

## **RULES AND REGULATIONS FOR AWARD OF POST DOCTORAL DEGREES**

### **1. General**

The Degrees of Doctor of Letters, Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.) are the highest Post-Doctoral degrees of this University in respective disciplines which are awarded to candidate who have earlier acquired Ph.D. degree. A Post-Doctoral degree is awarded on the basis of original and independent research in a particular discipline that has made distinct contributions to the advancement of knowledge, as evidenced by publications in reviewed journals and are recognised by peers. The research work of the candidate must have been characterised either by the discovery of facts or by a fresh approach towards interpretation of facts or theories, or formulating a new theory/hypothesis and evince his capacity for original thinking, critical examination and sound judgment.

### **2. Administration of the Programme**

(a) The Programme leading to Post-Doctoral degree will be offered at the University Campus only.

(b) Subject to the general guidance of the Academic Council, research work in the University leading to Post-Doctoral degree shall be overseen by the University Research Board.

(c) The Programme shall be offered on full time and also on part-time basis.

### **3. Duration of the Programme**

The duration of the Programme is one year from the date of enrolment. Provided, however, that the University Research Council may on the recommendations of Research Board, permit a Post Doctoral degree thesis to be submitted in less than one year from the date of enrolment but not earlier than 9 months.

### **4. Eligibility Conditions**

The applicant for enrolment must have

(a) A Doctoral degree from a recognised Indian or foreign University in the relevant discipline and

(b) At least three years teaching/research experience after the award of the Ph.D. Degree and active engagement in research work.

### **5. Enrolment for the Programme**

(a) An applicant for enrolment under this programme shall submit his application online in the prescribed form. Non Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign Nationals will, however, apply for admission to the programme in accordance with the policy guidelines laid down by the Government of India.

(b) **Fee Structure:**

<b>S. No.</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>
1.	Interview/Registration Fee	10,000.00
2.	Admission Fee	50,000.00
3.	Examination Fee	20,000.00
	<b>Total</b>	<b>80,000.00</b>

(c) The applicant for enrolment to Post-Doctoral Programme shall submit the following:-

- (i) His/ her bio-data giving the details of educational qualifications, fields of specialization, research experience, academic distinctions, etc., along with a passport size photograph.
- (ii) Title of the thesis.
- (iii) A brief account of his/ her recent research work, in about 1000 words on the subject relevant to the discipline in which he/ she has applied for admission to D. Sc./ D. Litt./ LL. D. programme, showing how far his/ her work is original and is contributory to the advancement of knowledge.
- (iv) List of publications.
- (v) Attested copies of certificates in support of qualifications and experience.
- (vi) A certificate from two persons each of whom is either a member of the Academic Council of this University or a graduate of D. Sc./ D. Litt./ LL. D. of this University to the effect that he/ she is by habits and character a fit and a proper person to be admitted to the degree.
- (vii) His/ her bio-data giving the details of educational qualifications, fields of specialization, research experience, academic distinctions, etc., along with a passport size photograph
- (viii) A list of his publications in standard format.
- (ix) Reprints of his three best papers.
- (x) A copy of his Ph.D. thesis.
- (xi) The research proposal recording an outline of the proposed research work, why it is important, the methodology to be used and the expected outcome of the research, specifically highlighting in what respect the research will advance the knowledge in the particular field of his Post-Doctoral work.
- (xii) The Research Board shall constitute for each candidate an Academic Expert Committee (AEC) of four members who shall be reputed scholars in the relevant area. The Academic Expert Committee shall consider and recommend the suitability of the applicant.

- (xiii) The Academic Expert Committee, while considering the proposal shall invite the applicant for detailed discussion, and make a recommendation with a provisional date of registration for starting of the Post Doctoral programme.

## **6. Preparation & Submission of Thesis**

- (a) Post-Doctoral candidates will not have guides and will do research on self- guidance basis.
- (b) The candidate shall submit his thesis which must be on one main theme and should not be derived from a series of unconnected papers of the candidate.
- (c) The thesis shall comprise a holistic document to include in a self-contained manner the research done for the award of the post-doctoral degree. Publication of papers in reviewed journals is essential. Reprints of published papers and manuscripts of the communicated papers shall be appended in the thesis volume. The thesis shall be submitted in a format as prescribed in the guidelines.
- (d) The thesis shall be accompanied by a declaration signed by the candidate that the thesis has been composed by him independently and a certificate that the contents of the thesis have not previously formed the basis for the award of any other Degree or Diploma or Associateship, Fellowship or other similar title.

**7. Seminar** The candidate, before submitting his thesis, will present his work in a Seminar in which Research Board, other faculty members, Ph.D. Scholars and Post-graduate students are expected to be present.

## **8. Evaluation of Thesis:**

- (a) The candidate shall submit three copies of his thesis as per guidelines.
- (b) The thesis shall be sent to two Examiners, chosen by the university, for evaluation. The examiners shall be requested to submit a report, normally within a period of two months of the receipt of the thesis.
- (c) If both the examiners unanimously recommend acceptance of the thesis and award of the degree of Post Doctoral Degree, their report will be placed before the University Research Council. The Council, after considering the reports of the examiners may recommend that the candidate is worthy of the award of the Post-Doctoral degree. In that case provisional degree certificate may be issued to the candidate.
- (f) If the University Research Council recommends that the candidate be asked to improve the thesis, the candidate shall be permitted to resubmit his improved thesis not earlier than three months and not later than six months, from the date notified. On resubmission of the thesis to the satisfaction of University research council, provisional degree certificate may be issued to the candidate.
- (e) In case one of the external examiners recommends the rejection of the thesis, the thesis shall be sent to a third external examiner and the opinion of the third external examiner shall be final. Thereafter, process given in para (e) and (f) above will be followed.
- (f) In case one external examiner recommends a modification while another rejects the thesis, the candidate shall be informed accordingly and asked to resubmit the thesis after a

period of six months. The revised and/or modified thesis shall be sent to the same two examiners. If, even then, any one of the external examiners recommends further modification/rejection, the thesis will be rejected and the registration shall automatically stand cancelled.

(g) If both the external examiners recommend the rejection of the thesis, it will be rejected and the registration shall automatically stand cancelled.

(h) The candidate shall, if he publishes the thesis, state on the title page that it was a thesis approved for the award of the D.Litt. of the Singhanian University.

## **Guidelines for Thesis Submission**

**A.** The Thesis would be accepted during the last 7 days of every month. However, the Thesis would be accepted on the next working day in case the last day of submission happens to be a holiday at Singhania University.

**B.** The Researcher would be required to adhere to the following standards for submission of Post Doctoral Thesis :

- (a) Preferred 12 font sized typing
- (b) Preferred Printing either in Times New Roman or Arial font
- (c) Preferred 1.5 spacing
- (d) Margins :
  - Left : 1.5 inches
  - Right : 1.0 inches
  - Top : 1.25 inches
  - Bottom : 1.25 inches
- (e) Following documents should be submitted at the time of submission of the Thesis:-
  - (i) No dues certificate.
  - (ii) Provisional Registration Letter
  - (iii) Synopsis Approval Letter from research board
  - (iv) Submission of 3 hard bound copies and 3 soft copies (in a single PDF file) in a CD, of the thesis
  - (v) Submission of 3 copies (Hard & Soft) of synopsis.
  - (vi) Submission of 3 copies (Hard & Soft) of Summary (Abstract)

**Note :-**

1. Binding one copy as **Master copy** of thesis which shall include the following documents:-
  - (a) Declaration by Scholar. (As per appendix – VII suitably modified to suit each case) (On 10 Rs. Non Juridical Stamp).
  - (b) Synopsis approval letter.
  - (c) Outlines of proposed research work.
  - (d) A copy of Synopsis.
  - (e) A copy of Summary.
  - (f) No Dues Certificate/ Bank Fee Receipt (As per appendix - XI).
  - (g) Self attested copy of certificates (Matriculation to Post Graduation).
  - (h) 2 Photos.

**2. Spiral Binding is not allowed.**