



## **M.Phil./Ph.D. Programme Admission Guidelines for Department/Centre/BRS**

### **University of Delhi**

**The Departments/Centres must ensure that the admission process for M.Phil./Ph.D. programme should be as per Ordinance VI**

#### **1. General Guidelines**

- A Department or a Centre of a Faculty of the University can conduct research programmes for the award of M.Phil./Ph.D. degree.
- The following Board/Committees should be constituted as per Ordinance VI:
  - i. Board of Research Studies (BRS)
  - ii. Departmental Research Committee (DRC)
  - iii. M.Phil. Committee
- Composition of BRS should be displayed on the University website under the tab “Research”.
- Composition of DRC and M.Phil. Committee should be displayed on the Department/Centre website.
- The Departments/Centres will decide on an annual basis through M.Phil. Committee/DRC, a predetermined and manageable number of M.Phil./Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio, laboratory, library and such other facilities, and will notify well in advance on its Departmental website and through advertisement, the number of seats for admission, subject/discipline-wise distribution of available seats.
- The Departments/Centres must notify the criteria for admission, procedure for admission, syllabus for written test, format of question paper (if possible), selection criteria during interview and all other relevant information for the benefit of the candidates on their respective websites as well as on admission portal.
- The Departments/Centres must maintain records of scores/comments pertaining to the written examination (if applicable) and interview of the candidates duly signed by the members of the interview panel (for details refer Section 4.5).

#### **2. Constitution of Committees**

The Research Council will advise the Board of Research Studies.

### **2.1. Board of Research Studies**

Each Faculty shall have a Board of Research Studies.

- **Board of Research Studies:** The registration of students by each Department of the Faculty shall require ratification by the respective BRS. The records of registration and the progress of research work done by the Ph.D. students shall be maintained by the BRS.
- All members of the BRS must be qualified to be Supervisors.
- **The composition of BRS in a Faculty having more than one Department shall be as follows:**
  - a) Dean of the Faculty-Chairperson
  - b) One Professor (nominee of the Vice Chancellor)
  - c) Heads of all Departments under the Faculty
  - d) One Professor from each Department
  - e) One Associate Professor from each Department
  - f) One Assistant Professor from each Department
  - g) One Associate Professor from each subject amongst teachers from colleges, if applicable.

The selection under category (d), (e), (f) and (g) above shall be by rotation as per seniority.

- **The composition of the BRS for a single Department based faculty shall be as follows:**
  - a) Dean of the Faculty /Chairperson
  - b) One Professor (nominated by the Vice-Chancellor from an allied Department)
  - c) Three Professors
  - d) Two Associate Professors
  - e) Two Assistant Professors
  - f) One Associate Professor amongst teachers from colleges, if applicable

The selection under category(c), (d), (e), and (f) above shall be by rotation as per seniority.

- **The composition of BRS for the Faculty of Medical Sciences shall be as follows:**
  - a) Dean of the Faculty - Chairperson
  - b) One Professor (nominee of the Vice Chancellor)
  - c) All University appointed Heads of the Department under Faculty of Medical Sciences.
  - d) All Heads of the Institutions/Colleges affiliated to the University for Ph.D. programme.

- e) One senior-most Associate Professor nominated from each of the teaching Institutions (LHMC, MAMC, UCMS, VPCI & IHBAS).
- f) One Assistant Professor by rotation as per seniority.

### ***2.2 Departmental Research Committee***

The Departmental Research Committee (DRC) shall supervise all academic matters related to the Ph.D. degree.

- **Departmental Research Committee** - Each Department and Centre offering Ph.D. Programme shall have a Departmental Research Committee (DRC). All members of the DRC must be qualified to be Supervisors. The Dean of the respective faculty will approve the Committee.
- **The DRC of Department/Centre shall comprise the following:**
  - a) Head of the Department/Director- Chairperson
  - b) One Professor (nominee of the Vice- Chancellor)
  - c) Four Professors in the Department
  - d) Two Associate Professors
  - e) Two Assistant Professors
  - f) One Associate Professor and One Assistant Professor from the colleges, except for those Departments that do not have an undergraduate programme in the respective discipline.
  - g) Immediate past Head of the Department/Director, if not superannuated.

The members in category (c), (d), (e) and (f) above shall be chosen by rotation as per seniority.

- The composition of DRC for the Faculty of Medical Sciences shall be as follows:
  - a) Head of the Department - Chairperson
  - b) One Professor (nominee of the Vice-Chancellor)
  - c) Four Professors from the Department
  - d) Two Associate Professors
  - e) Two Assistant Professors

The selection under category c). d) and e) shall be by rotation as per seniority.

- Where Departments have strength of less than ten teachers all members, who are eligible to be Supervisors, will be members of the Departmental Research Committee.
- The term of membership of all members of BRS and DRC other than ex-officio members will be for a period of two years. Unless otherwise provided, one-third of the members of the BRS and DRC respectively shall form the quorum.
- The meetings of the DRC and the BRS must be held at least once every three months. It may be held earlier, depending on the urgency of individual cases.

### ***2.3 M.Phil. Committee***

The M.Phil. Committee shall supervise all academic matters related to the M.Phil. degree.

- **M.Phil. Committee:** The Committee shall deal with all matters and processes related to the admission and conduct of the M.Phil. Programme including organizing coursework, appointment of Research Advisory Committee, appointment of examiners for evaluation of dissertation, conduct of seminar and viva-voce and communication of result to the Examination Branch.
- **The composition of the M.Phil. Committee will be as follows:**
  - a) Head of the Department – Chairperson
  - b) Six Professors in the Department
  - c) Three Associate Professors in the Department
  - d) Three Assistant Professors in the Department
  - e) One Associate Professor and One Assistant Professor from the colleges, except for those Departments that do not have an undergraduate programme in the respective discipline.

The selection under point b), c), d) and e) shall be by rotation as per seniority.

The total strength of members shall not be more than 15.

- Members of the M.Phil. Committee other than the Head of the Department shall hold office for a period of two years. The composition of the Committee will be approved by the Dean of the Faculty on the recommendation of the Head of the Department.
- In case two or more Departments of the University together have an inter-disciplinary M.Phil. Programme, the M.Phil. Committee shall consist of the Heads of the Departments concerned, equal representation of Professors of the Departments concerned, and such other faculty members as approved jointly by the Deans of the Faculties concerned on the recommendation of the Heads of the Departments, not exceeding 15 in all. The Heads of the Departments concerned shall act as Chairperson by rotation in order of seniority of the establishment of the Department.

## **3. Eligibility and Seat Availability for M.Phil./Ph.D. programme**

### ***3.1 Eligibility for M.Phil./Ph.D. programme***

- The candidates should have Master's degree or a professional degree (M.Tech./LL.M./M.D./M.S. degree) in the same or allied subjects, 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) or an equivalent degree 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 for the purpose or assessing, accrediting or assuring quality and standards of educational institutions.

- 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 and other categories or candidates as per the decision of the University Grants Commission from time to time, or for those who obtained their Master's degree prior to 19 September, 1991, based on intake in a given academic year. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

### ***3.2 Seat Availability***

- The Head of the Department shall consult the faculty members and college teachers who are recognized to be Supervisor as per UGC Regulation 2016, regarding the number of vacant seats available with each member in that Academic year. Each prospective Supervisor may decide the number of seats that he/she may like to fill in a particular year within his/her maximum permissible strength and inform the Head of Department accordingly through email or in writing.
- Eligible College teachers will send (through email or in writing) their willingness to supervise M.Phil./Ph.D. students along with Curriculum Vitae and list of publications to the Head of the department. The Head will ensure that information from faculty members of the Department and college teachers in this regard is available before the announcement of vacant seats.
- There shall be special provision of supernumerary Ph.D. seats not exceeding 10% of the total seats available in the Department, if there is no vacant seat available with the eligible Supervisors in that Department, for the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree, as laid down in the UGC Regulations for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.

### **4. M.Phil./Ph.D. Selection Process**

- The Departments/Centres are advised to regularly update all information regarding admissions on the admission portal, website of Department/Centre as well as the M.Phil./Ph.D. Bulletin (as applicable).
- M.Phil./Ph.D. Candidates will be admitted in a two-stage process through the following:
  - (i) an Entrance Test to be held once a year. In Departments/Centres offering both the programmes, this entrance test for M.Phil. and Ph.D. programme will be a common one.
  - (ii) an interview (or more if required for Ph.D.) in a year.

#### ***4.1. Entrance Examination***

- A. The Entrance Test for Ph.D. Programme shall be conducted once in a year and the eligibility (for interview) of shortlisted candidates shall remain valid till the conduct of next Entrance Test. The interview for admission to the M.Phil. programme will be held only once a year. The interviews for admission to Ph.D. programme may be held twice in a year or more, subject to availability of vacant seats as determined by the DRC. In cases where the second (or more) round of interviews are taking place, the candidates have to again register on the online portal within the stipulated time frame mentioned on the admission portal.
- B. The Entrance Tests in various Departments shall be staggered to allow the candidates to appear in written test in more than one subject, if they so desire.
- C. The Entrance Test will be a qualifying examination with qualifying marks as 50%.
- D. A relaxation of 5% of marks, from 50% to 45%, shall be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled category in the entrance examination conducted by the University as per the UGC (Minimum standards and Procedure for Award of M.Phil./Ph.D. degrees) (1<sup>st</sup> Amendment) Regulations, 2018.
- E. If in spite of the above relaxation, the candidates for SC/ST/OBC (non-creamy layer)/differently-abled categories are not available; the respective DRCs shall explore suitable policies to fill most of the vacant seats keeping in mind the pool of candidates available from National Level Tests and other categories as per Clause C, Ordinance VI, dated 9<sup>th</sup> August 2017.

#### ***4.2 Exemption from Entrance Examination***

- Candidates who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/DBT-JRF/ICMR-JRF/DST-INSPIRE/AYUSH-NET or equivalent national level examination/fellowship (as identified by DRC)/GATE/teacher fellowship holder can directly appear for interview.
- Teachers, who are in service in the University of Delhi, can directly appear for interview.
- Candidates holding Junior Research Fellowships or equivalent research positions in projects, satisfying the minimum eligibility conditions (subject to selection by duly constituted committee as per the University norms for research projects) can also appear directly for interview.
- Scientists/professionals working at R&D institutes of the Government of India/State Government with whom the University has signed a Memorandum of Understanding can directly appear for interview subject to fulfilling minimum eligibility criteria.

- Faculty of Management Studies may shortlist candidates for appearing directly in interview for Ph.D. admission on the basis of CAT score.
- Candidates who have been awarded or are pursuing M.Phil. Programme under the following categories may directly appear for interview:
  - A. Candidates who have cleared the M.Phil. coursework 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) and have successfully completed the M.Phil. degree with at least 55% marks shall be eligible for appearing directly for interview. 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.
  - B. Candidates who have cleared coursework of M.Phil. from University of Delhi with at least 55% marks in aggregate may directly appear for interview to Ph.D. even without completing the M. Phil. Dissertation, if the candidate is interested in registering for Ph.D. without completing M.Phil. Programme.
  - C. A candidate who's M.Phil. dissertation has been evaluated and the viva voce is pending can appear directly for interview to the Ph.D. programme.
  - D. Candidates possessing a degree considered equivalent to M.Phil. Degree of an Indian Institution with 55% marks or 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 for the purpose of assessing, accrediting or assuring quality and standards of' educational institutions, shall be eligible for admission to Ph.D. programme.
- Candidates who are exempted from the entrance also must get registered in the online admission portal to be eligible for interview.

#### ***4.3 Syllabus for Entrance Examination***

- The syllabus for the entrance test will consist of 50% questions on research aptitude/methodology and 50% subject-specific questions.
- The syllabus for the written examination of each M.Phil./Ph.D. programme is as given on the respective Department's website.

#### ***4.4. Declaration of Results of Entrance Examinations***

- The result of the entrance test will be displayed on the M.Phil./Ph.D. admission portal/University/Department website.

- The information related to the following shall be notified on the M.Phil./Ph.D. admission portal/Department/Centre website:
  - i) list of candidates shortlisted through entrance test for interview, as well as the candidates who are directly eligible for interview,
  - ii) dates and other details of the interview

#### ***4.5 Interview***

- The interview for admission to Ph.D. programme will be conducted by DRC or a committee duly constituted by DRC. M.Phil. Committee will conduct interview for admission to M.Phil. programme.
- The interviews for admissions shall be conducted simultaneously for all the categories and it will be ensured that the category of candidates is not revealed at the time of interview. Once the merit of the candidates is collated, the respective M.Phil. Committee/DRC may allot the seats as per the reservation provisions of Government of India/the University.
- At the time of the interview if required, experts/prospective Supervisors from allied/specialized areas may be invited.
- In the case of Ph.D. interview, where it is conducted by a committee duly constituted by DRC, the committee shall submit the outcome of the interview signed by all the members of interview panel to DRC for further processing.
- The final minutes of the DRC deliberations and decisions shall be signed by the Chairperson of the DRC and the Vice Chancellor's nominee and sent to the BRS.
- The merit list of the candidates selected through interview shall be displayed on the website after approval by the M.Phil. Committee /DRC.
- There will be a waiting list in the order of merit. The waiting list shall be prepared category wise.
- In case of Departments that want to hold the interviews twice or more number of times in a Year, they can notify their vacant seats at least 15 days before the schedule of interviews.
- At the time of interview, the candidates are required to discuss their research interest/area through a presentation before the interview panel (DRC or a committee duly constituted by DRC or M.Phil. Committee). As per ordinance VI, the following aspects shall be considered during the interview:
  - a. Candidate's competence for the proposed research
  - b. Whether the research work can be suitably undertaken at the University
  - c. Whether the proposed area of research can contribute to new/additional knowledge



- The Departments/Centres must notify the selection criteria during interview and all other relevant information for the benefit of the candidates on their respective websites as well as on admission portal.
- The Departments/Centres must have a record of scores/comments pertaining to the written examination and interview of the candidates as applicable.
- The M.Phil. Committee/DRC reserves the right not to select candidates for all the vacancies advertised.
- The M.Phil. Committee/DRC shall ensure that all University rules as well as reservation rules are followed in the admission process.
- The M.Phil. Committee/DRC has to ensure that the reservation for SC (15%)/ ST (7.5%)/ OBC (27%)/ EWS (10%) is implemented on the list of the selected candidates as per the reservation provisions of Government of India/the University.

#### ***4.6 Weightage of Entrance Test and Interview***

- For the selection of candidates who qualify in the entrance examination, a weightage of 70% to the entrance test and 30% to the performance in the interview/viva-voce shall be given.
- For the selection of candidates appearing directly for the interview (i.e., the candidates exempted from the entrance examination as per the various categories mentioned in Section 4.2), weightage of 100% shall be given to the performance in the interview/viva-voce. Aspects mentioned in bullet point number 9 in Section 4.5 shall be considered during the interview.

#### **5. Admission of Foreign Students**

- Foreign nationals seeking admission in the University must get registered with the Foreign Students Registry (FSR- <http://fsr.du.ac.in>) in compliance with the schedule notified by the FSR. No foreign students will be admitted directly by the Department/Centre.
- Foreign nationals must provide evidence of language competence suited to the Department they wish to join. Foreign nationals are exempted from entrance test and interview. They may be admitted based on their research proposal, subject to fulfilling the minimum eligibility criteria. The decision regarding the eligibility criteria rests with the Departmental Research Committee (DRC) subject to approval from Board of Research Studies (BRS) for the Ph.D. Programme and M.Phil. Committee for the M.Phil. Programme.
- Foreign nationals fulfilling the eligibility criteria can be registered for M.Phil./Ph.D. over and above the maximum admissible strength. However, at any given time, the total number of foreign students shall not exceed 10% of the total admissible strength of the Department.

## **6. Selection and Admission**

- The merit list of the recommended candidates shall be displayed on the M.Phil./Ph.D. admission portal/University/Department website. There will be a waiting list in the order of merit.
- The University of Delhi shall not conduct the M.Phil. and Ph.D. Programmes through distance education mode.
- No research scholar registered for the M.Phil./Ph.D. programme shall be permitted to undertake any other full-time Programme during the pendency of the M.Phil./Ph.D. programme.
- The Department shall maintain a list of all the M.Phil./Ph.D. registered research scholars on its website on year-wise basis. The list shall include the name of each of the registered candidates, topic of his/her research, name of his/her supervisor/co-supervisor and date of enrolment/registration.

## **7. Fees and Registration**

- On the basis of the recommendation of the duly constituted DRC as per Ordinance VI, a memorandum for provisional registration and payment of fees of the selected candidates will be issued by BRS, after its due approval.
- The selected applicants have to pay admission fee on or before a specified date decided by the BRS/University through online admission portal.
- The date of fee submission (after the announcement of merit list) will be designated as the date of registration.