



CHARUSAT
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

CHARUSAT
(Minimum Standards and Procedure for Awards of
Ph.D. Degree) Regulations 2024

(Effective from July 2024)

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
CHANGA 388 421
GUJARAT

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)
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CHARUSAT (Minimum Standards and Procedure for Awards of Ph.D. Degree) Regulations 2024
(Effective from July 2024)

PhD 1. Short title, Application and Commencement:

- 1.1 These Regulations may be called CHARUSAT (Minimum Admission Standards and Procedure for Award of Ph.D. Degrees) Regulations, 2021.
- 1.2 These shall apply to every Faculty / Constituent/ Associate of Charotar University of Science and Technology (CHARUSAT).
- 1.3 These shall come into force from July 2024
- 1.4 There may be modifications in guidelines in consonance with UGC Regulations.

PhD 2. Eligibility criteria:

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. Programme:

- 2.1 Candidates shall have, a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 60% marks in aggregate or its equivalent grade or an equivalent degree from a foreign educational Institution, accredited by any 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 Candidate must have cleared any national level examinations such as UGC-NET, UGC-JRF, UGC-NET for PHD, GATE, CSIR, GPAT or any other such examinations.
- 2.3 Candidates with 4 years Bachelor's degree with Research and having 75% marks are also eligible for PhD admission provided that candidate must have cleared Ph.D Entrance exam as per NEP Guidelines

PhD 3. Duration of the Programme:

- 3.1 The Ph.D programme shall be for a minimum duration of three years, (including course work) and **a maximum of six years.**

- 3.2 Extension beyond the above limits will be subject to recommendations given by DAC (Doctoral Advisory Committee) and approval by university.
- 3.3 The maximum extension period will be of **ONE** year only.
- 3.4 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years in the maximum duration. In addition, the women candidates may be provided Maternity Leave and Child Care Leave once in the entire duration for up to 240 days.

PhD 4. Procedure for admission:

- 4.1 The constituents/Faculties which are allowed to conduct Ph.D. programme, shall:
 - 4.1.1 Decide number of Ph.D. scholars to be admitted depending on the number of available Research Supervisors, varied facilities available and the norms regarding the Research Scholar- Supervisor ratio (as indicated in clause 5.8).
 - 4.1.2 University will notify on its website and through advertisement in newspapers, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination center(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;
- 4.2 The admission procedure applicable as notified by the university, in consonance with the UGC and other statutory bodies shall be as per clause 4.3.
- 4.3 The University shall admit candidates by a two stage process:
 - 4.3.1 *Stage 1:* He / She should satisfy the minimum eligibility criteria as defined in clause **PhD 2**.
 - 4.3.2 *Stage 2.* Short-listed candidates will be personally interacted by a University Committee regarding their research Proposal.
 - 4.3.3 Final list will be displayed after due approval of University for Ph.D Registration.
 - 4.3.4 The University will display the list of all the Ph.D. registered scholars. The list shall include the name of the registered candidate, the topic of his/her research, the name of his / her supervisor(s) , date of enrolment / registration on which the fees are to be paid.

PhD 5. Research Supervisor/Co-supervisor: Eligibility criteria to be a Research Supervisor and Number of Ph.D. scholars permissible per Supervisor, etc.

- 5.1 Any regular Professor /Associate Professor with a Ph.D. degree shall be recognized as PhD supervisor. Regular Assistant Professor with a Ph.D. degree and at least four research publications in journals listed in WoS / Scopus, Granted patents, and proven R&D proficiency may be recognized as Research supervisor.
- 5.2 In case of Faculty of Medicines, the review articles may be considered in lieu of Research Papers after expert opinion.
- 5.3 Only a full time faculty member of the University can act as a supervisor(s). The external supervisors are not allowed. Based on research need a supervisor(s) may be allowed from other departments / Institutions / organizations on approval of Doctoral advisory committee.
- 5.4 Procedure for approval of supervisor(s): A Standing Committee shall look into all the applications of PhD Supervisor(s). The formation of the committee is as under:
 - a. Dean (Research)
 - b. Dean of the Faculty from which supervisor(s) application is received.
 - c. Dean from other Faculty nominated by Provost.
 - d. Advisors/Experts as required.
- 5.5 A standing committee will shortlist the qualified supervisors based on criteria of selection approved by Provost.
- 5.6 The Research Supervisor allocation for a selected research scholar shall be decided by the Department/Institute concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as evident from their selection.
- 5.7 In case of topics which are of an interdisciplinary nature, wherein the Department/Institution concerned feels that the expertise in the Department has to be supplemented from outside. The Department, along with the Research Supervisor from the Department itself, may appoint a Supervisor(s) from outside the Department / Faculty / Institution.
- 5.8 A Research Supervisor, who is a **Professor**, can guide up to **Eight Ph.D. scholars**. An **Associate Professor** as Research Supervisor can guide up to **six Ph.D.** scholars and an **Assistant Professor** as Research Supervisor can guide up to **four Ph.D.** scholars.
- 5.9 In case of relocation of a woman scholar due to marriage or otherwise, the

research data will be allowed to be transferred to the University in which the scholar intends to relocate. This is allowed if 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 CHARUSAT/ its supervisor from any funding agency or does not compromise Intellectual property (IP) rights of CHARUSAT. The scholar will however give due credit to the CHARUSAT and its supervisor for the part of research already done and settle her dues before such relocation.

5.10 In case PhD supervisor leaves CHARUSAT due to any circumstances; he/she can be allowed to continue as Supervisor / Co-supervisor, if the Scholar is likely to submit his/her thesis/synopsis for PhD degree, **within 12 months**. Otherwise, the scholar registered under him/her shall be transferred through the DAC to another supervisor(s).

PhD 6. Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

6.1 Credit Requirements, number, duration, syllabus, minimum standards for completion, etc. are subject to change time to time as per UGC Guidelines.

6.2 There shall be a course work of **minimum of 14 credits** to be undertaken by a Research Scholar. **The course work shall be treated as a prerequisite for Ph.D.**

Course Title	Credit
Research Methodology (Core course)	2
Quantitative Techniques/ Mathematics (Core course)	2
Academic Writing (Core course)	2
Research and Publishing Ethics (RPE) (Core course)	2
Departmental Domain-Specific course 1	2
Departmental Domain-Specific course 2	2
Supervisor Specific Course	2
Total Credits	14

6.3 The courses other than core courses shall be suggested by concerned Research Supervisor and approved by DAC, considered required for pursuance of Ph.D. research.

6.4 All courses prescribed for course work shall be in conformity with the credit
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hour instructional requirement of CHARUSAT and shall specify (a) content, (b) instructional and (c) assessment methods.

- 6.5 The Department where the scholar pursues his/her research may prescribe the additional course(s) other than in **clause 6.3** to him/her based on the recommendations of the Doctoral Advisory Committee (DAC), of the research scholar.
- 6.6 Generally, candidates admitted to the Ph.D. programs shall be required to complete the course work prescribed by the University during the initial two semesters.
- 6.7 The Dean on recommendation of DAC may exempt (Partially/Fully) a candidate from the course work if he / she holds M.Phil. Degree.
- 6.8 Scholar has to obtain a minimum of **55% of marks or its equivalent grade** in the course work in order to be eligible to continue in the PhD programme.

PhD 7. Doctoral Advisory Committee and its functions:

- 7.1. There shall be a Doctoral Advisory Committee (DAC) for each Ph.D. scholar.
- 7.2. The Research Supervisor of the scholar shall be the Convener of this DAC. The other members shall be Dean, Head of the department, Co-supervisor, if any, and two experts nominated by the Dean. At least one of the expert members will be from outside the University.
- 7.3. The Dean shall communicate names of DAC members and any subsequent changes in its composition to the URC (University Research Cell). This Committee shall have the following responsibilities:
 - 7.3.1. To review the research proposal and finalize the topic of research in 2nd DAC.
 - 7.3.2. To guide the research scholar to develop the study design and methodology of Research and identify the course(s) that he/she may have to do.
 - 7.3.3. To periodically review and guide in the progress of the research work of the Research scholar.
 - 7.3.4. Any other matters directly affecting the pursuance of Ph.D. research.
- 7.4. A research scholar shall prepare work progress report and make presentation of the same at least **once in six months** for evaluation to the DAC. The research supervisor shall submit the six monthly evaluation reports to the URC with a copy to the research scholar.
- 7.5. In case the progress of the research scholar is unsatisfactory, the DAC shall

record the reasons for the same and suggest corrective measures.

- 7.6. If the research scholar fails to implement these corrective measures, the DAC may recommend with specific reasons for cancellation of the registration of the research scholar.

PHD 8. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

- 8.1 Upon satisfactory completion of course work, and obtaining the grade prescribed in **sub-clause 6.8** as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a thesis within a timeframe as stipulated under **clause PhD 3**.

8.2 Synopsis / Thesis Submission:

8.2.1. Prior to the submission of the synopsis, the scholar shall make a presentation in the Department before the Doctoral Advisory Committee and internal committee formed for Synopsis and Thesis as per CHARUSAT guidelines. The presentation is open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the synopsis before submitting.

8.2.2. The scholar should submit TWO copies of the synopsis along with Synopsis submission fees within ONE month to university.

8.2.3. The scholar has to submit THREE SPIRAL bound copies (printed on both sides as per the thesis writing scheme of the university) of Thesis within NINE months after the synopsis submission.

8.2.4. After incorporating the suggestions/corrections by the Referee(s) and after viva-voce examination, **FOUR copies** of final hardbound thesis (In book form) and soft copy, as a pdf file, should be submitted to the URC. Only after receiving the same, scholar will be eligible for the award of the Degree.

- 8.3 **Ph.D. Scholars must publish at least TWO research papers** in refereed journals indexed in **Web of Science or Scopus***, and make two paper presentations at national/international conferences/seminars before the submission of the thesis for adjudication. They have to produce evidence for the same in the form of certificates.

[*Special Note: In the faculty of Medical Sciences and Faculty of Management, the journal publication in the approved list by by the university will be considered while submitting the Thesis]

- 8.4 At least TWO external reviewers not in employment of CHARUSAT will

evaluate the Ph.D. Thesis. At least one reviewer shall be from outside the state/country.

- 8.5 The scholar will have to defend public *viva-voice* of the thesis after the evaluation report(s) of both the external examiner(s) on the thesis are received as satisfactory and including their recommendations.
- 8.6 If one of the evaluation reports of the external examiner is unsatisfactory and does not recommend *viva-voce*, then the university shall take remedial measures like asking candidate to rectify / rewrite the thesis, reworking on research and similar. Thereafter, the university shall send the thesis to external examiner out of the approved panel of examiners.
- 8.7 The *viva-voce* examination will be held only if the report of the latest examiner is received satisfactory.
- 8.8 If the report of the latest examiner is also unsatisfactory, the thesis will be rejected and the research scholar shall be declared ineligible for the award of the degree.

PhD.9 Research ethics

- 9.1 Highest standards of ethical behavior are expected from research scholars while undertaking their research work. Any violation of the same and similar academic dishonesty be treated very seriously, inviting disciplinary actions for research scholar/ supervisor.
- 9.2 While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

PhD.10 Treatment of Ph.D. programme through Distance Mode/Part-time:

- 10.1 Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, no Institution shall conduct Ph.D. Programme through distance education mode.
- 10.2 Part-time PhD is allowed provided all the conditions mentioned in the extant Ph.D. Regulations are met and it is subjected to vary with UGC guidelines.

PhD.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 Institution concerned may submit an electronic copy of the Ph. D. Thesis to the INFLIBNET.

PhD.12 Award of Degree:

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

PhD.13 Authority of University:

- a. The university may take any action necessary for sustaining quality of PhD program in the matter not included/not clarified in these guidelines.
- b. University from time-to-time may issue advisories for enhancing quality of PhD programs.

PhD 14. Fees:

- a. Research Scholars have to pay their semester fees regularly on or before the stipulated date defined by the University.
- b. Under any circumstances, University will not allow to pay the fees in installments.
- c. Non-Payment or delay in fees payment beyond one month will lead to cancellation of registration from Ph.D.
