

RULES & REGULATIONS FOR THE DEGREE OF DOCTOR OF LITERATURE /DOCTOR OF SCIENCE (D.Litt./D.Sc.)





गुरुकुल काङ्गड़ी (समविश्वविद्यालय) हरिद्वार

(यू०जी०सी० एक्ट 1956 के सेक्शन 3 के अन्तर्गत समविश्वविद्यालय)

Gurukula Kangri (Deemed to be University) Haridwar

(Deemed to be University u/s 3 of UGC Act 1956)
www.gkv.ac.in

गुरुकुल कांगड़ी (समविश्वविद्यालय) के संस्थापक

The Founder of Gurukula Kangri (Deemed to be University)



स्वामी श्रद्धानन्द जी Swami Shraddhanand Ji (1856-1926)

"गुरुकुल की स्थापना का उद्देश्य भारतीय संस्कृति का उन्नयन तो है ही साथ ही छात्रों को अनुशासित वातावरण में सर्वांगीण विकास और रोजगार परक शिक्षा देना भी है।"



GAZETTE OF INDIA NOTIFICATION No. F. 10-17/62 U2, Dated 19-06-62

ज्ञान-विज्ञान विमुक्तवे
UGC
University Grants Commis

In exercise of powers conferred by section 3 of the University Grants Commission Act 1956 the Central Government on the advice of the Commission hereby declares that, the Gurukula Kangri Vishwavidyalaya Haridwar, which is an institution for higher education, shall be deemed to be a University for the purpose of the said act.

Published by:

Registrar

Gurukula Kangri (Deemed to be University)

Haridwar-249 404 (Uttarakhand)

INDIA

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Tel.: 9309455455(Toll Free)
E-mail: admissions@gkv.ac.in

Website: www.gkv.ac.in

Price : Rs. 100/-



GURUKULA KANGRI (DEEMED TO BE UNIVERSITY) HARIDWAR

COURSES AT A GLANCE

Level	Course	Level	Course
UG		PG	
	B.A.		M.A. Sanskrit
	B.A. Hons (Vedalankar*/Vidyalankar)		M.A. English
	B.Tech. (ECE, CSE, EE, ME)*		M.A./M.Sc. Psychology
	B.P.Ed.*		M.A./M.Sc. Yogic Science
	B.Sc. (Maths Group)		M.A. A.I. History Cult. & Archaeology
	B.Sc. (Bio Group)		M.A. Hindi
	B. Pharma.*		M.A. Philosophy
	B.B.A.		M.A. Veda*
	B.P.E.S.		M.A. Jyotirvigyan & Vedic Karmkand*
PGD	P.G. Diploma in Hindi Journalism*		M.A. Music**
	P.G. Diploma in Yogic Science		M.Sc. Mathematics
DIP.	Diploma in Vedic Paurohitya (Karmkand)*		
	Diploma in Pharmacy (D. Pharm.)*		M.Sc. Physics
	Diploma in Electrical Engineering*		M.Sc. Chemistry
	Diploma in Mechanical Engineering*		M.Sc. Microbiology
CERT.	Yoga*		M.Sc. Environmental Science
	The Art of Happiness*		MCA
	Sales Management*		MBA
	Microbial & Herbal Technology*		MBA (BE)
	Disaster Management*		M.P.Ed.*
	Sanskrit Bhasha Kaushal*		M.Pharm. (Pharmacology)*
	Jyotish Kaushal [#]		M.Pharm. (Pharmaceutics)*

* For male only

** For female only

Ph.D (Full Time/Part Time)

•	GKV-101	Sanskrit	GKV- 102	Vedic Literature
•	GKV- 103	Philosophy	GKV- 104	English
•	GKV- 105	Hindi Literature	GKV- 106	Yogic Science
•	GKV- 107	Ancient Indian History, Cul. & Arch.	GKV- 108	Psychology
•	GKV- 109	Management	GKV- 110	Physics
•	GKV- 111	Chemistry	GKV- 112	Mathematics
•	GKV- 113	Computer Science	GKV- 114	Zoology
•	GKV- 115	Environmental Science	GKV- 116	Botany
•	GKV- 117	Microbiology	GKV- 118	Physical Education
•	GKV- 119	Applied Science (Physics)	• GKV- 120	Applied Science (Chemistry)
•	GKV- 121	Applied Science (Maths)	GKV- 122	Computer Science & Engineering
•	GKV- 123	Electronics & Comm. Engg.	• GKV- 124	Pharmaceutical Sciences
•	GKV- 125	Shraddhanand Vedic Shodh	 GKV- 126 	Economics

RULES & REGULATIONS FOR THE DEGREE OF DOCTOR OF LITERATURE /DOCTOR OF SCIENCE (D.Litt. /D.Sc.)





गुरुकुल काङ्गड़ी (समविश्वविद्यालय) हरिद्वार (यू०जी०सी० एक्ट 1956 के सेक्शन 3 के अन्तर्गत समविश्वविद्यालय)

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GURUKULA KANGRI (DEEMED TO BE UNIVERSITY) HARIDWAR

(Deemed to be University u/s 3 of UGC Act 1956)

RULES & REGULATIONS FOR THE DEGREE OF DOCTOR OF LITERATURE /DOCTOR OF SCIENCE (D.Litt. /D.Sc.)

Subject/Discipline

D.Litt.	D.Sc.
● DL-101 Sanskrit	● DS- 101 Physics
● DL- 102 Vedic Literature	● DS- 102 Chemistry
● DL- 103 Philosophy	● DS- 103 Mathematics
•DL- 104 English	● DS- 104 Computer Science
DL- 105 Hindi Literature DL 106 Veria Science	● DS- 105 Zoology
DL- 106 Yogic Science DL- 107 Angient Indian History	9,
DL- 107 Ancient Indian History, Outpure & Archaeology	 DS- 106 Environmental Science
Culture & Archaeology	● DS- 107 Botany
DL- 108 PsychologyDL- 109 Management	DS- 108 Microbiology
DL- 109 Management DL-110 Sharddhanand Vedic Shodh	
• DE-110 Sharddharland Vedic Shodh	

Eligibility

Course	Eligibility	Course Duration
D. Litt. /D.Sc. (Post- Doctoral Research Degree)	Ph.D. in a related field with minimum 5 years of teaching/research experience after obtaining Ph.D. and publication requirements as laid down in these rules and regulations.	1 year to 3 years

1. INTRODUCTION

The Doctor of Science (D.Sc.) and Doctor of Literature (D.Litt.), Rules and Regulations 2022 shall be in effect from the date of approval of the Academic Council. The degree of D.Sc. / D. Litt. of the Gurukula Kangri (Deemed to be University) shall be conferred on the candidates who fulfil the requirements as specified in these rules & regulations.

The Degrees of Doctor of Letters (D.Litt.)/ Doctor of Science (D.Sc.) is the highest Post-Doctoral Research degree of this University in respective disciplines which are awarded to a candidate who has earlier acquired a Ph.D. degree. The University shall award D.Sc. Degree in the disciplines of Science, Engineering, Technology and other related areas; D.Litt. in the disciplines of Humanities, Oriental studies, Management, and other related areas to a candidate whose work and research have made distinct contributions to the advancement of knowledge.

This Post-Doctoral Research degree is awarded on the basis of original and independent research that has made distinct contributions to the advancement of knowledge in a particular discipline, as evidenced by publications in reviewed journals and are recognized by peers. The research work of the candidate must have been characterized either by the discovery of facts or by a fresh approach towards the interpretation of facts or theories or formulating a new theory/hypothesis and evince his/her capacity for original thinking, critical examination and sound judgement.

2. ADMINISTRATION OF THE PROGRAMME

- (a) The Programme leading to Post-Doctoral Research degree shall be offered at the PG departments running Ph.D programme for at least 10 years.
- (b) Subject to the general guidance of the Academic Council, research work in the University leading to Post-Doctoral Research degree shall be overseen by the Research and Development Cell (RADC) of the University.
- (c) Any candidate who fulfils the eligibility condition can seek registration according to the enrolment procedure laid down hereunder.

3. DURATION OF THE PROGRAMME

The duration of the Programme is minimum one year to maximum three years from the date of registration/enrolment.

Any researcher, who has been awarded Doctor of Philosophy (Ph.D.) degree in the disciplines of Science, Engineering, Technology and other related areas by this university or degree recognized equivalent thereto from any other university may present his/her candidacy for the degree of Doctor of Science (D.Sc.) provided he/she must have:

Done post-doctoral work in Science, Engineering, Technology and other related areas for a minimum period of 5 years and have published 5 research papers in WoS /Scopus indexed journals as first/second/corresponding author.

OR

Post Ph.D. experience of more than 5 years in Science, Engineering, Technology and other related areas, have published 3 research papers in WOS /Scopus indexed journals as first/second/corresponding author, and 2 patents in relevant discipline and his/her research work and efforts should have national and international recognition and have made a distinct contribution to the society and advancement of knowledge.

Eligibility for D.Litt.

A candidate who is awarded Doctor of Philosophy (Ph.D.) degree in the disciplines of Management Studies, Humanities, Social Sciences, Oriental studies and other related areas by this University or degree recognized equivalent thereto from any other University may present his/her candidacy for the Doctor of Literature (D.Litt.) provided that he/she has:

Done Post-doctoral work in Management Studies, Humanities, Social Sciences, Oriental studies and other related areas for a minimum period of 5 years and has published 5 research papers as first/second/corresponding author in UGC-CARE Listed journals.

OR

Done Post-doctoral work in Management Studies, Humanities, Social Sciences, Oriental studies and other related areas for a minimum period of 5 years and has published 3 research papers as first/second/corresponding author in UGC-CARE Listed journals and 2 books as first/sole author in relevant discipline and his/her research work and efforts should have national and international recognition and have made a distinct contribution to the society and advancement of knowledge.

The applicant for enrolment must have a Doctoral Degree (Ph.D./D.Phil.) from a recognized Indian or foreign University in the relevant discipline provided that:

- (i) He/she presently active in research/teaching with a minimum period of five years after obtaining Ph.D./D.Phil degree in the Department of this University or other Universities or Institutions recognized for purpose of advanced research, located in India or abroad.
- (ii) The publications submitted by him/her for consideration for the award of D.Litt./D.Sc. degree are substantially the result of Post-Doctoral research work carried out during this period.

A candidate already holding D.Sc../D.Litt. Degree in a particular discipline is eligible to register for D.Sc./D.Litt. in another discipline after a gap of two years provided that evidence of standard publications as per fresh eligibility are produced in the second discipline in which he/she intends to submit for D.Sc./D.Litt. degree.

5. SUBJECT OF THE THESIS

- (i) The Thesis submitted by the candidate for consideration for the award of the degree of Doctor of Literature (D.Litt.)/ Doctor of Science (D.Sc.) shall be substantially related to the result of his/her post-doctoral research work.
- (ii) The candidate shall state in his/her application the Subject/discipline on which he/she wishes his/her qualification for the Degree. The topic of the D.Litt./D.Sc. thesis may be related to his/her Ph.D. work or independent research work. If the thesis submitted for D.Litt./D.Sc. is related to the thesis of Ph.D. or any other equivalent previous research degree, the findings of such study shall be confined only to the review of literature. The thesis submitted for the Ph.D. degree or any other equivalent previous degree, shall not form part of the D.Litt./D.Sc. thesis. He/she shall submit with his/her application five copies of his/her thesis based on published papers that contain original contribution to the advancement of knowledge.
- (iii) The subject of the thesis shall relate to the branch of knowledge chosen.

(iv) The thesis shall be a scholarly work and must be on one main theme falling with in the area or field of proposed study. However, published research papers can form part of the thesis provided they are presented as consistent with the theme of the thesis and elaborated into the requisite form and size.

6. ENROLMENT & REGISTRATION FOR THE PROGRAMME

The application form for the award of D.Litt./D.Sc. shall be downloaded from the University website www.gkv.ac.in and duly filled form shall be submitted to the Registrar with prescribed application fee throughout the year. However, the last date shall be 31st July and 31st January in each academic session.

APPLICATION FOR ADMISSION

A candidate seeking to submit his candidacy for D.Sc./ D.Litt. shall apply to Registrar along with the following documents and requirements:

- (i) Bio-data with full particulars (academic and research)
- (ii) Title of the proposed research work
- (iii) A brief account of his/ her recent research work (in about 1000 words)
- (iv) List of publications, books, policy documents, newspaper articles, magazine articles etc.
- (v) Reprints of best 5 research papers
- (vi) Proof of h-index
- (vii) Attested copies of certificates in support of qualifications and experience
- (viii) Application processing fee
- (ix) Detail of Referrals/Recommendations

7. ACADEMIC RESEARCH COMMITTEE (ARC)

Subject to the general superintendence of the Academic Council, a committee namely, the three-member Academic Advisory Committee (AAC) shall deal with all matters connected with the D.Sc./ D. Litt. programme of the University in accordance with these rules. However, the topic shall be approved only by an Academic Research Committee (ARC) for D.Litt./D.Sc., whose constitution is similar to that of Research Degree Committee (RDC) for the Ph.D. degree, except for some minor changes as mentioned hereunder.

Vice-Chancellor	Chairman
Dean of the Faculty	Member
Dean Research	Member
Two external expert members	Member
(same as those of RDC in Ph.D. Programme)	
Three expert members of the AAC out of which one	Member
is the Advisor of the concerned candidate	
Head of the Department	Member &
<u> </u>	Convenor

8. ADMISSION PROCEDURE

The Research and Development Cell (RADC) shall constitute an Academic Advisory Committee (AAC) of three members who shall be reputed scholars in the relevant area. Out of which one is the advisor of the concerned candidate. The Academic Advisory Committee (AAC) shall consider and recommend the suitability of the applicant. The Academic Advisory Committee (AAC), while considering the proposal shall invite the applicant for a detailed discussion, and make a recommendation for registration to the Postdoctoral programme by providing a provisional approval letter to the candidate to defend his/her proposal before the Academic Research Committee (ARC) for final approval.

9. REGISTRATION FOR THE PROGRAMME

Upon receiving provisional approval letter, the candidate has to register for the programme by paying the prescribed Registration fee (Annexure-A) along with the ten (10) copies of Synopsis/Proposal of the Thesis.

The ARC shall make final selection of the candidates after assessing the presentation made my the candidate regarding his/her research proposal/synopsis and shall recommend the eligible candidates for admission to the controller of Examination/Academic Section of the University. The ARC shall also approve and send the list of the names of the Advisors of the candidates to the Academic Section for communication to the concerned candidates.

The Controller of Examination shall issue the letter of admission to each candidate recommended by the ARC.

Within one month after the receipt of the letter of admission, the candidate shall pay the prescribed course fee as per Annexure -A, and

shall get registered in the concerned Department by filling out a registration/enrolment form. However, the effective date of Registration/Enrolment shall be the date of the meeting of Academic Research Committee (ARC).

Note:

- i. Proposal for D.Litt./ D.Sc. thesis shall contain an outline of the proposed research work, why it is important, the methodology to be used and the expected outcome of the research, specifically highlighting in what respect the research will advance the knowledge in the particular field of his Post-Doctoralwork.
- ii. Two references from eminent scholars each of whom is either a member of the Academic Council of this University (Not below the rank of Professor) or working/retired Principal/Director of any Postgraduate Institutions, or a graduate of D.Litt./ D.Sc. to the effect that he/ she is having high academic & research credentials and is a fit and a proper person to be admitted to the degree.

10. SUBMISSION OF FINAL THESIS

After registration, the candidate has to submit the final thesis (five copies along with a soft copy) in prescribed format, any day between one year to three years from the date of registration with the prescribed examination fee.

- (i) A Candidate, admitted to D.Sc./D.Litt. shall deliver a pre-submission seminar in the Department before the submission of the thesis, which shall be arranged by the Advisor of the candidate to appraise the teachers and other research workers of the Department of his/ her work.
- (ii) The candidate shall submit the thesis within a minimum of one year and a maximum of three years from the date of his/her admission to the Controller of examinations approved by the concerned AAC, and duly forwarded by its Chairman and concerned Head of Department.
- (iii) The candidate shall submit the thesis as per the following guidelines:
- (a) Five copies of the thesis in hard bound form as per the format (Annexure-B).
- (b) The title page of the thesis shall contain a statement that the thesis has been submitted for the award of the concerned degree for which the candidate has been admitted.

- (c) A soft copy in CD alongwith a file of the Extended Abstract of the thesis.
- (d) A declaration by the candidate that the thesis has not been submitted for any other degree or diploma (Annexure-C).
- (e) A certificate from the Advisor, Head of the Department and the Chairman of the AAC that the thesis has been submitted for the award of the concerned degree of the University (Annexure-D & E).
- (f) The thesis shall be either in English or in Hindi except for the case where the subject of the thesis itself is a language. In such a case, the thesis may, at the option of the candidate, be in that specific language.
- (g) The work of the candidate shall comply with the following conditions to merit the award of the degree:
- It must be a substantial work making a distinct addition to learning in the concerned subject of the discipline.
- It must be original in the sense of opening up new fields of research, or of making a marked advancement on the results of previous investigations, or of giving a new interpretation of the facts already known.
- It must be a scholarly work of high quality.
- It must be the work done during the last five years before submission of the thesis.
- It must be the work published in UGC-CARE Listed journals in the form of research papers and/ or published in the form of books/ monographs, chapter contribution to books/ monographs, etc., out of which at least two research papers must be authored solely/first author by the candidate. Research publications in UGC-CARE listed Journals will only be accepted.
- It must not be the work, which has been previously submitted for a degree or a diploma in this or in any other University.

11. FORMAT OF THE THESIS

- (i) Title page
- (ii) Declaration
- (iii) Certification from the AAC and Head of the Department
- (iv) Preface
- (v) Introduction
- (vi) Literature review
- (vii) Body of the thesis which shall consist of analytical discussion leading to demonstrate the contribution of new knowledge and/or additional knowledge to the chosen area.

- (viii) Additional publications relevant to the thesis if any, with explanatory note.
- (ix) Summary and conclusion
- (x) Bibliography
- (xi) Copy of papers published in Journals relevant to the thesis.

12. ACCEPTANCE OF THE THESIS FOR EVALUATION

- (i) Upon receipt of the application and thesis, the Controller of Examinations shall, in the first instance, arrange to refer the thesis to the ARC to make suitable recommendations as to its acceptability for valuation. The ARC may co-opt such other member or members, who are specialists/experts in the subject of the thesis, it deems fit for this purpose. Thereafter the ARC shall make its recommendations as to the suitability or otherwise of the thesis for processing for evaluation based on its assessment as to its originality, etc.
- (ii) When the thesis is not accepted for valuation, the thesis will be returned to the candidate and the fee paid by him/her will be refunded (after deducting a processing fee).
- (iii) When the thesis is accepted for evaluation, the procedure prescribed herein will be followed.

13. EXAMINERS

(i) If the thesis is recommended to be accepted for evaluation, the Standing Committee of the RADC and concerned head of department shall suggest a panel of not less than ten (five each) external Examiners being experts in the field of research chosen by the candidate for the D.Litt./D.Sc. thesis, out of which four (2 each) from abroad, remaining from India, for consideration for appointment as examiners for evaluating the thesis, to the Controller of Examination/Registrar by name in a cover marked "confidential". If the panel of ten names of external examiners suggested by the Standing Committee of the RADC and HOD is found to be inadequate, the Vice-Chancellor shall be at liberty to obtain additional names of experts, in consultation with experts of his/her choice, in the concerned field.

14. EVALUATION OF THESIS

- (i) The Thesis shall be referred by the Vice-Chancellor for evaluation to a Board of Examiners consisting of three persons (usually two from India and one from abroad) from the panel submitted by the Standing Committee of the RADC and HOD.
- (ii) The Board of Examiners who evaluate the Thesis shall report on the merit of the candidate for the D.Litt./D.Sc. Degree. As "Commendable" "Highly commendable" or "Not commendable" If two of the three Examiners do not commend the thesis, the thesis shall stand rejected. If two of the three Examiners commend the thesis and one examiner does not commend the thesis, the Vice-Chancellor may refer the same to a fourth examiner for aluation. The fourth Examiner shall be from the same category of the examiner, who rejected the thesis (i.e., Examiner from India/ abroad). If the fourth examiner commends the thesis, the candidate will be declared qualified for the award of the D.Litt./D.Sc. If the fourth Examiner also does not commend the thesis, the candidate will be declared not qualified for the degree.
- (iii) The reports of the Board of Examiners appointed by the University shall be placed before the RADC and Academic council/ Board of Management for declaring the candidate to be qualified/not qualified for the award of D.Litt./D.Sc. degree.
- (iv) A candidate who has been declared qualified, shall be awarded the Degree of D.Litt./D.Sc. in the Convocation of the University.

15. RE-SUBMISSION OF THESIS

- (i) A candidate whose thesis has not been commended in the first instance may be permitted to re-submit the Thesis a second time after a period of one year with prescribed fee and after inclusion of additional publications on the subject, following the procedure prescribed under these Rules Regulation of the University. Ordinarily, the re-submitted thesis will be referred to the same Board of Examiners which evaluated the thesis on earlier occasion.
- (ii) A candidate shall not be permitted to submit thesis for the award of D.Litt./D.Sc. Degree on more than two occasions.

16. SAVINGS

For anything not specifically covered by the above Rules Regulations and questions arising out of these regulations, the same shall be referred to the Academic Council, whose decision shall be final.

GURUKULA KANGRI (DEEMED TO BE UNIVERSITY) HARIDWAR Fee Structure for D.Sc./D.Litt. (w.e.f. 2022-23)

- 1. Application Fee: Rs. 1,000/\$100 for Foreign Nationals (To be paid at the time of submitting Application)
- 2. Registration Fee: Rs. 5,000/\$500 for Foreign Nationals (To be paid by the candidates before the meeting of ARC)
- 3. Course Fee: Rs. 50,000/\$5,000 for Foreign Nationals

 (To be paid after approval of the topic by ARC at the time of admission in the programme)
 - Note: The Course Fee will be 50% for the Regular Employee of GK (DU).
- 4. Thesis Submission / Re-submission & Evaluation Fee: Rs. 20,000/ \$1000 for Foreign Nationals (To be paid before submission / resubmission of Thesis)
- 5. Provisional Certificate Fee: Rs. 1,000 / \$ 100 for Foreign Nationals (To be paid after declaration of result).

Fee Other Heads

Degree/Certificate fee	
On convocation	1000/-
After convocation	1500/-
 Provisional Certificate fee 	1000/-
Migration submission late fee (monthly)	200/-
 Duplicate Certificate/Degree fee 	400/-
Migration Certificate fee	200/-
Duplicate Migration fee	400/-
Character Certificate fee	50/-
Medical fee (Annual)	200/-
Medical Insurance Fee (Annual)	150/-
Alumni Fee (One time at the time of admission)	1000/-

ANNEXURE - C

FORMAT OF THE THESIS

The following format shall be adopted for the D. Sc./D. Litt. thesis:

- 1. Cover page.
- 2. Inner cover page.
- 3. Declaration by the candidate as per the format given in Annexure C, to the effect that the work has not been submitted for any other degree or diploma.
- 4. Certificate from the Advisor, Chairman of the AAC and Head of the Department as per the format given in *Annexure –D* and *Annexure-E*.
- Contents.
- 6. An Extended Abstract of about 2000 words, describing the research work carried out for D.Sc./D.Litt. on the subject relevant to the discipline in which the candidate has applied for the degree, explaining how far the work is original, exemplary and is contributive to the advancement of knowledge. It shall also summarize the relevance of the publications to the specific subject of the thesis being submitted.
- 7. Reprints of the published work by the candidate, in the relevant subject, in the form of research papers, abstracts of books/ monographs, chapter contribution to books/ monographs/citations of candidate's work by others.
- 8. List of publications.
- 9. A personal profile of the candidate with photograph, not exceeding one page.

CANDIDATE'S DECLARATION

I,, (Name of the Candidate)	declare that this thesis, entitled
	,"submitted for the award of the
degree of(Name of the Degree)	of Gurukula Kangri
(Deemed University) Haridwar, has	s not been submitted earlier for the
award of any degree or diploma	of this or any other University.
Date:	(Signature of the candidate)

ANNEXURE - D

CERTIFICATE OF ACADEMIC ADVISORY COMMITTEE (AAC)

sis entitled
(Name of the Degree) (Name of the Candidate) (Name of the Degree) (Name of the Degree)
(Signature of Academic Advisor)
(Name & Designation)

(Signature of the Chairman of the AAC)
(Name & Designation)

ANNEXURE-E

H.O.D.'S CERTIFICATE

The D.Litt./D.Sc. thesis submitted by Dr.
in the subject ofis
hereby forwarded for evaluation for the award of the Degree of D.Litt./D.Sc. of
Gurukula Kangri (Deemed to be University), Haridwar.
It is also certified that the candidate has made pre-submission
presentation and fulfils necessary requirement of D.Litt./D.Sc. as per the rules of
the University.
Data .
Date :
Head of Department