

JAMIA HAMDARD
PhD Ordinance 2021

These Regulations ("Jamia Hamdard PhD Ordinance 2021") will apply to PhD Programmes in all the disciplines in various Schools and Campuses of Jamia Hamdard. The "Jamia Hamdard PhD Ordinance 2021" has amalgamated the University Grants Commission (Minimum Standards and Procedure for Award of MPhil/PhD Degrees) Regulations, 2016 and its amendments issued by the UGC from time-to-time and resolutions of statutory bodies of Jamia Hamdard.

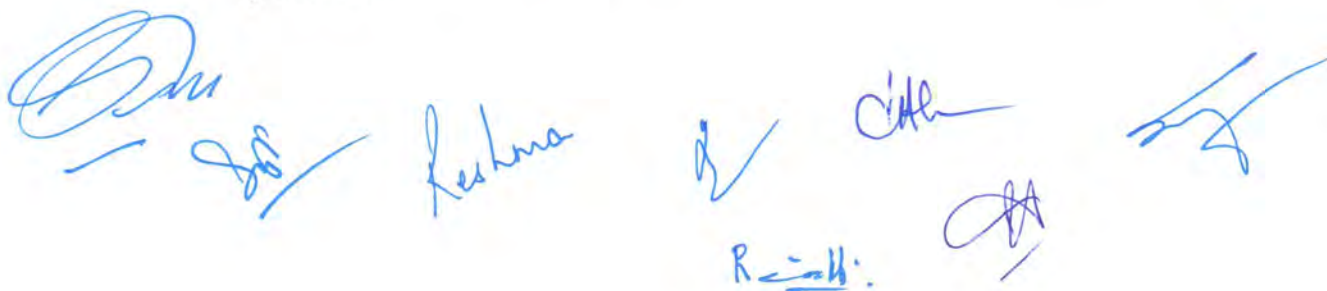
1. Short title, application and commencement

These Regulations will be named as 'Jamia Hamdard PhD Ordinance 2021'. Provisions contained in this Ordinance shall apply to all Schools/Centers of Jamia Hamdard and shall come into force from the date of its adoption by the Academic Council of Jamia Hamdard, and the Board of Management (BoM).

2. Eligibility criteria for admission to PhD programme

Subject to the conditions stipulated in these Regulations, the eligibility criteria for admission to the Doctor of Philosophy (PhD) programme of Jamia Hamdard in various disciplines will be as under:

21. Candidates for admission to the PhD programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the UGC/corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 2.2. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

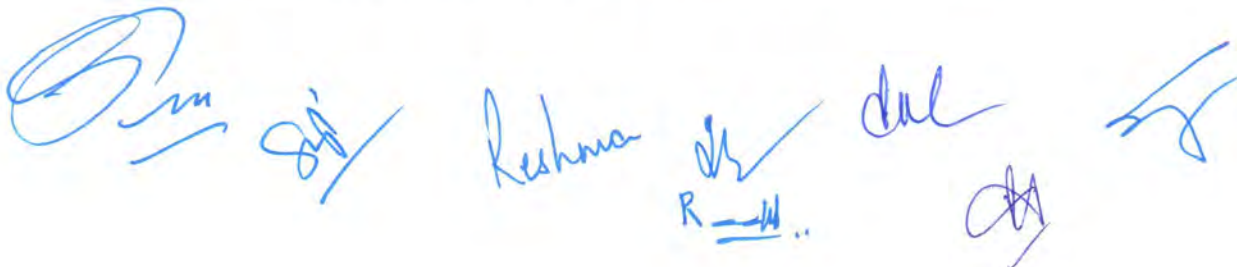

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3. Duration of the PhD programme

- 3.1. PhD programme shall be for a minimum duration of three years including course work and a maximum of six years. The Duration of Part-time PhD programme has been mentioned under relevant provisions of this Ordinance elsewhere. The date of admission to PhD programme shall be considered the date on which the candidate actually joins the Department after completing all the formalities within the stipulated time period and depositing all fees as indicated in the admission offer. Failure to do so will forfeit her/his claim for admission. The date of joining will be reported to the Student Research Advisory Committee (SRAC) by the Supervisor through the Head of the Department and the same will be recorded in the minutes of the first SRAC meeting.
- 3.2. After six years, a registered PhD scholar will be automatically deregistered. A deregistered scholar who has already passed the PhD Course work examination within the stipulated time period, had been having regular SRAC meetings and has paid all the fee dues will be entitled for re-registration within 2 (two) years of deregistration after payment of a re-registration fee of Rs. 10,000 or as revised from time to time. A re-registered scholar will be allowed to submit thesis within one year of re-registration subject to fulfillment of all the requirements as laid down in this Ordinance, recommendations of the SRAC and payment of programme fee of one year and examination fee at the prevailing rates.
- 3.3. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for PhD in the maximum duration.

4. Procedure for admission

- 4.1. There shall be a separate advertisement call for admission to PhD programme offered by Jamia Hamdard on the university web site and in at least one English language national newspaper two times in a given Calendar year. Preparation of the advertisement for the newspaper/website and all PhD related matters of a particular School shall be dealt by the Dean of the School. The University Research Advisory Committee (RAC) shall be responsible for coordinating the PhD admission process of various Schools of the University in consultation with the Deans, and with approval of the Competent Authority. The university Prospectus for admission shall contain information about PhD programme in various disciplines, eligibility, mode of admission, fee etc.
- 4.2. Admission forms for PhD programme of all Schools will be received through common admission portal. The Admission Committee after creating database of applicants will transfer all the applicants to respective Deans of School to process, conduct entrance test/interview, release selection lists and issue admission offer letters. Copies of selection and offer letters will be sent to all concerned.
- 4.3. Admission window will be open for two slots: (1) February 01 to March 31, and (2) August 01 to September 30. Deans of Schools in consultation with the Departments/centers will complete all the formalities of PhD admissions within these slots.

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- 4.4. At the School level admission will be managed by the Dean. Information with regard to admission and all other information up to the award of degree will be maintained by the Office of the Dean of the concerned School. A separate file for each research scholar shall also be maintained by the concerned Department/Center which will also contain updates on status of payment of fees and other dues.
- 4.5. Each Department shall decide a predetermined and manageable number of PhD scholars but not more than the number as specified in this Ordinance under each category of teacher to be admitted in each cycle depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio, teaching load, laboratory, library and such other research facilities. Information about vacancies will be obtained by the Advisor (Research) and Department/Subject-wise vacancies will be notified on the website along with advertisement for admission for PhD programme.
- 4.6. There will be supernumerary seats for foreign nationals and admission will be open throughout the year for them. The quota of supernumerary seats in each subject will be as per provisions of UGC/Government of India or as approved the statutory bodies of the University. for Their admission will be coordinated by the Office of the Foreign Students' Advisor (FSA) in consultation with the Dean of the respective School.
- 4.7. Admission will be in two stages: (1) Entrance test, as applicable, followed by (2) interviews, where the weightage will be 80% and 20% for entrance test and interviews, respectively. There shall be separate interview board for each Department of a School, where the presence of Head of the Department, a Professor/Associate Professor and teachers intending to take a scholar for supervision for PhD thesis shall be mandatory. The entire process shall be supervised by the Dean of the School or a person nominated by the Dean from a Department from the School concerned or from a different School. Concerning the entrance test, all matters will be routed through the Dean for the approval/instruction of the Competent Authority.
- 4.8. Entrance test will be conducted by the Schools. The syllabus of the Entrance test shall consist of 30% weightage to Research Aptitude Test, and remaining 70% weightage shall be subject specific assessment. There will be no other exemption for entrance test for research staff appointed in sponsored research projects, if they are not from the exemption category. The syllabus for Research Aptitude will be developed by the Advisor (Research) with the approval of Competent Authority. The syllabus of subject-specific test will be developed by the concerned Dean in consultation with the Heads of the Department and the same will be approved by the School Board. The syllabi of the Research Aptitude test and subject-specific test will also be uploaded on the University website for the benefit of aspiring candidates.
- 4.9. The Entrance Test shall be qualifying with a minimum of 50% qualifying marks in aggregate.

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4.10. Exemption from the entrance test

- 4.10.1. No entrance test will be conducted for candidates who have qualified NET-LS/NET-JRF or equivalent national level test. Candidates who have qualified GPAT may also be exempted from entrance test. Eligible candidates under such category may be directly called for interview/interaction.
- 4.10.2. There will be no entrance test for foreign nationals. However, Departments may choose to have an interaction of foreign national applicant/s with faculty members interested to take up the student, and to judge the eligibility criteria and research aptitude of the applicant. For foreign nationals from the countries from non-English speaking countries Jamia Hamdard may conduct English proficiency course on payment basis.
- 4.10.3. There will be no entrance test/interview/interaction for teacher candidates, and Jamia Hamdard staff allowed for admission to PhD degree programme officially through proper channel.
- 4.11. Short-listed candidates (Indians) will be called for an interview/interaction to be organized by the Dean of the School. The Interview Board shall comprise of Head of the Department as the Chairman, a senior Professor/Associate Professor of the Department; eligible Supervisors who have shown their willingness to guide PhD scholars; a person nominated by the Dean' and a subject expert subject expert from outside of Jamia Hamdard at Professor or equivalent level. At the interview, the candidates will be required to discuss their research interest/area. The interview board shall assess the research orientation of the candidate, familiarity with the subject area, technical knowhow and the feasibility of the proposed research. Interview/interaction may also be conducted online.
- 4.12. The recommended list of the shortlisted candidates in order of merit shall be handed over by the Chairman of Interview Board to the Dean, preferably on the same day.
- 4.13. Reservation policy in PhD admission will be as applicable in Jamia Hamdard as a recognized minority educational institution.

5. **Allocation of Research Supervisor**

- 5.1. A regular Professor of the university with proven academic and research credentials as evidenced by published work in refereed journals and any regular Associate/Assistant Professor with a PhD degree and at least two research publications in refereed journals can be a Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the above condition for recognition of a person as Research Supervisor may be relaxed with reasons recorded in writing.

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- 5.2. Only a full time regular teacher of Jamia Hamdard can act as a Supervisor. The external Supervisors will not be allowed. However, Co-supervisor(s) can be allowed in inter-disciplinary areas from other departments of Jamia Hamdard or from another related institutions which has signed agreement/memorandum of understanding (MoU) with Jamia Hamdard. The selection of Co-supervisor shall be done in the SRAC meeting as per criteria as outlined above (5.1) or as recommended by SRAC citing reason thereof.
- 5.3. In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-supervisor from outside the Department/School/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Organizations.
- 5.4. Teacher under probation and those under contractual appointment shall not be recognized as Research Supervisor. However, they may be recognized as Co-supervisor.
- 5.5. Teachers who are going to superannuate within next three (03) years may be allowed to take students only with a condition that the enrolled scholar is able to submit thesis within one year of retirement of teacher. In case thesis is not submitted within one year of retirement, role of such teachers will be changed to co-supervisor and co-supervisor will act as supervisor. Induction of at least one co-supervisor who himself/herself is not going to retire within stipulated time will be mandatory.
- 5.6. Subject-wise recognition of the Supervisor/Co-supervisor will be considered by the Board of Studies (BoS) of the Department and recommended to the Academic Council for approval. For granting the recognition the BoS will consider qualification, experience and publications which will be submitted with a written request. In case a teacher desires to be considered for recognition at another Department of Jamia Hamdard the same procedure shall be followed by the BoS of that department. Recognition will be a one-time process which may be revoked on the written request of the Supervisor/Co-supervisor or other such circumstances which the BoS may record and intimate to the School Board and Academic Council. In case there is proposal for induction of a Co-supervisor from and institution/university which itself awards PhD degree requirement of MoU may be waived off and induction may be permitted on case to case basis. However, he/she will also be required to be approved by the BoS in the manner as indicted above. A no objection certificate/approval from the institution/university of the proposed Co-supervisor will be required to be produced at the BoS meeting.
- 5.7. Departments will finalize the allocation of scholar-wise Supervisor within one month of the selection of candidates for admission.

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6. Number of Scholars

- 6.1. A Research Supervisor who is a Professor, at any given point of time, cannot guide more than eight (8) PhD scholars including scholars from other schools/ centers or other organizations, if any.

An Associate Professor as Research Supervisor can guide up to a maximum of six (6) PhD scholars and an Assistant Professor up to a maximum of four (04) PhD scholars subject to the above mentioned criteria.

These numbers shall include all categories of scholars (teacher candidate/staff/foreign nationals/MoU institution category candidates). The supernumerary seats for foreign national will be subject-specific not Supervisor-specific.

- 6.2. A teacher of Jamia Hamdard cannot act as Co-supervisor for more than ten (10) PhD scholars at a given time.
- 6.3. There cannot be more than three (03) Co-supervisor in a PhD thesis.

7. Student Research Advisory Committee (SARC) (SRAC)

- 7.1. For each PhD Scholar, the allocated Research Supervisor will constitute a Student Research Advisory Committee (SRAC) within one month of allotment of the PhD student. The SRAC, which will be chaired by the Research Supervisor, will monitor the progress of the scholar throughout her/his enrollment as a scholar at Jamia Hamdard. Research Supervisor shall be responsible for keeping record of all activities and attendance of the Research Scholar. The SRAC will have the following broad functions:

- (i) To review the research proposal of the scholar for PhD thesis and suggest changes, if necessary and to finalize the topic and proposal of the thesis.
- (ii) To consider and recommend proposed Co-supervisor and inclusion of additional Co-supervisor(s) keeping in view the objectives and work plan of the thesis.
- (iii) To approve elective papers for the PhD Course work in consultation with the scholar and the supervisor.
- (iv) To guide the research scholar to develop the study design and methodology of research.
- (v) To periodically monitor the progress of scholar and to make recommendations for improvement of research outcome.
- (vi) To recommend temporary attachment with other institute/university in India or abroad for performance of specific experiment/study for which facilities are not available in Jamia Hamdard.
- (vii) To recommend submission of thesis when the scholar meets all the requirements as laid down in this Ordinance and amendment form time to time.
- (viii) To recommend the panel of examiners' for adjudication of PhD thesis work of the scholar.



7.2. The composition of SRAC will be as follows:

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|---|-----------------------|
| a) Supervisor | Chairman and Convener |
| b) All Co-supervisors | Member |
| c) One teacher of the Department | Member |
| OR | |
| A faculty from another Department or School | Member |
| d) One Subject expert from other | Member |
| University/Research Institute/ Organization/Industry | |

While selecting the Subject Expert the Supervisor shall not select a member below the level of Associate Professor or equivalent position.

The constitution of SRAC will be notified by the Head of the Department. A copy of notification will be sent each to the Dean of the School, Advisor (Research), Controller of Examinations and Finance Officer.

Any change in composition of SRAC will be notified by the Head of the Department and copy of the same will be sent to all concerned as mentioned-above.

7.3. At least three members viz., one of the Supervisor/Co-supervisor, a faculty member of Jamia Hamdard who is the member of SRAC, and External Subject expert will form quorum to conduct the SRAC meeting. A Co-supervisor with the consent of the Supervisor and approval of the Head of the Department may also convene the SRAC meetings in case the Supervisor is not available.

7.4. After completion of admission formalities the scholar will submit filled-in enrollment and PhD registration form.

7.5. The first meeting of the SRAC should be convened within two months of admission of the scholar. The meeting of SRAC will be conducted at a six-monthly interval. A minimum of six (06) SRAC meetings including the final/pre-submission SARC meeting will be required to be conducted before submission of thesis. SRAC meeting may also be conducted online. There should a gap of at least six months between two meetings of the SRAC.

7.6. Honorarium and TA/DA to external subject expert will be paid as per the university norms from the Departmental budget allocated for the purpose.

8. PhD Coursework

8.1. Completion of the Coursework will be a prerequisite for PhD thesis submission. A scholar admitted to the PhD programme shall be required to complete the coursework during the initial one or two semesters. In case a scholar fails to pass PhD coursework in

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two attempts, her/his admission will be cancelled. However, such a scholar will be eligible for re-admission as a fresher.

- 8.2. The credit assigned to the PhD coursework shall be 12 credits. All courses/papers prescribed for PhD course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Academic Council of Jamia Hamdard on the recommendation of the concerned Board of Studies in a school.
- 8.3. A minimum of four (04) credits shall be assigned to the Compulsory Paper on Research Methodology. Out of four credits of this compulsory paper a component of two (02) credits will be assigned to Compulsory Module on "Research and Publication Ethics" (as notified by the UGC). Detail of this Component is annexed as Annexure - I with this Ordinance. The remaining two (02) credits of the Research Methodology paper shall comprise the content broadly covering an 'introduction to the concept of research, research hypothesis, types of research, quantitative and analytical methods used in research, application of computers and other IT tools in research and other topics of general interest pertaining to research'.
- 8.4. The other two papers of PhD Coursework shall be of advanced level relevant to the topic of approved PhD proposal as recommended by the SRAC. One of the papers may also be opted at other Department/School.
- 8.5. Each PhD Coursework paper shall carry 04 (four) credits and 100 marks. Internal Assessment weightage will be 25%. Internal Assessment may involve written test, case study, review paper or written assignment. The mode of Internal Assessment will require approval of SRAC. Internal assessment shall be the responsibility of the Research Supervisor in consultation with the concerned subject teacher.
- 8.6. Classes for PhD coursework may be conducted in classroom, tutorial, or by online mode.
- 8.7. Candidates already holding an MPhil Degree admitted to the PhD programme and have already completed the coursework during MPhil course may be exempted from the PhD coursework. However, exemption will be subject to grant of equivalence of course/credit by Jamia Hamdard.
- 8.8. Candidates who completed PhD coursework from other recognized University/Institution and have joined Jamia Hamdard PhD programme may also be exempted after curriculum and credit equivalence verification by Jamia Hamdard.
- 8.9. PhD Coursework examination shall be conducted by the Dean of the School in consultation with the Office of the Controller of Examinations at least two times a year as per the approved Academic Calendar.
- 8.10. A PhD scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading

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system is followed) in the coursework in order to be eligible to continue in the programme and submit the thesis.

8.11. The final marks/grades shall be communicated to the Controller of Examination for declaration of results and preparation of mark sheets.

9. Pre-requirements for PhD thesis submission

The following will be pre-requirements for PhD thesis submission:

- a) Completion of PhD coursework as per provisions outlined in this ordinance
- b) Fulfillment of attendance criteria as notified by the UGC/Jamia Hamdard.
- c) Publications and participation in conferences/symposiums/seminars as per requirement.
- d) Recommendation of SRAC for submission of thesis.
- e) Payment of all annual/semester fees and fines and dues, if any.

10. Submission of PhD thesis

10.1. A scholar will be allowed to submit PhD thesis on completion of all the pre-requirements as mentioned above after payment of prescribed evaluation fee.

10.2. A scholar will submit duly signed three (03) copies of spiral or glue bound thesis in the Examination Section. These draft copies of thesis may be printed on both sides of the pages but in a double space and not smaller than 12 font size as per the approved format. A soft copy of the same (.pdf) will also be required to be submitted at the time of PhD thesis submission to facilitate the evaluation process by online mode.

10.3. The following documents in original or copies thereof, as applicable will be required to be submitted along with thesis,

- a) Three copies of PhD thesis synopsis with signatures of SRAC members on each page.
- b) PhD thesis Summary and Conclusions in 1000-1200 words (4-6 double spaced printed pages).
- c) Copy of Pre-submission SRAC recommendation.
- d) Proforma for attendance, publication and participation in conferences/symposia/seminars (Annexure – II)
- e) Plagiarism check report as per the format (Annexure – III).
- f) Complete thesis and Summary & Conclusions in soft copies in a pen drive or CD/DVD in .pdf file format duly marked.
- g) No dues certificate.
- h) Migration certificate from institution/university from where qualifying course has been passed.
- i) Copies of final year/semester fee and thesis evaluation fee.
- j) PhD Coursework completion certificate and marksheet.

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10.4. After verification of documents and other details the Examination Section will issue an acknowledgement of submission of thesis.

11. Evaluation of thesis and award of degree

11.1. Immediately after conduct of final SRAC meeting or submission of thesis, Supervisors will submit a list of six (06) to eight (08) examiners along with their full contact detail (address, phone number and e-mail ID), designation and field of specialization to the Examination Section. Examiners from abroad may also be included in the panel. Examiners should not be below the rank of an Associate Professor or an equivalent rank working in the area or broad area of PhD thesis research. Supervisor may seek consent of prospective examiners before forwarding their names to the examination section to avoid delay in the adjudication process.

The following categories of individuals cannot be examiners.

- a) Near relatives of the scholar (father, mother, sibling, spouse, in-laws, grandparents)
- b) Supervisor of the Supervisor
- c) The faculty/scientist who has been mentored by the Supervisor for PhD Degree
- d) Jamia Hamdard faculty (in-service, superannuated or a former employee)
- e) SRAC members
- f) Faculty member or scientist below the level of Associate Professor or equivalent grade.

While accepting the Examinership the Examiner will declare that 'there is no conflict of interest and he/she does not have any of the above relationships'.

11.2. At least three (03) Examiners appointed by the Competent Authority will be contacted by the Examination Section for their consent to evaluate thesis along with Summary & Conclusion of the thesis. Upon receiving their consent the thesis (soft copy/hard copy) will be mailed to the approved Examiners along with blank adjudication report format and remuneration bill form (Annexure – IV). A time of eight (08) weeks will be given to the Examiners to submit the evaluation report. First reminder will be sent after 6 weeks, followed by a second reminder on completion of 08 weeks after sending the thesis. If no response is received after one month of the second reminder, another Examiner may be appointed from the approved panel. The Examiner who did not respond may be informed not to proceed further and no remuneration will be paid to her/him. There will be no requirement of report from the Supervisor/Co-supervisor.

11.3. In case at least two positive reports have been received with 'no' or 'minor revisions' and both the examiners give specific recommendations for conducting the *viva-voce* examination the open/public *viva voce* examination will be conducted by the appointed Examiner. However, the scholar will be required to submit responses and the revised thesis before the *viva voce* examination and the same will be reported during the *viva voce* examination.

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- 11.4. If the evaluation report of or one of the evaluation reports of the external examiners is unsatisfactory and does not recommend *viva-voce* examination, the scholar will be required to address and respond to the concerns of the examiner. If the examiner is not satisfied with the response of the scholar, improved thesis will be sent to the 4th External Examiner out of the approved panel of Examiners and the *viva voce* examination shall be held only if the report of the latest Examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the Research Supervisor shall be sent the observations of the 4th Examiner and the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree. Such a candidate will not be eligible for re-admission in Jamia Hamdard in PhD or any other course.
- 11.5. The open/public *viva voce* of the research scholar to defend the thesis shall be conducted by the Research Supervisor in the Department. The Head of the Department will be the Coordinator of the *viva voce* examination. Invitation will be sent to faculty members, scholars, members of SRAC. The *viva voce* examination panel will be as follows.
- i. Head of the Department
 - ii. External Examiner
 - iii. Supervisor(s)

Presence/participation of External Examiner will be mandatory. *Viva voce* examination may also be conducted online, in case it is not possible to conduct it in the Department. Permission to conduct online *viva voce* should be obtained by the Supervisor from the Dean of School with justification. The *viva voce* examination report in the prescribed format (Annexure – V) will be forwarded to the Controller of Examinations for further necessary action. Upon approval of the recommendation of *viva voce* examination panel the Examination Section will issue a notification as per the format subject to condition that the thesis has been uploaded on the INFLIBNET (Shodhganga) portal as per the format (Annexure – VI) and a hard copy of the thesis (revised, if applicable) has been submitted along with a soft copy of thesis on CD/DVD as per format. Research Supervisor will be required to certify that the Research Scholar has incorporated all the changes and the revised thesis (hard copy and .pdf version) has been checked by him before submission.

12. PhD through distance mode/part-time

- 12.1. Jamia Hamdard shall not conduct PhD Programme through distance education mode.
- 12.2. Part-time PhD can be allowed in subject areas as per UGC guidelines and provided that all conditions mentioned in the extant PhD Ordinance have been met.
- 12.3. Part-time PhD programme will be offered in the subjects which do not require laboratory or clinical investigations and the concerned Statutory Council has not barred PhD in part-time mode. Proposal for the part-time PhD programme recommended by the BoS and School Board will require approval of Academic Council and Board of Management.

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- 12.4. Minimum qualification and the eligibility for admission for these candidates will be the same as for full-time/regular candidates. Relaxation in eligibility criteria will be given as applicable to regular PhD programme.
- 12.5. The following categories of candidates will be considered for admission to Part-time PhD programme.
- Employees of Public Sector Undertakings (PSU) or Government Departments or Research and Development Organizations or Private Industries.
 - Faculty members of other university/institute.
 - Central and State Government Employees selected through respective Public Service Commissions.
 - Foreign nationals on diplomatic mission in India.
 - There will be no requirement of NET/other national level test.
 - Interview/interaction will be the sole criteria of admission. The candidates will be required to produce 'No Objection Certificate' from their employer/institute/organization/embassy at the time of interview/interaction.
- 12.6. The minimum duration of the Part-time PhD programme will be four (04) years. However, the maximum time span will be six (06) years.
- 12.7. A separate fee structure will be notified for the Part-time PhD programme for Indian and foreign nationals. However, evaluation fee will be same as applicable on full-time/regular candidates.
- 12.8. Other provisions related to Supervisor(s), SRAC, course work, attendance, publications, seminars, re-registration, submission and evaluation of thesis and award of degree etc. will be same as applicable on full-time/regular candidates time-to-time.

13. PhD regulations of regulatory councils

In case a Regulatory Council notifies regulations for PhD programme in a specified discipline the same shall be followed by Jamia Hamdard through adoption at its statutory bodies with suitable modification with regard to their implementation.

14. Record keeping

The University shall maintain the list of all the PhD registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her Supervisor/Co-supervisor, date of enrolment/registration. This list will be updated every year on 31st December. Departments will send updated list of on-roll PhD students with full detail to the Office of the Advisor (Research) by 20th December every year. Based on information from the Schools a master list will be compiled and uploaded on the university web-site by the Advisor (Research).

15. Operational provisions

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- 15.1. At a given time not more than two (02) students without fellowship/financial support will be permitted under a teacher of any category. In order to rationalize this number at a given time not more than 08 scholars in a Department and 30 scholars in a School will be permitted to be admitted without fellowship/financial support. Any form of the fellowship/financial support to a PhD scholar should have a tenure/duration of minimum of two (02) years at the time of joining of PhD scholar.
- 15.2. A PhD scholar will be entitled for a leave of 30 days in year. Leaves will lapsed on yearly basis. However, in case a funding agency has notified regulation related to leave the same shall apply on the beneficiary.
- 15.3. Maternity leave to women scholars will be applicable as the provisions of fellowship or Jamia Hamdard whichever is applicable. In addition, the women candidates may be granted Child Care Leave once in the entire duration of the programme as per the entitlement. Payment of fellowship during the maternity leave/child care leave will be governed as per the provisions of funding agency. For grant of maternity leave and child care leave, a scholar will her submit application along with relevant documents to the Office of the Advisor (Research) well in time and duly forwarded by the Research Supervisor and endorsed by the Head of the Department. A copy of order of the maternity leave/child care leave will also be required to be submitted to Dean Office for record update.
- 15.4. In order to perform/complete experiments/studies for which facilities are not available at Jamia Hamdard or research involving outstation surveys or field work in India or abroad, a PhD scholar may be allowed to spend up to six (06) months in one instance and a total one year during the whole tenure at any other Institute/University in India or aboard, subject to the recommendation of SRAC. The provisions of funding agency will govern the payment of fellowship and leave during such period of temporary affiliation. A scholar cannot claim any financial benefit from university for such as assignment. All such proposals will be processed by the Office of the Advisor (Research).
- 15.5. Under normal circumstances change of Supervisor will not be allowed after two (02) years of admission and a Co-supervisor may not be inducted after three (03) years. However, change in Supervisor can be allowed in the following special circumstances with justification.
- (a) Supervisor dies or he/she is terminated or suspended by the University.
- (b) Supervisor leaves Jamia Hamdard and it is reported at SRAC that thesis will not be submitted within a time span of one year. In such circumstances, Head of the Department in consultation with the scholar and existing Supervisor(s) will propose another teacher from the Department as the Supervisor. The existing Supervisor may act as So-Supervisor.
- (c) Supervisor retires and it is reported at SRAC that thesis will not be submitted within a time span of one year. In such circumstances, Head of the Department in consultation

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with scholar and existing Supervisor(s) will propose another teacher from the Department as Supervisor. The existing Supervisor may continue as Co-supervisor.

- (d) In case a Supervisor is away from Jamia Hamdard on leave/deputation for more than one year her/his role will be reversed; i.e., he/she will act as Co-supervisor and Co-supervisor or one of Co-supervisors will assume the role of Supervisor. The same will be notified by the Head of the Department in the form of revised SRAC. If the scholar submits thesis during the leave/deputation period of Supervisor this arrangement will persist. When the Supervisor joins Jamia Hamdard he/she will assume the role of Supervisor, if thesis is being submitted after six (06) months of her/his joining.

In case the circumstances mentioned at a) and b) above the condition of thesis submission within one year is not fulfilled the original Supervisor will continue to act as Co-supervisor.

All the matters of change of Supervisor/Co-supervisor will be recommended by the SRAC and will be sent for approval of the Board of Studies and the records will be updated in the Office of the Dean and in the master list of the PhD scholars.

- 15.6. No regular PhD scholar will be allowed to take up full or part-time employment during the course of enrollment in PhD programme. Scholars may be engaged in teaching at the Department as per UGC/Jamia Hamdard norms with the consent of the Supervisor and with the condition that his/her research will not be compromised.

16. Publications/Patents/Conferences

- i) A PhD scholar will be required to publish at least two full-length publications from the thesis work as the first and/or equal contributor in UGC-CARE listed journals. Out of two publications, at least one should be based on the original research of the scholar.
- ii) The condition of two publications will be applicable on the PhD scholars admitted on or after 01/07/2018 as notified by the University vide JH/Exam/2020/N-03 dated 11/02/2020.
- iii) PhD scholars will not be allowed to publish research work without permission of the Supervisor after he/she leaves Jamia Hamdard, and also will not include author(s) who has/have made no contribution.
- iv) A scholar will be required to attend two conferences/seminars/symposiums and present her/his research work in oral or poster presentation session as the lead author. Two or more presentations in a single event will be considered as one. There should also be a gap of at least 6 month in two events.
- v) IPR will be jointly held by the scholar/Supervisor(s) and assignee will be Jamia Hamdard in all the cases. If the work is sponsored by a government agency its guidelines shall apply in matters of IPR.

R=H:

17. Cancellation of registration

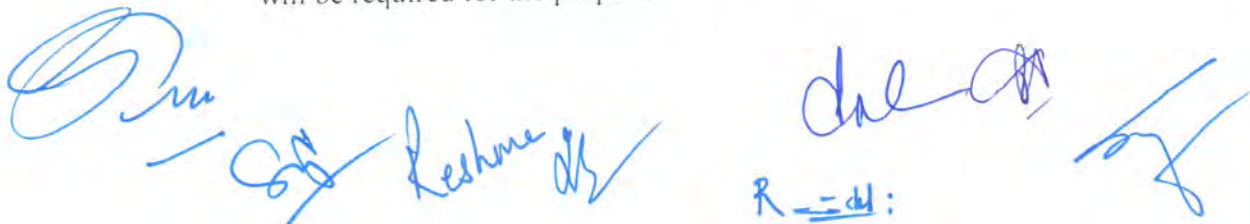
The registration/enrollment of a scholar shall be cancelled from PhD programme in the following circumstances.

- i. Her/his performance is not found satisfactory by the Supervisor and the same is also recommended by the SRAC at least in two meetings giving an opportunity to the scholar to improve the performance in the first meeting.
- ii. He/she is absent from the Department beyond the period of allowed leave without permission of the Supervisor, under intimation to the Head of the Department and does not report even after two written reminders. The Supervisor will save communication in this regard and always copy the same to the Head of the Department and Office of the Dean.
- iii. Nonpayment of fee for one year will automatically lead to cancellation of admission/registration.
- iv. Scholar takes a paid job before completion of the research work (before SRAC meeting date for the purpose of approval of submission of thesis).
- v. He/she is found to have taken admission by using fake/manipulated documents and information.
- vi. He/she is found indulged in unethical research and publication practices.
- vii. He/she is implicated in disciplinary proceedings at the university or he/she is convicted by the court of law.

All the matter of cancellation will be reported to the Dean and finally will be marked to the Academic Council through the respective BoS. The cancellation will be notified by the Dean after approval by the statutory bodies of the university.

18. Transfer

- 18.1. In case of relocation of a Woman PhD scholar due to marriage or otherwise, the research data may be allowed to be transferred to a University/institute 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. For utilizing data which do not pertain to a sponsored project of the Supervisor at the parent institution the scholar will take written consent of the Jamia Hamdard Supervisor and will give due credit to him/her and the institution for the part of research already done and reported in publications and patents, if any. Intellectual property interest of the Research Supervisor or the corresponding authorship (of the work done before transferring to a new institute) shall be protected.
- 18.2. Transfer of other scholars will be only after cancellation of registration. In case a Supervisor joins elsewhere and desires to take her/his scholars he/she will be allowed to do soon after giving an undertaking that he/she is not taking any data where Jamia Hamdard has potential IPR stakes. A No Objection Certificate form IP Management Cell will be required for the purpose.

Handwritten signatures in blue ink, including a large signature on the left, a signature that appears to be 'Reshona', and another signature on the right. Below the signatures, the text 'R = dl:' is written.

- 18.3. On transfer from Jamia Hamdard credit earned in the PhD course work may be taken along with and the Examination Section will issue Mark-sheet of PhD course work to such scholars.

19. Ethics

Scholars and Supervisors (internal and external) will be required to follow high standards of ethics in research and publications and UGC regulations UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) regulations 2018 and its amendments time to time will be guiding principles in such matters.

20. Saving clauses

- 20.1. Award of degrees to candidates registered for the PhD programme on or after July 11, 2009 till the date of Notification of these Regulations (University Grants Commission Minimum Standards and Procedure for Award of MPhil/PhD Degrees) Regulations, 2016) issued on May 5, 2016 shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of MPhil/PhD Degree) Regulation, 2009.
- 20.2. The following clauses of this ordinance shall apply on all the PhD scholars registered in Jamia Hamdard irrespective of date of their enrollment/registration.
- Procedure of submission of thesis.
 - Evaluation of thesis and award of degree
 - Matters related to publications

21. Depository with INFLIBNET

- 21.1. Following the successful completion of the evaluation process and before the announcement of the award of the PhD degree, the scholar/Supervisor concerned shall submit an electronic copy of the PhD thesis in the prescribed format (Annexure – VI) to the Central Library for uploading on the INFLIBNET portal so as to make it accessible to all Institutions/Colleges.
- 21.2. Prior to the actual award of the degree, Jamia Hamdard shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016 and its amendments time to time as adopted by the statutory bodies of the university.

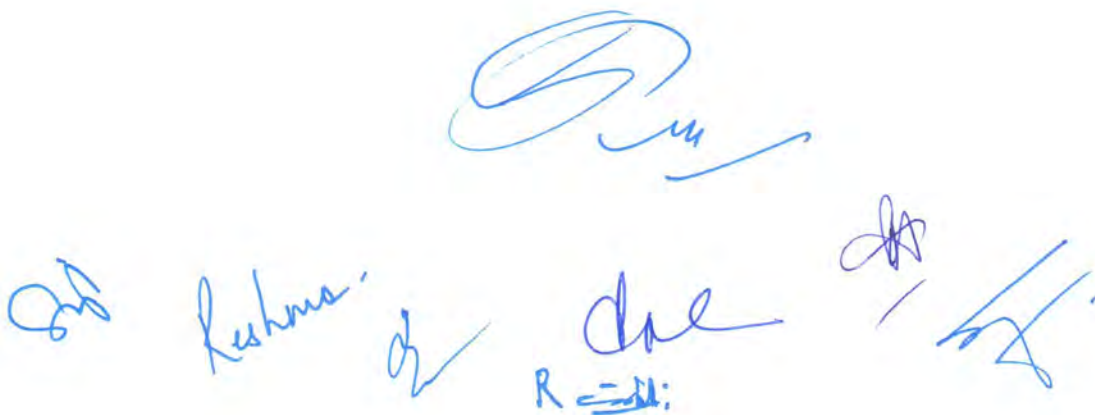
22. Remedial mechanism and dispute resolution

All the matters of dispute and issues seeking clarification will be placed before the Dean of the School and will be referred to the Office of the Advisor (Research). The Advisor (Research) will submit his/her observations and recommendations to the Competent Authority for approval and the same will be communicated to scholar/Supervisor by the

Handwritten signatures and initials in blue ink at the bottom of the page. From left to right: a large signature, a signature that looks like 'Saf', the name 'Reshona', a checkmark, a signature that looks like 'Chae', a signature that looks like 'H', and a signature that looks like 'S'. Below the 'Chae' signature is the text 'R-24:'.

Dean of the School. In the matter requiring deliberations at the larger forum the same may be referred to the Jamia Hamdard Research Advisory Committee and Academic Council. The decision of the Competent Authority of Jamia Hamdard will be final and binding on all concerned.

-----(+++)-----

A collection of handwritten signatures in blue ink. At the top center is a large, stylized signature. Below it, from left to right, are several smaller signatures. One signature is clearly legible as 'Rashma'. Another signature has 'R' followed by some illegible characters. There are also two more distinct signatures on the right side of the group.

JAMIA HAMDARD, NEW DELHI

PH.D. COURSE WORK RESEARCH METHODOLOGY (COMPULSORY PAPER)

SYLLABUS

Contact hours – 60

Credits – 04

Marks – 100

SECTION – A (CREDITS -2)

UNIT I: INTRODUCTION TO CONCEPTS OF RESEARCH (10 hrs)

- Meaning of research, attributes and types of research.
- Steps of research: Identifying a research problem and framing of research hypothesis, research planning, execution, data acquisition, analysis, interpretation.
- Research funding: Procurement of research grants and fellowships.

UNIT II: RESEARCH DESIGN, DATA COLLECTION, ANALYSIS AND INTERPRETATION (10 hrs)

- Types, sources, acquisition and interpretation of data
- Concept of Variables, Quantitative and qualitative analysis of data
- Graphical representation and mapping of data
- Common statistical tools used in scientific research (sample size determination, power analysis, normal distribution, and commonly used statistical tests)

UNIT III: RESEARCH COMMUNICATION AND APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) IN RESEARCH (10 hrs)

- ICT: meaning, advantages, disadvantages and uses
- Literature survey of the previous works and searches for articles online and in the library and common research databases
- Art of research writing: Steps to better writing, flow method, organization of material and style, drawing figures, graphs, tables, footnotes, references etc. in a research paper, different types of research papers.
- Thesis writing: its characteristics and format
- Scientific presentations (oral and poster)
- Introduction to patents and copyright.

SECTION – B (CREDITS -2)

Research and publication ethics course

Research and Publication Ethics (RPE) is a two credit course approved by University Grants Commission (UGC) for awareness about publication ethics and publication misconducts (https://www.ugc.ac.in/pdfnews/9836633_Research-and-Publication-Ethics.pdf). It will be mandatory for research scholars of who have been admitted in PhD programme of Jamia Hamdard in any of the Schools with effect from Academic Session 2021-22.

| Modules | Unit Title | Teaching Hours |
|-----------------|-------------------------------|----------------|
| Theory | | |
| RPE 01 | Philosophy and Ethics | 4 |
| RPE 02 | Scientific Conduct | 4 |
| RPE 03 | Publication Ethics | 7 |
| Practice | | |
| RPE 04 | Open Access Publishing | 4 |
| RPE 05 | Publication Misconduct | 4 |
| RPE 06 | Database and Research Metrics | 7 |
| Total | | 30 |

UNIT I - Theory

RPE 01: Philosophy and Ethics

1. Introduction to Philosophy: definition, nature and scope, concept, branches
2. Ethics: Definition, moral philosophy, nature of moral judgments and reactions.

RPE 02: Scientific Conduct

1. Ethics with respect to science and research
2. Intellectual honesty and research integrity
3. Scientific misconducts: Falsification, Fabrication and Plagiarism (FFP)
4. Redundant publications: duplicate and overlapping publications, salami slicing
5. Selective reporting and misrepresentation of data

RPE 03: Publication Ethics

1. Publication ethics: definition, introduction and importance
2. Best practices/standards setting initiatives and guidelines: COPE, WAME etc.
3. Conflicts of interest
4. Publication misconduct: Definition, concept, problems that lead to unethical behavior and vice versa, types
5. Violation of publication ethics, authorship and contributorship
6. Identification of publication misconduct, complaints and appeals
7. Predatory publishers and journals

UNIT II - Practice

RPE 04: Open Access Publishing

1. Open access publications and initiatives
2. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
3. Software tool to identify predatory publications developed by SPPU: UGC-CARE list of journals
4. Journal finder/journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.

RPE05: Publication Misconduct (4 hrs)

1. **Group discussions (2 hrs)**
2. Subject specific ethical issues, FFP, authorship
3. Conflicts of interest
4. Complaints and appeals: examples and fraud from India and abroad
5. **Software tools (2 hrs)** - Use of reference management software like Mendeley, Zotero etc. and anti-plagiarism software like Turnitin, Urkund

RPE 06: Databases and research metrics (7 hrs)

1. **Databases (4hrs)**
2. Indexing databases
3. Citation databases: Web of Science, Scopus etc.
4. **Research Metrics (3hrs)**
5. Impact factor of journal as per Journal Citation Report, SNIP, SJR, IPP, CiteScore
6. Metrics: h-index, g-index, i-10 index, altmetrics

Suggested readings

1. Research Methodology Methods & Techniques, C.R. Kothari – New Age international Publishers, Reprint 2008.
2. Thesis and Assignment Writing, J. Anderson, Wiley Eastern Ltd., 1997.
3. Research Methodology, Mukul Gupta, Deepa Gupta – PHI Learning Private Ltd., New Delhi, 2011.
4. Fundamentals of Mathematical Statistics, S.C. Gupta and V.K. Kapoor, Sultan Chand & Sons, New Delhi, 1999.
5. Statistical Methods, G.W. Snedecor and W.G. Cochran, Iowa State University Press, 1967.

JAMIA HAMDARD
New Delhi – 110062

**PROFORMA FOR VERIFICATION OF ATTENDANCE, PUBLICATION AND PARTICIPATION IN
CONFERENCES/SEMINARS/SYMPOSIUM**

Name of the scholar:
Department:
School:
Title of thesis:
Enrollment No.
Date of admission/registration:

Certified that:

1. The above named scholar has attended the Department on regular basis has attained the minimum attendance requirement as per the UGC/Jamia Hamdard norms in this regard.

Annual average percentage of attendance during the whole tenure:.....(from.....to.....)

2. He/she has made the following publications from the thesis work:

| Sl. No. | Author list (list all authors as they appear in publication as surname, first name; etc. – For example Hasan SK, Sharma PP, etc. | Title of publication | Full name of journal and DOI (if available), Volume, Issue No., Starting Page – End page. In case Volume no./page no. is not available, article no. may be given | Type of publication (original research/review) | Included in UGC-CARE list (Yes/No) (latest update may be given) along with UGC-CARE reference no. if any) |
|---------|--|----------------------|--|--|---|
| | | | | | |
| | | | | | |

3. Certified that no publication as listed above is in UGC-CARE blacklisted/deleted list as on date.

4. The scholar has attended the following conferences/seminars/symposium:

| Sl. No. | Name of conference/seminar/symposium | Date and place | Title of presentation | Type of presentation (oral/poster) |
|---------|--------------------------------------|----------------|-----------------------|------------------------------------|
| | | | | |
| | | | | |

5. Certified that the scholar was the lead author in the presentation/abstract.

(Signature of the Scholar)
Date:

(Signature of the Supervisor(s))

Notes:

- Additional rows in tables/sheets may be added, if needed.
- Copies of publication and Certificate of Participation should be attached with this proforma.

**Plagiarism Check Report of the Thesis
Jamia Hamdard, New Delhi**

This is to certify that the thesis/dissertation entitled".....
.....

.....", submitted by
Ms./Mr.....; Enrolment No.....;

Course:

Department:.....

School:.....

was checked on.....(date and time)using
URKUND (Plagiarism Detection Software (PDS), the version as available on date) which indicated
the similarity score of (signed printout of screen shot is attached). The file name of
the finally checked/approved document is.....

It is in full and final and excludes only the content which is permitted for exclusion as per UGC
Regulation.

The similarity checks for plagiarism as the UGC Regulation 2018 exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Declaration

We hereby verify that the thesis submitted/will be submitted is the same version which was checked
for plagiarism. The screen shot of the plagiarism check report of the document is attached. We are
also aware that it will be the sole responsibility of the Scholar and Supervisor(s) to ensure the
compliance and address the reporting of the plagiarism detected/reported by any means/person and
will be subject to action as per UGC regulations in this regard namely University Grants
Commission (Promotion of Academic Integrity And Prevention of Plagiarism in Higher Educational
Institutions) Regulations, 2018 issued by Gazette Notification dated 23rd July, 2018. We herewith
give permission to access the report of Plagiarism/Similarity Check by the authorized
Administrator/Coordinator.

Scholar
(Name.....)

Supervisor
(Name:.....)

Verified

University Librarian or authorized Library Staff/PDS Administrator

Date:.....

CONFIDENTIAL

**JAMIA HAMDARD
New Delhi-11062**

Proforma for Examiner's Report on Ph.D. Thesis

JAMIA HAMDARD REFERENCE No., if any:.....

- The Examiner is requested to send the thesis report in prescribed Proforma within four (04) weeks from the date of receipt of thesis.
- Please sign each page.
- The Scan copy of the report in prescribed Proforma may also be sent via email as indicated.

Examiner's Report on the Ph.D. Thesis

Title of Thesis:

.....

.....

Name of the Candidate:

Subject:

Department:

Recommendations

| No. | Recommendations | Please tick | |
|-----|---|-------------|----|
| | | Yes | No |
| 1 | The thesis be accepted in its present form. | Yes | No |
| 2 | The thesis be revised and submitted again in the revised form and viva voce examination may be conducted based on the revision verified by the Supervisor. | Yes | No |
| 3 | The thesis be revised and submitted again in the revised form and be re-evaluated. Viva voce examination may be conducted based on the satisfactory report from the Examiner. | Yes | No |
| 4 | The thesis be rejected. | Yes | No |

(Signature of the Examiner)

Justification for recommendation

1. In case the Examiner makes the recommendation (1) stated above:

The Examiner will give a detailed report on separate sheet(s) on the following points:

- a) It must be an original piece of research work characterized either by the discovery of the facts or by a new approach towards the interpretation of facts. In either case it should reflect the candidate's capacity for critical examination and judgment.
- b) It must be satisfactory from the point of language and presentation of the subject matter.

2. In case the Examiner makes the recommendation (2) stated above:

If the examiner feels that some minor corrections in the thesis are needed, which should be incorporated therein before the viva voce Examination is held, he/she should attach a separate sheet, giving his suggestions/details of corrections to be made in the Thesis.

3. In case the Examiner makes the recommendation (3) stated above:

The Examiner may state reasons and suggest the lines on which the thesis is to be revised. These comments/suggestions will be conveyed to the candidate through the Head of the Department to enable him/her to revise the thesis in consultation with the Supervisor(s) and submit the same for re-evaluation.

4. In case the examiner recommends rejection (recommendation 4) of the thesis:

The Examiner should state the reasons for doing so with detailed report.

(Signature of the Examiner)

DETAILED REPORT
(Additional Sheets May be Used, if Necessary)

1. General comments

2. Comments on Introduction and Review of Literature

3. Comments on Methodology and Analysis of Data

4. Comments on Discussion and Conclusions

5. Comments on Bibliography

6. Comments on Publications

(Signature of the Examiner)

SUGGESTIONS FOR REVISION, IF ANY
(Additional Sheets May be Used, if Necessary)

(Signature of the Examiner)

QUESTIONS FOR THE VIVA-VOCE EXAMINATION
(To be submitted by the Examiners on a separate sheet)

[If the space is not sufficient, please attach extra sheet(s)]

QUESTIONS

1.

2.

3.

4.

5.

Others, if any.

(Signature of the Examiner)

Name of the Examiner:.....

Address:

.....

.....

Date:

(On Jamia Hamdard Letter Head)

Dated:

VIVA VOCE EXAMINATION REPORT

The Viva-voce examination for the award of Ph.D. degree to.....(Name of the Candidate) on the topic “.....” (Title of the thesis) was conducted on.....(Date) at(Time) at the Department/Centre.....School...../online. After presentation of the work, the candidate was asked questions to test his basic knowledge of the subject, in addition to the questions pertaining to his research work. The candidate answered the questions satisfactorily. He/also answered questions asked by the other Examiner(s) to the satisfaction of the panel.

On the basis of the quality of his research work, unanimous recommendations of the examiners and satisfactory performance in the viva-voce examination it is recommended that(Name of the Candidate) be awarded Ph.D. degree in(Subject) of Jamia Hamdard.

The Panel of Examiners

- | | | | |
|----|---------------------------|---|-------------------------------|
| 1. | External Examiner | - | Name, Designation and Address |
| 2. | Supervisor | - | Name |
| | Co-supervisor(s) (if any) | - | Name |
| 3. | Head of the Department | - | Name |

Signed and forwarded by

(.....)
External Examiner

(.....)
Supervisor

(.....)
Co-supervisor, if nay

(.....)
Co-supervisor, if any

(.....)
Head of the Department

(.....)
Dean of the School

Format of soft copy of Ph.D. thesis to be submitted for uploading in the UGC website
'Shodhganga'

Details required for entering data:

Registration Date: 10th July 2015 (e.g.)
Completed Date: 16th September 2019 (e.g.)
Awarded Date: Nil
Abstract: Maximum 2048 characters
Keywords: Minimum 3 (e.g. Apoptosis, Dvl2, Ubiquitination, and Wnt Signaling)

Each chapter in a separate PDF file for uploading:

| | |
|------------------------|------------------------------|
| 01_title.pdf | Title Page |
| *02_certificate.pdf | Certificate (with Signature) |
| 03_abstract.pdf | Abstract |
| 04_declaration.pdf | Declaration |
| 05_acknowledgement.pdf | Acknowledgement |
| 06_contents.pdf | Content/Index page |
| 07_list_of_tables.pdf | List of Tables |
| 08_list_of_figures.pdf | List of Figures |
| 09_abbreviations.pdf | Abbreviations |
| 10_chapter1.pdf | First Chapter |
| 11_chapter2.pdf | Second Chapter |
| 12_chapter3.pdf | Third Chapter |
| 13_chapter4.pdf | Fourth Chapter |
| 14_chapter5.pdf | Fifth Chapter |
| 15_bibliography | Bibliography |
| 16_appendixI | Appendix |
| **80_Recommendation | Recommendation |

Note:

* Certificate must contain the signature of supervisor, HoD and the Dean.

** The recommendation should contain title page and chapter which contains Recommendation/Conclusion/Summary/Future findings. Recommendation file should be named as '80_Recommendation' and should be in pdf format without any images.

JAMIA HAMDARD
(Deemed to be University)
HAMDARD NAGAR, NEW DELHI-110062

1st June, 2021

Members who were present in the 156th meeting of the Standing Committee of the Academic Council held on 1/06/2021 at 11.00 A.M. in the Board Room, Vice-Chancellor's Office, Jamia Hamdard.

| | | | |
|--|---|-------------------|-------------------|
| 1. Prof. M.A. Jafri, Vice-Chancellor | - | Chairman | |
| 2. Prof. Y.K. Gupta, External Expert | - | Member | - Attended online |
| 3. Prof. M. Afshar Alam, Dean, S.E.S.T. | - | Member | |
| 4. Prof. Manju Chhugani, Dean, S.N.S.&A.H. | - | Member | |
| 5. Prof. S.M. Arif Zaidi, Dean, S.U.M.E.R. | - | Member | |
| 6. Prof. Shibu John, Dean, S.M.B.S. | - | Member | |
| 7. Prof. Vidhu Aeri, Dean, S.P.E.R. | - | Member | |
| 8. Prof. S. Mehartaj Begum, Dean, S.H.S.S. | - | Member | - Attended online |
| 9. Prof. Farhan J. Ahmad, Dean, S.I.S.T. | - | Member | - Attended online |
| 10. Mr. Mirza Wazir Hussain, CoE | - | Permanent Invitee | |
| 11. Prof. S. Raisuddin, Director, IQAC | - | Permanent Invitee | |
| 12. Prof. Suhel Parvez, Chairman, CACC | - | Permanent Invitee | |
| 13. Prof. M.Z. Abdin, D/o Biotechnology | - | Special Invitee | - Attended online |
| 14. Prof. S.H. Ansari, S.P.E.R. | - | Special Invitee | |
| 15. Prof. Asgar Ali, S.P.E.R. | - | Special Invitee | - Attended online |
| 16. Prof. A.K. Najmi, HoD, Pharmacology | | | |
| 17. Prof. G.Y. Anjum, S.H.S.S. | - | Special Invitee | |
| 18. Prof. Reshma Nasreen, S.M.B.S. | - | Special Invitee | |
| 19. Prof. Mohd. Aslam, S.U.M.E.R. | - | Special Invitee | |
| 20. Prof. Yasmin Sultana, S.U.M.E.R. | - | Special Invitee | |
| 21. Prof. Kaleem Javed, HoD, Chemistry | - | Special Invitee | |
| 22. Prof. Ajay Kumar Singh, S.H.S.S. | - | Special Invitee | - Attended online |
| 23. Prof. Yasmin Shamsi, HoD, Pharmaceutics | - | Special Invitee | - Attended online |
| 24. Prof. Mohd. Mujeeb, HoD, Pharmacognosy | - | Special Invitee | - Attended online |
| 25. Prof. A. Mujeeb, HoD, Botany | - | Special Invitee | - Attended online |
| 26. Ms. Veena Sharma, Principal, RCN | - | Special Invitee | - Attended online |
| 27. Ms. Ruchi Nagar, HoD, Reh. Sciences | - | Special Invitee | - Attended online |
| 28. Dr T.P. Mammooty, Director, JHKC, Kerala | - | Special Invitee | - Attended online |
| 29. Mr. S.S. Akhtar, Registrar | - | Secretary | |

The meeting started with recitation from the Holy Quran by Janab Mohammad Amir Qasmi.

The Chairman welcomed all the members including special invitees and expressed his deep condolences over the loss of lives of teaching and non teaching staff due to COVID 19 pandemic. The entire house expressed condolences and two minutes silence were observed for the peace (*maghfirat*) of the following departed souls:

1. Prof. Ona P. Desai, Dean, SNSAH
2. Dr. Hamida Aqil, Associate Professor, SUMER
3. Mr. Mazhar Aleem Khan, Supervisor (Electrical), Engineering Section
4. Mr. Idrees, Lab. Assistant, SPER



The Chairman informed the house that despite ongoing pandemic and lock down, it was felt to convene a meeting of Standing Committee to discuss few important and urgent academic issues including Jamia Hamdard Prospectus for 2021-2022 session, however, the meeting was organized following all the COVID 19 norms.

The Chairman further informed the house about a significant development in the form of setting up a fully operational 50 beds COVID Care Quarantine Centre for its employees and for Delhi Police and their dependents in the Majeedia Unani Hospital.

He, further, informed that the above COVID Care Centre is being managed by the Doctors from Batra Hospital and Ganga Ram Hospital. Mr. S.N. Srivastava, Commissioner of Delhi, Police and Mr. Hamid Ahmed, Hon'ble Chancellor, JH have played a pivotal role in setting up the facility. Most importantly, move of Jamia Hamdard was well appreciated by the Hon'ble Minister of Education, Gol, Dr. Ramesh Pokhriyal who shared this on the Ministry's official tweeter handle and the same was retweeted by the official Twitter handle of Govt. of India.

The entire house applauded the efforts taken by the authority of Jamia Hamdard and specially thanked Mr. Hamid Ahmed, Hon'ble Chancellor, JH, Mr. Sajid Ahmed, Treasurer, HNF and Dr. Rashmi Saluja, Member, BoM, JH for mobilizing support, infrastructure and joint collaborations with Delhi Police.

After getting permission of the chair, the Secretary started official proceeding of the meeting by taking agenda one by one:

SC 157 (1): TO APPROVE THE MINUTES OF THE BOARD OF STUDIES, DEPARTMENT OF TOXICOLOGY, SCLS HELD ON 10/04/2021.

Prof. Suhel Parvez briefed the house on the issues discussed in the BoS meeting. Prof. S. Raisuddin, Director, IQAC wanted to know the exit option in the B.Sc.- M.Sc. Integrated Program after graduation. Prof. Suhel Parvez informed the house that there is provision of 10% weightage for internal students for admission in all courses so the same is for M.Sc. programs as well offered in the School of Chemical and Life Sciences.

The house suggested that the details as mentioned above be included in the Prospectus 2021-2022. Prof. Suhel Parvez as Chairman, Central Admission Core Committee informed the house that it is mentioned in the prospectus under weightage for internal candidates.

"After deliberation, the SC resolved to approve the Minutes of the meeting of the Board of Studies, Department of Medical Elementology & Toxicology held on 10/04/2021."

SC 156 (2): TO APPROVE THE MINUTES OF THE BOARD OF STUDIES, CENTRE FOR FEDERAL STUDIES, SHSS HELD ON 22/05/2021.



The BoS discussed in details the recommendation of the BoS for introduction of paper MHR-403: "Identity, Issues and Challenges of Human Rights in India" as replacement of the MHR- 403: Dissertation/Project Work in the fourth semester of M. A. in Human Rights Programme.

Prof. S. Mehartaj Begum, Head, Centre for Federal Studies briefed the house that due to COVID 19 pandemic, the students are facing inconveniences w.r.t. plagiarism check for their dissertation / project work so it may be replaced with a paper in the fourth semester of M.A. in Human Rights.

The house was not in favour of dropping / replacing dissertation / project work as it cannot be equated with any paper mode examination. Prof. Y.K. Gupta, external expert told that dropping the dissertation / project work would be disastrous; hence, we may allow option for 2-3 plagiarism software to ease if any problem of the students.

The SC resolved not to approve the above proposal in the Minutes of the Board of Studies, Centre for Federal Studies held on 22/05/2021 and resolved to continue with the project work / dissertation assignments as usual.

SC 156 (3): TO CONSIDER AND APPROVE THE PROPOSAL FOR INTRODUCTION OF PAPER MHR-403: "IDENTITY, ISSUES AND CHALLENGES OF HUMAN RIGHTS IN INDIA" AS REPLACEMENT OF MHR-403: DISSERTATION/PROJECT WORK IN THE FOURTH SEMESTER OF M.A. IN HUMAN RIGHTS PROGRAMME AS RECOMMENDED BY THE BOARD OF STUDIES IN ITS MEETING HELD ON 22.05.2021.

Same resolution as adopted under item No. SC 156 (2) above.

SC 156 (4): TO APPROVE THE MINUTES OF THE BOARD OF STUDIES, DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING UNDER SEST HELD ON 24/05/2021.

HoD, CSE briefed the house about the recommendations of the Board of Studies, Department of Computer Science and Engineering. During the discussion, the house observed that the mercy chance granted to Mr. Manish Kumar, BCA student, enrolment number 2015-301-029 to appear for his backlog paper BCA 201 so as to complete his course was due to personal problem faced by the students during COVID 19 pandemic. Thus permission can be given to him as a very special case and it cannot be cited as precedence in future.

Further House suggested that instead of 20 intake in each discipline of M.Tech (CSE/DS/CFIS), there should be 18 intake in each discipline with 2 seats over and above for Industry / NRI sponsored candidates.

"After deliberations, the SC resolved to approve the Minutes of the Board of Studies, Department of Computer Science and Engineering held on 24/05/2021."

SC 156 (5): TO APPROVE THE MINUTES OF THE MEETING OF BOARD OF STUDIES, DEPARTMENT OF MOALAIJAT, SUMER HELD ON 31/05/2021.

The SC resolved to approve the Minutes of the Board of Studies, Department of Moalijat, SUMER held on 31/05/2021.

SC 156 (6): TO APPROVE THE MINUTES OF THE MEETING OF BOARD OF STUDIES, DEPARTMENT OF ILMUL ADVIA, SUMER HELD ON 31/05/2021.

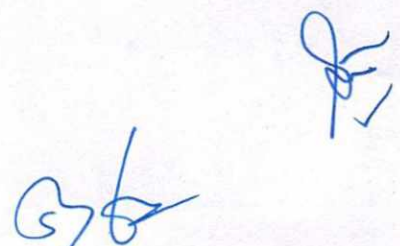
The SC resolved to approve the Minutes of the Board of Studies, Department of Ilmul Advia, SUMER held on 31/05/2021.

SC 156 (7): TO APPROVE THE MINUTES OF THE MEETING OF SCHOOL BOARD, SCHOOL OF UNANI MEDICAL EDUCATION AND RESEARCH (SUMER) HELD ON 31/05/2021.

Dean, SUMER briefed the house on the decisions taken especially starting PhD program in some disciplines of Unani Medicine. The Chairman appreciated this effort as a good initiative to promote research in various subjects of alternative medicine especially Unani Medicine. Further he informed the house that JMI, New Delhi have been successfully offering PhD in Unani Medicine with the support from AYUSH, Govt. of India, while, they don't offer, till date, in any course in Unani Medicine.

The house, while, noting the progress made in respect of starting orientation course in Unani Medicine for Foreign Nationals, suggested that limitation of 10 seats in one batch be removed as the course will be offered through online mode and no. of batches may be decided depending upon the response of the candidates.

After deliberations and related discussion, the SC resolved to approve the Minutes of the meeting of School Board, SUMER held on 31/05/2021 and approved starting of PhD in few subjects of Unani Medicine in SUMER from the academic session 2021-2022 subject to fulfilling the requirements as per PhD Ordinance of the University.



SC 156 (8): TO CONSIDER THE PROPOSAL OF DIRECTOR, JHKC, KANNUR, KERALA REGARDING CONDUCT OF BOTH ODD AND EVEN SEMESTERS SUPPLEMENTARY EXAMINATIONS AFTER CONDUCTING THE ENSUING EVEN SEMESTER REGULAR EXAMINATIONS SCHEDULED TENTATIVELY FROM THE 3RD WEEK OF JUNE, 2021.

Director, JHKC, Kerala who attended the meeting online briefed the house on the proposed changes temporarily due to COVID pandemic situation for ODD & EVEN examinations and detention policy.

The SC deliberated the proposal and resolved as under:

- a) Approved for conducting examinations and holding classes subject to fulfillment of norms, guidelines of state govt.
- b) Supplementary Examinations for both ODD and EVEN examinations allowed.
- c) Removal of detention not allowed.
- d) All guidelines, directives of the UGC should be followed in respect of online / offline / hybrid mode of examinations.

SC 156 (9): TO CONSIDER THE LETTER ISSUED BY THE UGC REGARDING 83 UG AND 40 PG NON-ENGINEERING SWAYAM MOOC TO BE OFFERED IN THE JULY 2021 SEMESTER.

The House was of the view that SWAYAM is two way benefit system and good initiative of the UGC, JH may explore to grab the opportunity, in favour, where we have core competence. However, it was felt that there are some confusion and problem for students and faculty as well to offer courses and credit transfer on this platform.

The Chairman responded that the Curriculum Development Cell (CDC) will be involved for formulating students / teachers friendly procedure / process.

“The SC, while, approving the above proposal of the UGC in principle, authorized the Vice-Chancellor to constitute a Committee to look into this matter and feasibility to run SWAYAM MOOC courses from July-October 2021 semester”.

SC 156 (10): TO CONFIRM THE ACTION TAKEN BY THE VICE CHANCELLOR TO APPROVE THE MINUTES (DATED 17.3.2021) OF THE COMMITTEE CONSTITUTED TO CONSIDER VARIOUS ISUUES RELATED TO ADMISSION OF CANDIDATES FROM MADRASAS AND OTHER RELATED MATTERS AND THE NOTE DATED 6.3.2021 REGARDING

RECOGNITION OF MADRASAS AS RECOGNIZED BY ALIGARH MUSLIM UNIVERSITY (AMU), JAMIA MILLIA ISLAMIA, JAWAHARLAL NEHRU UNIVERSITY (JNU), MAULANA AZAD NATIONAL URDU UNIVERSITY (MANUU), CCIM, COBSE FROM THE ACADEMIC SESSION 2021-22.

It has already been recommended by the Planning & Monitoring Board and subsequent approval by the 13th BoM, JH held on 23/03/2021.

The house noted and appreciated the progress made in this regard.

SC 156 (11): TO CONSIDER THE REVISION IN THE BYE LAWS GOVERNING THE AWARD OF PhD DEGREE AT JAMIA HAMDARD.

The Chairman informed the house that many Central Universities and Institutions of National Importance have their PhD Ordinance instead of bye laws and lot of things in respect of age of supervisor; SRAC, conducting test / interview for admission etc. were needed to revisit.

The House deliberated the issue in length and suggestions emerged from the discussion as under:

- i. Prof. S.H. Ansari suggested that No. of intake in PhD program be increased to accommodate more students. But no need to conduct Aptitude Test for NET-LS and JRF qualified candidates.
- ii. Prof. Ajay Kumar Singh, Centre for Federal Studies was of the view that in SRAC, elective paper may be decided by the students.
- iii. Prof. Mohd. Amir, SPER was also not in favour to conduct Aptitude Test etc. for GPAT, NET-JRF candidates, but only interview.
- iv. Prof. M. Afshar Alam, Dean, SEST suggested that instead of not allowing supervisors of the age of 62, we may permit to guide students for one year more after superannuation i.e. 65+1. Because it is ironical that a faculty who is attaining full maturity level and he/she be left academically, intellectually deserted three years before superannuation.

The SC appreciated the efforts made by Director, IQAC and other members of the Committee for drafting PhD Ordinance, whereas, efforts were taken to address all aspects leading to admission, supervisor selection, thesis submission, evaluation and award of degree.

The house agreed in principle to approve the new PhD guidelines with the suggested changes. However, the Chairman requested to all the members to go through in detail to the draft as brought out in the agenda

item and if there is any suggestions, changes, modifications etc. and to place the same in the next Academic Council meeting.

SC 157 (12): TO APPROVE THE BULLETIN OF INFORMATION & PROSPECTUS – 2021-2022 OF JAMIA HAMDARD.

Prof. Suhel Parvez, Chairman, Central Admission Core Committee briefed through Power Point Presentation (PPP) the features of courses, fee structure, timeline of admissions in COVID pandemic etc.

He further elaborated the house that the inputs, suggestions received from the HoDs and Deans and other Officers of Jamia Hamdard, all were taken into consideration and accommodated after getting approval from the competent authority and finally Bulletin of Information & Prospectus for 2021-2022 academic session drafted by a team of Central Admission Core Committee is placed for kind consideration and approval of the Standing Committee of the Academic Council. He also informed that no information from Dean, HIMSR has been received in spite of reminders.

The house suggested that courses started recently in the School of Humanities & Social Sciences may be taken up after detailed discussion from the next academic session 2022-2023.

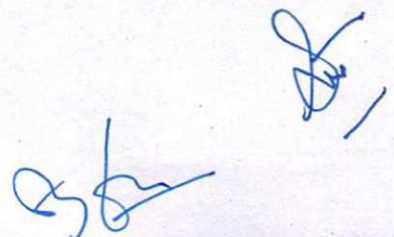
Prof. M. Afshar Alam, F.O. informed the house that the trial for the payment of fees and other receipts from the students and applicants through Gateway have been done successfully and within a week it will be fully operational. The move was appreciated by the house.

The house appreciated the Chairman, Admission Committee and his team for doing commendable job that too under second deadly wave of COVID 19 pandemic and approved the Prospectus 2021-2022 for uploading/publishing the same in public domain.

SC 157 (13): ANY OTHER ITEMS / MATTERS WITH THE PERMISSION OF THE CHAIR.

A. The Chairman briefed the house that due to COVID 19 pandemic and its socio-financial impact on our society since more than one year, we are regularly receiving request mails, calls etc. from the students and their parents for concession, free ship in fees.

The F.O. also echoed the same voice and informed the house that in some cases, where COVID 19 has taken away the lives of students' parents and their guardians, are facing extreme pitiful conditions, thus, if we will not consider to provide any relief to them, chances are that they will drop their courses in mid way. He further informed that University is doing whatever we can. Although, we have allowed payment of fees in installments without charging any late fine and the



HNF has also contributed in Students Aid Fund to support students on means basis, but this is not sufficient as demand for fee concession are increasing day by day.

The Chairman suggested for setting up a fund to help students and gave a call for voluntary deduction of one day salary by all faculty and Group 'A' Officers (A.R. and above).

The house appreciated the suggestion of the Chairman and approved that all teaching and Group 'A' non teaching staff of JH may contribute their one day salary to create a fund "Vice-Chancellor's Fund for Benevolence of Deserving Students" specifically to support the students of COVID 19 sufferers. Deans and HoDs were requested to evolve a mechanism to find the needy students and recommend the same to the DSW for further action. A circular to this effect may be issued from administration. If the non teaching employees under category B, C & D wish to be a part in the fund raising efforts of the University, they may write to the Finance Officer for their consent to cut one day salary as their contribution. Moreover, if some staff members are willing to contribute more than one day salary, they may also do so.

- B. The Chairman also informed the house that in order to analyze the progress made in online teaching (theory classes), a format has been developed and very soon it will be sent to all the concerned teachers, HoDs and Deans through the Secretary of VC for a brief report indicating activities of teachers and teaching during the last three months.

The meeting ended with a vote of thanks.



Secretary
Standing Committee of AC

Chairman
Standing Committee of AC

