

**REGULATIONS**  
**FOR THE**  
**Admission, Evaluation and Award of DEGREE OF DOCTOR OF**  
**PHILOSOPHY**

**(Made under the provisions of Ordinance 71)**

In exercise of the powers conferred by clauses (ii) of sub-section (1) of section 6 of the Central Universities Act 2009, the Guru Ghasidas Vishwavidyalaya (GGV) hereby makes the following Regulations, namely: -

**R.1 Short title, Application, and Commencement. –**

(a) These Regulations may be called **“Guru Ghasidas Vishwavidyalaya, Doctor of Philosophy (Ph.D.) Degree Regulations, 2023”**.

(b) They shall apply to every student admitted under these Regulations for the award of Ph. D. degree.

(c) They shall come into force from the date of its notification.

(d) **“Guru Ghasidas Vishwavidyalaya, Doctor of Philosophy (Ph.D.) Degree Regulations, 2018”** will automatically treated as suppressed by these regulations as and when the students admitted under Regulations 2018 will compete their studies according to the provisions of Regulations 2018.

(e) 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.

(f) A candidate shall be permitted to pursue research for the Ph.D. degree in the subject in which he/she appears for test/interview and he/she will be allowed to register

him/her-self as Ph. D. students in the same subject/discipline. PG Subjects/discipline shall not be a bar for appearing in test/interview.

However, a candidate appearing in a subject other than his PG subject has to submit a proposal with justification for such change to DRC and to take approval of DRC. Such candidates willing to pursue research in allied/ Inter-disciplinary/trans-disciplinary/multi-disciplinary areas may co-opt a co-supervisor as prescribed in these regulations.

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

## R.2 **Definitions-**

2.1 In these Regulations, unless the context otherwise requires-

- 1) "Act" means the Central Universities Act 2009;
- 2) "Adjunct Faculty" means a part-time or contingent instructor, but not full-time faculty member hired to teach by GGV;
- 3) "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
- 4) "Credit" means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
- 5) "Department" means departments engaged in education and/or research, established by Guru Ghasidas Vishwavidyalaya;
- 6) "Commission" means the University Grants Commission established under Section 4 of the UGC Act 1956;

- 7) "Course" means one of the specified units which go to comprise a programme of study;
- 8) "Course Work" means courses of study prescribed by the School/Department/ Centre to be undertaken by a student registered for the Ph.D. Degree;
- 9) "Degree" means a Ph. D. degree awarded by a GGV in accordance with the provisions of prevailing Ordinances of the University;
- 10) "External examiner" means an academician/researcher with published research work who is not part of GGV or Institution/Centre where the Ph.D. scholar has registered for the Ph.D. programme;
- 11) "Foreign Educational Institution" means–
- (i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and
  - (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;
- 12) "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;
- 13) "Guide/Research Supervisor" means an academician/researcher recognized by GGV to supervise the Ph.D. scholar for his/her research;
- 14) "Higher Educational Institution" means a university or institution as specified by UGC;
- 15) "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines;

- 16) "Open and Distance Learning Mode" shall have the same meaning as defined under the UGC(Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- 17) "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- 18) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;
- 19) "Prospectus" means any document, whether in print or otherwise, issued for providing fair and transparent information relating to GGV and programmes, to the general public (including to those seeking admission in GGV) by GGV;
- 20) "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme;
- 21) "Caretaker Supervisor" shall mean a member of the academic staff who is a recognized research supervisor appointed to look after the candidate's research interests in the absence of the Supervisor.
- 22) "Centre" shall mean Research Centre approved / recognized by the University, where research work is permitted to be pursued.
- 23) "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.
- 24) "Departmental Research Committee (DRC)" shall mean Departmental Research Committee of the department of the University.
- 25) "School Board" shall mean School Board of the University.

26) "Research Advisory Committee" shall mean Research Advisory Committee of the applicant constituted after successful completion of course work and allocation of research supervisor.

27) "Full-time Research Student/Candidate" shall mean a person registered for the Ph.D. Degree devoting full time for completing the degree requirements.

28) "Part Time Research Student / Candidate" a permanent staff of Guru Ghasidas Vishwavidyalaya or a person 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.

29) "Registration Period" shall mean the length of time commencing with the date of initial registration at the University / Research Centre.

30) "Residency" shall mean the minimum period for which a student/ candidate must attend the University / Research Centre on full-time/part-time basis.

31) "Sponsored Research Student / Candidate" shall mean a full time research student/candidate except that he (she) receives complete financial support from the sponsoring organization or his/her employer.

32) "University" means Guru Ghasidas Vishwavidyalaya (GGV), Bilaspur.

### **R.3 Eligibility criteria for admission to the Ph.D. Programme.-**

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

#### **3.1 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.

- 3.2 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. 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.

#### **R.4 Duration of the Programme-**

- 4.1 Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- 4.2 A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of GGV provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years 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; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- 4.3 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.
- 4.4 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.
- 4.5 Minimum residency period will be of three years from the date of admission to Ph. D. program. 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 regulations or as specified by U.G.C. from time to time.

#### **R.5 Procedure for admission. –**

- 5.1 There would be two streams of applicants, namely VRET and VRET-Exempted

- a. Applying against available seats in a subject which shall be filled by Vishwavidyalaya Research Entrance Test (VRET) or any other test as decided by the University from time to time
- b. Applying against available seats in a subject which shall be filled by candidates not appeared in VRET i.e. called VRET-Exempted category.
- c. 50% of total seats available in a department will be reserved for VRET applicants and remaining 50% 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 any dispute. 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 and reservation point of the seat will not be changed.

**“However, the University will allow its internal applicants (regular teachers/non-teaching employees working in GGV, after completion of probation period as per the rules) to join Ph. D. programme under VRET- Exempted category only. Further, in case, there is no sufficient applications for a programme under VRET category, and such internal applicants (already submitted application in time) are willing to join the programme, then the seats advertised under VRET category may be converted under VRET- Exempted Category, on recommendations of HoD and Dean concerned and after approval of the Vice-Chancellor, in order to promote and encourage inhouse research activities in the University. Further, department concerned will ensure that reservation roster should remain unaffected during such conversion.”**

- 5.2 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.

- 5.3 University will admit applicants by a two-stage process mentioned below or as notified by the University from time to time:

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.

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 Commission from time to time.

GGV may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.

Provided that for the selection of candidates based on the entrance test conducted by the GGV, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.

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.

- 5.4 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.
- 5.4.1 Permanent/Regular teachers having appointment on substantive posts in the Teaching departments of the Universities or colleges who have completed their probation successfully with an experience of at least two years of uninterrupted service would be considered under this category.
- 5.4.2 International students having eligibility as mentioned above or 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.
- 5.4.3 Applicants who have qualified for fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/CEED and similar National level tests or any such applicants who belongs to this category as per UGC notifications from time to time.
- 5.4.4 Working professionals/non-teaching staff fulfill eligibility criteria as mentioned above and who have got No-Objection Certificate from the appropriate authority in the organization where the candidate is employed.
- 5.5 Final Selection and List Preparation
- 5.5.1 SHORTLISTING
- (a) Short listing of 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 Committee constituted for the purpose by concerned department/ Research Centre.
- (b) The committee of the concerned department then shortlist the applications as per the short-listing criteria as described for preparing merit list. University may notify, if considered necessary, modification in the short-listing criteria higher than those defined here and above.

- (c) Reservation and relaxation will be provided to the applicants belonging to SC/ST/OBC/PWD/EWS as per Government of India norms.
- (d) DRC will recommend the names of selected candidates to Dean for its approval along-with all applications for a decision.
- (e) Calculation formula for merit list preparation for VRET Exempted candidates
  - a. Personal Interview/Viva-voce- 20
  - b. Research proposal presentation- 30
  - c. Score of UGC-NET/UGC-CSIR NET /GATE etc. – Weightage 50% of the normalized score (Maximum 50 marks)
  - d. For other candidates 50% marks will be given as follows based on academic background –
    - 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- 20(20 For more than 75%, 10 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%)

5.5.2 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. 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 a research proposal before the DRC which will be related to 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 DRC.

5.5.3 The HoD will complete the admission process as per the final selection list as approved by the Dean. 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 Dean 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 of 12 Credits.

The first paper will be 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, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019.

The Board of Studies can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

The second and third paper would be as proposed by the respective departments as per available specialization. All such syllabi shall be as approved by the concerned Board of Studies and notified by the University from time to time.

- 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 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.
- 6.6 All applicants admitted to the Ph.D. program shall be required to complete the Pre-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.

- 6.7 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 in this regard.
- 6.8 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. And shall conduct the same under the overall supervision of the concerned Dean of School.
- 6.9 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 Coursework 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.

6.10 Successful completion of Course Work would be binding on all the Ph.D. students including teacher /VRET- Exempted Category applicants.

6.11 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

6.12 All Ph.D. scholars except International Students and Working Professionals, irrespective of discipline, shall be required to train 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.

**R.7 Allocation of Research Supervisor- Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.**

7.1 Permanent faculty members working as Professor/Associate Professor of the University with a Ph.D., and at least five 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 in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university. Above eligibility is also required for recognition as Co-supervisor to the faculty members of the other institutions.

A teacher can apply for recognition as supervisor in the prescribed format (**Annexure-1**) 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.

- 7.2 Recognized research supervisors of the University cannot supervise research scholars as supervisor in other institutions but they can only act as co-supervisors in other institutions.
- 7.3 Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or affiliated Post- graduate Colleges/institutes would be in violation of these Regulations.**
- 7.4 For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by GGV, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements. Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the GGV may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 7.5 Co-Supervisors from within the same department or other departments of the GGV or other institutions may be permitted with the approval of the Vice Chancellor.
- 7.6 Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- 7.7 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
- 7.8 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.
- 7.9 At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number as mentioned above.
- 7.10 Faculty members of GGV 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.

- 7.11 The allocation of Research Supervisor for a selected research scholar shall be decided by the Dean on 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).
- 7.12 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, grandniece and nephew of supervisor's brother's & sister's spouse.
- 7.13 No change of supervisor or mentor shall ordinarily be allowed. However, **in rare cases, where the candidate shows the inability to pursue the Ph. D. under the mentor or any supervisor and submit a request to the HoD concerned with justification to appoint any other teacher from the department as Supervisor or mentor, then the matter will be placed before the DRC and the DRC, after its evaluation and considering the necessity of the change of supervisor, may recommend to appoint any other teacher from the department as supervisor or mentor to the Dean. The Dean concerned will place the matter before the Vice-Chancellor with his/her observation and recommendations for such change and may allow for such change after approval of the Vice-Chancellor.** The reasons might be any of the following:
- 7.13.1** On account of migration, retirement, long leave or for any other reason, the supervisor may not be available to guide the scholar.
- 7.13.2** As the supervisor is not in a position to supervise the candidate on medical or other such compelling grounds.
- 7.13.3** Due to some extra-ordinary situation necessitating such a change.
- 7.13.4** The Vice Chancellor, at its discretion may also decide whether change of supervisor will require fresh registration of the Ph.D. student.



7.13.5 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 Co-Supervisor will be allotted for submission of thesis on recommendations of the Supervisor.

7.13.6 In rare cases, where a Research Supervisor denies to supervise a student then the supervisor has to submit a request to the Head of Department with recommendations of RAC concerned. The HoD concerned will place the matter before the DRC for consideration. But change of supervisor will only be allowed after approval of the Vice-Chancellor.

**R.8 Admission of International students in Ph.D. programme-**

8.1 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 above.

8.2 Selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time are as prescribed in **Schedule 1** of these Regulations.

**R.9 Ph.D. through Part-time Mode for Working Professionals -**

9.1 Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.

9.2 The Department concerned shall obtain a “No Objection Certificate” in the Prescribed Format (**Annexure-2**) 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:

- i. The candidate is permitted to pursue studies on a part-time basis.
- ii. His/her official duties permit him/her to devote sufficient time for research.
- iii. If required, he/she will be relieved from the duty to complete the course work.

9.3 Selection procedure for Ph.D. admission of working professionals keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time and as prescribed in **Schedule 2** of these Regulations.

**R.10 APPROVAL OF SYNOPSIS AND REGISTRATION TO Ph.D. PROGRAM**

**10.1** Students 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.

**10.2** **After successful completion of course work and declaration of results, HoD concerned will recommend to Dean for converting the Mentor as Supervisor and for constitution of RAC in general and will notify it after approval of the Dean concerned.**

**10.3** **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.**

10.4 The synopsis of the student duly forwarded by the Supervisor 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 improvement of 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.

**10.5** 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-3A**).

10.6 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 (**Annexure-3B**);

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

10.7 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.

#### **10.8 CLASSIFICATIONS**

The applicants for admission to the Ph.D. programme shall be classified under any one of the following categories:

##### **i. Full Time-**

(a) University Research student/candidate

(b) Sponsored Research student/candidate financed by the Govt./Semi-Government Organizations like CSIR, UGC, Research Schemes etc.

(c) Sponsored Research student/candidate nominated by Government of India under a Cultural Exchange Scholarship Programme, Self-Financing foreign student or a scholar admitted under any MOU

##### **ii. Part Time-**

(d) Working Professionals/Internal Staff/Project Staff / International Students

**R.11 Departmental Research Committee Research Advisory Committee and its Functions-**

11.1 There shall be Departmental Research Committee (DRC) in every department with following constitution-

1. Head of the Department- Chairman  
In case, the incumbent HoD does not possess Ph. D. Degree then any Professor (having Ph. D. degree) as nominated by the Vice-Chancellor shall chair the meeting.
2. One Professor (As External Expert, nominated by the Vice-Chancellor, who is not in GGV Services)
3. Two Professors of the Department, by rotation according to seniority.
4. Two Associate Professors of the Department, by rotation according to seniority.
5. Two Assistant Professors of the Department, possessing Ph. D. Degree, by rotation according to seniority.

11.1.1 In case, the department does not have any Professor/Associate Professor, Head of the department may co-opt members against above said categories from the Professors/Associate Professors of the School of Studies after approval of the Vice-Chancellor.

11.1.2 Its functions shall be as follows-

1. All academic matters related to this degree shall be supervised by a Departmental Research Committee.
2. All recommendations of RACs will be placed before the DRC for its consideration. DRC may approve the recommendations or sent back to RAC for revisions with suitable comments.
3. DRC will supervise following activities also-
  - a. Admissions of Research Scholars.
  - b. Registration of Research Scholars.
  - c. Any kind of extension, if required.
  - d. Evaluation of Pre-submission seminar
  - e. any other activities as directed by the Academic Council of the University.

4. 50 % members of the DRC shall form the quorum.
5. At least one-week advance notice is required to convene the meeting of DRC. Head of the department concerned will notify the date and venue with the approval of the Dean concerned.
6. The term of the DRC so constituted shall be of three years.

11.2 There shall be a Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research.
- ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

11.2.1 Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report (**Annexure- 4**) to DRC concerned. A copy of such recommendations shall also be provided to the Ph.D. scholar.

11.2.2 In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme if two continuous progress reports are marked unsatisfactory.

11.2.3 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

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

11.2.5 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.

**R.12 Evaluation and Assessment Methods, minimum standards/credits for award of the degree,etc.-**

12.1 Upon satisfactory completion of course work and obtaining the marks/grade as prescribed above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.

12.2 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 atleast two months before expected date of submission.

12.3 Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the DRC of the department concerned, which shall also be open to all faculty members and other research scholars/students. The feedback and comments obtained from DRC/ faculties may be suitably incorporated into the draft thesis in consultation with the Research Advisory Committee. Such presentation and meeting of DRC will be notified by HoD on the recommendation of RAC.

- 12.4** 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 authorized by the Academic Council for such purpose for not having any plagiarism.
- 12.5 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.
- 12.6 A Ph.D. scholar shall submit the thesis for evaluation. The thesis must comply with the following conditions-**
- 12.6.1 The medium of expression in every thesis shall be either English or Hindi (written in Devanagri Script) except in the case of subject connected with any of the oriental languages where the thesis can be presented in that language.
- 12.6.2** 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.
- 12.6.3** It shall be satisfactory so far as its literary presentation is concerned and must be in a form suitable for publication.
- 12.6.4** The thesis shall be accompanied by three separate certificates as given below and should be duly signed:
- i. Self declaration certificate from the candidate that there is no plagiarism **(Annexure – 5)**.

ii. Certificate from the Supervisor/Co-Supervisors attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution. **(Annexure – 6).**

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

iv. 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).**

**12.6.5** Two copies of the thesis shall be submitted in compact bound form along with soft copy. In case of Co-Supervisor Three copies will be submitted.

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

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

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

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

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

v. The Title of the thesis, name of the candidate, degree, Name of the Supervisor, University logo, name of research centre, Name of School of Studies and the month and year of submission shall be printed on the Title page and on the front cover **(Annexure-9).**

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

vii. 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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**12.6.7** A candidate has to submit 03 hardcopies of summery of thesis with softcopy/pdf file to the HoD while presenting his/her pre-submission seminar. The same or revised



summery as per the decision of DRC may be submitted to Academic Section within a week from the date of Pre-submission seminar.

**12.6.8 The concerned DRC will prepare the panel of 06 thesis examiners on the date of pre-submission seminar in consultation with RAC and same will be forwarded to Academic Section as soon as possible.**

**12.6.9 The HoD concerned will forward the panel of experts/examiners with the summery approved to Academic Section for further necessary action.**

12.6.10 A candidate can submit his/her thesis within two months from the date of Pre-Submission seminar to the Academic Section with following documents-

- a. Two Hard Copies of Thesis, (Three copies in case of Co-supervisor)
- b. Two set of soft copy of thesis
- c. Anti-plagiarism certificate
- d. Another set of certificates as mentioned above in para 12.6.4
- e. Proof of submission of Requisite fee.
- f. No-Dues Certificate from the Head of Department.
- g. Attendance report for working professionals/International Students (**Annexure- 10**)

12.7 The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of Guru Ghasidas Vishwavidyalaya. Such examiner(s) should be an academicians with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online or offline as the circumstances so warrant. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars and students.

12.8 The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them.

- 12.9 The GGV shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.
- 12.10 On receipt of the thesis including the certificates as mentioned above along with the stipulated fee, the thesis shall be sent ordinarily within two weeks to examiners selected for the purpose through email/ERP or post.
- 12.11 Each examiner will be requested to submit to the Controller of Examination detailed assessment report and his recommendations on the prescribed proforma (**Annexure-11 (a&b)**), as fixed/revised by the university from time to time.
- 12.12 In the event of the thesis report not being received from an examiner within a period of three weeks, the CoE may appoint another examiner with approval of the Vice Chancellor in his place for evaluating the thesis.

### **R. 13. Evaluation Report**

- 13.1 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 a fresh approach towards interpretation and application of facts or theories, and/or a distinct advancement in instrument technology.
- 13.2 The examiner will be required to give his opinion about candidate's capacity for critical examination and sound judgment. 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.

13.3 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.

13.4 On receipt on satisfactory evaluation reports, matter shall be laid before the Vice-Chancellor.

13.5 The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, GGV shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

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

If there is divergence of opinion even after the exchange of the reports, decision of the forth examiner shall be final.

13.7 If the Vice-Chancellor 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.

- 13.8 The CoE will inform the HoD about evaluation report after its approval 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.
- 13.9 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.
- 13.10 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.
- 13.11 A hard copy and softcopy 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.
- 13.12 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.
- 13.13 Any doubt, arising out of following the procedure laid down above, shall be referred to the DRC and then Academic Council for a decision.
- 13.14 In case of ambiguous recommendations by the examiner (s), the Dean Concern will approach the examiner for a clear recommendation. In case clear recommendation is not available, the matter may be referred to the DRC and then Academic Council for a decision.
- 13.15 No candidate shall be allowed to submit revised thesis more than once.

#### **R. 14. VIVA-VOCE EXAMINATION**

14.1 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.

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

14.3 (i) Internal examiner(s) shall coordinate with the HoD and will arrange for the vivavoce 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.15 AWARD OF Ph.D. DEGREE**

15.1 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.

#### **R.16 FINANCIAL ASSISTANCE (University Fellowship)**

Financial Assistance or fellowship of the students selected as VRET/VRET-Exempted category will be governed by set of **Rules (Annexure-12)** or as prescribed by the University from time to time.

#### **R.17 LEAVE AND ATTENDANCE**

17.1 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.

17.2 After Completing the Course Work 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.

17.3 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.18 WITHDRAWAL FROM SEMESTER/COURSES**

- 18.1 A student/candidate may be permitted by the Dean, to withdraw from all the courses registered by him for one 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.
- 18.2 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.
- 18.3 Any semester withdrawal will count towards the maximum limit of six years as stipulated above.

**R.19 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 the student is absent for a continuous period of four weeks without prior intimation/sanction of leave.
- (ii) if the student resigns from the Ph.D. Program and the resignation is duly recommended by the Supervisor.
- (iii) if the student fails to continue his/her registration in any subsequent semester subject to the provisions contained in these Ordinances & Regulations.
- (iv) if the student's academic progress is found unsatisfactory.
- (v) if the student does not clear the Pre. Ph. D. Course Work as stipulated.
- (vi) if the student is found involved in an act of misconduct and/or indiscipline and termination has been recommended by supervisor.

## **R.20 GENERAL**

- 20.1 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.
- 20.2 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.
- 20.3 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.
- 20.4 The candidate seeking admission in an allied discipline should ensure his/ her eligibility in that subject for which he/ she is seeking admission.
- 20.5 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.21 INTERPRETATION**

- 21.1 Notwithstanding anything, 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.



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

**R.22 Academic, research, administrative, and infrastructure requirements to be fulfilled by Colleges/institution for getting recognition as Research Center -**

22.1 Post-graduate Colleges offering 4-year Undergraduate Programmes and/or Post-graduate Programmes.

22.2 Colleges and research institutions established by the central government or a State government

- i. At least two faculty members in a college or two Ph.D.-qualified scientists in the research institution.
- ii. Adequate infrastructure, administrative support, research facilities and library resources as specified by GGV from time to time.

**R.23 Issuing a Provisional certificate-**

Prior to the actual award of the Ph.D. degree, GGV shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.

**R.24 Depository with INFLIBNET.-** Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), GGV will submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.