

**OFFICE OF THE DEAN, POST-GRADUATE STUDIES**  
**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

**Guidelines for Ph.D. Admission and Course Work**

**A: Interview for Admission to Ph.D. Programme**

1. The Dean, Post Graduate Studies will issue following notifications after the declaration of results of Ph.D. Admission Test:
  - (i) Names of the candidates who have qualified in the Ph.D. Admission Test
  - (ii) Names of the candidates eligible for exemption from Ph.D. Admission Test.
  - (iii) Names of supervisors in each subject.
  - (iv) Schedule of interviews.
2. The Head of the Departments will get a prescribed proforma filled by each supervisor to get information of number of students registered, broad area of research, brief summary of research activities and topics, research facilities available, research topics for the prospective Ph.D. students etc. The information provided by each supervisor will be published on the University web site and notice boards to ensure that prospective research students are well informed about research activities of the supervisors. The information will be published at least one week before the prescribed date of interview. The Director, Computer Centre will make necessary arrangements for publishing the information on the web site.
3. The Heads of Departments will inform the Dean, Post Graduate Studies about the number of vacancies under each supervisor.
4. In the case of departments in the science faculty where availability of equipment and chemicals restricts maximum number of candidates under each faculty member, the Departmental Committee will calculate vacancies based on research facilities available in the department.
5. The Dean, Post-Graduate Studies will notify the schedule of interviews and number of vacancies. The date and time of the interview will be informed to all eligible candidates.
6. One inter-faculty observer will be sent to each department to observe adherence of the Ph.D. regulations and guidelines during the Interview.
7. The following criteria of weighted average will be used by each department to prepare the merit list of all candidates who appears in the interview:

I. Past academic record of the candidate: (Maximum 60 marks)

(a) Senior Secondary or equivalent:	10
(c) Graduation:	20
(d) Post graduation in the Subject concerned:	30

II. Teaching/Research Aptitude: (Maximum 20 marks)

(a) CSIR/UGC NET JRF or fellowship holder of any State/Central agency: 20

OR

(a) Teaching/Research experience: (Maximum 10 marks)  
(Certificate issued by Head/Dean/Principal/Registrar)

- (i) Teaching experience: Regularly appointed Lecturer/Assistant Professor grade @ two marks per year.
- (ii) Research experience: Full time Project Fellows/Project Associates etc. appointed under research projects of Central/State agencies @ five marks/year.
- (iii) Central/state Government Employees: Having experience relevant to the subject @ two marks/year.

(b) Research Publications: (Maximum 10 marks)  
@ five marks per publication in Journals/Conference proceedings having ISBN.

C. Performance in the Interview: (Maximum 20 marks)  
Research interest, proficiency in the language etc.

Total: 100 marks

8. The Interview will be conducted by the Departmental Committee. If the number of members in the Departmental Committee is less than three, the Dean, Post-Graduate studies will nominate a maximum of three members from the sister departments so that at least five members are there in the Committee.
9. Project Fellows working in various research projects sanctioned by the central/state agencies will be allowed to register under the Principal Investigator as their supervisor subject to the following:
- (i) The Project Fellow was selected through procedures laid down by the funding agencies and approved by the University.
  - (ii) The Project Fellow has scored at least 50 marks in the Ph.D. admission interview
  - (iii) The Principal Investigator is an approved supervisor of the University for Ph.D.
  - (iv) A vacancy is available under the Principal Investigator for Ph.D.
10. The following reservations will be made while filling the vacancies in each department:  
SC: 16%, ST 12%, OBC (Non-Creamy layer) (21%). In addition, each department will be required to admit at least one ST candidate from the TSP region at each time of admission subject to the maximum of one seat per supervisor. Supervisor for the extra-numerary seat will be allotted as per procedure laid down under para 9. Extra-numerary seats will be allotted sequentially to supervisors by seniority.

11. Vacancies under reserved categories will be filled by excluding the candidates selected against general categories.
12. In the case of institutions having MOU with the university, candidates from the institution will be allowed to register for Ph.D. under the approved supervisors as per MOU, provided the institution has admitted candidates for doctoral programme as per UGC regulations 2009. The institution will submit details of the procedures followed in the admission and course work to the University. The university may depute one observer to the institution at the time of interview for admission to Ph.D. programme.
13. After the interview the minutes of the Departmental Committee along with merit list of the candidates including those of waited listed will be sent to the Dean PG Studies for approval of the Vice-Chancellor.
14. After obtaining the approval, Head of the Department will inform the candidates to report to the department to join the programme under the assigned supervisor. Candidates who are employed will be required to submit a No Objection Certificate from the employer. The candidate will be required to join by submitting the joining report along with registration fee of Rs 2500/- (Crossed demand draft in the name of "COMPTROLLER, MLSU, Udaipur". Department will forward the Joining report to the Dean, PG studies. After submitting the joining report, candidate can start preparing the synopsis and join for course work. All the candidates joined in the Ph.D. programme will be required to submit their Ph.D. Registration form before a prescribed date notified by the Dean, PG Studies.
15. If a candidate fails to report within the prescribed last date i.e. 15 days from the date of intimation to the candidate, the next candidate from the merit list will fill the vacancy.

## **B: COURSE WORK**

1. The Course work will be conducted twice a year at the faculty level. The first one will start from January and the second one will be from July. A candidate admitted to the Ph.D. programme will be required to join for the course work by depositing the prescribed fee for Paper-I and Paper-II.
2. The course work for Paper-I will be common for each faculty. The University approved syllabus for "Certificate Course in ICT and Research Methodologies" is intended to make the student capable to carry out his research work and additionally to earn a separate certificate from the university. Alternatively, the faculty may design a common course consulting the Director, Computer Centre for the ICT to be incorporated in the syllabus. About 30% of the paper-I should be devoted to research methodologies specific to the research subject. A committee consisting following may finalize the syllabus before 1<sup>st</sup> December 2009:
  - a. Faculty Chairman
  - b. Director, University Computer Centre
  - c. Convenor of the Committee of Courses concerned
  - d. Head of the Department concerned.
3. The Director, University Computer Centre will co-ordinate the course work for Paper-I in consultation with the Chairman of the faculty concerned. The

course work will be offered on self-finance basis with a fee of Rs 2000/- per candidate. The Dean, PG studies, will conduct the examination for the course work at the University level.

4. The course work for Paper-II will be conducted at the department level. The departmental committee will design the topics on which reviews to be carried out by the candidate and research techniques on which the candidate to be trained. Paper –II can be carried out on self-study basis by assigning library work, assignments etc. by the supervisors. If classroom teaching is required, department may decide number of lectures to be held for the Paper-II. If these lectures are allotted as additional workload, department may decide the fee for paper-II to offer lectures on self-finance basis. The outline syllabus of the Paper-II, detailed lecture schedule stating topic of each lecture, fee to be collected from the students etc. must be send to Dean, PG Studies on or before 1<sup>st</sup> December, 2009. During the course work, the student will be required to prepare a review report as per format approved by the department and submit the same to the Dean, PG Studies through the supervisor and Head of the Department at the end of the semester. A candidate is expected to work at least 250 hrs in a semester for paper-II. The Dean PG studies will send the review report to the subject expert for evaluation. The PG Research Board of the subject concerned will conduct the end semester examination. The candidate will be required to give a presentation. On the basis of the review report and presentation, the research board will assess the course work of paper-II. If the assessment report is not satisfactory, candidate will be required to repeat the course work. The Dean, PG Studies, will collect a fee of Rs 500/- per candidate as examination fee for paper-II.
5. The course work for the candidates admitted in the Ph.D. Program will be conducted twice a year. The first will start from the month of January and second one from the month of July. The university will examine only those candidates whose attendance is 75% or more during the course work. The Department will monitor attendance during course work.

DEAN, POST GRADUATE STUDIES

## MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

### PRO FORMA TO BE FILLED IN BY THE SUPERVISOR

(To be submitted positively on or before 20<sup>th</sup> October 2009 through Head of the Department to Dean, Post-Graduate Studies. A soft copy of this proforma can be downloaded from the university website [www.mlsu.ac.in/formats.htm](http://www.mlsu.ac.in/formats.htm). Please e-mail MS word file to [usc@mlsu.ac.in](mailto:usc@mlsu.ac.in) )

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2	Designation																	
3	Department																	
4	Subject																	
5	Telephone (O)																	
6	Mobile																	
7	E-mail Address																	
8	Research Experience (Yrs)																	
9	Major Areas of Research																	
10	Brief Summary of Research Activities (include major research projects, research papers published etc.)																	
11	Research Facilities Available with the Supervisor																	
12	Number of Ph.D.'s Supervised																	
13	Number of Ph.D. Scholars Registered with Date of Registration	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 50%;">Date of Registration</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td></tr> <tr><td>2.</td><td></td></tr> <tr><td>3.</td><td></td></tr> <tr><td>4.</td><td></td></tr> <tr><td>5.</td><td></td></tr> <tr><td>6.</td><td></td></tr> <tr><td>7.</td><td></td></tr> </tbody> </table>	Name	Date of Registration	1.		2.		3.		4.		5.		6.		7.	
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14.	Number of M.Phil. Students Enrolled	
15	Number of Students Registered for Ph.D. from other Universities /Institutions (both Supervisor & Co-Supervisor)	
16	Number of Vacancies for Ph.D. Registration	
17.	Prerequisites (If research work in your field requires any special attention/ requirements from candidates, please give details)	
18	Research Areas Available for Prospective Research Students	1. 2. 3.

### Signature of the Supervisor

Note: 1. Maximum number of Ph.D. and M.Phil. scholars permitted at any given time under a supervisor as per regulations relating to the award of M.Phil/Ph.D. (available on university web site [www.mlsu.ac.in](http://www.mlsu.ac.in)) effective from 7<sup>th</sup> September 2009 is as follows:

Designation of the Supervisor	Maximum Number of Scholars Permitted at a Given Time		
	Ph.D.	M.Phil.	Ph.D. (Departments where M.Phil. is not offered)
Professor	8	5	10
Associate Professor	6	5	07
Assistant Professor	4	5	05