

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

(As per the provisions of Ph.D. Ordinance of Guru Ghasidas Vishwavidyalaya)

PREAMBLE

Guru Ghasidas Vishwavidyalaya (GGV) offers Integrated M.Phil/Ph.D. programs as well as direct Ph.D. programs leading to the award of Ph.D. degree through its Departments / Research Centres. 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 Applied Sciences, Engineering, Technology, Computer Applications and Management or in recognition of high academic achievements, independent research in Arts, Social Science, Humanities or other branches of knowledge as prescribed by the University from time to time. Creative and productive inquiry is the basic concept underlying the research work.

The academic programme leading to the Ph.D. degree is broad-based and involves a minimum course credit requirement and a dissertation. The University also encourages interdisciplinary areas through a system of co-supervision through its academic departments and research centres and provides excellent opportunities for such Programmes. The University undertakes sponsored research and development projects from industrial and other organizations in the public as well as private sector.

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

The research work shall be an original work characterized either by the discovery of facts, or by a fresh approach towards the interpretation and application of facts, or development of equipment making a distinct advance in instrument technology or a critical analysis towards a topic or problem in any field of knowledge in which a department/ research centre is recognised. It shall evince the candidate's capacity for critical examination and sound judgment and shall represent original contribution to the existing knowledge.

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. The degree of Doctor of Philosophy will be awarded on the research work carried out by the candidate as per the evaluation process described in this regulation

DEFINITIONS

- i. **"Applicant"** shall mean an individual who applies for admission to the Ph.D. programme of the Guru Ghasidas Vishwavidyalaya, Bilaspur on a prescribed Application Form and get admitted through the process prescribed hereinafter.
- ii. **"Candidate"** shall mean a person registered for the Ph.D. degree and who has successfully completed the course requirement or equivalence, the comprehensive examination and submitted an approved research plan as per R.10 of the Regulations.
- iii. **"Caretaker Supervisor"** shall mean a member of the academic staff appointed to look after the candidate's research interests in the absence of the Supervisor and after the submission of the thesis.
- 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 approved by the Research Degree committee on the recommendation of DRC to help in the accomplishment of the research work of the student/candidate, as per R.6 of the Regulations.
- vi. **"Course Advisor"** shall mean a faculty member nominated by the Department / Research Centre to chalk-out the programme of study of a student registered for the Ph.D. and to advise him on the courses to be taken by him. If a supervisors) has already been appointed, he shall be the Course Advisor for that student.
- vii. **"Course Work"** shall mean courses of study prescribed in the Department Research Committee to be undertaken by a student registered for the Ph.D. Degree.
- viii. **"RDC"** shall mean Research Degree Committee.
- ix. **"Degree"** shall mean the Degree of Doctor of Philosophy (Ph.D.) of the Guru Ghasidas Vishwavidyalaya, Bilaspur
- x. **"DRC"** shall mean Research Committee of the Department.
- xi. **"Educational Institution"** shall mean those colleges which offer Bachelor's or higher Degree.
- xii. **"Full-time Research Student/Candidate"** shall mean a person registered for the Ph.D. Degree devoting full time for completing the degree requirements.
- xiii. **"Minimum Registration Period"** shall mean the minimum period for which a candidate must be registered, including the time spent as student before becoming a candidate, prior to submission of the thesis.
- xiv. **"ODC"** shall mean Oral Defense Committee.
- xv. **"Part Time Research Student / Candidate"** a person who is registered for the Ph.D. degree and will devote part of his time towards this pursuit and devote part of time towards the discharge of his official obligations.
- xvi. **"Registration Period"** shall mean the length of time span commencing with the date of initial registration at the University / Research Centre on full-time basis.
- xvii. **"Residency"** shall mean the minimum period for which a student/ candidate must attend the University / Research Centre on full-time basis.

- xix. **"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.
- xx. **"Student"** shall mean person registered for the Ph.D. degree prior to becoming a candidate.
- xxi. **"Supervisor"** shall mean a member of the academic staff of the University / affiliated Institute / College or any other person fulfilling R. 6 of the Regulations and approved by the Vice-Chancellor on the recommendation of Department of the University / Research Centre to guide / supervise the research / academic work of the student / candidate.
- xxii. **"University"** shall mean the Guru Ghasidas Vishwavidyalaya, Bilaspur.

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

REGULATION

The following Regulation shall apply to all categories of students/ candidates pursuing courses of study and research leading to the Ph.D. degree:

R.1 CLASSIFICATIONS

R.1.1 The applicant shall be classified under any one of the following categories, which will be recommended by DRC.

As far as possible VRET qualified candidates should be 75% and VRET exempted category 25%. In case VRET exempted category candidates are not available, seats may be filled by VRET category.

(i) Full-time Research Student/ Candidate:

a) University Research Student/Candidate

University Research Student/ Candidate getting/not getting the University Fellowship admitted through VRET/ VRET exempted category. **(Annexure-I)**

b) Government/Semi Government Fellowship Awardees

These research scholars receive their fellowship and contingency grants from supporting organizations such as Council for Scientific and Industrial Research (CSIR), University Grants Commission (UGC), Quality Improvement Programme (QIP), Department of Atomic Energy (DAE), Department of Science and Technology (DST), Department of Biotechnology (DBT), Indian Council of Medical Research (ICMR), DRDO, AICTE, ICCR and other similar organizations. These candidates will have to qualify VRET and shall be admitted through merit only.

c) Sponsored Students/ Candidates

An employee of a Public Sector Undertaking, a Government Department, a Research & Development organization, or a private industry (approved by the concerned faculty) or an Educational Institution, with a minimum relevant working experience of two years or a Defense Sponsored Officer may be considered for admission as a sponsored (full-time/ part-time) Research Scholar. Sponsored applicants will be eligible for admission provided that they are treated, by their employers, on duty with their normal salary and allowances and are fully relieved for the period of study. He/She shall produce sponsorship certificate from the parent organization along with the application for the admission. These candidates will be admitted on the recommendation of DRC subject to the availability of seats in a particular discipline.

d) Self-financed (Indian/Foreign)/ Study Leave/ College Teacher

- Indian: This category refers to persons with experience and with good track record to join the doctoral programme. They will be admitted along with the regular research students through the usual admission procedure.
- Foreign: These students are admitted through Embassy/ High Commission of the respective Government after getting approval from the Ministry of External affairs and no objection certificate from the Ministry of Human Resources Development, Department of Education, and Government of India or admitted under MOU.
- Study Leave: This category refers to persons who are relieved from governmental or educational institutions on study leave for a period not less than two years for pursuing Ph.D. programme.
- QIP/FIP: This category refers to persons who are relieved from government or educational institutions under QIP/FIP scheme for a period not less than three years for pursuing Ph.D. programme.

e) ICCR Awardees (Foreign Students)

These students are sponsored by the Governments of their country and awarded scholarship by ICCR, Government of India. They should apply for admission through Indian Embassy/ High

Commission in their country.

ii) Part time Research Student/ Candidate:

a) University Faculty/ Affiliated College faculty

This category refers to persons who are permanent employees of the University or affiliated colleges and are admitted to the Ph.D. programme through VRET exempted category. No candidate shall be admitted without applying for VET exempted category as per the eligibility.

Only those teachers from affiliated colleges are allowed who have been appointed through proper selection committee as per statue 28 of university Act or appointed by the procedure laid down by the ordinance of respective universities are appointed by the state government selection procedure in Government college on permanent posts or through the procedure for college teachers prescribed by UGC.

They are expected to work for their Ph.D. programme after fulfilling their normal duties. A faculty member who has opted for supervisor(s) outside his department shall have an option to register in either the main supervisor's department or his own department subject to the recommendation of his supervisor(s).

b) Project Staff

This category refers to persons who are working on various Projects undertaken by the University/Research Centre where Ph.D. registration is not a requirement but are admitted to Ph.D. programme. They are expected to work for their Ph.D. Programme after fulfilling their normal duties. However, all such candidates have to qualify VRET and shall be admitted as per the merit of VRET.

c) External Candidate (Sponsored)

After completion of comprehensive examination, the DRC may examine to allow him to register for Ph.D. with a supervisor from the University (internal) and other (External) from the parent organization if requested by the candidate and recommended by the supervisor (already recognized by GGV) where he will be carrying out the research work. He shall produce sponsorship certificate from the parent organization along with the application for admission.

R.2 ADMISSION ELIGIBILITY

R.2.1 An applicant possessing either of the following qualifications in appropriate areas shall be eligible to apply for admission to Ph.D. programme of the University.

Masters degree in the discipline or in related discipline considered equivalent by the university of any recognized University / Institute with a minimum Cumulative Grade Point Average (CGPA) of 5.5 on a 10 point scale or equivalent as determined by the University wherever latter grades are awarded; or 55% marks in aggregate (of all the years/ semesters) where marks are awarded.

R.2.2 Admission of Faculty/Staff of University or affiliated colleges

Regular academic staff of the University /affiliated colleges may seek admission subject to the administrative clearance by the principal/competent authority of the college or the concerned Dean, in case of University teaching Department, to seek admission on part-time basis subject to the recommendation of the concerned Head of the Department. Such candidates need not clear GATE or NET or equivalent examination even, but must have applied in VRET exempted category for admission.

R.2.3 Eligibility for Part-time Research Student/Candidate

a) The applicant should possess the minimum entry qualifications for the degree as given in R.2.1;

- b) The applicant proves to the satisfaction of the DRC that his official duties permit him to devote sufficient time to research through written endorsement from his employer;
- c) Facilities for pursuing research are available at the applicant's parent organization / place of work in the chosen field of research.
- d) He will be required to fulfill the requirement of contact days with supervisor, at the place of his supervisor/s; which is specified as minimum of 90 days per year and a minimum of total 270 days in consecutive three years after completing the course work as prescribed by the university.
- e) The facility of part time registration will be available only to candidates serving in, Academic Institutions as defined by the university / UGC from time to time for higher education, R&D organizations in regular capacity and appointed through procedure laid down by the university in case of affiliated colleges.

R.2.4 Eligibility for University Fellowships to teachers of Colleges

In case, the University fellowships are available;

The faculty of University/ various affiliated colleges may be considered for the award for the University Fellowship for pursuing Ph.D. programme at the University, subject to the following terms and conditions:

- (a) The concerned faculty member must be sponsored by their respective Institutions to pursue the Ph.D. Programme at Guru Ghasidas Vishwavidyalaya, Bilaspur
- (b) The sponsored faculty member of the Engineering colleges should either hold an M.Tech./M.E. degree and should satisfy the eligibility as per R.2.1 (a).

UGC NET or must have been in service with the sponsoring organization for at least five years at the time of admission.

- (c) The number of Fellowship should be within the sanctioned limit of a particular Department.
- (d) The DRC should examine each case on merit before making recommendations to the Dean, Res., competent authority for the award of University Fellowship.

R.2.5 The candidate/student is permitted to pursue his research/credit requirement only at the University premises/ approved centres for the purpose.

R.2.6 The teaching Department of an affiliated college may seek recognition as an approved centre to facilitate research leading to Ph.D. degree at its premises. Such applications shall be sent the Office as notified by the University and will be considered only for further consideration if satisfies all the following minimum requirements:

1. At least two faculty members having Ph.D. in the Department or one full fledged Professor as full time faculty on the date of consideration/renewal and actively engaged in research (with at least five publications in peer reviewed/reputed National/ International Journals in last five years).
2. A score of at least thirty and fifty by the Department / Research centre (proposed) as a whole in last five/ ten years respectively when determined in accordance by the provisions provided in Appendix C

The affiliated college seeking status as a research centre must have a full time Principal at the time of application, who shall be Ex- officio in charge of the Research

centre, if approved.

On preliminary scrutiny of the applications received by a committee appointed by the University for the purpose for assessing the application for such centre, the matter shall be referred to Vice Chancellor for appointing an inspection team for ascertaining the ground situation. The inspection report shall include videography of the infrastructural facilities including the laboratories, computational facilities, library and software details etc. Such inspection report shall be evaluated by appropriate authority such as Board of Inspection or Academic Council before granting the approval by Vice Chancellor.

- R.2.7** Such centers once recognized shall be only for three years, the suitability shall be assessed after each year on the lines provided in **R2.6**, if they do not satisfy the infrastructure and academic requirements, no further admission of Ph.D. student shall be permitted at the centre for at least next three years, after which a fresh application may be entertained for grant of approval of the centre.

R.3 RESERVATION / RELAXATION

- R.3.1** Fifteen percent (15%) fellowships (of the total sanctioned university fellowships, **whenever available**) shall be reserved for Scheduled Caste applicants and 7.5% for Scheduled Tribe applicants in each of the categories of Research Students /Candidates. A total of 3% fellowships, over and above the sanctioned strength, will be reserved for physically handicapped applicants, in all the Ph.D. Programmes of the University, put together.
- R 3.2** Reservation of fellowships for students belonging to Other Backward Class (O.B.C.) and other classes of the society shall be as announced by the University from time to time based upon the reservation of such classes as specified by the Central Government/UGC from time to time for the purpose.
- R.3.3** For the SC/ST with eligibility requirement of CGPA may be relaxed to 5.0 on a 10 point scale or equivalent, or to 50% marks.
- R.3.4** Physically handicapped applicants may be allowed relaxation in eligibility requirement of CGPA to 5.0 on a 10 point scale or equivalent, or to 50% marks. They will not be allowed any other relaxation beyond this limit even if they belong to SC/ST category
- R 3.5** for other recognized categories of reservation as may be announced from time to time; Relaxation in marks or equivalent relaxation in CGPA may also be determined by the University in accordance with the relaxation provisions for SC/ST and other relevant rules prevalent from time to time.

R.4 SHORTLISTING

- R.4.1** (a) The short listing of applications for the purpose of admission test/interview will be done by the DRC of concerned department/ Research Centre.
- (b) The DRC of the concerned department may set the short-listing criteria, if considered necessary, higher than the minimum eligibility defined.
- (c) The basic guidelines / instructions for short listing will be issued by the University with the approval of the Vice Chancellor.

R.5 REGISTRATION

- R.5.1** Every student/candidate will be required to renew the registration every semester till the submission of the thesis. The initial registration will be done after successful completion of course work. The renewal of registration every semester shall be subject to satisfactory progress in his research work as recommended by Supervisor. In case of any dispute, the

matter will be referred to DRC.

R 5.2 Application Submission:

Application for admission for Ph.D. programme by VRET qualified/VRET exempted category candidates in all categories will be submitted only when applications are invited by a particular department/ research centre. The requirement of the department/Research centre will be submitted to the Academic section of the university and a cumulative requirement of all departments/centres will be published on the University website with press release to print and electronic media in both the academic semesters, academic calendar dates to be announced by the University from time to time. Application format given in Appendix A-I, or as amended from time to time by the University will be completed and submitted to the Academic section through Head of the Department, in case of University Teaching Department or through Head of Institution in the case of affiliated colleges/ approved centres for the purpose.

R.5.3 Time Period Requirement for Submission

- (a) For part time candidates, the minimum period of submission will be three calendar years if they possess P.G. Degree only and 30 months if they possess M.Phil degree, from the date of registration. Course work criteria may be relaxed for the candidates holding M.Phil degree of this university or of any other university recognized by this university as per new guidelines of UGC for M.Phil/Ph.D (2009). Normally, a candidate shall be registered for four year.
- (b) The candidates of all categories shall normally submit their thesis within a maximum period of six years from the date of their initial registration for the Ph.D. Programme including re-registration.

R.6 THESIS SUPERVISOR(s)

R.6.1 Every admitted student shall be assigned a Research Supervisors) by the Department, subject to the approval of Dean. For this purpose, a form given in Appendix A-2 and/or A-3 will be completed and processed during first semester of the student's joining.

R.6.2 Supervisors) can be any full-time faculty member of the University/ affiliated colleges with a Ph.D. Degree and fulfilling either of the following:

- (i) Professor / Associate Professor/Reader/Lecturer of this University
- (ii) Professor/ Assistant Professor in an affiliated College.
- (iii) In case DRC recommends, teachers / scientists from national institute of repute also be considered as Supervisor of the candidate subject to the fulfillment of condition laid down for the recognition of Supervisor. In all such cases prior approval of Vice-Chancellor is mandatory.
- (iv) A faculty member from University Teaching Department/Affiliated Colleges/ Scientist or Teacher from national Institute of repute shall be considered as a thesis supervisor only if He/ She fulfils the criteria of having published at least 05 research papers in reputed peer reviewed /reputed national/international journals in last five years.

If a teacher/scientist has been recognized as research supervisor and has continued for more than eighteen months for guiding a candidate for the award of Ph.D. by any other recognized University, he shall continue to be recognized; as supervisor the University if joins the university. However, he needs to inform in writing to the Dean about his involvement as research supervisor in other University/ies. After retirement

/superannuation, the status of his continuance shall be in accordance with R.6.4.

No person will be normally allowed to guide his close relations. If somebody wants to do so, prior permission of the Academic Council will be necessary. If such permission is granted, the supervisor will not act as one of the examiners, when the thesis is submitted. All the three examiners will be external. The supervisor will also not suggest names of the examiners to evaluate the thesis. The term close relation includes wife, husband, son, daughter, sister, brother, nephew, niece, grand niece, grand nephew, 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.

The Dean shall receive and scrutinize the applications received for registration of research supervisor 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.

R.6.3 The Dean may appoint more than one Supervisor(s) not exceeding a total of three to supervise the student/candidate. These may be from inside or outside the Institution/ University and normally, there should not be more than two supervisors from within any one of the affiliated Institution/ any one faculty of the University. In special cases, candidate may be permitted to work under the supervision of two persons belonging to different faculties/subjects and one belonging to the University and one from outside the territorial jurisdiction *the* University.

Appointment of any other Supervisors) would not be made after the lapse of 18 calendar months from the date of initial registration of the student/ candidate. However, if appointed, he will be designated as co-supervisor.

R.6.4 Appointment of Supervisors and Caretaker Supervisor for Ph.D. students.

A faculty member appointed as a Ph.D. supervisor is normally expected to be available to a research student /candidate in the Center / University till the thesis is submitted. However, under unavoidable circumstances, such as: long leave of more than 12 months; resignation; retirement; or death; a supervisor may not be available to the student/scholar. In such special cases, the appointment of supervisors will be regulated as under:

I . Supervisor - proceeding on long leave of more than 12 months

(a) (i) Where more than one supervisor exists, the supervisor proceeding on long leave for more than 12Months can continue to be a supervisor, provided the supervisor existed for more than 12 months.

(ii) Where only one supervisor exists, another supervisor may be recommended to be appointed by the DRC in cases where a student has not yet submitted his summary.

(b) (i) If the summary of the thesis has been submitted before the supervisor proceeds on leave, he will continue to be the supervisor and only a caretaker supervisor will be appointed.

(ii) If the thesis has been submitted before the supervisor proceeds on leave, he will continue to be the supervisor and only a caretaker supervisor will be appointed.

(iii) Further, if a major revision becomes necessary, and the sole supervisor is on leave, he should be asked to specifically state whether he would effectively help the student carrying out the major revisions within a reasonable period. In case the sole supervisor expresses his inability due to one reason or the other, the caretaker supervisor, if he provides the required help in carrying out the major revision, will automatically be treated as a supervisor of that candidate.

- (c) If a supervisor proceeds on leave for a period less than 12 months initially, but later extends his leave beyond 12 months, the above procedure will be followed. The extension granting authority will inform the Dean accordingly.

II. A Supervisor retires

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

In other cases, a faculty member on retirement may continue as a supervisor/co-supervisor, if re-employed or appointed as Emeritus Fellow or Honorary Professor; or, if the synopsis of the thesis has been submitted. Appointment of another Supervisor, if necessary, will be as per I(a); and that of a caretaker supervisor as per I(b) above.

III. A Supervisor resigns

A new Supervisor will be appointed, if necessary, as per I (a), and a caretaker supervisor as per I(b).

IV. A Supervisor dies

A new Supervisor will be appointed, if necessary, on the recommendation of DRC/CRC.

- R.6.5** The maximum number of students, which can be supervised by a Professor at any time, can be eight. For other cadres of faculty, the maximum number shall be six for Associate Professor / Reader and four for Assistant Professor / Lecturer. A candidate if supervised by two or more than two supervisors shall be counted as 0.5 for each supervisor. The maximum number of students, which can be supervised by any teacher may however be relaxed by Vice Chancellor in exceptional cases on the recommendation of DRC/ Dean.

R.7 PATTERN OF COURSES AND CREDITS

The courses offered for the Ph.D. Programmes may be Lecture Course, Laboratory Courses, Design Courses, Self-Study Courses, Mini Project and Seminars as prescribed by the University..

- R.7.1** The credits (if applicable) for the courses will be decided by Dean from time to time taking into consideration the recommendations of DRC.

R.7.2 Self-study Courses shall satisfy the following conditions:

- (a) A self-study course should be preferably outside the ongoing post graduate courses.
- (b) A course not offered in a semester due to lack of sufficient number of students registering for it, may be offered as a self-study course in that semester with the prior approval of Dean on the recommendation of DRC.
- (c) A post graduate course already running in a semester shall not be offered as a self-study course, except with prior approval of the Dean to a candidate with more than ten years teaching experience.
- (d) A student shall not take more than two self-study courses per semester and not more than two during the entire Ph.D. programme.
- (e) The credits / scheme for a non-available self-study course shall be determined by the DRC and shall be sent for approval to Dean.

R.7.3 Seminars shall be characterized by the following conditions:

- (a) Seminar shall be treated as a self study course for the purpose of registration and evaluation.
- (b) Each seminar shall carry two credits.
- (c) Seminar co-coordinators shall be appointed by the DRC. They shall arrange the seminar and forward the grades awarded by the panels of examiners to the Chairman, DRC by the end of the semester.
- (d) A student shall not take more than two Seminars during the entire Ph.D. programme.

R.7.4 DRC may recommend additional courses/credits, if required, in a particular case.

R.7.5 A candidate shall earn credits for a course only if he obtains a minimum of B grade.

R.8 COURSE CREDIT REQUIREMENTS AND REGISTRATION FOR COURSES

R.8.1 All students registered for Ph.D. Programme are required to earn prescribed credits by taking courses as prescribed by the Supervisors, and approved by DRC. Normally every student shall be required to earn a minimum of eight credits for being in the programme.

R.8.2 Comprehensive examination shall be conducted after completion of the course requirements as prescribed in R-7.

R.9 COMPREHENSIVE EXAMINATION

R.9.1 (i) The following procedures are to be uniformly followed by all the Departments/ Research Centres in conducting the comprehensive examination for Ph.D. Scholars:

- (a) The written examination should be conducted by the DRC of the student after completion of the requisite course work within the guidelines laid down by the DRC.
- (c) The result should be forwarded within two weeks to the Dean.
- (d) This should be followed by evaluation of the research proposal by DRC **and** recommendation of final registration by it to the Dean.

R.9.2 The DRC on the basis of the performance of student in the examination; will make appropriate recommendations to the Dean out of the following:

- (a) (i) Clear
 - (ii) If not clear, to reappear in the examination after a defined period of time specified by the DRC and after taking additional courses, if any.
- (b) Research Plan along with the title of thesis
 - (i) Approved
 - (ii) Approved subject to partial modifications
 - (ii) Not approved

R.9.3 Full-time and part-time students must clear the comprehensive examination within a maximum of 12 and 18 months, respectively from the date of joining the programme, failing which their admission will be cancelled.

R.10 ELIGIBILITY FOR THE CANDIDACY FOR THE DEGREE

- R.10.1** The students are advised to make application for the candidature for the Ph.D. Degree through DRC to the Dean on the approved form soon after clearing the comprehensive examination.
- R.10.2** 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; and
 - (iii) Clearing the comprehensive examination.

R.11 PERFORMANCE MONITORING

- R.11.1** The academic/research progress of each student/candidate will be monitored by DRC. For this purpose, each candidate will be asked to submit a progress report at the end of each semester latest by 15th Dec./15th June and progress seminar at the end of every year till synopsis is submitted to Chairman-DRC through supervisors.
- R.11.2** The Chairman-DRC in the Department shall be coordinating collection of progress reports written and signed by the student/candidate duly forwarded by the Supervisors every semester.
- R.11.3** The Supervisors) and DRC will evaluate the progress report and the annual seminar of the student. The evaluation and the progress report shall be submitted to the Dean. If at any stage, the student wishes to modify the research plan and/or change the title of the thesis approved earlier, supervisor shall arrange the proposal to be put before DRC and the student shall make a presentation before it the details of the proposed modifications and its justifications. The DRC shall make appropriate recommendations to the Dean for approval.
- R.11.4** 'S* grade is to be awarded during that semester if the progress is 'satisfactory'.
- R.11.5** If the progress is 'unsatisfactory', 'U' grade is to be awarded. For the first appearance of 'U' grade, a warning shall be issued to the candidate. Subsequently, the fellowship, if being received by the candidate (in case of regular scholar) of the candidate would be withheld till the S grade is obtained.
- R.11.6** If there are two consecutive 'U's, the registration term shall be extended to the same extent. However, the total duration condition shall be operative.
- R.11.7 Semester Duration for the Research work.**
The semester duration terms for the research work shall be as follows:
- Odd Semester: July to December:
Even Semester: January to June

R.12 SEMINAR/SYNOPSIS/PANEL OF EXAMINERS

R.12.1 Pre- Submission Seminar

- (a) DRC shall assess the work through a pre-synopsis seminar. The student can submit the synopsis only if the DRC is satisfied about the quality of work for submission as a Ph.D. thesis.
- (b) The pre-submission seminar shall be adequately notified so as to enable interested staff members and students to attend the same.

R.12.2 Final Summary

- (a) The eight copies of final summary should be submitted normally within two months after the presentation of pre-submission seminar. In case the final synopsis is not submitted in the specified period, the reasons may be assigned.
- (b) The students shall submit the summary of his work normally at least a month prior to submission of the thesis.

R. 12.3 Panel of Examiners

A panel of six experts in the area of the Ph.D. thesis shall be suggested by the Supervisors) and recommended by the DRC while forwarding the title and final summary of the thesis. The panel so recommended should include at least 50% of the examiners from abroad /premier Institutions. In case, the panel is not approved by DRC, the same shall be referred back to the supervisor for revision. DRC may modify the panel of examiners submitted by the Supervisor or add another six names.

R.13 BOARD OF EXAMINERS

R.13.1 On receipt of the title and final summary of the thesis, the Dean shall appoint a Board of Examiners for each candidate with the approval of the Vice Chancellor. The Board will consist of internal examiner(s), normally the Supervisors), and two external examiners, from the approved panel. A person working in the same laboratory(ies)/ Institution(s)/ University, where Research Candidate is employed cannot, be appointed as External Examiner for evaluating the Thesis of that Research Candidate. As far as possible examiner must be a person in Professor grade or equivalent grade Scientist and in Science/technology subject(s) one examiner should be preferably from abroad.

R. 14 THESIS SUBMISSION

The thesis should bear evidence of the candidate's capacity for analysis and judgment as well as his ability to carry out independent investigation, design or development. No part of the thesis or supplementary published work shall have been submitted for the award of any other degree or diploma.

R.14.1 The thesis shall be written in English in the specific format, and shall contain a critical account of the candidate's research. It should be characterized by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to knowledge or development or a combination of these. Its format, front page/ cover format and color codes of the binding etc. shall be as specified by the University from time to time. Dissertations/Thesis in Arts/Social sciences can also be submitted in Hindi also. For specific subjects if a student request for submission the thesis in Hindi, it may be considered subject to the permission from concerned board of studies and DRC. In case of researches in languages, the thesis will be submitted in that language.

R.14.2 The Ph.D. thesis must contain the following copyright certification in the beginning of the thesis, on a separate page on the left side.
© **Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.), 200.-. ALL RIGHTS RESERVED**

R.14.3 The candidate for the degree shall submit five copies of the thesis with a soft cover. In case of co-supervision, six copies of thesis shall have to be submitted by the candidate.

R. 15 THESIS EVALUATION

- R.15.1** Each examiner will be requested to submit to the Controller of Examination detailed assessment report and his recommendations on the prescribed proforma, as fixed/revised by the university from time to time, within six weeks of the date of receiving the thesis.
- R.15.2** In the event of the thesis report not being received from an examiner within a period of two months, the DEAN may appoint another examiner with approval of the Vice Chancellor in his place for evaluating the thesis.
- R.15.3** (i) Examiners will examine the thesis individually with a view to judge whether the thesis is a piece of research work characterized by;
- (a) the discovery of facts, and/or
 - (b) a fresh approach towards interpretation and application of facts or theories, and/or
 - (c) a distinct advancement in instrument technology.
- (ii) The examiner will be required to give his opinion about candidate's capacity for critical examination and sound judgement. 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.
- (iii) (a) If all the three examiners recommend acceptance of the thesis, their recommendations shall be accepted.
- (b) If two of the three examiners recommend rejection, their decisions would be accepted. The candidate may, however, be allowed to submit the thesis normally after one year, provided the title of the thesis remains unchanged. Normal procedure will be followed for the evaluation of the thesis.
- (c) If one of the examiners recommends rejection, the candidate's replies to the comments made by the examiners shall be sent to the examiner and his clear verdict shall be sought. The examiner may then recommend acceptance, rejection or revision of the thesis.

In case the thesis is accepted, sub-clause (a) above will be applicable. In case of recommendation for revision, sub-clause (d) below will apply. However, if the examiner still recommends rejection, a fourth examiner would be appointed from the panel of the examiners already approved. In such cases sub-clause (e) will apply, (d) In case one examiner recommends revision of the thesis, the thesis would be revised normally within one year, if the candidate so desires. The revised version of the thesis would be sent to all the examiners for their recommendations. If the candidate does not agree for revision, he may ask for appointment of the fourth examiner under sub-clause (e) below:

- (e) The reports of all the examiners will be sent to him without disclosing the identity of the examiners, along with the response of the candidate, if any, to these. The thesis shall be deemed to be acceptable, if three out of four examiners recommend acceptance.

If the fourth examiner recommends revision, the thesis would be suitably revised, if the candidate wishes to do so; and resubmitted normally after three months and sent for examination to all the examiners except to the one in whose place, the fourth

examiner was appointed.

In case the fourth examiner recommends rejection or his recommendations for revision is not accepted by the candidate, the thesis would be rejected. The candidate may then avail the benefit of sub-clause (b) above.

- (f) If two of the three examiners recommend revision of the thesis, the candidate may revise the thesis accordingly and resubmit it normally within a period of one year for the evaluation by the same set of examiners, if he wishes to do so.
- (g) The correspondence regarding (c), (d) and (e) above will be done by the Dean (Res.).
- (h) If one examiner recommends rejection and other examiner recommends revision of the thesis the candidate may revise the thesis and resubmit it normally within a period of one year, for evaluation by the same set of examiners.
- (iv) Any doubt, arising out of following the procedure laid down in R.I 5.3 (iii) above, shall be referred to the competent authority for a decision.
- (v) In case of ambiguous recommendations by the examiner. Dean will approach the examiner for a clear recommendation. In case clear recommendation is not forthcoming, the matter may be referred to the competent authority for his decision.

R.16 RESUBMISSION

- (a) In case of resubmission of the thesis, a fresh fee for the examination shall be paid by the candidate.
- (b) The revised thesis may be submitted normally in 2 years from the date of such intimation.
- (c) No candidate shall be allowed to resubmit the same thesis more than once.

R.17 VIVA-VOCE EXAMINATION

R.17.1 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.

R.17.2 The ODC shall consist of Supervisors (internal examiners), and one external examiner. The internal examiner shall arrange the viva-voce examination of the candidate.

- R.17.3**
- (i) In case of non-availability of the External Examiner(s) in conducting the viva-voce examination, the Vice Chancellor may appoint another examiner to conduct the viva-voce examination from the existing panel. If needed, the DRC may suggest a fresh panel of examiners.
 - (ii) The viva-voce examiners shall be provided with the comments made by the examiners before the viva-voce examination.
 - (iii) If there is a difference of opinion among the viva-voce examiners, the recommendations of the Viva-voce Board will be put up to the competent authority
 - (iv) Internal examiner(s) shall 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 Internal Examiner for holding the viva-voce examination.
 - (v) In case of the inability of the internal examiner(s) to have the viva-voce examination conducted due to any reason whatsoever, the Vice Chancellor may appoint another Internal Examiner(s) from amongst the faculty of the department concerned who belongs to the particular field in consultation with Dean and Head of the Department concerned to conduct the viva-voce examination. In such cases also, the Ph.D. work

will be deemed to have been carried out under the guidance of the supervisors) only.

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

R.18 AWARD OF Ph.D. DEGREE

R.18.1 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 (a) and (b), 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.18.2 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; one for the Departmental Library and one for the Central Library. The thesis should incorporate all necessary /corrections / modifications.

R.19 FINANCIAL ASSISTANCE (University Fellowship)

R.19.1 If University fellowships are available; those students who are admitted on full-time basis are considered on request, for the award of University Fellowship of the amount as decided by the University and directed by the Government from time to time. The student getting University Fellowship will provide eight hrs of teaching assistance per week or as modified from time to time by the University.

R.19.2 In addition, the students may be given contingency grant in accordance with the rules of the University. The maximum duration for which fellowship can be awarded to any Ph.D. student is 5 years or till the end of the Semester in which the thesis is submitted, whichever is earlier.

Continuation of the fellowship is contingent on satisfactory academic and research performance and satisfactory performance in the discharge of responsibilities assigned under the scheme.

It is to be noted that admissions to the Programmes and award of fellowship are not linked. Admission to any programme does not guarantee the award of fellowship. Those who are not awarded fellowship can continue with the programmes as a self financing student.

R.20 TUITION FEE WAIVER TO Ph.D. STUDENTS/CANDIDATES

The following categories of research students/candidates may be awarded 50% tuition fee waivers :

- (i) All full-time University research students/candidates including QIP. The University research

students/candidates include those who obtain direct scholarship through MHRD, CSIR & UGC, provided they are getting scholarship of the same values as that of MHRD, etc.

- (ii) Research students/candidates admitted to Ph.D. programme from DST, CSIR and other government Organization, involved in research/development activities /Institutions.

Additional 25% fee waiver can also be given on case by case basis, the maximum number of such waivers being restricted to 50% of the University research students/candidates on roll. For grant of additional 25% fee waiver to the full-time University research students /candidates, the respective DRC will assess the performance and consider the cases of the deserving scholars on case by case basis and recommend the name(s) of the concerned students/candidate(s) to the Dean for approval.

- (iii) For the University staff pursuing Ph.D. at the University including those getting assistantship from projects, the tuition fee is waived up to 75%.

R.21 LEAVE AND ATTENDANCE

A student/candidate will be entitled to avail leave as per Leave Rules/Attendance Rules formulated and amended from time to time by the University.

- (a) **During Course Work:** A full-time Ph.D. student, during his stay at the University/ Centre will be entitled to leave for 30 days including leave on medical grounds, per academic year. He will not be entitled to mid-semester breaks, summer and winter vacation at the end of the first semester.

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) such an extension of leave upto additional 30 days or a part thereof will be granted only once during the programme of the scholar.
- (iii) 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.

(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 additions, a Ph.D. student/ candidate who has completed his course work may be granted leave on medical ground up to 10 days per academic year.

The women research student/candidate will be eligible for Maternity Leave with fellowship for a period not exceeding four months once during the tenure of the award.

ATTENDANCE

A Ph.D. student irrespective of the source of research assistantship including self financing student not drawing any fellowship and sponsored student, while pursuing course work, must have at least 75% attendance in each course in which he is registered. In case his attendance falls below 75% in any course during a month he will not be paid fellowship for that month.

Further if his attendance again falls short of 75% in any course in any subsequent month in that semester his studentship and fellowship will be terminated. A student falling short of 75% attendance in a course shall not be permitted to appear in the examination of that course.

A research student/candidate after having completed the course work must attend to his research work on all the working days and mark attendance except when he is on duty /sanctioned leave. The

requirement of 75% attendance will apply as above on daily attendance except in the cases where longer leave have been duly sanctioned within the leave entitlement of the student.

For the above purpose, if 75% works out to be a number which is not a whole number, the immediate lower whole number will be treated as the required 75% attendance.

R.22 WITHDRAWAL FROM SEMESTER/COURSES

R.22.1 A student/candidate may be permitted by the Dean, to withdraw from all the courses registered by him or the entire semester, 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.

R.22.2 Under no circumstances will a request for withdrawal 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 rejoining the department, if not produced already. Withdrawal will not be granted retrospectively.

R.22.3 The period of authorized absence in the semester should not be less than eight weeks of contact period for Semester withdrawal to be granted. Regularity in attending the classes and satisfactory performance in the mid-term examinations, if any, held prior to the date of application for withdrawal are the factors which would be taken into account while recommending/granting withdrawal.

R.22.4 Any semester withdrawal will count towards the maximum limit of six **years** as stipulated above.

R.23 CANCELLATION OF REGISTRATION

R.23.1 Registration of a student/candidate shall be cancelled in any one of the following eventualities, after due approval of DEAN.

- (i) if he absents himself for a continuous period of four weeks without prior intimation/sanction of leave.
- (ii) if he resigns from the Ph.D. Programme 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 comprehensive examination as stipulated.
- (vi) if he is found involved in an act of misconduct and/or indiscipline and termination has been recommended by a competent authority.

R.24 GENERAL

R.24.1 Notwithstanding anything contained in these Ordinances, Regulations and Rules 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.

R.25 INTERPRETATION

R.25.1 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

R.26 Eligibility for admission to Ph.D. programmes may be reviewed from time to time by the concerning faculty and approved by the Academic Council.

APPENDIX -A-I
Format of Application for Admission to Ph.D. Programme

1. Name of student : Photo
 2. Father's name :
 3. Mother's name :
 4. Date of Birth :

5. Educational Qualifications (starting from Secondary school exam/high school)

S.N.	Exam passed/ Degree obtained	Board/University	Year	Division/Grade

6. Category (Eligible in): VRET/ VRET Exempted :
 7. Classification: (Full time/ Part time) :
 8. Merit Position in VRET :
 9. Category (GEN/SC/ST/OBC/PH) :
 10. Date of application :
 11. Broad Area :
 12. Sub area :
 13. If employed, place of work :
 14. Address, Phone Nos. E-Mail :
 15. Name, designation, official address, contact Nos. and E- Mail of Proposed Supervisor/s/ Centers (Preference wise, If not selected for UTD) :
 16. Application fee details :
 17. Enrolment / Migration certificate details, whichever applicable

Signature of student

(For Part time / sponsored candidates only)
 Declaration by Employer of the candidate

Application of Sh./Smt./Miss _____, who is working as _____ in our Institution for admission of Ph.D. in Guru Ghasidas Vishwavidyalaya, Bilaspur is forwarded. In case, he/she is selected for admission by the University in the programme; he shall be allowed to pursue the Ph.D. as a part time candidate. Our Institution shall allow him/her to complete the essential residential and other requirements of the programme as per the rules of the University. For full time study, he shall be relieved/sponsored by our Institution for three/two years.

Date:

Head of the Institution
with Seal

Counter signature

Head of Department/ In charge of Research Centre
(of the Institution, where the student is proposed to be registered)

APPENDIX -A-2

Format of Supervisor's Registration for Ph.D. Programme

1. Name of Faculty : Photo
2. Father's name :
3. Date of Birth :
4. Designation, official address, contact Nos and E- Mail :
5. Contact address, contact No.s, E- mail :
6. Educational Qualifications (starting from Bachelor's degree)

S.N.	Degree obtained	University	Year	Division/Grade

7. Date of application :
8. Broad Area :
9. Sub area :
10. Research activities in last five years :
11. Details of patents/publications etc. and self assessment as per Appendix C

Signature

Counter signature

Head of Department/ In charge of Research Centre

(For use in University)

Marks as per Regulations:

(Signature of official) Date:

Recommendation of Dean

- (a) To be approved / Need review
- (b) To be Recommended to get further details about the person
- (c) To Be Not approved

Signature

Date

Approved as (a)/ (b)/(c) above with

Vice Chancellor

Date

Supervisor's No.

(Faculty) (year- two digits) (three digit no.)

APPENDIX-A-3
Format of Approval of Supervisor's for a Candidate

1. Name of student :
2. Father's name :
3. Mother's name :
4. Date of Birth :
5. Broad area and Sub area of research plan :
5. Supervisor's name/s with No.(s) :
6. Broad Area and Sub area of Specialization of Supervisor(s):

Signature of Supervisors)

Chairman DRC

Member (s) DRC

Date

(For use in Dean office in University) Approved / Queries to be furnished

Dean

Date

APPENDIX C

TABLE SHOWING PROCEDURE FOR AWARDING MARKS ON RESEARCH RELATED ACTIVITIES

S. N.	Nature of Work	Category	Description		Max. limit on marks for each category
1.	Patents	Abroad/India	04 marks for each patent awarded, 01 marks for each patent filed.		15
2.	Paper Published	Journal	International	03 marks for each paper	20
			National	02 marks for each paper	
		Conference	International	02 marks for each paper / 03 marks for each invited talk	10
			National	01 marks for each paper	
3.	Papers Reviewed/ Discussion/ Reply to discussion/point of view/editorial published	Journal	International	01 marks for each	10
			National	0.5 marks for each	
4.	Poster paper/ only oral presentation	Conference	International	01 marks for each	10
5.	Projects / Ph.D. Guided	Master Degree projects/M. Tech./ M. Phil/ Ph.D.	01 marks for each project guided 02 marks for each Ph.D. guided		15