



BML Munjal University, Gurugram



Ref No: BMU/RO/2022/981 Date: December 15, 2022, Page 01 of 11



Doctoral Programme Regulation 2022

1. Short title, Application, and Commencement:

- 1.1 These Regulations shall be called BML Munjal University (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022.
- 1.2 These regulations replace the office order BMU/RO/2020/653 dated 17 November 2020 regarding the Ph.D. program at BML Munjal University.
- 1.3 These regulations shall come into force with immediate effect with due approval of the Academic Council.
- 1.4 The office of the Research and Development Cell shall assist the Registrar and the Vice-Chancellor to implement these regulations and ensure smooth conduct.

2. Definitions:

In these Regulations, unless the context otherwise requires,-

- 2.1 "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- 2.2 "Adjunct Faculty" means a part-time or contingent instructor, but not a full-time faculty member hired to teach by BMU;
- 2.3 "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
- 2.4 "Credit" means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
- 2.5 "BMU" refers BML Munjal University;
- 2.6 "Course" means one of the specified units which go to comprise a programme of study;
- 2.7 "Course Work" means courses of study prescribed by the School/Department/Centre to be undertaken by a student registered for the Ph.D. Degree;
- 2.8 "Degree" means a degree awarded by BMU in accordance with the provisions of section 22 (3) of the Act;
- 2.9 "External examiner" means an academician/researcher with published research work who is not part of BMU where the Ph.D. scholar has registered for the Ph.D. programme;
- 2.10 "Foreign Educational Institution" means-(i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, open and distance learning mode;
- 2.11 "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;
- 2.12 "Guide/Research Supervisor" means an academician/researcher recognized by BMU to supervise the Ph.D. scholar for his/her research;





- 2.13 "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines;
- 2.14 "Open and Distance Learning Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- 2.15 "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- 2.16 "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;
- 2.17 "Programme" means a higher education programme pursued for a degree specified by the University Grants Commission under sub-section (3) of section 22 of the Act;
- 2.18 "Prospectus" means any document, whether in print or otherwise, issued for providing fair and transparent information relating to BMU and programmes, to the general public (including to those seeking admission in BMU) by the BMU;
- 2.19 "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme;
- 2.20 "DRDC" refers to Dean-Research and Development Cell

Words and expressions used and not defined in these Regulations but defined in Act and not consistent with these Regulations shall have the meanings assigned to them in that Act.

3. Categories of Ph.D. Scholars:

3.1 Full-time Ph.D. Scholars:

3.1.1 Ph.D. Scholars availing BMU fellowship/fellowship from Government schemes and projects. They are not employed anywhere in regular/temporary/adhoc/contractual positions. The Ph.D. scholars availing BMU fellowship will be termed as BMU-Junior Research Fellow (BMU-JRF) for the first two years. From third year onwards, they will be termed as BMU-Senior Research Fellow (BMU-SRF). Project fellows/JRFs under funded projects may register themselves during the upcoming Ph.D. admission cycle of the university and they may be considered for a university research fellowship after project completion.

3.1.2 Industry sponsored.

3.1.3 International Ph.D. Scholars: Students of foreign nationality/Non-Resident-Indians.

3.2 Part-time Ph.D. Scholars:

3.2.1 Employees of BMU or other organisations who do not avail BMU fellowship/fellowship from Government schemes and projects.

3.2.2 Industry sponsored/Working Professionals /Retired Professionals. Candidates belonging to these categories may be exempted from the Ph.D. written examination. However, to secure admission to Ph.D., they must fulfil the eligibility criteria mentioned in section 4. In addition, they may also be required to submit a research proposal of their choice as well as appear for a personal interview by an appropriate committee constituted by DRDC of the university. The final selection will be subject to the approval of the Academic council.

Ref No: BMU/RO/2022/981 Date: December 15, 2022, Page 03 of 11



- 3.2.3 International Ph.D. Scholars: Students of foreign nationality / Non-Resident-Indians.
- 3.3 Ph.D. Programmes through open and distance learning and / or online mode: Notwithstanding anything contained in these Regulations or any other law, for the time being in force, BMU shall not conduct Ph.D. programmes through distance and/or online mode.

4. Eligibility Criteria for Admission to the Ph.D. Programme:

4.1 Minimum Educational Qualification: Candidates who have completed:

- i) 4 years B.Sc. / B.Tech. / B.E. degree with a minimum of 75% marks in aggregate or its equivalent grade on a point scale.
OR
- ii) 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 55% marks in aggregate or its equivalent grade in a point scale.
OR
- iii) Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade on a point scale.
OR
- iv) Equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution.

- 4.2 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, Economically Weaker Section (EWS) candidates and other categories of candidates as per the UGC guidelines from time to time.

5. Duration of the Programme:

- 5.1 Ph.D. programme shall be for a minimum duration of three (3) years, including coursework, and a maximum duration of six (6) years from the date of admission to the Ph.D. Programme. A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the BMU; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.
- 5.2 A full-time research scholar, during his/her stay at the University, will be entitled for leave of 30 days per academic year including leave on medical grounds. This is in addition to Public Holidays. He/she will not be entitled to mid-semester breaks, summer, and winter vacations.





- 5.3 Leave beyond 30 days in an academic year may be granted to a Research scholar in exceptional circumstances, on the recommendation of the supervisor and approved by the DRDC.
- 5.4. Apart from 30 days leave, academic leave may be availed by full-time research scholars on the recommendation of the doctoral program committee and approved by the DRDC.
- 5.5 The female Ph.D. Scholars and Persons with Disability (more than 40% disability) may be allowed a relaxation of two (2) years for Ph.D.; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme. The female Ph.D. scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

6. Procedure for Admission

- 6.1 BMU shall admit Ph.D. Scholars through two-stage process:

Stage 1: BMU Written test

Stage 2: Ph.D. interview/viva-voce

OR/AND

Through Lateral Entry (Full-time or Part-Time)

OR

Through various sponsored/funded projects.

- 6.2 Students who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR NET/GATE/CEED, similar National level tests, Government fellowship holders, Industrial fellowship holders, and BMU staff are exempted from the BMU written test.
- 6.3 The project fellows / JRFs under funded projects are required to apply for Ph.D. registration during the Ph.D. admission cycle of the BMU. They are exempted from the BMU written test. However, they need to submit a research proposal of their choice as well as appear for Ph.D. interview/viva-voce.
- 6.4 The BMU Written Test shall be the qualifying test for Ph.D. interview/viva-voce and the minimum marks for qualification shall be 50 %. The syllabus of the written test shall comprise 50 % of the research methodology, and 50 % shall be subject-specific. A relaxation of 5 % marks (from 50 % to 45 %) shall be allowed in the BMU written Test for the candidates belonging to SC/ST/OBC (Non-Creamy layers)/EWS/Differently-abled category and other categories of candidates as per the UGC guidelines from time to time.
- 6.5 The number of eligible students to be called for a Ph.D. interview/viva-voce may be based on the number of BMU funded Ph.D. seats available.
- 6.6 For the selection of candidates based on the BMU written test, a weightage of 70 % for the BMU written test and 30 % for the performance in the interview/viva- voce shall be given.
- 6.7 In the interview/viva-voce, the candidates will be required to discuss their research proposal/interest/area through a presentation before a duly constituted Department Research Committee by the DRDC.





- 6.8 The interview/viva-voce shall, among others, consider the following aspects, viz. whether:
- 6.8.1 The candidate possesses the competence for the proposed research;
 - 6.8.2 The research work can be suitably undertaken at the university;
 - 6.8.3 The proposed area of research can contribute to new/additional knowledge.
- 6.9 BMU shall notify a prospectus well in advance on the BMU website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the benefit of the candidates.
- 6.10 BMU shall maintain the list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the BMU website and update this list every academic year.
- 6.11 Additional requirements in the case of part-time or Industry-sponsored Ph.D. scholars: The Doctoral Programme Committee of BMU shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organisation where the candidate is employed, clearly stating that:
- 6.11.1 The candidate is permitted to pursue studies on a part-time basis.
 - 6.11.2 His/her official duties permit him/her to devote sufficient time to research.
 - 6.11.3 If required, he/she will be relieved from the duty to complete the coursework.
- 6.12 Lateral entry admission requirements:
- 6.12.1 A candidate registered for a Ph.D. Programme at any of the premier institutions or institutions of eminence.
 - 6.12.2 Fulfills minimum eligibility criteria mentioned in clause 4 above.
 - 6.12.3 Fulfills the course-work (done at the previous institution) credit requirements of BMU mentioned in clauses 8.1 to 8.4.
 - 6.12.4 The Ph.D. scholar must submit a NOC issued from the parent institute and the supervisor(s) to consider the admission in this category and transfer all research data to BMU.
 - 6.12.5 Duly recommended by a Committee headed and constituted by DRDC.
 - 6.12.6 Industry sponsored or part-time Ph.D. scholars are required to submit the NOC from their employer regarding the change in institution for Ph.D. registration.
- 6.13 The selection procedure for Ph.D. admission of international students may follow clause nos. 6.1 to 6.3, 6.11, and 6.12.
- 6.14 Additional requirements for international students:
- 6.14.1 Proof of the equivalence of the qualification to the Indian degree mentioned in section 4.1.
 - 6.14.2 Valid study visa.



Abhishek



7. Allocation of Research Supervisor

7.1 Eligibility criteria to be a Research Supervisor, Co-Supervisor:

- 7.1.1 Permanent faculty members working as Professor/Associate Professor of BMU with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in BMU with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in BMU. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by BMU under the supervision of a faculty member who is not an employee of BMU would be in violation of these Regulations. Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Doctoral programme committee may relax the above condition, with approval from DRDC, for recognition of a person as Research Supervisor with reasons recorded in writing.
- 7.1.2 The external supervisors are not allowed. However, Co-Supervisor can be allowed, also in interdisciplinary/multidisciplinary research work, from other departments/schools of BMU or from other related universities/institutions with the approval of the Research Advisory Committee (*hereinafter* RAC).
- 7.1.3 Adjunct faculty members shall not act as Research Supervisors and can only act as co-supervisors.

7.2 Number of Ph.D. scholars permissible per Supervisor, etc.

- 7.2.1 The allocation of Research Supervisor for a selected research scholar shall be decided by the DRDC depending on the number of scholars per Research Supervisor, the available specialisation among the Supervisors, and the research interests of the scholars as indicated by them at the time of interview/viva-voce.
- 7.2.2 A Research Supervisor/Co-supervisor who is a Professor, at any given point in time, can guide up to Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor/Co-supervisor can guide up to six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor/Co-supervisor can guide up to four (4) Ph.D. scholars.
- 7.2.3 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to BMU/Supervisor by any funding agency. Such scholars shall, however, give due credit to BMU and the supervisor for the part of research already undertaken.





- 7.3 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 are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
- 7.4 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clauses 7.2 and 7.3 above.

8. Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

- 8.1 The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC, vide D.O. No. F.1- 1/2018 (Journal/CARE) in 2019 and a research methodology course. The RAC can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

Course	Course Title	Credit
I	Research Methodology (mandatory)	Minimum credit required is 12
II	Research and Publication ethics (mandatory)	
III	RAC recommended course (optional)	

- 8.2 The area-specific course may be recommended by the RAC.
- 8.3 All candidates admitted to the Ph.D. programmes shall be required to complete the coursework during the initial one or two semesters.
- 8.4 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.
- 8.5 All Ph.D. scholars, irrespective of their discipline, shall be required to train in teaching/ education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period.
- 8.6 All full-time research scholars must undertake 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations and administrative responsibilities. In this context, BMU-JRFs and BMU-SRFs shall be regulated by relevant BMU policy.
- 8.7 The teaching/research assistantship, administrative responsibilities, and mentorship may be assigned by the DRDC in consultation with the supervisor.





- 8.8 If a candidate has to reappear for coursework, then the arrear examination shall be conducted after six months.
- 8.9 All courses prescribed for Ph.D. coursework exam shall be in conformity with the credit hour instructional requirement and shall specify the content, instructional, and assessment methods. They shall be duly approved by the Board of Studies of respective schools.
- 9. RAC and its functions**
- 9.1 There shall be a RAC for each Ph.D. scholar. The RAC shall consist of a research supervisor, co-supervisor (if any), one subject expert from the school, Dean of the school (or nominee). The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:
- 9.1.1 To review the research proposal and finalise the topic of research.
- 9.1.2 To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- 9.1.3 To periodically review and assist in the progress of the research work of the Ph.D. scholar.
- 9.2 Each semester, a Ph.D. scholar shall appear before the RAC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The RAC shall submit its recommendations along with a copy of the Ph.D. scholar's progress report to the DRDC of BMU with a copy to the research scholar and Ph.D. coordinator of the school.
- 9.3 In case the progress of the Ph.D. scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the RAC may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.
- 10. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:**
- 10.1 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 8.4 above, the Ph.D. scholar shall be required to undertake research work and undergo a progress review after every six months as called by RAC.
- 10.2 The draft thesis or synopsis may be submitted within 3 years after the completion of coursework.
- 10.3 Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the RAC, which shall also be open to all faculty members and other research scholars/students.
- 10.4 DRDC shall have a mechanism using well-developed software applications to detect Plagiarism in research work and the research integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree.





- 10.5 A Ph.D. scholar shall submit the thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.
- 10.6 The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of BMU. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online. The viva-voce shall be open to the members of the RAC/faculty members/research scholars, and students. DRDC may formulate appropriate rules/ordinances to give effect to the provisions of these Regulations.
- 10.7 The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, DRDC shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.
- 10.8 DRDC shall complete the entire process of evaluating a Ph.D. thesis, including the declaration of viva-voce result, within a period of six (6) months from the date of submission of the thesis.
- 10.9 Upgradation from BMU-JRF to BMU-SRF will be subject to the successful evaluation by a committee consisting of at least one external expert and is approved by DRDC.

11. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the BMU library shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Universities/Institutions/Colleges.

12. Miscellaneous

- 12.1 BMU shall not offer the M.Phil (Master of Philosophy) programme.
- 12.2 Prior to the actual award of the Ph.D. degree, the office of the Registrar shall issue a Provisional Certificate to the effect that "The Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedure for Awards of Ph.D. Degree) Regulation, 2022" after approval of the DRDC.
- 12.3 The Ph.D. scholar shall submit a monthly attendance report, duly forwarded by the supervisor, to DRDC for disbursal of the Ph.D. fellowship.





- 12.4 Change of Supervisors and Grievance Redressal:
- 12.4.1 The grievances shall be submitted by the Ph.D. scholar to the Research Scholar Grievance Redressal Committee chaired by DRDC.
- 12.4.2 If the Supervisor of a Ph.D. candidate must be changed, then the same shall be approved by the DRDC and intimated to the Research and Development Cell.
- 12.5 Failure to submit the Fee for the continuation of registration shall be deemed as discontinuance from the Ph.D. programme and the DRDC shall declare that the admission/registration of the candidate is cancelled without notice.
- 12.6 The University may permit conversion of Ph.D. registration from part-time to full-time mode at any time after satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 8.4 above. In addition, the conversion will be subject to the recommendation of RAC and approval of the DRDC. After conversion, they may be eligible for BMU Ph.D. fellowship subject to the approval of DRDC.
- 12.7 The University may permit conversion of Ph.D. registration from full-time to part-time mode at any time after satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 8.4 above. The conversion will be subject to the recommendation of RAC and approval of DRDC. After conversion, they shall not be eligible for BMU Ph.D. fellowship.
- 12.8 Award of Ph.D. degrees prior to Notification of these Regulations.- Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016.

References:

- (i) University Grants Commission Notification dated 7th November, 2022 with gazette no. 544 regarding (Minimum Standards and Procedure for Award of Ph.D. Degree.) Regulations 2022
- (ii) University Grants Commission Notification dated 5th May, 2016 with gazette no. 278 regarding (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations 2016.
- (ii) University Grants Commission dated 27th August, 2018 with gazette no. 325 regarding (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degrees) (1st amendment) Regulations, 2018.
- (iii) University Grants Commission dated 16th October, 2018 with gazette no. 389 regarding (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degrees) (2nd amendment) Regulations, 2018.

Registrar
BML Munjal University, Gurugram