



Jayoti Vidyapeeth Women's University, Jaipur
Directorate of Research & Development

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Amended Guidelines
(Notified on 28.12.2020
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Jayoti Vidyapeeth Women's University, Jaipur

Directorate of Research & Development

1. Directorate of Research & Development

The university has constituted a Directorate of Research & Development (DRD) for successfully conducting research and development activities.

1.1 Objective

The main objectives of the Directorate of Research & Development DRD are as follows-

1. To conduct Ph.D research programs in the University for All Disciplines.
2. To organize and conduct seminar, workshop, symposium and conferences at state/national/international level.
3. Development of all faculty members through training and research projects.
4. To help the faculty members in submitting the research projects/proposals to the various state and national level funding agencies.
5. Publication of research papers, books, chapters in books and review papers etc.
6. Professional grooming of the faculty members for the role of supervisors, editors, reviewers and experts.
7. To make provisions for research and consultancy and for that purpose to enter into such arrangements with other institutions or bodies as the University may deem necessary.

2. Jurisdiction

Directorate's jurisdiction involves the use of the University premises for the conduct of interdisciplinary research.

3. Members of Directorate of Research & Development

As per the University Statutes

4. Responsibility

1. To conduct research and development activities for community development.
2. To register & conduct research studies such as Ph.D thus building a strong cadre of extremely capable research scholars in addition to the high caliber graduates and postgraduates.
3. To register and monitor the Research projects which will be theme based, goal directed and use-inspired strategic research that will be carried out by interdisciplinary teams.
4. To publish an interdisciplinary Research Journal; *University Resource Journal* to enhance knowledge in various fields of investigational endeavor that would be of benefit to society and industry.
5. To collaborate or associate with other institute/industry for collaborative research resulting in the development of commercial / industry based products, laboratory investigations and tests, production of marketable goods, live projects etc.
6. To register the Research Supervisors.
7. To conduct research activities as per University requirement.
8. To initialize and carry out Research Certificate Programs for the benefit of the scholars and industry.



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9. To preserve the research document or maintain the completed research studies and provide to society and industry for utilization in Community Development.
10. And other necessary activities for the furtherance of its object.

5. Research Studies

5.1 Categories of Research Scholars

1. Regular Research Scholar

Regular Research Scholar shall mean a student selected for Ph.D program without any financial assistance and remains self financed throughout the program. The minimum duration of the program will be 3 years including course work and a maximum of 4 years from the date of admission.

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/Child Care Leave once in the entire duration of Ph.D for up to 240 days.

2. External Research Scholar

External Research Scholar shall mean a student selected for Ph.D program without any financial assistance and remains self financed on part time basis. The minimum duration of program will be 4 years including course work and a maximum of 5 years from the date of admission.

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/Child Care Leave once in the entire duration of Ph.D for up to 240 days.

3. Research Scholar in Continuation

- a) Applicable for all those who due to any circumstances have not been able to finish their Doctoral thesis.
- b) It shall be mandatory for everybody to appear and qualify in the University's Entrance Examination and subsequent Interactive session to be enrolled for Ph.D program of the University.
- c) After the selection, the candidate shall have to undertake the Research Coursework and successfully complete it.
- d) It shall be necessary to obtain a No Objection Certificate (NOC) from the research supervisor of the previous University / Institution.
- e) In all the cases the research scholar has to present entire research work carried out in front of the expert panel as suggested by the Directorate of Research & Development.
- f) The previous research work done by the candidate shall be exempted after recognition by the Research Supervisor under the credit transfer system.



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4. Post Doctoral Fellow and University SRF

University invites application from Researchers for Post Doctoral and Senior Research Fellowship Programs who are enthusiastic to work on “**University Research Area of the Year**” (RAY) and provides Post Doctoral Fellowship and University SRF.

6. Eligibility for Admission

Candidates for admission to Ph.D programme shall have a Master's degree or professional degree declared equivalent to the Master's degree by the 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).

A relaxation of 10% of marks from 55% to 45%, or an equivalent relaxation of grade, may be allowed to those belonging to SC/ST/OBC(non –creamy layer)/ differentially –abled and other categories of candidates as per the decision of the Commission from time to time or for those who had obtained their Master's degree prior to 19th September, 1991.

Note:-

- In-campus/ External programme of Ph.D degree shall be available for All.
- Hostel Accommodation shall be available for Women Research Scholars only.
- Guest house shall be available for all the Research Scholars.

7. Admission Procedure

- The University will publish the admission notification detailing the number of seats available for the particular session in different research areas/subjects in the media or on the University website.
- The perspective candidate has to go through the admission notification and download the prospectus along with the application form and entrance exam form from the University website.
- After filling and submitting both the form along with the application fee the perspective candidate has to appear in an Entrance Examination has to conduct by the University online / offline.
- Candidate qualified in Entrance Examination has to appear in an interactive session (Interview or Viva-voce) in the University Campus.
- The candidates who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder or have passed M.Phil programme are exempted from the entrance examination.
- Research Scholars whose selection is approved by the Controller of Admission and Examinations (on the basis of written examination & interactive session/interview/viva-voce) will be provided a selection cum admission letter.



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8. Fee Structure for Ph.D

S. No	Details & Disciplines	Fee for Regular & External Research Scholars (In Rs.)
1	Admission Fee at the time of admission (One time only) (Non Refundable)	21,000/-
2	Hostel / Dormitory Fees (Triple Seater Air Cooled)	70,000/- per year
3	Uniform Fee (One time only) (Non Refundable)	7,000/-
4	Research Guidance Fees (inclusive of Coursework fee)	10,000/-
5	Research Fee (Group I/ Group II) (As Applicable)	
A	Group I (History/ Hindi/ English/ Pol Science/ Geography/ Education/ Journalism/ Public Administration/ Economics/ Mathematics/ Computer Science/ Management/ Law/ Sociology)	180,000/-
B	Group II (Chemistry/ Physics/ Zoology/ Botony/ Agriculture/ Biotechnology & Life Sciences/ Microbiology/ Biochemistry/ Nutrition & Dietetics/ Pharmacy/ Food Technology/ Physiotherapy/ Yoga)	210,000/-
6	Fee for PhD Coursework examination fee	1,000/- per paper of coursework
7	Philanthropic Research Fund	50,000/-
8	Binding, Book Publication, University Research Resource Journal, Plagiarism, Examination, IP Support and other charges will be borne by the Research Scholar as per University Notification Time to Time.	
Note: a) Lab expenses except equipments shall be borne by the research scholar.		

In case of a subject /discipline/area of research is requiring a higher proficiency, expertise or super specialization, the fee for that subject /discipline/area of research may be revised with the mutual consent of the Research Scholar and the University Management.

9. Research Supervisor

- a) Any regular Professor of the University/Institution Deemed to be a University/College with at least five research publications in referred to Journals and any regular Associate/Assistant Professor of the University/Institution deemed to be a University/college with a Ph.D degree and at least two research publications in referred journals may be recognized as Research Supervisor.

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

- b) Only a full time regular teacher of the University can act as supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter disciplinary areas from the other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.



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- c) A Research Supervisor/Co-supervisor who is a Professor, at any given point of time cannot guide more than three (3) M.Phil and Eight (8) Ph.D scholars. An associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil and six (6) Ph.D scholars and an Assistant Professor as research supervisor can guide up to a maximum of one (1) M.Phil and four (4) Ph.D scholars.
- d) The Research Supervisor shall be required to provide minimum 360 credits of research consultation in minimum 3 yrs or more for Regular and minimum 4 years or more for External mode. 1 Consultation Credit = 1 Contact Hour.
- e) Each supervisor is expected to establish a clear framework for supervision, including arrangement for regular meetings and supervisory meetings with the Research Scholar:
Provided that, the Research Scholar shall be required to fill Quarterly Research Consultation Work Sheet (QRC-Work Sheet) duly signed by both the Research Scholar and Research Supervisor to be submitted in the Directorate.
- f) Post Graduate Departments must have at least two Ph.D qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting, administrative and research promotion facilities.

10. Research Advisory Committee & its Functions:

- a. There shall be a research advisory committee or an equivalent body for similar purpose as defined the statues/ordinances of the institution concerned, for each M.Phil and Ph.D scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This committee shall have the following responsibilities:
 1. To review the research proposal and finalize the topic of research
 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.
 3. To periodically review and assist in the progress of the research work of the research scholar
- b. A research scholar shall appear before the research advisory committee once in six months to make presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the research advisory committee to the Institution/College with a copy to the research scholar.
- c. In case of the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reason for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the research advisory committee may recommend to the institution/College with specific reasons for cancellation of the registration of the research scholar.

11. Course Work

The Ph.D. Research Scholars are required to undertake Ph.D. coursework of two semester duration within one year (one and half years in case of external Research Scholars) from the date of admission in to the programme in accordance with the University Academic Schedule.

The Research Scholar shall be allowed to undertake the Research work after successful completion of the **Core coursework**, while the **Skill Development Course** and the **University Compulsory Courses (UCC)** can be undertaken with the research work.

A. The **Core coursework** shall comprise of 4 papers:

- Research Methodology
- Computer Applications



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- Quantitative & Statistical Techniques
- Dissertation on Review of Literature

S. No.	Course Name	Credits	Regular Research Scholar	External Research Scholar
1	Research Methodology	4	Semester I	Semester I
2	Computer Applications	4	Semester I	Semester I
3	Quantitative & Statistical Techniques	4	Semester I	Semester I
4	Research Publication Ethics	4	Semester I	Semester I
5	Dissertation on Review of Literature	4	Semester I	Semester I

The Research Scholars shall also undertake the following compulsory courses under **University Compulsory Courses (UCC)** for the fulfillment of University Mission.

- Women Rights & Law
- Environmental Studies & Disaster Management
- Cyber Security

S. No.	Course Name	Credits	Regular Research Scholar	External Research Scholar
1	Women Rights & Law	1	Semester I	Semester I
2	Environmental Studies & Disaster Management	1	Semester I	Semester I
3	Cyber Security	1	Semester I	Semester I

- The Coursework shall comprise of 19 credits (each academic credit is equivalent to 10 hrs of studies) including 3 credits for University Compulsory Courses (UCC), which has to be undertaken at the University Campus by Regular & External Research Scholars.
- For Regular, External and in Continuation Research Scholars: Course work of 190 hrs (75% attendance is mandatory) is to be undertaken.
- The syllabus & schedule of the coursework shall be posted on the university website.
- The research scholar is required to submit a dissertation on the Review of research work published / carried out so far in its chosen field.

12. Course Work Evaluation

- a) All the Examination Rules of the Department of Examination shall be applicable on evaluation of Ph.D course work.
- b) The Time period required for completion of a Ph.D programme shall be minimum 3 or more years for Regular & minimum 4 or more years for External mode.
- c) Examinations of the university shall be open to all the Research Scholars who have undergone a course of study in the university for a specified period

13. Synopsis Presentation & Submission

- a) The research scholar is required to prepare a synopsis as per the **Research Area of the Year (RAY) of University** of the proposed Ph.D research programme in consultation with his/her supervisor (s) and submit the synopsis to the Directorate of Research & Development.



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- b) The scholar shall give a presentation on his/her proposed research work before the Research Advisory Committee and expert panel on a date and time notified by the Directorate of Research & Development (DRD).
- c) The research scholar shall submit 2 copies each of the review of literature and synopsis at the time of presentation.
- d) If the synopsis is not approved then the research scholar has to incorporate the suggestions of expert panel members / subject research committee and has to submit two copies to the Directorate within two week along with a soft copy.
- e) The approved synopsis will be uploaded on the Sodhgangotri as per the UGC, (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degrees) (1st amendment Regulations, 2018).
- f) If the synopsis is found duplicated after submission in the Sodhgangotri then Research Scholar has to revise the entire synopsis in consultation with his/her Research Supervisor and has to resubmit it to the Directorate.

14. Research Work & Consultation

After synopsis approval the Research Scholar is allowed to carry on the research work in consultation with the Research Supervisor. Research Scholars are required to complete minimum 360 credits of research consultation in minimum 3 yrs or more for Regular and minimum 4 years or more for External mode. 1 Consultation Credit = 1 Contact Hour.

Criteria for Promotion of Research Scholar

S. No.	Semester	Criteria	Lab/ Research Work (Hours)	Library Work (Hours)	Consultation Hours (Hours)	Total (Hours)
1	Ist Sem	1 UGC Care, Apply for Fellowship through NET/JRF/ Other	20	10	50	80
2	IIInd Sem	1 Web of Science/ Scopus/ SCI/PubMed, 1 Conference, Research Project Proposal preparation & submission (Govt/ NGO)	30	10	50	90
3	IIIrd Sem	1 UGC Care, 1 Book Chapter, Initiation of Patent/Copyright/Startup	50	10	50	110
4	IVth Sem	1 Web of Science/ Scopus/ SCI/PubMed, Book	50	10	50	110
5	Vth Sem	1 UGC Care, 1 Conference, 1 Award, Filing of Patent/Copyright/Startup	20	10	50	80
6	VIth Sem	1 Web of Science/ Scopus/ SCI/PubMed	20	10	50	80
			190	60	300	550

15. Research Evaluation

After completion of the research work the research scholar shall be required to give a seminar presentation in front of the expert panel and research advisory committee. The research scholar has to incorporate the recommendations of the expert panel and research advisory committee in the thesis and the thesis will be submitted only after incorporating the recommendations.

16. Thesis Submission



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- a) On satisfactory completion of the prescribed courses, presentation of the research work before Research Advisory Committee which shall also be open to all faculty members and other research scholars and the required publication, the Research Scholar shall submit five copies of the thesis of the research work along with five copies of the summary of research work.
- b) The thesis submitted for the Ph.D degree shall contain an account of the research work carried out by the scholar leading to the discovery of new facts or techniques or new correlation of facts already known (analytical and /or experimental and /or hardware oriented in nature), the work should be of such quality that it makes a definite contribution to the advancement of knowledge.
- c) The cover of the Ph.D thesis shall be of Dark Purple color.
- d) The scholar has to submit 05 copies of the thesis in hard bind form along with a copy containing all the chapters, research papers and plagiarism report.
- e) Ph.D scholars must publish at least one research paper every semester in (Scopus/ Web of Science/PubMed/UGC Listed Journal) and make three paper presentations in conferences/seminars before the submission of dissertation/thesis for adjudication and produce evidence for the same in the form of presentation certificate and/or reprints.
- f) Ph.D scholars must complete the following during the tenure of their research work:
 1. Filing of Patent/ Startup/ Copyright
 2. Publication of Research Paper (Scopus/ Web of Science/PubMed/UGC Listed Journal) every semester (Minimum 2 in International Journals)
 3. 1 Book review or 2 Book chapters every semester in Women University Press
 4. Submission of Research Project to Govt., Funding Agencies (At least 1)
 5. Participation and publication in each University Conference
 6. Publish Review paper based on Scopus/ WebofScience/ Pubmed paper on minimum h index of 8-10 in University Research Resource Journal
 7. Scholars must fulfill University's ideology of 'Respect to Past Research' and mention the references of related papers from "**University Intellectual Property Bank**" compulsorily.
 8. Every scholar must have their profile on Research gate and Google Scholar and they should keep adding their publications to it time to time.
- g) The Ph.D thesis prior to submission must be checked to detect plagiarism and the other form of Academic dishonesty using the plagiarism software. While submitting for evaluation, the dissertation/thesis shall have undertaking from the research scholar and the 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 has been carried out, or to any other institution.
- h) Research scholar must submit the Research Outcome Document endorsed by related Industry/ Community/ Government Officer/ Media Executive for the completion of research.



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17. Final Examination (Viva-voce)

- a) The Ph.D thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are not in employment of the Institution/College of whom one examiner may be from outside the country. The examiners shall be chosen by the Chairman, Directorate of Research & Development (DRD) in the meeting of Directorate from among the panel of five examiners submitted by the supervisor.
- b) The examiner is expected to send the report on the thesis within two months from the date of receipt of the thesis.
- c) In case of undue delay in receiving the evaluation report, the Chairman of the Directorate shall appoint another examiner from the panel for evaluating the thesis.
- d) If an examiner suggests resubmission of the thesis after revision the Research Scholar will be allowed to resubmit the thesis within the time stipulated by the Chairman of the Directorate, if the revised thesis is not submitted in the stipulated time the registration of the Research Scholar will be cancelled.
- e) If one of the two thesis examiners declares the thesis as not commended, the thesis shall be referred to a third examiner from the out of the approved panel for his evaluation. If the third examiner also reports the thesis as not commended the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree
 - a. If the reports of the one external examiner as well as of the Research Supervisor declare the thesis as "commended". The University Examination Department will consider the reports and recommend for conduct of viva voce.
 - b. In all other cases not covered by the above Regulations the matter will be referred to the Directorate for consideration.

18. Guidelines for Thesis :

- Number of words in the PhD title should not be more than 15 words.
- Research topic of PhD thesis should not be written under inverted Commas (“ ”)
- Minimum and maximum number of pages in thesis should be 150-250.
- Minimum number of References in any thesis should be 150.
- Reference should be Concurrence (Not older study than previous 25 years)

19. University is strictly following the established UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulation 2018. In case of detection of plagiarism scholars may lose their Degree where as Supervisor will not only be black listed but can lose his or her job.

JV'n Dr. Hema Bafila
Director, Administration