

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

**Guidelines Interview for Ph.D. Admission**

**Effective from 1-11-2011**

1. After declaration of the result of the Ph.D. admission Test, head of the department will issue a notification of schedule of Interview. Following documents/List will be published on the web site and will be sent to the Department concerned
  - (i) Names of the candidates who have qualified in the Ph.D. Admission Test and candidates who have passed Ph.D. admission Test within last one year but not allotted supervisor by the department.
  - (ii) Names of supervisors in each subject with vacancies as per record.
  - (iii) Schedule of interview.

Office of the Dean, PG studies will inform the students through SMS/Telephonically using the mobile number provided in their application for Admission test.

2. On receipt of the Schedule for Interview, the Head of the Department will make following arrangements for interview:
  - (i) Display the schedule of Interview and list of candidates on the department notice board
  - (ii) Obtain actual vacancies verified from each supervisor by getting a declaration proforma filled by each supervisor.
  - (iii) In the case of all departments, except Departments of Faculty of Science, the Head of Department will contact retired teachers(who were approved supervisors of the university) interested in continuing supervising Ph.D. scholars making use of existing facilities in the department and get number of students already working under them. If a retired teacher has not supervising students from other universities, he/she can be allotted maximum of three candidates(after consulting departmental committee) such that total number of candidates not exceeds three at a time.

- (iv) Display actual number of vacancies, area of research of each supervisor on the notice board
  - (v) Issue a notification for the meeting of the Departmental committee. All supervisors who are not member of the departmental committee and supervisors from affiliated colleges will also be invited to attend the departmental committee meeting as invitees.
  - (vi) If any discrepancies in the list of candidates/supervisors/vacancies etc. Head of the Department will inform the same to the Dean, Post graduate studies
3. It may be noted that In the case of departments in the faculty of science 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 under each supervisor to be allotted in the Interview and same will be displayed on the notice board.
  4. One inter-faculty observer will be sent to each department to observe adherence of the Ph.D. regulations and guidelines during the Interview.
  5. At least half an hour before the scheduled time of Interview, candidate will be asked to fill a prescribed proforma and attach documentary proof for educational qualifications, experience, fellowships etc. Departmental committee will award marks against each item after verification of the documents.
  6. 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  
(Candidates qualified in NET/SLET but not eligible to receive fellowship shall not be eligible for above marks. Verify award of fellowship from award letter before allotting above marks)

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

7. The Interview will be conducted by the Departmental Committee. The Head of the Department, if required, can take help of the invited members in the interview to determine aptitude of the candidate in certain specialized research areas of the supervisors but interview marks will be awarded only by the members of 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.
8. The Interview will be conducted in the following manner

- (i) The Head of Department will instruct all the candidates to assemble in the meeting room
- (ii) The Head of the Department along with Departmental committee members, Invited members and university observer will also be present in the meeting room.
- (iii) The Head of the Department will introduce all the supervisors present in the room to department giving their name, area of research, research projects carried out, fellowships/project assistance ships if nay available under them, vacancies, research facilities etc. provided by the supervisors as per Proforma. Only written information/information furnished by the supervisor/available on the website will be given to the candidates.
- (iv) If any special requirements /aptitude etc. are expected from the candidates to carry out research work in the area of research of the supervisor, the same shall be announced in the meeting to all the candidates.
- (v) After addressing the candidates and giving them required information, candidate will be called for interview one by one. Members of the departmental committee will interview the candidate by asking questions to judge aptitude of the candidate in research and will award marks accordingly. If the members of the committee are not unanimous about the marks to be awarded, marks will be awarded by averaging marks average marks awarded by individual members. Finally the candidate will be asked to give his preferred area of research as well as his/her choice of supervisors ( if required in a envelope). After interview, the departmental committee will prepare merit list and supervisor will be allotted as per merit list. If the choice of a candidate is exhausted, he/she will be attached with a supervisor by the Committee as per research aptitude of the candidate.

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 5000/- (Crossed demand draft in the name of "COMPTROLLER, MLSU, Udaipur" and also collect prescribed annual college Fee. 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 within six months from the joining date.

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.
16. The Date of registration of the candidate will be counted from the Date of joining for Ph.D. programme provided the candidate joins for the course work immediately after taking admission and submits Ph.D. registration form within six months from date of joining.