

REGULATION (Amended)
FOR THE
Admission, Evaluation and Award of

DEGREE OF DOCTOR OF PHILOSOPHY

(As per the provisions of Ph.D. Ordinance of Guru Ghasidas Vishwavidyalaya and UGC
Regulations 2016)

PREAMBLE

Guru Ghasidas Vishwavidyalaya (GGV) offers Ph.D. programs leading to the award of Ph.D. degree through its Departments / Research Centers. The award of Ph.D. degree is in recognition of high academic achievements, independent research and application of knowledge to the solution of problems in all subjects /branches of knowledge as notified by the University from time to time. Creative and productive inquiry is the basic concept underlying the research work.

The academic program leading to the Ph.D. degree is broad-based and involves a minimum course credit requirement and a thesis.

The degree of Doctor of Philosophy shall be abbreviated as Ph.D. The degree shall be awarded for research work in areas approved by the Academic Council of the University, subject to the conditions and regulations contained hereinafter.

In exercise of powers conferred by Statute 14 (d) of Second Schedule of the Central Universities Act 2009, No. 25 of 2009, Guru Ghasidas Vishwavidyalaya hereby amends the Ph.D. Regulations. These Regulations may be called **“Guru Ghasidas Vishwavidyalaya, Doctor of Philosophy (Ph.D.) Degree Regulations, 2018”**.

In order to regulate the minimum standards and procedures for award of Ph.D. degree in conformity with the University Grants Commission (Minimum Standards and Procedure for award of Ph.D. Degree) Regulations-2016, Dated 05 May 2016, and in exercise of powers conferred in Ph.D. ordinance 2016 of Guru Ghasidas

Vishwavidyalaya the following Regulation is promulgated to make provisions for Ph.D. admission registration, submission, evaluation and award of Ph.D. degree in different Schools of Studies of the University.

Those candidates who have been registered for Ph.D. before the promulgation of this Regulation would be governed by the earlier Ordinance/Regulation issued from time to time under which he/ she had been admitted.

The degree of Doctor of Philosophy (Ph.D.) of the Guru Ghasidas Vishwavidyalaya, Bilaspur shall be conferred on a candidate who fulfills all the requirements specified in the relevant Ordinance/ Regulations.

A candidate shall ordinarily be permitted to pursue research for the Ph.D. degree in the subject in which he/she holds Master's degree. However, a candidate willing to pursue research in allied/ Inter-disciplinary areas may co-opt a co-supervisor as prescribed in these regulations. Further the registration will be in the subject in which the scholar held Post-graduate degree.

Ph.D. program through distance education mode is not allowed by the University.

R 1. Short title, Application and Commencement:

- 1.1 These Regulations may be called **“Guru Ghasidas Vishwavidyalaya, Doctor of Philosophy (Ph.D.) Degree Regulations, 2018”**.
- 1.2 They shall apply to all categories of students/ candidates pursuing courses of study and research leading to the Ph.D. degree in Guru Ghasidas Vishwavidyalaya (GGV).
- 1.3 They shall come into force from the date of its adoption by the Executive Council of the University.

R2. Definitions

- i. **"Applicant"** shall mean an individual who applies for admission to the Ph.D. program of the Guru Ghasidas Vishwavidyalaya, Bilaspur on a prescribed Application Form (Annexure-1) and get admitted through the process prescribed hereinafter.
- ii. **"Candidate"** shall mean a person registered for the Ph.D. degree after successful

- completion of the prescribed course-work requirement and submitted an approved research plan.
- iii. **"Caretaker Supervisor"** shall mean a member of the academic staff who is a recognised research supervisor appointed to look after the candidate's research interests in the absence of the Supervisor.
 - iv. **"Centre"** shall mean Research Centre approved / recognized by the University, where research work is permitted to be pursued.
 - v. **"Co-supervisor"** shall mean an additional supervisor recommended by the Departmental Research Committee on the recommendation of Research Advisory Committee to help in the accomplishment of such research work which is of the interdisciplinary nature as envisaged in the relevant clause.
 - vi. **"Course Work"** shall mean courses of study prescribed by the Board of Studies to be undertaken by a student before his/her registration for the Ph.D. Degree.
 - vii. **"Departmental Research Committee (DRC)"** shall mean Departmental Research Committee of the department of the University.
 - viii. **"School Board"** shall mean School Board of the University.
 - ix. **"Degree"** shall mean the Degree of Doctor of Philosophy (Ph.D.) of the Guru Ghasidas Vishwavidyalaya, Bilaspur
 - x. **"Research Advisory Committee"** shall mean Research Advisory Committee of the applicant constituted after successful completion of course work and allocation of research supervisor.
 - xi. **"Full-time Research Student/Candidate"** shall mean a person registered for the Ph.D. Degree devoting full time for completing the degree requirements.
 - xii. **"Part Time Research Student / Candidate"** a permanent faculty member of Guru Ghasidas Vishwavidyalaya who is registered for the Ph.D. degree and will devote part of his time towards this pursuit of research and devote part of time towards the discharge of his official obligations as regular faculty member or a candidate who has completed the minimum residency requirement as prescribed in these regulations.
 - xiii. **"Registration Period"** shall mean the length of time commencing with the date of

- initial registration at the University / Research Centre on full-time basis.
- xiv. **"Residency"** shall mean the minimum period for which a student/ candidate must attend the University / Research Centre on full-time basis.
- xv. **"Sponsored Research Student / Candidate"** shall mean a full time research student/candidate except that he (she) receives complete financial support from the sponsoring organization his (her) employer.
- xvi **"Supervisor"** shall mean a member of the academic staff of Guru Ghasidas Vishwavidyalaya or any other person fulfilling the relevant clause of the Regulations and approved by the Vice-Chancellor on the recommendation of Dean of School of Studies/ Research Centre to guide / supervise the research / academic work of the student / candidate.
- xvii **"University"** shall mean the Guru Ghasidas Vishwavidyalaya, Bilaspur at Chhattisgarh.

Note: 'He' & 'His' imply 'he'/ 'she' and 'his'/ 'her', respectively hereinafter.

R.3. ADMISSION ELIGIBILITY

- 3.1 Applicant for admission to the Ph.D. program shall have a Master's degree or a professional degree 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 of assessing, accrediting or assuring quality and standards of educational institutions.

Provided further that the students appearing for final year or final semester of their post-graduate degree examination will also be eligible to appear for the admission process subject to the fulfilment of minimum eligibility criteria in the final result thereof.

- 3.2 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-able

and other categories of applicant as per the decision of the Commission 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. Mathematical rule of rounding off numbers shall not be followed for calculation of percentage of marks.

- 3.3 Applicant possessing a Degree, considered equivalent to M.Phil. Degree of an Indian Institution, 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, subject to the approval of Equivalence Committee of this University, shall also course work be eligible for admission to Ph.D. program.

R. 4. PROCEDURE FOR ADMISSION

4.1 There would be two streams of applicants, namely

1. Applying against available seats in a subject which shall be filled **by Vishwavidyalaya Research Entrance Test (VRET)**
2. Applying against available seats in a subject which shall be filled by candidates not appeared in VRET i.e. called **VRET-Exempted category**

75% of total seats available in a department will be reserved for VRET applicants and remaining 25% seats will be reserved for VRET-Exempted category applicants. This percentage will also be maintained while distributing seats among teachers of the department. In case of fraction of percentage of seats under VRET and VRET Exempted Category, the mathematical rule of rounding off number shall be followed.

In case, at any point of time VRET exempted category applicants are not available after two continuous admission notices of such seats, seats may be converted to VRET category. Also, at any point of time if VRET category applicants are not available after

two continuous admission notices of such seats, seats may be converted to VRET exempted category. In both cases of conversion of seats will require competent approval from Dean of the School.

4.2 University will notify well in advance on the website and through advertisement in at least two (2) national newspapers, 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 benefit of the applicants adhering to the National Level Reservation Policy.

4.3 University will admit applicants by a two stage process mentioned below:

The qualifying marks for the Entrance Test shall be 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The VRET would be of 120 minutes duration. There would be a single question paper of 100 marks having 100 multiple choice questions for assessing the subject proficiency and research aptitude of the candidate. The admission shall be based on the marks obtained above qualifying marks in VRET and in order of merit. **The eligibility or qualifying marks will not be a guarantee for admission.**

The syllabus of the VRET will be the same as prescribed by the respective Board of Studies. The fee for the Application Form for Ph.D. admissions, prescribed for different categories, would be as prescribed by the University from time to time.

4.4 The second stream of applicant belonging to following categories shall be exempted from the VRET for admission to Ph.D. program but would be interviewed by the DRC.

4.4.1 Permanent/Regular teachers having appointment on substantive posts in the Teaching departments of the Universities who have completed their probation successfully with an experience of at least two years of uninterrupted service would be considered under this category.

4.4.2 Foreign students sponsored by the concerned embassy and having appropriate fellowship will be exempted from test, subject to the general rules framed by the

Government of India from time to time and as applicable to the University with regard to the admission etc.

4.4.3 Applicants who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET(having own fellowship)/GATE/teacher fellowship holder GPAT/JEST/RGNF/DST Inspire or any such applicants who belongs to this category as per UGC notifications from time to time.

4.4.4 Applicants who have successfully completed M.Phil. from GGV or any recognized institutions.

4.5 Final Selection and List Preparation

4.5.1 SHORTLISTING

- (a) The short listing of applications for VRET qualified applicants for the concerned subjects as well as short listing of VRET exempted category applications for the purpose of admission test/interview will be done separately by the Admission Committee constituted for the purpose of concerned department/ Research Centre.
- (b) The committee of the concerned department then shortlist the applications as per the short-listing criteria as described in 4.5.2 for preparing merit list. University may notify, if considered necessary, modification in the short listing criteria higher than those defined in para 4.5.2.
- (c) Reservation and relaxation will be provided to the applicants belonging to SC/ST/OBC/PWD as per Government of India norms.
- (d) DRC will recommend the names of selected candidates to School Board for its approval along-with all applications for a decision.

4.5.2 Final Merit list of the applicants belonging to both the categories i.e. VRET and VRET (Exempted) will be prepared separately for each subject in case the number of applicants is more than the number of seats vacant and advertised at any point of time in the respective subject. The overall marks preparing such merit will be 100. Distribution of marks for each of the category will be as follows-

I VRET

- a. Marks obtained in VRET – weightage 80% of the marks obtained (Maximum 80)
- b. Personal Interview/Viva-voce/Presentation- 20

II VRET Exempted (For UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/

Teacher Fellowship holder/GPAT/JEST/RGNF/DST-Inspire or any other category as notified by the UGC from time to time)

- a. Personal Interview/Viva-voce- 20
- b. Research proposal presentation- 30
- c. Score of UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE (excluding Teacher Fellowship holders) – Weightage 50% of the normalized score (Maximum 50 marks)
- d. For Teacher Fellowship Holders those not having any score and only awarded with fellowship the 50% marks will be given as follows.

- a. Academic background – 50

For 10th (HSC)- 5 (5 For more than 75%, 3 for 75%to 60%, 2 for less than 60%)

For 12th (HSSC)—5 (5 For more than 75%, 3 for 75%to 60%, 2 for less than 60%)

For Under Graduate- 10(10 For more than 75%, 8 for 75%to 60%, 5 for less than 60%)

For Post Graduate- 20(20 For more than 75%, 15 for 75%to 60%, 10 for less than 60%)

4.5.3 The DRC would prepare category wise (VRET and VRET exempted merit lists. The final selection list will be displayed on the University’s website as well as on the departmental Notice Board after due approval of the Dean/School Board. The selection list will be according to the vacancies advertised by the University on the recommendation of the Department in each of the specialization available in the Department. The applicants seeking admission for Ph. D. program shall present their research proposal only in advertised areas of specialization. The allocation of supervisors will be according to available vacancies and the number of supervisors as per the distribution scheme approved by the School Board.

R.5. The HoD will complete the admission process of applicants as per the final selection list as approved by the Dean/School Board.

5.1 The finally selected applicant would be required to submit the stipulated fees for Course-work at the time of admission. This fee would include the fee for doing Course Work and the amount of fee would be decided by the University from time to time. All such applicants would be deemed to be provisionally admitted in the Ph.D. Program.

R. 6. COURSE WORK

6.1 All provisionally admitted students shall undertake a course work for a minimum period of one semester (Six Months) or as prescribed by the UGC from time to time.

6.2 A temporary mentor would be allotted to the students by the DRC to be approved by School Board before the start of the course work. As far as possible, the mentor would be the supervisor to whom student would be allotted after the successful completion of the course work.

The responsibility of the Mentor will be to monitor the progress of the students, guide the student for preparing seminars/assignments/presentations, if any and also motivate for literature search and library skills.

6.3 The course work shall be treated as pre-Ph.D. preparation. It would include three papers. The first being a compulsory course on research methodology and may include quantitative methods and computer applications; reviewing of published research in the relevant field and other techniques/ methods, specific for the broad subject area. The second and third paper would be as proposed by the respective departments of the schools as per available specialization. Syllabe shall be as approved by the concerned Board of Studies and notified by the University.

6.4 **The examination scheme for Ph.D. course work shall be common for all subjects and as notified by the University from time to time.**

6.5 The Ph.D. course work shall be of 12 credits. The details will be as per the Scheme of Examination as proposed by the respective Board of Studies and approved by the Academic Council. However research methodology will be of four (04) credits.

- 6.6** 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.
- 6.7** All applicants admitted to the Ph.D. program shall be required to complete the Ph.D. course work successfully prescribed by the Department during the initial 1 or 2 Semesters. If the student is unable to qualify Pre Ph.D. Course Work successfully after second attempt, his/her admission will be cancelled automatically.
- 6.8** Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent in the course work in order to be eligible to continue in the program leading to the completion of Ph.D. thesis. A Mark-sheet/ Grade-Card would be issued by the University.
- 6.9** The Head of Department would be responsible for preparing the time-table and course content for the course work, teaching and assessment schedule (examination), continuous evaluation, internal assessment if any shall conduct the same under the overall supervision of the concerned Dean of School.
- 6.10** If a student fails to qualify the course work examination in first attempt, he/ she will be given only one additional attempt to clear the course work examination to qualify after paying due fees. However, in all such cases where the student fails to pass the Course-work examination in first attempt, he/ she would not be given the benefit of the duration of repeating the course work for the minimum residency period in continuity. In all such cases, the residency period of only one semester (6 months) shall be reckoned for successful completion of the course-work.
- 6.11** Successful completion of Course Work would be binding on all the Ph.D. students including teacher /VRET- Exempted Category applicants.
- 6.12 Semester Duration for the Research work.**
The semester duration terms for the research/course work shall ordinarily be as follows:
Odd Semester: July to December
Even Semester: January to June

R. 7 APPROVAL OF SYNOPSIS AND REGISTRATION TO Ph.D. PROGRAM

7.1 The student who have successfully completed their course work shall be required to submit a synopsis of the proposed research work and would make a power-point presentation before the DRC of the Department for its approval. The concerned HoD will arrange meeting of DRC as earlier as possible but not more than two months from the date of declaration of results of the Pre- Ph. D. Course Work.

7.2 After successful completion of course work and declaration of result HoD will recommend to Dean for converting the Mentor as Supervisor or appoint a new supervisor, as the case may be and for constitution of RAC. (Annexure-1)

7.3 The Research Advisory Committee (RAC) shall guide the Research Scholar to select the topic of research and develop the study design and methodology of research and preparations of synopsis.

7.4 The RAC shall be constituted as defined in para 11.5 of these regulations.

The synopsis of the student duly forwarded and approved by the RAC shall be submitted to DRC through HoD. In case, the DRC finds that the synopsis is not up to the mark, it shall make specific suggestions for improving the synopsis. The candidate, after making the necessary improvements shall re-submit his/ her synopsis for approval. The revised synopsis is to be submitted within a reasonable time as instructed by DRC from the date of the DRC meeting. If in the next meeting, DRC is satisfied on this point, it shall recommend and forward the application to the Dean for permission being granted to the candidate for registration in the Ph.D. program. The Dean of School will be authorized to give approval on such proposals.

7.5 The student would be required to submit the fee for Ph.D. work (Semester-wise or Annual, as decided by the University) after the approval of the concerned Dean and will submit an application form in the prescribed format (**Annexure-2**).

7.6 A student shall be finally registered as a candidate for the Ph.D. Degree after he has complied with the following:

- (i) Successful completion of his course work;
- (ii) Submission of a research plan recommended and duly approved by Dean on the

recommendation of DRC;

- (iii) Date of registration shall be the date of meeting of DRC in which the synopsis was approved.

R. 8. ELIGIBILITY CRITERIA OF SUPERVISOR AND RELATED REGULATIONS

8.1 The number of research scholars per supervisor shall be as prescribed in the related ordinance.

8.2 Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing. A teacher can apply for recognition as supervisor in the prescribed format **(Annexure-3)** to the HoD.

The Dean shall receive and scrutinize the applications received for registration of research supervisor through HoD and recommend the eligible names for approval of the Vice Chancellor. The Dean shall issue the letter of recognition to the approved names of the research supervisor.

8.3 Only a full time regular teacher of the University can act as a supervisor. The external supervisors are not allowed. However, Co- Supervisor can be allowed in inter-disciplinary areas from other departments of the University or from other related institutions with the approval of the DRC duly forwarded and recommended by RAC along with the details of Co-Supervisor and institute where the part of the proposed work will be done.

8.4 The allocation of Research Supervisor for a selected research scholar shall be decided by the School Board on the recommendations of DRC as per the distributions scheme along with the number of vacancies in each area of specialization before the advertisement in each category (VRET/VRET Exempted).

- 8.5** A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars. In case, a teacher working in GGV accept recognition as Co-supervisor from other universities/institution, number of research scholar should not exceed the above limit.
- 8.6** Provided further that the Vice-Chancellor on the recommendation of the Supervisor, the Head of the Department and the Dean, may allow a candidate to work for Ph.D. at a research centre of repute with which a Memorandum of Understanding (MOU) has been signed by the University for this purpose and the candidate can have a Co-supervisor from such institution who shall not be below the rank of Professor or Scientist of equivalent rank from the research centre/ Institution concerned. The research organizations with which MoU have been signed should also recognize University faculty as Supervisor.
- 8.8** In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- 8.9** Additional conditions in all such transfer cases would be: (a) There should be fully justified valid reasons for the transfer, which should be from another Institution (b) Other compelling reasons would be considered subject to approval by the Vice Chancellor (c) No Objection Certificate from both the institutions are the pre-requisite (d) In all such transfer cases, there should be compatibility in the research proposal being carried out in the Original Institution and Guru Ghasidas Vishwavidyalaya (e) There is availability of vacancy with the approval of the proposed Supervisor as per UGC norms.

A supervisor shall not be allowed to supervise a candidate who is his/ her relative whether by blood or by marriage. The term close relation includes wife, husband, son, daughter, sister, brother, nephew, niece, grandniece, grandnephew, uncle, aunt, first cousin, son- in law, daughter-in law and nephew, niece, grand niece and nephew of supervisor's brother's & sister's spouse.

8.10 No change of supervisor shall ordinarily be allowed, but in special cases, where the Head of the Department is satisfied that the research work of a Ph.D. student will suffer. The matter would be placed before the School Board which may recommend a change of supervisor to the Vice-Chancellor through the Dean of School who may allow the change of supervisor. The reasons might be any of the following:

8.10.1 On account of migration, retirement, long leave or for any other reason, the supervisor may not be available to guide the scholar

8.10.2 As the supervisor is not in a position to supervise the candidate on medical other such compelling grounds

8.10.3 Due to some extra-ordinary situation necessitating such a change.

8.11 The School Board, at its discretion may also decide whether change of supervisor will require fresh registration of the Ph.D. student.

8.12 A faculty member who is due to retire within the next three years can be appointed as a co-supervisor only and can continue to be the co- supervisor even after his retirement provided the School Board is convinced of his availability / continued guidance to the student.

8.13 In case, the minimum residency period is completed and the Supervisor leaves the department due to any reason, no new supervisor will be allotted and only a Care-taker Supervisor will be allotted for submission of thesis on recommendations of the Supervisor.

R.9. CLASSIFICATIONS

A candidate registered to the Ph. D. program in a Department/School shall be classified under any one of the following categories:

(a) Full-time Research Scholar

A candidate who has been registered to the Ph. D. program through VRET/VRET Exempted Category shall be referred to as a full-time research scholar.

(b) Part-time Research Scholar

Any research scholar who completes the minimum residency requirement and joins some other institution/organization for job shall be treated as Part Time research Scholar till he submits the thesis subject to the maximum duration for submission as specified in UGC regulations.

All part time or full time research scholar have to submit the requisite fee for the whole duration (from registration till submission) as prescribed by the University from time to time.

R. 10. Duration of the Program:

- 10.1 Ph.D. program shall be for a minimum duration of three years, including course work and a maximum of six years.
- 10.2 In exceptional cases, Extension beyond the above limits will be given to the candidates for one year only by the concern Dean after approval of the Vice-Chancellor on recommendation of DRC, if the candidate will apply for extension atleast one month before the expiry of his/her registration. Candidates' registration will automatically be cancelled if he/she had not applied for extension before expiry of his/her registration. No further extension will be given to the candidate after this limit.
- 10.3 The registration of the candidate who does not submit his/ her thesis within six years from the date of his/ her admission shall be deemed to be cancelled automatically. If the Ph. D. thesis is ready and the candidate is unable to submit it before the expiry of registration due to some unavoidable circumstances, he can apply for extra time period for thesis submission with late fee. The Vice-Chancellor of the University will give permission for one month extra time to the candidate with late fee as prescribed, on the recommendation of the RAC and Dean concern.
- 10.4 Provided that the women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration.

In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

- 10.5 A candidate can submit his thesis only after completing minimum residential period. Joining any job or service or withdrawal from the program due to any reason will not a bar to submit thesis provided he or she completes minimum residential period.
- 10.6 Minimum residency period will be of three years from the date of admission to Ph. D. program or two year from the date of registration whichever is earlier. However, no research scholar shall be allowed to submit the thesis before the completion of three years from the date of admission to Ph. D. program. A candidate can avail withdrawal from the Ph.D. program only once for such duration. So that after joining the program again, he /she gets sufficient time to complete the residency requirement and is able to complete his/her research work within the maximum duration as stipulated in these regulation or as specified by U.G.C. from time to time.

R. 11. Research Advisory Committee and its functions:

- 11.1 There shall be a Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:
- 11.1.1 To review the research proposal and finalize the topic of research;
- 11.1.2 To 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.
- 11.1.3 To periodically review and assist in the progress of the research work of the research scholar.
- 11.2 A research scholar shall appear before the Research Advisory Committee minimum 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 departmental Research committee through Head with a copy to the research scholar in the prescribed format.
- 11.3 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 DRC with specific reasons for cancellation of the registration of the research scholar.

11.4 The DRC will put up such recommendations before the School Board and will take appropriate decision.

11.5 Structure of **Research Advisory Committee (RAC)**-

1. Research Supervisor- Convener

2. One Professor from the department to be nominated by the HoD on the recommendations of the Supervisor

3. One Associate Professor from the Department to be nominated by the HoD on the recommendations of the Supervisor

The Dean of concern School of Studies shall constitute above Research Advisory Committee on the recommendation of HoD.

If Professor or Associate Professor (excluding the supervisor) is not available in the Department the Dean of the concerned school shall approve names of Assistant Professors who are approved research supervisor from the departments on recommendation of HoD. In such situation, where even Assistant Professors as prescribed above are not available, the Dean shall approve the names of Professors/Associate Professor from the related departments on the recommendation of HoD.

11.6 The RAC will evaluate the progress report (**Format Annexure-4**). The evaluation and the progress report duly signed and forwarded by RAC shall be submitted to DRC through HoD. If at any stage, the student wishes to modify the research plan and/or change the title of the thesis approved earlier, RAC shall arrange the proposal to be put before DRC and the student shall make a presentation before it with the details of the proposed modifications and its justifications. The DRC shall make appropriate recommendations to the Dean for approval on behalf of school Board.

11.8 'S* *grade* is to be awarded during each semester if the progress is 'satisfactory'.

R. 12. SUBMISSION OF THESIS

- 12.1** Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in the clauses above, as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft thesis (**Annexure-5**) within a reasonable time as stipulated in these regulations.
- 12.2** Prior to the submission of the thesis, the scholar shall make a presentation before the Research Advisory Committee which shall be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the Research Advisory Committee. Such presentation will be notified by HoD on the recommendation of RAC.
- 12.3** **Ph.D scholar must published** at least one research paper in referred Journal and make two paper presentations in conference / seminar before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.
- 12.3** **Before** submitting for evaluation, the thesis shall have an undertaking from the research scholar, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. A certificate from the Research Supervisor attesting to the originality of the work etc. should also be attached to the thesis. This certificate from supervisor must also be endorsed by the librarian or any other person as designated or authorised by the Academic Council for such purpose for not having any plagiarism.
- 12.4** Every research scholar of the University has to contact the Central Library or any other place as may be notified by the Universities and get a certificate that there is no plagiarism in his/her thesis.
- 12.5** Five copies of the thesis along with two soft copies in C.D. shall be submitted to Academic Section for along with other documents as may be notified by the concerned section from time to time.

- 12.5** 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 country. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the research supervisor with one of the two external examiners as approved by the Vice-chancellor. This *Viva-Voce* examination would be open to all faculty members of the Department, other research scholars and other interested experts/ researchers. The external examiners shall ordinarily be not below the rank of Associate Professor or scientists in equivalent grade. However, in exceptional conditions Vice-chancellor may relax this condition based on the recommendation of Dean/School Board.
- 12.6** The open *viva-voce* of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for conducting the *viva-voce* examination. If the evaluation report of one of the external examiners is unsatisfactory and does not recommend for *viva-voce*, the University will 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 reports of the latest examiners are also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 12.7** The University would ensure that the entire process of evaluation of Ph.D. thesis is completed within a period of six months from the date of submission of the thesis preferably.
- 12.8** Continuous monitoring of the research progress shall be the responsibility of R.A.C.
- 12.9** A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for and evaluation and further guidance. The six monthly progress reports shall be evaluated and forwarded by the Research Advisory Committee to the DRC through HOD with a copy to the research scholar.

- 12.10 The research student shall publish at least One research paper in refereed journal in any of the journals approved by the respective Department and present at least 2 research papers in seminars/ conferences before the submission of the thesis for evaluation and produce evidence for the same in the form of acceptance letter/ reprint and paper presentation certificate as the case may be.
- 12.11 When the thesis is ready for submission, the student shall inform the Head of the Department through RAC, regarding completion of the research work embodied in the synopsis two months before expected date of submission.
- 12.12 The thesis should embody original work, not published or submitted earlier except in the form of research publications. The research scholar shall submit the thesis in five printed or type-written copies along with the six copies of summary and approved synopsis to accompany each copy of the thesis. Published matter may also be incorporated mentioning the sources as part of the thesis.
- 12.13** The medium of expression in every thesis shall be either English or Hindi (written in Devanagiri Script) except in the case of subject connected with any of the oriental languages where the thesis can be presented in that language.
- 12.14** The thesis must comply with the following conditions-
- 12.15.1** It must be a piece of research work characterized either by the discovery of facts or theory. In either case it should reflect the candidate's capacity for critical examination and sound judgment. The candidate shall communicate, how far the thesis embodies the result of candidate's own observations and in what respects his investigations may advance knowledge in the subject.
- 12.15.2** It shall be satisfactory so far as its literary presentation is concerned and must be in a form suitable for publication.
- 12.15.3** The thesis shall be accompanied by three separate certificates as given below and should be duly signed:
- 12.15.4** Self declaration certificate from the candidate (**Annexure – 6**).
- 12.15.5** Certificate from the Supervisor/Co-Supervisors (**Annexure – 6**).

12.15.6 Certificate for the successful completion of course work by the Head of the Department
(Annexure – 7).

12.15.7 Five copies of the thesis shall be submitted in compact bound form along with two soft copy (CD/ DVD). In case of Co-Supervisor six copies will be submitted. Along with the thesis, six copies of the Summary should also be submitted.

12.16 The final thesis shall be presented in accordance with the following specifications:

12.16.1 The paper used for printing shall be of A-4 size.

12.16.2 Printing shall be in a standardized form on both the sides of the paper and in 1.5spacing.

12.16.3 A margin of about 2.5 cm shall be on all sides excluding the margin required for binding.

12.16.4 The cover and back cover should be of cardboard of reasonable thickness.

12.16.5 The Title of the thesis, name of the candidate, degree, Name of the Supervisor, University logo, name of research centre, Name of School and the month and year of submission shall be printed on the Title page and on the front cover.

12.16.6 The spine of the thesis should mention Ph. D. Thesis on the top, Name of the Candidate, Title and Month & Year.

12.16.7 The Ph.D. thesis must contain the following copyright certification in the beginning of the thesis, on a separate page on the left side.

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12.17. A candidate should submit his/her thesis to the Academic Section with following documents-

a. Six Copies of Summary (Seven copies in case of Co-supervisor)

b. Five Copies of Thesis, (Six copies in case of Co-supervisor)

c. Two CDS/soft copy of thesis

d. Anti-plagiarism certificate issued by the Librarian of the University

e. Certificate jointly issued by HoD and supervisor stating that the candidate has presented his pre-submission seminar before the DRC, candidate has completed required residential period and has paid all the dues of the department/research

centre (**Annexure-8**).

f. Requisite fee.

R. 13. EVALUATION AND ASSESSMENT METHODS

13.1 On receipt of the thesis including the certificates as mentioned in R.12 (bound within) along with the stipulated fee, the thesis shall be sent ordinarily within four weeks to examiners selected for the purpose after receiving their consent through email/ post. In case the acceptance is not received from the proposed examiners, new examiners would be selected by the Vice Chancellor. Each examiner will be requested to submit to the Controller of Examination detailed assessment report and his recommendations on the prescribed proforma (**Annexure-9 (a&b)**), as fixed/revised by the university from time to time.

13.2 In the event of the thesis report not being received from an examiner within a period of three months, the CoE may appoint another examiner with approval of the Vice Chancellor in his place for evaluating the thesis.

R. 14. Evaluation Report

14.1 Examiners will examine the thesis individually with a view to judge whether the thesis is a piece of research work characterized by;
the discovery of facts, and/or

(b) a fresh approach towards interpretation and application of facts or theories, and/or a distinct advancement in instrument technology.

14.2 The examiner will be required to give his opinion about candidate's capacity for critical examination and sound judgment. The internal examiners shall be submitting one report. All examiners will submit the reports on the prescribed form clearly stating that:

(a) The thesis is recommended for the award of Ph.D., or

(b) The thesis is recommended for the award of Ph.D. Degree subject to the candidate giving satisfactory answers to queries, specifically mentioned in the report, at the time of *Viva-voce* examination, or

(c) The candidate be allowed to resubmit his thesis in the revised form, or

(d) The thesis be rejected.

14.3 If the examiners consider the thesis to be of a sufficient merit, they may recommend that the thesis be accepted for the award of the degree of Doctor of Philosophy.

14.4 *On receipt on satisfactory evaluation reports, these shall be laid before the School Board/Dean.*

14.5 If reports of the examiners show a divergence of opinion between the examiners, the Vice Chancellor may direct that the reports be exchanged between them, the examiners being requested to submit a joint report, if possible.

14.6 If there is divergence of opinion even after the exchange of the reports, a fourth examiner shall be appointed from the panel of examiners already approved whose decision shall be final :

Provided that if two examiners recommend the revision of the thesis either originally or after the exchange of reports, the thesis shall be revised and resubmitted. The thesis would be revised normally within one year, if the candidate so desires.

The revised thesis shall ordinarily be examined by the same set of examiners for evaluation after obtaining their consent afresh.

Provided further that in case, two examiners reject a thesis originally or after the exchange of report, the thesis shall be finally rejected and the candidate may seek re-registration. Process of such re-registration will be as similar as registration except entrance test and course work.

14.7 If the Dean is satisfied that the reports of the Examiners are unanimous and definite, the candidate shall be required to undergo a *Viva-Voce* examination to be conducted by two examiners of whom one shall ordinarily be the supervisor and the other one from amongst the two external examiners, who have evaluated the thesis. If the external examiners evaluating the thesis are from outside the Country, another external examiner may be specially appointed for the purpose.

- 14.8** The Dean will inform the HoD through CoE about evaluation report and the Head of Department shall preside and conduct the proceeding of the *Viva-Voce* examination, but he/ she shall not be party to the decision.
- 14.9** In case the supervisor is not available, the Head of Department himself or any senior teacher of the Department as recommended by the DRC with approval of Vice-chancellor may act as internal examiner.
- 14.10** The *Viva-Voce* Examination shall be held ordinarily at the University in the concerned Department and will be open to all interested in the subject where the candidate shall be required to present the main findings of his/ her thesis and defend the same. Report/recommendations of *Viva-Voce* will be placed before the Dean for a suitable declaration of result. Result of the candidate will be declared after approval of the Vice-Chancellor in the form of notification. Degree will be awarded by the University in forthcoming Convocation; however the candidate will be treated as degree holder from the date of *Viva-Voce*, if the candidate successfully passes the *Viva-Voce* examination.
- 14.11** It would be the responsibility of the University that the Ph.D. thesis evaluation work is completed and *Viva- Voce* examination is conducted within One year from the date of submission of thesis if all the examiner's reports are satisfactory.
- 14.12** A hard copy and an electronic version on a CD/ DVD of each accepted thesis shall be lodged with the University Library or research centre at which the candidate pursued research where it will be open to public inspection.
- 14.13** The report of examiners of the thesis may be given to the candidate on his/ her written request, only in cases where the thesis has been finally accepted for award of the degree after due payment as decided by the University.
- 14.14 Any doubt, arising out of following the procedure laid down above, shall be referred to the School Board and then Academic Council for a decision.
- 14.15 In case of ambiguous recommendations by the examiner, Dean Concern will approach the examiner for a clear recommendation. In case clear recommendation is not available, the matter may be referred to the School Board and then Academic Council for a decision.

14.16 No candidate shall be allowed to submit revised thesis more than once.

R. 15. VIVA-VOCE EXAMINATION

15.1 If the thesis is recommended for the award of degree, the candidate shall be required to defend his work/thesis orally (viva-voce examination) before a duly constituted committee, hereinafter referred to as the Oral Defence Committee (ODC). Details of the viva-voce shall be adequately notified so as to enable interested staff members and students to attend it.

15.2 The ODC shall consist of Supervisors (internal examiners), and one external examiner. The HoD shall arrange the viva-voce examination of the candidate.

15.3 (i) Internal examiner(s) shall coordinate with the HoD and will arrange for the viva-voce examination of the candidate as early as possible and normally within two months from the date of communication to the external Examiner for holding the viva-voce examination.

(ii) Any other matter not explicitly provided herein or of an exceptional nature, may be referred to the Vice Chancellor for his/her decision.

R.16 AWARD OF Ph.D. DEGREE

16.1 On the completion of all stages of the examination, the Oral Defence Committee shall recommend to the DEAN one of the following courses of action:

- (a) that the degree be awarded;
- (b) that the candidate be re-examined at a later specified time in a specified manner;
- (c) that the degree shall not be awarded. The thesis will be rejected on the conclusion that the thesis is not genuinely the work of the candidate.

In case of (b) and (c), the Oral Defence Committee shall also provide to the candidate a list of all corrections and modifications in the thesis (if required), including suggestions made by the examiners during the thesis evaluation. The second *viva-voce* examination may be held normally after a period of three months.

16.2 The Degree shall be awarded by the University, provided that:

- (a) The Oral Defence Committee recommends so;
- (b) The candidate produces a 'No Dues Certificate' in the prescribed form in the case of students who undertook research at the University headquarters.
- (c) The candidate has submitted two hard cover copies of the thesis after *viva-voce*; one for the Departmental Library and one for the Central Library. The thesis should incorporate all necessary /corrections / modifications.

R.17 FINANCIAL ASSISTANCE (University Fellowship)

Financial Assistance or fellowship of the students selected as VRET/VRET-Exempted category will be governed by set of Rules as prescribed by the University from time to time.

R.18 LEAVE AND ATTENDANCE

- (a) **During Course Work:** A Ph.D. student, during his stay at the University/ Centre will be entitled to leave for 10 days including leave on medical grounds, per semester.

He will not be entitled to mid-semester breaks, summer and winter vacation at the end of the first semester.

- (b) **After Completing the Course Work**

A full-time Ph.D. student/candidate during his stay at the University/ Centre will be entitled to leave for 30 days per academic year. He will not be entitled to mid-semester breaks, if any, summer and winter vacations.

In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

Leave beyond 30 days in an academic year may be granted to a Research scholar in exceptional case, by the Head of the Department concerned, subject to the following conditions:

- (i) the leave beyond 30 will be without Assistantship/Scholarship; and
- (ii) the leave may be subject to the approval of the Head of Department concerned on the

recommendation of the Supervisor; and a proper leave account of each student/candidate shall be maintained by the Department concerned.

- (iii) Leave availed by the research candidate/student on recommendation of supervisor for attending Seminar/Conferences/workshop etc. purely related to his/her Ph. D. work will not be counted as Leave.

R.19 WITHDRAWAL FROM SEMESTER/COURSES

- 19.1** A student/candidate may be permitted by the Dean, to withdraw from all the courses registered by him for the entire semester after completing Pre-Ph.D. Course Work, on medical grounds supported by a medical certificate from the University Medical Officer or any other genuine reasons. The medical certificate issued by a registered Medical Practitioner will also be acceptable in those cases where the student/candidate has valid reasons for his absence from the University/ Centre.

Withdrawal may also be granted by the Dean, provided he is convinced that the student/candidate cannot pursue his studies for the reasons beyond his control.

- 19.2** Under no circumstances a request for withdrawal will be entertained after the major tests have begun. Student/Candidate should present the medical certificate in support of his absence on health reasons within two days of his re-joining the department, if not produced already. Withdrawal will not be granted retrospectively.
- 19.3** Any semester withdrawal will count towards the maximum limit of six **years** as stipulated above.

R.20 CANCELLATION OF REGISTRATION/Admission

Registration/Admission of a student/candidate shall be cancelled by the HoD in any one of the following eventualities, after due approval of Dean.

- (i) If he/she absents himself for a continuous period of four weeks without prior intimation/sanction of leave.
- (ii) if he resigns from the Ph.D. Program and the resignation is duly recommended by the Supervisor.
- (iii) if he fails to renew his registration in any semester subject to the provision contained

in these Ordinances & Regulations.

- (iv) if his academic progress is found unsatisfactory.
- (v) if he does not clear the Pre. Ph. D. Course Work as stipulated.
- (vi) if he is found involved in an act of misconduct and/or indiscipline and termination has been recommended by supervisor.

R. 21. Depository with INFLIBNET:

- 21.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
- 21.2 Prior to the actual award of the degree, the University shall issue a provisional certificate through its Office of CoE to the effect that the Degree has been awarded in accordance with the provisions of UGC Regulations, 2016.

R.22 GENERAL

- 22.1 Notwithstanding anything contained in these Regulations all categories of the students/candidates shall be governed by the rules and procedures framed by the Academic Council in this behalf, and in force from time to time.
- 22.2 Residency period means residing in Bilaspur or Research Centre and attending research centre/office of the supervisor in a continuous manner for the entire duration of the Ph.D. thesis work. Absence due to taking up of a job outside of the above mentioned area or for any other reason would amount to incomplete tenure of the Residency period. In all such cases specific study leave with permission to complete the Ph.D. work from the employer as well as from the DRC of the Department/ Institute would be pre-requisite before continuing with the completion of the Residency period requirements. In all such cases, only once for single duration, such permission can be granted.
- 22.3 There would be a separate Register which would be maintained by the University in which the information about the Ph.D. awarded in different departments where the

name of the candidate, topic of research, name of supervisor/s, date of registration, date of submission and date of declaration of result would be recorded. This information would be put on the University's website also.

22.4 The candidate seeking admission in an allied discipline should ensure his/ her eligibility in that subject for which he/ she is seeking admission.

22.5 Award of degrees to candidates registered for the Ph.D. program on or after July, 2009 till the date of implementation of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Awards of M.Phil/Ph.D Degree) Regulations, 2009.

22.6 **The Vice-Chancellor can exercise any of the power vested to any committee or official mentioned in these Regulations, if he/she deems it fit.**

R.23 INTERPRETATION

23.1 Any doubt or dispute about the interpretation of these Ordinances and Regulations shall be referred to the Chairman, Academic Council whose decisions shall be final and acceptable to all.

23.2 Eligibility for admission to Ph.D. programs may be reviewed from time to time by the concerning school and approved by the Academic Council.