

**DELHI PHARMACEUTICAL SCIENCES &
RESEARCH UNIVERSITY**
**(Incorporating DIPSAR as Constituent College as
per DPSRU Act)**

Guidelines

Doctor of Philosophy (Ph.D.)



**Govt. of N.C.T. of Delhi,
Pushp Vihar, Sector – III, M.B. Road,
New Delhi-110017**

Website: www.dpsru.edu.in

(Approved by UGC under section 2f of UGC Act)

Accreditation by Life Sciences Sector Skill Development Council

Guidelines for Doctor of Philosophy (Ph.D.)

Delhi Pharmaceutical Sciences & Research University (DPSRU), will award the Ph.D. degree after successfully passing and completion of examination for the prescribed course work/semesters and research work to be submitted in the form of a thesis and duly defended in the examination.

1. Eligibility for Admission:

A candidate who desires to be a candidate for Ph.D. programme must satisfy the following academic criteria:

- i) Master's degree with at least 60% marks in aggregate in Pharmaceutical Sciences or Business Studies or Hospital Administration or Physiotherapy or M. Phil. or M.Sc. or in any allied subject.
- ii) A relaxation of 5% in marks in eligibility condition will be applicable for SC/ST candidates for admission in Ph.D. programme.
- iii) The minimum percentage marks may be relaxed at the discretion of the Vice Chancellor ratified by the Academic Council in case of candidates who have passed their postgraduate examination before 1987.

2. Procedure for Enrolments to Pre-Ph.D. Course:

- i) Applications for enrolment to Pre-Ph.D. course shall be advertised as per the number of seats available, at least, once in each calendar year preferably in the month of May/June.
- ii) The applications will be scrutinized and successful candidates have to appear for the Entrance examination.
- iii) An Entrance Test shall be conducted with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any, also to be notified well in advance); and
- iv) An interview/viva-voce will be organized where the candidates are required to discuss their research interest/area through a presentation before a duly constituted University Research Advisory Committees (URAC).

- v) The interview/viva voce shall also consider the following aspects, *viz.* whether the candidate possesses the competence for the proposed research; the research work can be suitably undertaken at the Institution/College; the proposed area of research can contribute to new/additional knowledge.

The candidates who have qualified for the entrance test, shall not have a right of enrolment for Ph.D. program. However, the scores will be valid for a period of 2 years from the publication of results of the Entrance test

- vi) The successful candidates from the entrance examination or qualified otherwise, shall be enrolled as Pre-Ph.D. candidates for the course after an interview by the committee formed by the Vice Chancellor/Dean, and endorsement of the Head of the Department and/or guide/supervisor.

The candidates may start the project work while undertaking the Pre-Ph.D. programme.

- vii) The enrolment of the candidates coming through the entrance test for the Ph.D. program shall be done only once a year preferably from September of each calendar year.

The following categories of candidates are exempted from Entrance Test

The candidates who have valid JRF/SRF or have qualified NET/GATE/GPAT/SLET/ from the UGC/CSIR/DBT/DST/ASRB or ICGEB/SERB/DRDO/INMAS or any other statutory body of the Government or who have passed M. Phil. from a UGC recognized University.

- viii) The candidate will be enrolled only after submission of the prescribed application form and the requisite fee.
- viii) The number of seats for Pre-Ph.D. Course in each subject will be as per availability of Faculties/Departments/Centres.
- ix) The Admission Committee of the department will consist of following:
 - a. Vice-Chancellor or his nominee
 - b. Registrar
 - c. Dean and or Head of the Departments/Centres
 - d. Two Experts who are at least recognized Ph.D. guides and have successfully guided at least 5 Ph.D.s

3. Pre-Ph.D. Course Work:

- i) The duration of the Pre-Ph.D. course will be of one semester/Six months.
- ii) The Pre-Ph.D. course shall *include a course on research methodology including statistical methods, ethics and computer applications (8 credits); a course on the subject of specialization including elective (7 credits).*
- iii) After the completion of the Pre-Ph.D. course and terms devoted thereof, shall appear for the examination to be conducted at least once a year by the University at the time/schedule notified. There shall be weightage for internal assessment of minimum 30%.

4. Final Registration to Ph.D. programme:

- i) The candidates who have qualified in the Pre-Ph.D. course shall apply for the final registration to the Ph.D. programme with write up of the proposed research work along with prescribed form and the fee.
- ii) There shall be a University Research Advisory Committee (URAC) to monitor the overall Ph.D. program including final admission after Pre-Ph.D. course and recommendation for the award of the Degree. The composition of the URAC will be as follows:
 - a. Vice-Chancellor or his nominee
 - b. Registrar
 - c. Dean and/or Head of the Departments/Centres
 - d. Two Experts from the University who are at least recognized Ph.D. guides and have successfully guided at least 5 Ph.D.s

- e. Two Experts from the out of the University, preferably one from Industry/regulatory affairs who have successfully guided at least 5 Ph.D.s or in the position of level equivalent of Professor and have the experience of guiding the research.
- iii) The Head of the Department/Centre concerned shall place the application(s) before the URAC. The candidates will be invited to present their synopsis/research proposal and a Doctoral Student Research Committee (DSRC) be formed for each candidate to monitor the research project from time to time.
- iv) The composition of the DSRC will be as follows:
 - i) Head of the Department
 - ii) Research Supervisor
 - iii) Two Experts nominated by the Vice Chancellor preferably in consultation with Supervisor and Head of the Department (HoD) and one of the Experts shall be preferably from Industry/Trade, as applicable.

5. University Research Advisory Committee (URAC):

The URAC shall have the following functions and responsibilities:

- i) To prescribe the course(s) to the candidate, if required, based on the recommendations of the DSRC;
- ii) To review the research proposal and finalize the topic of research;
- iii) Guide the research scholar to develop the study design and methodology of research and identify the course(s) for the course work that research scholar have to do;
- iv) To periodically review and assist in the progress of the research work of the research scholar;
- v) To meet at least twice a year and take upon the minutes forwarded by DSRC. In case, any member finds the progress of the research scholar to be unsatisfactory, he/she shall record the reasons for the same and suggest corrective measures. If the candidate fails to implement the corrective measures, the URAC may form a committee and based on the report of this committee recommend for cancellation of registration of the respective research scholar.

6. Requirements during Registration Period:

- i) Every research scholar will be required to show continuous progress of work during the period of his/her registration and it will be monitored by the Supervisor of the candidate.
- ii) Every research scholar shall be required to submit half yearly report on the prescribed Performa, in each year. The Supervisor of the Research Scholar will give his assessment about the progress of the scholar.

[Note: The Report shall be placed before the DSRC for its evaluation in its meeting. The progress report will be submitted to the Head of the Department/Centre concerned for record. In case two consecutive reports are unsatisfactory, the Head of the Department, on the recommendations of the DSRC may recommend to URAC for cancellation of the registration].

- iii) Once in a year, the Research Scholar will present a seminar on his/her research conducted in the previous year, before URAC. This seminar will be organized by the concerned Head of the Department/Centre.

7. Period of Work:

- i) Every candidate shall submit his/her thesis within a period of five years, but not before two years from the date of his/her registration. Minimum eligibility period of two years for submission of thesis will be counted from date of meeting/approval of URAC in which supervisor and synopsis were approved.

However, the maximum period allowed may be extended, in exceptional cases, by another two years, one year at a time, by the Vice-Chancellor on the recommendations of the Supervisor(s) and the Departmental Student Research Committee (DSRC) and URAC.

8. Assessment of Ph.D. Work:

- i) On the advice and recommendation of DSRC, after completion of the research work and keeping in view the requisite terms, the supervisor shall organize a pre-thesis seminar in the presence of the faculty and research students of the department, to appraise about research work. The URAC shall remain present to assess the research work and give suggestions, if any.

If the URAC is not satisfied with the quality of work of the research scholar then the research scholar shall do further work and deliver a fresh seminar after a definite period specified by the URAC.

However, if the URAC is satisfied with the pre-thesis seminar of the research scholar, then the supervisor(s) shall forward the application along with pre-thesis synopsis of the research scholar including a certificate about the completion of the pre-thesis seminar to the Registrar through the Dean.

- ii) The research scholar shall have to submit the thesis within a maximum period of six months, from the date of submission of pre-thesis synopsis.
- iii) The research scholar has to publish at least two research papers in referred journals and make two paper presentations in conferences/seminars before the submission of the thesis for evaluation and produce evidence for the same in the form of presentation certificates and/or reprints/or abstracts/acceptance letter.
- iv) Each research scholar shall submit four copies of the thesis through the Supervisor and Head of the Department (HoD) embodying the results of his/her research, along with two CDs out of which one CD will be sent to the INFLIBNET.

The format of the thesis will be notified by the University from time to time.

- v) Thesis will be accompanied by a declaration from the candidate, separately, countersigned by the Supervisor and HoD that the material embodied in the present work is based on original research work. It has not been submitted in part or full for any other diploma or degree of this (DPSRU) or any University. Indebtness to other works should also be acknowledged at the relevant places in the thesis by the scholar.
- vi) The University/Institution shall check using software to detect plagiarism and other forms of academic dishonesty.
- v) In special circumstances *viz.* in the case of subjects of interdisciplinary/ inter-speciality nature, the DRC may recommend the appointment of Co-Supervisor who can be from DPSRU or DIPSAR or other Universities (of nearby region to the candidate/DPSRU) or Industry or Institutes as well, for reasons to be recorded. In no case, there shall be more than two Supervisors. The qualifications for a co-supervisor will be the same as prescribed for the single Supervisor except in the case of an eminent/national scholar (eminence to be decided by the DSRC).

9. Final Evaluation of Thesis and Award of the Degree:

- i) The Vice Chancellor from among at least six names recommended by the DSRC, giving the complete address, email, contact nos. of each person, shall direct the COE to send the thesis for evaluation initially to two examiners on the panel for evaluation of the thesis.
- ii) The *viva-voce* examination shall be conducted by a 'Board of Examiners' comprising of Supervisor and one of the examiners who evaluated the thesis, to be nominated by the Vice-Chancellor, within a period of one month of the receipt of reports of evaluation of thesis.

[*Note: In case both the examiners who evaluated the thesis are unable to conduct the viva-voce, the Vice-Chancellor shall appoint another examiner out of the panel to conduct the viva-voce examination*].

- ii) The *viva-voce* examination shall, unless ordered otherwise by the Vice-Chancellor, be held in the DPSRU, New Delhi. The date, time and subject of the thesis shall be notified by the Head of the Department/Centre concerned among the teachers and the research scholars of the concerned faculty, who may be permitted to be present at the time of the viva-voce examination, but they shall have no right to put any questions to the examinee.
- iii) After the viva-voce examination, all the reports of all the examiners, viva voce, etc shall be placed before the URAC. The URAC will consider the reports of the examiners and recommend to the Academic Council whether:
 - a) The degree be awarded; OR
 - b) The thesis be revised and resubmitted for re-examination; OR
 - c) The thesis be rejected.

[*Note: The evaluator shall state reasons for approval or rejection of the thesis. If he or she recommends re-submission/ rejection, he or she shall specifically indicate what modifications he or she wants the candidate to effect and incorporate in the thesis*].

In case one of the examiners rejects the thesis, the Vice-Chancellor will send the thesis for evaluation to the third examiner from the panel of examiners, for taking a final decision. If only one of the examiners recommends re-submission with modifications, in that case the candidate shall be asked to modify the thesis and re-submit the same after having carried out all the modifications within a year with a certificate from the supervisor(s) that all the modifications have been carried out as suggested by the examiner. A re-submitted thesis shall be examined by the examiner(s) who

evaluated the original thesis unless any of them is unable or unwilling to do so in which case substitute(s) shall be appointed from the panel by the Vice-Chancellor. The examiner(s) for the revised thesis will only see whether the objections raised have been met or not.

- ii) A candidate whose thesis is rejected shall not be registered again for the Ph.D. Degree with the same topic.
- iv) Provisional degree shall be issued by the COE from the date of meeting of the Academic Council who has recommended the award of Ph.D. Degree.
- v) After finalization of the award of Ph.D. Degree, one copy (both hard and soft) will be sent to the University Library and the other to the Department. The third copy may be returned to the candidate or retained by COE.
- vi) The University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

10. Medium of Instruction and Thesis submission:

The research scholar shall have to submit his/her thesis in English medium only.

11. Change in Supervisor/Co-supervisor:

A change in Supervisor/Co-supervisor may be allowed:

- a) in case the Supervisor has expired or has left the service of the University
OR
- b) by mutual consent of both the Supervisor and the Research Scholar.
OR
- c) if the Supervisor with the consent of DSRC and its approval by the URAC.

12. Cancellation of Registration:

- i. The Academic Council, on the recommendation of the URAC may cancel the registration of a research scholar whose research work has been reported to be unsatisfactory by the Supervisor or Co-Supervisor through DSRC and ratified by UARC.
- ii. The candidate may be permitted on the recommendations of the DSRC and URAC, to voluntarily withdraw his registration as Ph.D. student for whatsoever reasons.

13. Modification/Changes in Topic of Research:

Normally the research scholars who are registered shall not be permitted to change the topic of research. A candidate may, normally not later than one year after his/her registration, modify the topic of his/her subject on the recommendations of Supervisor(s), the DSRC. However, minor modifications may be allowed later on, on the recommendations of the DSRC and with the approval of the UARC.

14. Eligibility criteria Qualifications to be a Supervisor, Co-Supervisor and number of students for Registration:

- i) Any regular/full time Professor of the University/Institution with at least five research publications in refereed journals/indexed journals and any regular Associate/Assistant Professor of the university/institution with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor
- ii) However, Co- Supervisor can be allowed from other departments of the same institute or from other related institutions/industries with the approval of the Research Advisory Committee.
- iii) The Ph.D. degree should be from a recognized university.
- iv) Teaching experience of at least three years after Ph.D. or 5 years after post-graduation.
- v) A minimum of 5 years of research experience in industry/institute that has MoU with DPSRU.

Note: The Vice Chancellor may consider any relaxation in the above mentioned qualifications with UARC.

- vi) If one fulfils the conditions of clause 14.(i) and 14.(ii), a Professor may supervise at any one time not more than 8, Associate Professor 6, Asstt. Professor (if he/she possesses Ph.D. Degree and minimum three years teaching/industry experience) 4 candidates,

[Note: (a) On the recommendations of the DSRC, the Vice-Chancellor may permit these limits to exceed marginally on special grounds to be recorded. (b) After the submission of Ph.D. thesis by the Research Scholar, the said seat of the teacher concerned will be considered as vacant].

- vi) No fresh registration will be allowed by URAC, Academic Council to teachers who proceeded on Extra Ordinary Leave. However, in the case of teacher on EOL/Retired/Left the University may allow him/her to continue to remain a Supervisor if major part of research work has already been completed under their supervision.

16. Fee Structure:

Fees to be paid as per university prospectus or as notified from time to time.

PART -A

PROFORMA FOR HALF-YEARLY PROGRESS REPORT OF REGISTERED RESEARCH SCHOLARS FOR THE PERIOD ENDING.....

PROGRESS REPORT FROM to.....

1. Name of Research Scholar
2. Correspondence Address
.....Pin code:
3. Contact No. 4. Email:
5. Regn. No. 6. Date of Regn.
7. Semester Fee deposited** : Rs.....Vide R. No..... Dt.....
8. Approved Topic of research
.....
9. Nature of Fellowship, if any
10. Details of leaves availed during the period under report, if any
11. *Research work done during the period :

12. *Research papers published:

13. * Any other information not covered above:.....

Date : (Name/Signature of the Research Scholar)

*Attach separate sheets, if required, for details. **Attach photocopies of University Cash Receipt as proof of semester fee deposited.

Countersignature of Supervisor

REPORT OF THE DSRC

Name of the Research Scholar:.....

Registration no.:.....

Conduct of the Research Scholar :

Overall Assessment of the progress and specific comments of the Supervisor:

(Expert 1)

(Expert 2)

(Supervisor)

(Co-Supervisor)

(HoD)

Date :

PART - C

RECOMMENDATIONS OF THE URAC

Name of the Research Scholar:.....

Registration no.:.....

Conduct of the Research Scholar :

Overall Assessment of the progress and specific comments of the Head:

Date :

(Signature of the Head)
Department/Centre of,
DPSRU, New Delhi.

**PROFORMA OF DECLARATION BY RESEARCH SCHOLAR AT
THE TIME OF SUBMISSION OF THESIS**

This is to certify that the material embodied in the present work entitled
"....."
....." is
based on my original research work.

It has not been submitted in part or full for any other diploma or degree of
DPSRU or any other University/Institute. My indebtedness to other works
has been duly acknowledged at the relevant places in the thesis.

Name:.....

Regn. No.

Department/Centre :.....

(Signature of the Candidate)

Date:

(Countersigned by Supervisor of the Research Scholar)

(Signature of Head of the Department)

CERTIFICATE OF CONSENT BY SUPERVISOR/ JOINT SUPERVISOR

I am willing to be the Supervisor/ Joint Supervisor of
Mr/Ms..... on the topic of research
"....."
....." in
the department of..... . At present, there arePh.D.
scholars working under my supervision in the university.

Dated :

Name & Signature

(of the Supervisor/ Joint Supervisor)

CERTIFICATE OF ELIGIBILITY OF SUPERVISOR/JOINT SUPERVISOR

Certified that Prof./Dr. fulfils the eligibility conditions required for a supervisor as laid down under the Ordinance of Doctor of Philosophy (Ph.D.) of DPSRU, New Delhi.

Dated :

Head,
Department/Centre of
DPSRU, New Delhi

CERTIFICATE OF ELIGIBILITY

Certified that the applicant Mr./ Ms. is eligible/ not eligible for registration to Ph.D. programme of this Department/Centre.

If not eligible, give reasons:

Dated :

Head,
Department/Centre of
DPSRU, New Delhi

**RECOMMENDATIONS OF DEPARTMENTAL STUDENT RESEARCH
COMMITTEE (DSRC)**

Recommended / Not Recommended:

Brief reasons, if not Recommended:
.....

Proposed Supervisor :

Joint Supervisor, if any:

Number of Ph.D. Scholars currently supervising:

Dated:

Chairman/Head,
DSRC
Department/Centre of
DPSRU, New Delhi.

RECOMMENDATIONS OF THE UNIVERSITY RESEARCH ADVISORY COMMITTEE (URAC)

Recommended / Not Recommended:

Brief reasons, if not Recommended:

.....

Proposed Supervisor :

Joint Supervisor, if any:

Number of Ph.D. Scholars currently supervising:

Dated:

Chairman/Head,
URAC
Department/Centre of

DPSRU, New Delhi.

Note I: *The following documents are required to be submitted along with the application for registration to Ph.D.*

- i) Attested photocopies of the mark sheets and degree of Matriculation, 10+2, Graduation and Post Graduation etc.*
- ii) Attested photocopies of certificate in support of qualification of JRF, etc. or Pre-Ph.D. course from DPSRU, New Delhi, if any.*
- iii) Original Migration certificate issued by the last attended institute/ University.*
- iv) Certificate of reserve category, if applicable.*
- v) No Objection Certificate from applicant's employer, if he/she is employed.*

Note II: *Any other document(s) which may be advised/ directed to be submitted by the candidate.*