the monthly emoluments.

- 13.2 The candidate willing to avail institutional fellowship from NFSU, should apply in a prescribed format given by the SDSR from time to time. The application should be forwarded through the research supervisor, and recommended by the Dean of the concerned School and Campus Director of respective campus to be evaluated by a committee as constituted below.

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| 1 | Director, Academic Research and Consultancy | Chairperson (Ex- officio) |
| 2 | All Campus Director | Members (Ex- officio) |
| 3 | Deans of All Schools | Members (Ex- officio) |
| 4 | Dean, SDSR | Member (Ex- officio) |
| 5 | Two faculty members nominated by the Vice Chancellor | Member (Ex- officio) |
| 6 | Associate Dean, SDSR | Member Secretary |

- 13.3 The recommendations of the committee shall be forwarded to the Vice Chancellor for the approval.
- 13.4 The disbursement of the scholarship shall be at the respective campuses. Scholarship, every month will be payable upon approval of Campus Director of respective campus on the recommendation of Dean, SDSR submitted by the Research Supervisor and duly forwarded by the Dean of respective school.
- 13.5 Only a selected number of full-time candidates not availing scholarship/fellowship from any other source will get monthly scholarships from NFSU as per the norms of university for a duration of two years. After completing one year the continuation of fellowship is subjected to satisfactory recommendation of RPC members in the form of RPC reports.
- 13.6 The candidate receiving fellowship cannot accept full-time employment or any part-time employment in any organization.
- 13.7 On finding any information submitted untrue or factually incorrect, the fellowship will be cancelled and the amount paid so far will have to be refunded to the University by the candidate, pertaining to which each awardee should submit an undertaking.
- 13.8 If the candidate availing institutional fellowship leaves Ph.D. in between, he/she has to refund the fellowship amount received during the Ph.D.


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O.Ph.D.14

PRE-SUBMISSION PRESENTATION AND SYNOPSIS SUBMISSION

- 14.1 Prior to submission of the synopsis of the thesis, a comprehensive assessment of the research work should be made to RPC members. After recommendations from last RPC, research supervisor should submit a request for Pre-Submission Presentation to Dean, SDSR. The SDSR may permit to conduct pre-submission presentation provided the candidate has complied with all the requirements of the Pre-submission in terms of successful completion of course work, minimum duration requirement, minimum 6 RPCs, publication requirement and payment of requisite fees duly ensured by the research supervisor.
- 14.2 Prior to Pre-submission presentation, the scholar is required to have:
- At least *two* research papers published or accepted for publication OR *two* patents granted OR one research paper published or accepted for publication and one patent granted. The research paper shall be published or accepted for publication, in reputed Scopus/Web of Sciences indexed journals and *two* conference presentations, for all disciplines of Ph.D., except Humanities, Law & Management.
 - For Humanities, Law & Management, at least *two* research papers/journal articles/conference proceedings (full paper)/book chapters (national publishers with ISBN number) from his/her Ph.D. research area as first or equal or corresponding author, published or accepted for publication, in reputed Scopus/Web of Sciences/ABDC indexed journals/Peer-reviewed journals and *two* conference presentations.
- 14.3 A Pre-Submission presentation shall be conducted by SDSR in presence of RAB. Details of the Pre-submission presentation shall be notified well in advance, so as to enable the interested faculty members and students to attend the same.
- 14.4 After recommendations of the RPC, the candidate shall make pre-submission presentation at RAB.
- 14.5 The candidate can submit the synopsis (subsequently the thesis) to SDSR, only if RAB approves the same.
- 14.6 The synopsis documents in prescribed format must be submitted along with Pre-submission presentation. At least five printed copies and one soft copy of the synopsis shall be submitted to the Dean- SDSR through research supervisor.

O.Ph.D.15

PH.D. THESIS SUBMISSION AND ADJUDICATION

- 15.1 The candidate must submit the Ph.D. thesis along with pre-requisite requirements to SDSR through research supervisor(s).
- 15.2 The Ph.D. thesis must be submitted within maximum of 6 (six) months after the submission of the synopsis report. A candidate shall submit five copies of

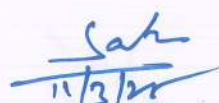

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the thesis in case of single supervisor and six copies if there is/are co-supervisor(s), neatly typed or printed and hard/spiral bound along with and soft copy in form of a CD/DVD. The copy of the thesis should be accompanied by originality report generated by the plagiarism checking software suggested by the University or as per UGC norms. Such plagiarism report (plagiarism check shall be carried excluding references and certificates) shall be submitted by NFSU Librarian through SDSR to the Dean, SDSR. The similarity should not exceed 10% excluding the papers published by the candidate and or as per UGC guidelines.




- 15.3 In case a candidate fails to submit his thesis within the stipulated time and has suitable justification for the same, the Dean, SDSR may on recommendations made by the research supervisor, grant an extension of not more than two months i.e., the candidate may be allowed to submit the thesis within a period not exceeding total 8 months from the date of the submission of the synopsis. In case the candidate is not able to submit the thesis within 8 months, he/she has to appear for resubmission presentation and have to pay the resubmission fee.
- 15.4 The candidate shall submit the thesis for evaluation, along with (a) an undertaking that there is no plagiarism duly signed by the research scholar and supervisor 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 organization within the country or abroad.
- 15.5 While submitting the thesis, the research supervisor will suggest a panel of 8 (eight) experts (Associate Professor/Professor/Senior Scientists), for evaluation and examination of the thesis through SDSR and NFSU examination section. The examiners should be from INIs/state/central which should not comprise of RPC members.
- 15.6 Such panel shall be forwarded to the Vice-Chancellor for approval through NFSU examination section after duly forwarded by SDSR. Following this, two experts from the suggested panel shall be appointed by the Vice-Chancellor as external examiners for evaluation. Vice Chancellor can appoint any other external examiner from the relevant discipline even out of the list provided by the supervisor, if seems appropriate.
- 15.7 Subsequently, the NFSU exam section will send a request letter to the two nominated/appointed examiners for their consent and receipt from such examiners shall be awaited till 10 (ten) days from the day of communication. After receiving the consent, each examiner will be requested to submit their detailed assessment report/recommendations in the prescribed proforma within 6 (six) weeks of the date of receiving the thesis to NFSU examination


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- section. However, in case the consent is not received from the nominated examiners, then NFSU examination section will write to next group examiners as nominated by the Vice-chancellor in hierarchy. In case, an examiner after providing his/her consent and receiving of the thesis, does not send his/her report within the above period i.e. 6 (six) weeks, a reminder shall be sent to him/her. This shall be followed by a subsequent reminder after a fortnight.
- 15.8 In the event that the thesis report is not received from an examiner within a period of three months, the exam section may sort recommendation from Vice-chancellor and, may appoint other examiner(s) in his/her place for evaluating the thesis.
- 15.9 The nominated/appointed examiners shall recommend whether (a) the thesis be accepted for the award of Ph.D. degree in its present form; or (b) the thesis be revised and resubmitted; or else (c) the thesis be rejected.
- 15.10 In case of 15.9(b), the candidate shall comply suggested modifications and provide the necessary clarifications, which in no case shall exceed 2 (two) months.
- 15.11 If one of the external examiners recommends rejection, the NFSU exam section shall send the thesis to an alternate external examiner (as the case may be) along with the comments and observations (received from both previous examiners), from the approved panel of examiners and as nominated by the Vice-Chancellor, and the subsequent viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the Dean SDSR find the comments of the examiner to be unsatisfactory or not elaborate, the Dean SDSR may send the thesis for reevaluation to the next examiner.
- 15.12 If the alternate examiner also recommends rejection of the thesis, Vice-Chancellor, on the recommendation of Director of Academic Research & Consultancy, and SDSR may permit submission of a revised thesis following all the processes laid down in the current ordinance O.Ph.D.14 and O.Ph.D.15, on payment of the prescribed fee, after a suitable time to be fixed by the Vice-chancellor. Copies of the observations and comments of the examiners, if any, may be given to the candidate. However, the names of the examiners shall not to be disclosed. In no case should a resubmission of the thesis without modification along the lines of criticism/observations made by the earlier examiners be allowed.
- 15.13 Once the reports from the examiners are received as satisfactory, the open viva-voce of the Ph.D. scholar to defend the thesis shall be conducted not later than 2 (two) months by the NFSU examination section. The final date of open viva-voce presentation shall be decided on a mutually agreed date with examiner. The members of viva-voce board should be provided with soft/hard

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copy of thesis preferably 15 days before the conduct of viva by the NFSU examination section.

- 15.14 The open viva-voce board should comprise of at least one of the two external examiners, research supervisor, Dean of concerned school, Dean, SDSR and Associate Dean, SDSR. It may be conducted in hybrid mode. The viva-voce shall be open to the members of the Research Progress Committee/faculty members/research scholars, students and other stakeholders.
- 15.15 The external examiner should be one of the experts who have already adjudicated upon the thesis. In special case, another expert can be appointed for the purpose upon recommendation of Dean, SDSR upon approval of the Vice-chancellor.
- 15.16 If the viva-voce is satisfactory and all other requirements have been fulfilled, the candidate will be declared as eligible for the award of the Ph.D. degree. If the viva-voce board is non-satisfactory, then the candidate has to re-appear before the open viva-voce board within the next three months for defense.

O.Ph.D.16

CANCELLATION OF ADMISSION

- 16.1 Cancellation of the admission of a candidate shall be approved by the Dean, SDSR.
- 16.2 Registration of a candidate shall be cancelled in any of the following eventualities:
- (i) Giving false information at the time of application/admission.
 - (ii) Not conforming to the ordinances of the programme.
 - (iii) Consistent lack of progress in research recommended by Supervisor(s) and RPC Members.
 - (iv) Not submitting a thesis within the stipulated period.
 - (v) Not enrolling for a semester within stipulated dates.
 - (vi) In case of unsatisfactory performance of any candidate at any stage of the programme, his/her enrollment/registration from the programme may be cancelled based on the recommendations by research supervisor, Dean of concerned school, Director of Academic Research & Consultancy and Dean, SDSR.
 - (vii) If any full time candidate continues to remain absent for period of four weeks without prior intimation/sanction, his/her enrollment/registration from the programme may be cancelled based on the recommendations by research supervisor, Dean of concerned school, Director of Academic Research & Consultancy and Dean, SDSR.
 - (viii) If the candidate wishes to resign from the Ph.D. programme, the

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resignation request will be approved by Dean SDSR after the recommendation of research supervisor and Dean of concerned school. However, the candidate resigning from the Ph.D. programme is required to submit No Dues certificate for cancellation.

(ix) If the candidate is found involved in any act of misconduct and/or indiscipline, termination shall be approved by the Dean, SDSR.

16.3 In the case of leaving the PhD programme, the candidate's stipend/scholarship/assistantship will be terminated from immediate effect.

16.4 The refund of fees shall be as per the university norms.

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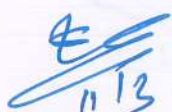
LEAVE RULES

17.1 A full-time PhD student is eligible for 30 days leave for every completed year (calculated in terms of two consecutive semesters, from the time of her/his joining the programme). Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays. Of the 30 days leave, a maximum of 15 days of leave is permitted in a semester. However, a maximum of 5 days of such leave is allowed to avail at a stretch if student having any teaching assignment. However, a student can accumulate leave, and avail a maximum of 30 days leave at a time in a year. Dean of concerned school sanctions leave on recommendation of supervisor(s). The medical leave for Ph.D. students shall be considered on case to case basis on recommendation of the medical officer, only if the ordinary leave of the Ph.D. student is exhausted.

17.2 Maternity/Paternity Leave: A student is eligible for maternity leave (as per Government of India rules) or 15 days of paternity leave as applicable only once during the Ph.D. programme. The Dean of concerned school sanctions maternity/paternity leave on recommendation of the Supervisor(s) and submission of a certificate from the medical officer.

17.3 Academic leave: Academic leave is permitted on the following grounds: To attend conferences/seminars/workshops/trainings/short-term courses. A maximum of 15 days of leave is permissible in a calendar year with approval of respective Supervisor(s). A maximum of 30 days of leave in a calendar year is permissible for field trips such as data collection, survey work, etc. The Dean of the concerned school sanctions such academic leave on recommendation of the Supervisor(s) & RPC members. Academic leave exceeding 30 days but up to a maximum of 60 days in a calendar year is approved on recommendation of the Supervisor(s) & RPC members through Dean, SDSR.

17.4 Academic leave of more than 60 days but up to a maximum of 12 months is also permissible to carry out part of the research in another institute/R&D Lab/industry in India or abroad. For sanction of such a leave, a letter of consent from the host institute is required. This leave is permissible only after the student has passed the


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course work examination. However, for academic visits with remuneration/scholarship must be approved by Director of Academic Research & Consultancy, and such candidates are not allowed to get his/her regular institutional fellowship. On recommendations of the Supervisor(s), the RPC committee, Dean, SDSR, Director of Academic Research & Consultancy, approves such an academic leave with/without remuneration/scholarship, as the case may be. Such cases are also to be reported to the Vice-chancellor. A student granted academic leave for one or more semesters, pays prescribed fees in every semester. If a registration date falls during the period of academic leave, a student completes the registration procedures at the expiry of her/his academic leave.

O.Ph.D.18

MIGRATION FROM OTHER UNIVERSITY TO NFSU

18.1 In case of relocation of a female Ph.D. candidate due to marriage or otherwise, the migration of the candidate from other university to NFSU may be permitted under following conditions:

- i) The candidate must submit a "No Objection Certificate (NOC)" from her previous guide and recommended by the head of the PhD Section of the previous university. NOC should also mention that the research data shall be allowed to be transferred to NFSU (if applicable).
- ii) Candidate produces a Character Certificate (CC) from the original Institute/University stating that "She has not been involved in any act of indiscipline or bad conduct, and has not been punished/debarred/expelled by the Institute/ University".
- iii) Candidate should have stayed in the previous Institution minimum for one year OR fully completed the course work requirement for the doctoral programme, whichever is later, are only eligible for transfer of their candidature to NFSU.
- iv) Candidates after getting transferred to NFSU Gandhinagar should stay at least 1 year (12 Months) from the date of restoration of admission at NFSU, for appearing in pre-submission seminar.

18.2 Following documents are required to be submitted by the candidate from the previous institute:

- Proof of Enrollment/Admission in Ph.D. programme
- Proof of Course Work Completion certificate, if any
- Grade cards of the course completion, if applicable
- Minutes of the previous RPC meeting, if any
- No Objection Certificate (NOC) from head of the PhD Section of the previous university through the Supervisor(s)
- Character Certificate (CC) from the head of the PhD Section of the previous

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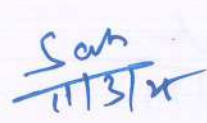
- 18.3 In all such cases, the candidate is required to make written request for transfer of enrolment/registration with all supporting documents as stated above for consideration by the Dean, SDSR. Director of Academic Research & Consultancy shall approve the same after recommendations from a committee constituted by Dean, SDSR. The allotment of research supervisor shall be made in consultation with the Dean of concerned school.
- 18.4 In case of all such candidature transfer, the credit earned under her previous Institute shall be transferred as it is and to be ratified by the RAB for any deviation from the prevailing rules of the Ph.D. programme of the university. After approval of the candidature transfer, she has to deposit requisite fees for admission and continue her research at the university under the present ordinance.
- 18.5 In such cases, the research data shall be allowed to be transferred to NFSU and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, should give due credit to the parent institution and the supervisor for the part of research already undertaken.
- 18.6 In case of transfer of PhD Scholar by the Vice Chancellor from one campus to other campus of NFSU, the consent of both campus directors (i.e. the Campus Director who will relieve the scholar and campus director who will admit the candidate) will be mandatory.

O.Ph.D.19

AWARD OF THE DEGREE

- 19.1 On the completion of all stages of examination, the viva-voce board shall recommend to the Dean, SDSR, one of the following courses of action:
- a) that the degree be awarded.
 - b) that the candidate be re-examined at a later specified time in a specified manner.
 - c) that the degree shall not be awarded.
- 19.2 In case of (b), the viva-voce board shall also provide to the candidate a list of all corrections and modifications in the thesis (if required) including suggestions made by the external examiners during the thesis evaluation.
- 19.3 The Degree shall be recommended by the SDSR to Academic Council and subsequently to Board of Governors (BOG), provided that:
- i) The viva-voce board so recommends.
 - ii) The candidate produces a 'No Dues Certificate' from concerned campus director in the prescribed format.
 - iii) The candidate has submitted two hard cover copies of the thesis: one for the School/Centre's Library and one for the Central Library.

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- iv) The candidate has submitted an electronic copy of the Ph.D. thesis in the prescribed format of INFLIBNET to Librarian, NFSU for uploading in the online INFLIBNET portal.
- 19.4 Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by previous regulations of the university (before the commencement of this ordinance).
- 19.5 In the PhD notification, mode of PhD as full time/part time/professional category shall be mentioned.
- 19.6 The list of candidates who have completed PhD and the notification has been issued, shall be provided to DSRC.

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DOCTORAL STUDIES AND RESEARCH COUNCIL (DSRC)

20.1 There shall be Doctoral Studies and Research Council (DSRC) consisting of the following members:

- Vice-Chancellor - Chairperson, ex-officio,
- Director, Academics Research and Consultancy, Member, ex-officio
- All Campus Directors - Member, ex-officio;
- Executive Registrar - Member, ex-officio;
- Deans of the all Schools - Members, ex-officio;
- Four renowned Scientists / Industrialists / Academicians in their specialized field to be nominated by the Vice-Chancellor - Members
- Three to Five recognized PhD supervisors from different schools to be nominated by the Vice-Chancellor - Members
- One Member of Academic Council to be nominated by the Vice-Chancellor - Member
- Dean, School of Doctoral Studies & Research - Member Secretary

20.2 The Doctoral Studies and Research Council shall have following functions:

- To formulate and maintain the standards of Doctoral and Post Doctoral Programmes of the University
- To advise the Academic Council regarding any trends and any other developments In Doctoral Studies and research in different fields
- To make recommendations regarding the admission to, and evaluation of

research degrees from time to time

- d) To make recommendations regarding the Ordinance of Ph.D. degrees
- e) To make any other recommendation regarding organization, co-ordination and Improvement of Doctoral Studies and research in the University as a whole.

20.2 The term of office of the nominated members shall be three years, and the members shall be eligible for re-nomination for the next term.

20.3 The Committee may meet as often as may be necessary but not less than twice during a calendar year.

20.4 Half the members either through personal presence or video conference or teleconference, shall form quorum for a meeting. Provided that if a meeting is adjourned for want of quorum, it shall be held at such other time and place, on the same day or such other date as the Chairperson may determine; and if at such a meeting, a quorum is not present within half an hour from the appointed time for holding the meeting, the members present shall form the quorum.

20.5 All the matters considered at the meetings of the Committee shall be decided by a majority of the votes of the members present. If the votes are equally divided, the chairperson shall have right of casting the vote.

20.6 Notice of the meeting shall be sent by the Member Secretary to every member at least two weeks before the date of the meeting. The notice shall state the place, the date, end the time of the meeting.

20.7 The agenda of the meeting shall be circulated by the Member Secretary to the members at least seven days before the meeting.

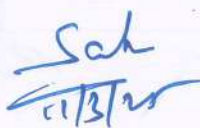
Notwithstanding the above-mentioned provision, the Chairperson may call a meeting of the Committee at short notice to consider urgent matters.

20.8 The decision of the Committee shall be recorded in form of resolutions only and shall not contain deliberations and discussions. However, on any issue, a dissent specifically requested by the member shall be recorded.

20.9 The minutes of the meeting shall be circulated to the members within reasonable time from the date of the meeting by the Member Secretary.

20.10 A member other than ex-officio may resign by writing under his signature


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to the Vice Chancellor or Executive Registrar or any other officer of the University, and the person shall cease to be a member upon his resignation being accepted by the Vice Chancellor.

20.11 A member of the Committee shall cease to be such member, if he or she fails to attend three consecutive meetings without the leave of the Chairperson.

20.12 When any vacancy occurs in the office of a member before expiry of the term of such member, such vacancy shall be filled in as soon as conveniently and such member shall hold office so long only as the member in whose place he has been nominated to have held it if the vacancy has not occurred. Provided further that, no act or proceedings shall be invalidated on the ground of a vacancy.

20.13 In any emergency where the action is required to be taken on urgent basis and where the approval is required then the proposed decision in form of resolution may be circulated to all members and on the signatures of all members, the resolution shall be implemented forthwith.

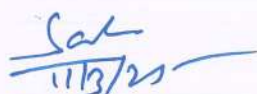
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INTERPRETATION OF THE RULES MENTIONED HEREIN

The rules framed herein are in consonance with the "UGC (Minimum Standards and Procedure for Award of Ph. D. degree) Regulations-2022". The interpretation of the rules mentioned herein and consequent to disputes, if any, the decision of the Vice Chancellor shall be final. NFSU may amend the rules time to time and it will be applicable for Ph.D. admissions and its conduct.

O.Ph.D.22

Notwithstanding anything contained in the above or any other matter emerging out of the Ph.D. programme, the Vice-Chancellor shall be empowered to make necessary changes in the Ph.D. ordinances mentioned herein for improvement of quality of research.

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