



Assam Rajiv Gandhi University of Cooperative Management

A Govt. of Assam University

Recognised by UGC and member of Association of Indian Universities

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PhD Regulations of ARGUCOM (2022)

- In effect of the repealing of the regulation of PhD Programme at Assam Rajiv Gandhi University of Cooperative Management, Sivasagar 2019, new regulation of PhD has been adopted.
- This Regulation may be read as “PhD Regulations of ARGUCOM” (2022)
- This will come into effect from January 2023 session

1. The Academic Council:

- 1.1 The Academic Council which is the apex body pertaining to academic programmes in the University shall be responsible for monitoring and ensuring smooth functioning of the bodies associated with PhD Programmes.
- 1.2 The Council is responsible for issuing instructions for general conduct of the PhD Programme.

2. The Research Council:

- 2.1 The Research Council is the highest body responsible for overseeing the research activities within the University under the overall control of Academic Council.
- 2.2 The Research Council shall comprise of the following members:
 - (a) The Vice-Chancellor - Chairperson (Ex-Officio)
 - (b) The Deans of the Schools – Members (Ex-Officio)
 - (c) One Senior member of recognized research institutes/Universities with remarkable research activities – to be nominated by the Vice Chancellor
 - (d) One Professor from each School to be nominated by the VC
 - (e) The Academic Registrar/ Deputy Registrar (Academic), – Ex-officio Secretary

The term of the members other than Ex-Officio members of the Research Council would be 3 years.

- 2.3 The Research Council shall be mainly responsible for the following functions:
 - a) The Council will look into matters of recognition of PhD supervisor, issue of necessary guidelines for the programme and implementation of the guidelines issued from time to time.
 - b) It shall review the Policy Matters/Regulations pertaining to research leading to Ph.D. and other research activities at the University.
 - c) The Council shall issue necessary guidelines for undertaking academic and industry-academia research activities by the students and faculty members
 - d) The Council shall offer comments on the proposed research synopses, wherever required, as forwarded by the School Research Committee.
 - e) It shall receive annual Academic Report(s) from the Principal Investigator(s) of the ongoing Research Project(s) in various departments irrespective of the sources of funding through the Dean of the schools concerned.

3. School Research Committee:

- 3.1 Each school of the University shall have a School Research Committee.
- 3.2 The Committee is responsible for the PhD programmes in the school concerned and research activities in the school.
- 3.3 The Committee shall be responsible for the following activities
 - a) Scrutinize the research proposals and recommend modifications in the proposed research synopses, wherever required, and forward the same to the Research Council.
 - b) Hold viva-voce for the applicants of PhD programme and recommend enrolment of the eligible applicants for registration.
 - c) It shall examine the work of the scholars prior to forwarding the same to external examiners and recommend changes if necessary.
 - d) The Committee will sit every 6 months (each semester) in order to review the interim progress of the scholars.
 - e) It shall be responsible for preparing and forwarding the list of external examiners for the scholars whose theses have been found satisfactory for submission after submission of the same.
 - f) On recommendation of the Research Council and approval from the Vice Chancellor, the Registrar Academic shall arrange for sending the theses to external supervisors
 - g) The Committee shall arrange for organizing the viva-voce of the scholars.
- 3.4 The committee shall comprise of the following members:
 - a) All eligible supervisors of the school as members.
 - b) Dean Academic/Nominee of VC – as Chairperson
 - c) Any Two Eligible supervisors of any one/two schools recommended by the Dean of the school concerned.
 - d) The Head of the School concerned - as Member secretary

4. Research Advisory Committee:

- 4.1 The University shall have a three-member Research Advisory Committee, including Supervisor for each Ph.D. scholar.
- 4.2 The Research Supervisor of the scholar shall be the Convener of this Committee.
- 4.3 The committee shall review the research proposal and finalize the topic of research;
- 4.4 The committee shall 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.
- 4.5 The committee shall periodically review and assist in the progress of the research work of the research scholar.
- 4.6 A research scholar shall appear before the Research Advisory Committee (RAC) once in six months to make a 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 School in which the scholar is registered with a copy to the research scholar.
- 4.7 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons 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 respective School with specific reasons for cancellation of the registration of the research scholar.

4.8 Decision on Co-Supervisor will be decided by RAC on recommendation/request of the supervisor of the concerned scholar.

5. PhD Admission Committee:

The PhD Admission Committee shall comprise of the Admission Coordinator/ PhD Programme Coordinator (as Member Secretary as decided by the Dean) and any two Teachers (eligible to act as Research Supervisors) from two Schools decided by the Academic council. The Dean Academic will be the chairperson of the Committee.

6. Eligibility criteria for admission to Ph.D.programme:

Admission into PhD programme would be granted to those candidates who have cleared ART or any other recognized test (except exempted) and have cleared Personal Interview. Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D programme:

6.1 The following are eligible to seek admission to the Ph.D. programme:

(1) Candidates who have completed:

i. A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

6.2 The University shall admit Ph.D. students through ARGUCOM Research Test (ART)/Common Entrance Test (CUET), for enrolment into the PhD Programme. However students who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder are exempted from appearing in the Entrance Test. However, such candidates will have to clear the Personal Interview.

6.3 Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.

Candidates who have successfully completed the M.Phil. Degree from State Govt./Central Govt. Universities may apply for PhD. Such application would be scrutinized by the Research Council and may be eligible to proceed to do research work leading to the Ph. D. Candidates with M Phil degrees from recognized state/central govt. Universities are exempted from appearing in ART. However, such candidates will have to appear for Personal Interview.

6.4 Further, the College and University teachers having teaching experience of minimum of five (5) years in full time post and persons having at least five years' experience in managerial level in the relevant subject shall be exempted from appearing ART.

The modalities of ART shall be decided by the Research Council time to time.

6.5 A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the RC from time to time or for those who had obtained their Master's degree prior to 19th September, 1991. 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.

6.6 A candidate shall apply for PhD programme in the subject in which or, in the related subject; he/she has completed Masters' degree. However, under special circumstances; a candidate may apply to the School Research Committee if he wishes to pursue research in a subject than his' Masters'. The Committee would scrutinize his application and advise the candidate accordingly

7. ARGUCOM Research Test(ART)

7.1 ARGUCOM Research Test (ART) is the Entrance test and forms level I of the Ph.D admission procedure at ARGUCOM. The Test consists of subjective type questions of a total 100 marks. The duration of the test is 3 hours. The cut off marks for the test would be decided by the School Research Committee based on the applications received and the number of seats available. ART would include short answer type and descriptive type questions. The questions should be formulated to obtain an idea of the candidate's aptitude towards research.

7.2 The results of ART would be notified in the University website and notice board. No individual intimation would be sent to the candidates. The score of ART shall remain valid for a period of two years from the date of declaration of the result.

7.3 Candidates who have cleared the ART would be called for appearing at a presentation followed by a viva-voce. The presentation should be made on a topic the candidate is desirous of conducting research. However, the proposed research presented by the candidate is subject to change as per the recommendations of the expert panel.

8. Procedure for admission:

8.1 Admission process will be held once in a year, in the Autumn session, subject to availability of seats.

8.2 The University will notify well in advance in the website and through advertisement in newspapers/print/electronic media, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.

8.3 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies

concerned, and taking into account the reservation policy of the State Government from time to time.

8.4 The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/provisional registration.

8.5 Students in the final semester of postgraduate Programmes examinations are eligible to apply for the PhD Programme. Such candidates on successful performance at ARGUCOM Research Test (ART) and Viva-voce would be admitted provisionally. Provisionally admitted candidates will have to produce proof of having passed the qualifying examination within Six months of admission. Inability to produce the necessary proof shall lead to cancellation of studentship in the Doctoral Programme at ARGUCOM.

8.6 Students who have secured 50 % marks in the entrance test (ART) will be eligible to be called for the interview. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the RC from time to time. Provided that for the selection of candidates based on the entrance test conducted by the HEI, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.

8.7 Candidates in service in Govt./Private/PSUs etc must satisfy the clauses as per Section 17 of this regulation prior to applying for Ph.D.

9. Duration of the Programme:

9.1

(1) Ph.D. Programme shall be for a minimum duration of three (3) years (i.e. 6 semesters), including course work, and a maximum duration of six (6) years (i.e. 12 semesters) from the date of admission to the Ph.D. programme.

(2) A maximum of an additional two (2) years (i.e. 4 semesters) can be given through a process of re-registration. However, the total period for completion of a Ph.D. programme should not exceed eight (8) years (i.e. 16 semesters) from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years (i.e. 4 semesters); however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years (i.e. 20 semesters) from the date of admission in the Ph.D. programme subject to proper justification & approval from the competent authority.

(3) Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme within the overall limit of the period of PhD programme.

10. Allocation of Research Supervisor.-

Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

10.1 Permanent faculty members working as Professor/Associate Professor of the University with a Ph.D., and at least five research publications (post PhD research publications) in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in the University with a Ph.D., and at least three research publications (post PhD research publications) in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the University where the faculty member is employed or in its affiliated/constituent Post-graduate Colleges/institutes. Such recognized research supervisors

cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post- graduate Colleges/institutes would be in violation of these Regulations.

10.2 Only a full-time regular teacher of the University can act as a supervisor. External supervisors are not allowed. However, Co- Supervisor can be allowed in inter-disciplinary areas from other than ARGUCOM belonging to reputed institutions and upon approval of the Research Council of ARGUCOM.

Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority. The Co-Supervisor may be a regular academician/researcher of a reputed institution recognized by the Govt. He/She shall have a PG level teaching experience of 2 years or, should have full time research experience. The Co-Supervisor should have a PhD degree from a recognized institution and a minimum of 2 paper publications (post PhD research publications) in the area where he/she is to be engaged as Co-Supervisor. The Co-Supervisor will be identified by a Supervisor of the University and submit an application to the HOD with justification & relevant documents of the proposed Co-Supervisor as mentioned above. HODs will submit the same proposal to RC through SRC. RC will consider & recommend the decision for approval by the Vice Chancellor

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

10.3 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed. Thus, in case of topics which are of inter-disciplinary nature where the School concerned feels that the expertise in the concerned School has to be supplemented from outside, the School may appoint a Research Supervisor from the School itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the School /University.

10.4 An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.

10.5 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

In such cases, the scholar will remain under the original Supervisor from the parent University and shall have to follow all the provisions of these PhD regulation for award of the PhD degree. The scholar shall be allowed to take a Co-Supervisor of a reputed University to which she intends to relocate and she will have to apply to the HOD through the Supervisor with justification and supporting documents for consideration by the competent authority.

10.6 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

10.7 No supervisor shall guide the PhD work of his/her relative. No teacher on lien from ARGUCOM shall be eligible for supervising fresh scholars during the lien period.

10.8 In case the Supervisor goes on lien or leaves the University, the Research Council may allow the Supervisor concerned to continue the supervision of the research work as supervisor/co supervisor. In-case he/she continues to guide as co-supervisor, the School Research Committee concerned shall take necessary steps for appointment of a supervisor for the concerned Scholar.

10.9 The change of supervisor shall be permitted only in exceptional cases like death, state of being incapacitated due to illness, mental disabilities, removal from the job and the likes by the Research Council. In such cases, the contribution of the former/original supervisor shall be recognized/ acknowledged. On occasions beyond this, the permission for change of Research Supervisor requires a 'No Objection Certificate' from the present Supervisor and the prospective Supervisor, agreeing to supervise the scholar. The application is to be placed before the school board which would advise accordingly.

10.10 If a research scholar applies for changing his/her research Supervisor without the consent of the Supervisor, the application must be made to the Head of the School concerned who would further place the matter in the School Research Committee and then at the Research Council for valuation of the reasons cited for change and would advise the scholar and the Head of the school concerned. In such cases the earlier registration of the scholar will remain valid. However, there may be change of research topic/area, as approved by RC.

11. Admission of International students in Ph.D. programme:

11.1 Students belonging to other countries are exempted from appearing in ARGUCOM Research Test (ART). Such candidates should fulfill the minimum eligibility requirements as prescribed in the Rules for the Foreign Students. It shall be the responsibility of the applicant to provide a certified grade conversion formula along with the form. The applicant should possess valid research/student visa and other relevant documents. The candidate will have to undergo a Medical Test which shall be organized by the University. Upon successful clearance of the test, the candidate shall be eligible for admission. The details of the candidate should be as per the guidelines, shall be verified by the School Advisory Committee or, as per the orders from the Ministry of Foreign Affairs, Govt. of India from time to time, and if found appropriate would be recommended for presentation and viva-voce. The candidate would conduct his entire research work in English. No other language either for presentation, thesis or viva-voce is allowed. The degrees and certificates of the candidate's country or institution or university should have been approved by the Association of Indian Universities (AIU)/Association of Commonwealth Universities (ACU) as equivalent to the corresponding Indian degrees. All foreign students admitted into the programme shall be full-time Ph.D. scholars.

11.2 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 10.4 above.

12. Course Work.-

Credit requirements, number, duration, syllabus, minimum standards for completion, etc.:

12.1 The Credit requirement for the Ph.D. coursework will be a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee will also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme, if required

12.2 All Ph.D. scholars, irrespective of discipline, will be trained in teaching /education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations

12.3 A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis

12.4 Every admitted student shall have to undertake a PhD Course Work in the School concerned. The University may design a joint sessions in the subjects of Research Methodology and other subjects would be held by the respective Schools.

12.5 Course work from the other University would be recognized by the concerned SRC provided the course work is completed within 3 years prior to the date of his/her admission to PhD programme under ARGUCOM.

12.6 The End Term Examination for the Course work would be held on a central mode by ARGUCOM with subjects from the schools concerned.

12.7 The credit assigned to Ph.D. course work shall be a minimum of 12 credits as per UGC regulation 2022.

12.8 The course work shall be treated as prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods and research ethics and review of published research in the relevant field, training, field work, etc.

12.9 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Academic Council.

12.10 The School where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee.

12.11 All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the School during the initial one semester and an extended period of an another semester.

12.12 Research scholars not promoted to the next semester because of non-completion of course work allotted or non-satisfaction of research work during the current semester (of course work) will be given another semester to complete the course work/research work, after which they will be discontinued if they are found unsuitable to promote to the next semester.

12.13 Provisional Supervisors will be allotted against all the scholars during course work. However, final allotment of Supervisors will be done at the time of provisional registration at RC at the mutual interest of both the supervisor & scholar.

12.14 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the School Research Committee of the School and the final grades shall be communicated to the Controller of Examinations who will declare the result with a copy to the Head of the Schools, the Supervisors and the Scholars.

12.15 Upon satisfactory completion of course work and obtaining the marks/grade prescribed the scholar shall be required to submit a synopsis of his proposed research work and present the same before the School Research committee (SRC) of the school concerned. The School Research committee would scrutinize the proposal and based on the presentation made by the candidate would advice modifications or approve the same and assign the student to a Supervisor. The school would see and recommend the need and name of a co-supervisor if necessary.

The approved synopses would be forwarded by the Head of the School concerned to the Research council for provisional registration of the student in the topic proposed and the school concerned. The student would now proceed for registering in the University with the topic framed and Supervisor.

12.16 Each scholar must apply for provisional registration to the HOD/Admission Coordinator with the approval order copy from the School concerned within six months, from the approval of his/her synopsis at the Research Council.

12.17 Once the provisional registration is done, each scholar will face six monthly progress seminars. Upon successful periodic progress and presentation of final registration viva in front of SRC, each scholar will have to apply for final registration after completing six (6)

months from the date of provisional registration and within one and half years (1.5) from the date of provisional registration, to the HOD/Admission Coordinator and the same need to be approved by the Research Council on recommendation by SRC. After the approval of the final registration, the topic or title of the research cannot be changed in any circumstances.

13. Periodical Review Reports:

Each scholar must submit a Six-monthly report in triplicate to his/her supervisor declaring his/her progress every six months from the date of his/her provisional registration. A progress presentation seminar will be held at each end of the semester, and if found satisfactory by the supervisor, he/she will forward the reports for record to the Head of the school concerned. On completion of the courses, allotted to him/her, or, satisfactory performance in the progress seminar, he/she will be promoted to the next semester. In case, the supervisor/RAC/SRC is not satisfied with the progress of the scholar, only one chance will be given to the scholar to present his/her progress in the next semester. If a research scholar fails to project satisfactory performance in the progress presentation for the second time, his/her candidature shall be discontinued. However, a scholar has to complete his PhD work and submit the thesis within the period of six (6) years from the date of admission to the Ph.D. programme. If any research scholar due to certain genuine cause like; illness, death of closed relative, etc., couldn't attend the progress seminar; on production of evidential documents, he/she may be considered for extension to the next semester by the SRC.

The supervisors/RAC will have to intimate the Head of the school concerned about the progress of the scholars and seek advice accordingly in the School Research Committees. The School Research Committees may recommend modifications in the research work of the scholars and if necessary, may recommend cancellation of the registration of the scholar. Periodic monitoring of the progress will be done and the work of the scholars will be reviewed on the basis of their periodic publication.

14. Period of Registration:

In case of Full-time PhD scholar, they shall be registered for a minimum period of 3 (Three) and a maximum period of six (6) years from the date of admission to the Ph.D. programme (including course work). The maximum period for PhD scholars with part-time mode will be seven (7) years from the date of admission to the Ph.D. programme (including course work).

Full time scholars are those who come regularly to the department/School for their research work. After provisional registration, such scholars may be engaged as Teaching Assistants depending on their merit and as per the requirement of the School, on payment of a token stipend and such scholars will have to contribute in the concerned department/School for teaching & other academic activities.

Part-time scholars are those who are having engagement apart from research outside the University along with continuing PhD at the University. However, they will have to complete the course work (one semester) with the full time scholars. The scholars will be considered as part-time only after provisional registration. Additionally, part-time scholars will have to pay an additional fees per semester as decided by the Academic Council on recommendation of Fee Revision Committee.

Under circumstances of special nature a scholar may apply for extension of Ph.D registration to the Head of the school concerned. Upon scrutiny of the application form, the head of the School may forward and recommend to the School Research Committee for extension of the scholar. The period of extension beyond conditions as provided in section 9.1 (2) & (3), would not be allowed under any circumstances. Inability of the scholar to submit the supporting documents, will automatically debar the scholar from submission of the thesis.

Extension as described in section 9.1 (2) & (3), may be allotted upon receipt of an application form from the scholar and payment of the necessary re-registration fees and semester fees.

15. Submission of thesis and pre-requisites

15.1 Pre-submission Report:

15.1.1 Upon successful performance review of the work done by the scholar, the supervisor if finds suitable would advise the scholar to submit a pre-submission report to the supervisor. In case of joint supervision consent of both the supervisors would be necessary for enabling the scholar to submit the report.

15.1.2 The pre-submission report would be forwarded by the supervisor to the Head of the School concerned and upon advise of the Head the School the scholar would be required to present his work done in front of the School Research Committee concerned on a day decided by the Head and the supervisor of the Scholar.

15.1.3 The pre submission seminar is an open seminar and will be given in the presence of the faculty members, other scholars, students of the concerned School and other Schools also. The opinions received by the scholar for modifications in the research conducted so far shall be incorporated in the abstract.

15.1.4 On successful presentation of the pre-submission report in the School concerned, the scholar shall be provided a certificate for abstract submission and would be advised to submit the thesis within the time of six (6) months.

16. Thesis Submission:

16.1 The librarian shall issue a report of the plagiarism in the thesis to the scholar, marking copies to the Supervisor and the Head of the school concerned. On obtaining clearance report from the librarian, the scholar shall be eligible for submission of thesis on the following conditions

- I. Abstract & the thesis has been submitted within six (6) months from the pre-submission approval.
- II. Expectedly, published at least one (1) research paper in Web of Science/UGC Care list journals or Scopus indexed journals and made two (2) paper presentations in conferences/seminars with evidence for the same in the form of presentation certificates and/or reprints. The scholar can also publish a second paper (optional) in a double blinded/peer reviewed journal. Publications coming out of the PhD topic should be co-authored with Supervisor/Co-Supervisor.
- III. Certificate of Clearance of dues (other than submission and viva fees) from the School concerned, library, hostel (if applicable)

Upon fulfillment of the above criteria the Supervisor would issue a “Submission – declaration” for eligibility for thesis submission to the scholar.

16.2 The scholar is to deposit the requisite thesis submission fee and the viva voce fee prior to submission of the thesis.

16.3 The scholar is to submit four nos. (5 nos. in case of joint supervision) of copies of the thesis printed and in spiral format along with requisite amount of fees to the HOD. The copies are to be accompanied by

- i. A self-declaration stating that his/ her work is original and is in Compliance with the Regulations concerned. The same is to be endorsed by the Head of the School concerned
- ii. “Submission –declaration” from the Supervisor. The thesis shall have an undertaking from the research scholar and a 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 of the University where the work was carried out, or to any other Institution.
- iii. Submission and viva-voce Fee receipt

17. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc:

- 17.1** 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 University of whom one examiner may be from outside the state/country. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the School Research Committee, all faculty members of the School, other research scholars and other interested experts/researchers.
- 17.2** The HOD would forward the thesis along with the supporting documents to the Examination Cell for onward forwarding with a list of ten (10) names of the Examinees recommended by the school concerned. The COE / Registrar (Academic) will present this list of Examiners to the Vice Chancellor for approval. The VC will select the two experts from the list submitted. The VC may also ask the School to resubmit the list if considered not suitable. The examiners must be eminent researchers in the field of research having Ph.D degree and publications in reputed journals and must be at least an Associate Professor of University.
- 17.3** The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. In case, an external examiner of the thesis recommends for modification of the thesis, this may be forwarded to the Supervisor for taking necessary action & resubmit the thesis within a period of three (3) months. The resubmitted/modified thesis may be forwarded for re-examination to the concerned examiner, if he/she desire to do so. Otherwise, the modification may be certified by SRC. Additionally, if the evaluation report of the external examiner in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the University shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 17.4** The University would endeavour to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.
- 17.5** After recommendation to submit thesis, the Scholar desirous of submitting the thesis shall submit a soft copy of the thesis in the form of DVD, Pen Drives/or similar format duly typed in relevant format as per their respective School to the librarian for plagiarism check & uploading the same to UGC website.
- 17.6** After successful completion of viva voce examination, the research scholar will be instructed to submit the thesis in hard bind format in four (4) copies in the specified format to the HOD. HOD will forward the copies of final thesis along with the viva voce evaluation report to the COE/Registrar (Academic) for declaration of the result after obtaining approval from VC, subject to ratification by the AC & EC. One copy of the thesis to be preserved in the examination cell & another copy to be displayed in the library.

18. Ph.D. through Part-time Mode:

- 18.1** Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
- 18.2** The University shall obtain a “No Objection Certificate” through the candidate for a

part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

18.2.1 The candidate is permitted to pursue studies on a part-time basis.

18.2.2 His/her official duties permit him/her to devote sufficient time for research.

18.2.3 If required, he/she will be relieved from the duty to complete the course work.

18.3 Notwithstanding anything contained in these Regulations or any other law, for the time being in force, Ph.D through Part-time mode shall not be permissible.

18.4 All research scholars admitted will have to complete the course work within the stipulated time, irrespective of their status. However, depending on the circumstances and on approval of the competent authority, research scholars may be converted to part-time mode or vice-versa, on request and recommendation from the supervisor after provisional registration is done & sufficient progress in the research is shown. Such candidates, however will have to present the progress seminar in each semester even if they are in part-time mode.

19 Issuing a Provisional certificate.-

Prior to the actual award of the Ph.D. degree, the University shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of the UGC Regulations, 2016 and amended UGC Regulations, 2022.

20 Depository with INFLIBNET/Academic Bank of Credit (ABOC):

17.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET / ABOC, for hosting the same so as to make it accessible to all Institutions/Colleges.

21. Provisions of UGC (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022, in prevail in case of any interpretation.