NIEPA
M.Phil./Ph.D. Degree Regulations 2020

(Minimum Standards and Procedure for Award of M.Phil. /Ph.D. Degrees)

National Institute of Educational Planning and Administration (NIEPA)

(Deemed to be University)

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NOTIFICATION
New Delhi, March, 2020

The National Institute offers M.Phil./Ph.D. integrated programme, Ph.D. (Full time and part-time) programme in Educational Planning and Administration from broader interdisciplinary social science perspective. The National Institute of Educational Planning and Administration (NIEPA) hereby makes the following Regulations, namely:- M.Phil./Ph.D. Degree Regulations 2020 (Minimum Standards and Procedure for Award of M.Phil. /Ph.D. Degrees)

A. M.Phil. Programme

1. Eligibility criteria for admission to the M.Phil. programme

1.1   Candidates for admission to the M.Phil. programme should have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

1.2   A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-abled and other categories of candidates as per the decision of the Institute from time to time, or for those who had obtained their Master's degree

prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedure.

2. Duration

2.1 M.Phil. programme will be of four (4) consecutive semesters / two years duration.

2.2 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the rules of NIEPA.

2.3 The women candidates and Persons with Disability (more than 40% disability) are allowed a relaxation of one year. In addition, the women candidates shall be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil. programme for up to 240 days.

2.4 M.Phil. scholars will be entitled for a maximum period of 30 days of leave in a calendar year in addition to public holidays as stipulated in the UGC guideline. They will not be entitled to any other leave. A scholar will be given leave up to 60 days without fellowship in special/exceptional circumstances of medical exigency. The period of leave without fellowship will be counted towards the total tenure of the programme.

3. Procedure for Admission

3.1 Institute conducts Entrance Test for M.Phil.-Ph.D Programme.

3.2 The candidates who qualify the Entrance Test are interviewed by the Interview Committee to acertain the interest and merit of the candidates for research.

3.3 The Interview Committee, among others, also considers the following aspects, viz whether:

3.3.1 The candidate possesses the competence for research.

3.3.2 The proposed research work can be suitably undertaken at the Institute.

3.3.3 The proposed area of research can contribute to new knowledge.

3.4 Personal interview is conducted where the candidates are required to discuss their area of research interest.

3.5   Reservation policy of the Central Government issued from time to time is implemented in the Institute.

4.   Course Work

4.1   The M.Phil programme shall cover both Compulsory (Core) Courses as well as Optional Courses followed by Dissertation. Each scholar shall be required to take seven Compulsory Courses and two Optional Courses or the number of courses decided by the Institute from time to time.

4.2   Each of the Compulsory Course shall be of two credits while Optional Courses shall be of one credit each.

4.3   75% of attendance is mandatory during the course work. However, under unforeseen circumstances and in exceptional cases the Vice-Chancellor may give relaxation of up to 25% in attendance on the recommendation of the SAC. Scholars having less than 75% of attendance shall be required to repeat that particular course as and when conducted next time.

4.4   In case a scholar fails to qualify the course work in the first year, he/she shall not be allowed to proceed for dissertation work.

4.5   While 'C+' (C Plus) shall be the minimum qualifying grade in each course, the overall qualifying grade required for pursuing the next stage of the programme (dissertation/thesis work) shall however, be 'B'.

4.6   Scholars securing less than 'B' grade shall be given an opportunity to improve their grades on both the components of the CCE. Such an opportunity for improvement of grades shall be extended only to four out of nine courses.

Also, any scholar who secures grade 'B' or less in any course shall be given opportunity to improve her/his grade in the respective course. This process is expected to be completed within one month from the date of declaration of result of that course.

5.   Research Advisory Committee and its functions

5.1   There shall be a Research Advisory Committee for M.Phil. scholars. The Member Secretary of Committee shall be the Convener of this Committee. This Committee shall have the following responsibilities:

5.1.1   To review the Research Proposals and allocate Research Supervisors.

5.1.2   To guide the research scholar to develop the study design and methodology of research.

5.1.3   To periodically review and assist in the progress of the research work of the research scholar.

6.   Allocation of Research Supervisor

6.1   Any regular Professor of the Institute with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the Institute with a Ph.D. degree with at least two research publications in refereed journals are recognized as Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

6.2   Only a full time regular faculty of the Institute can act as a supervisor. The external supervisors are not allowed. However, Co-supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

6.3   The allocation of Research Supervisor for a selected research scholar shall be decided by the Institute depending upon the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.

6.4   In case of topics which are of inter-disciplinary nature where the Institute feels that the expertise in the Institute has to be supplemented from outside, the Department may appoint a Research Supervisor from the Institute itself, who shall be known as the Research Supervisor, and a Co-supervisor from outside the Institute on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

6.5   A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. scholars.

6.6   In case of relocation of an M.Phil. woman scholar due to marriage or otherwise, the research data will be allowed to be transferred to the Institute to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however, give due credit to the parent guide and the institution for the part of research already done.

7.   Registration of M.Phil. Title/Topic

7.1   Every scholar shall be assigned a research supervisor by the Committee for Allotment of Supervisor (CAS). The CAS may, if necessary, recommend appointment of a co-supervisor. The reason for joint supervisor will be recorded in the proceedings by the CAS. The joint supervisor should be an eminent scholar. Prior consent of the joint supervisor shall be obtained before candidates' registration.

7.2   The scholars will finalize the topic for research in consultation with the assigned supervisor.

7.3   The synopsis of M.Phil. Dissertation submitted by the scholar through his/her supervisor shall be reviewed in Faculty and Peer Review Seminar. Minor changes in the Topic of the Dissertation may be made by scholar in consultation with the Supervisor and with information to Steering Committee/CAS.

7.4   After presentation, the scholar shall improve upon the synopsis and submit the final synopsis to Steering Committee. The final version of the synopsis duly approved by the supervisor(s) will be submitted for approval by the Board of Studies (BOS)/Academic Council (AC). Title shall not be changed once the title is approved by the Academic Council. However, without changing the area of research, minor modifications may be made in the title.

7.5   The list of all the M.Phil. registered students will be uploaded on website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/ registration, etc.

8. Change of Supervisor

8.1   In case a supervisor, under whose supervision a dissertation has been prepared in part or in full, ceases to be a faculty of the Institute, another faculty member will be recommended as supervisor by the CAS for approval and the change will be reported to BOS/AC.

8.2   In certain cases the CAS shall recommend the name of joint supervisor from outside the faculty of the Institute if it considers desirable, for approval by BOS/AC. Such a person will be a scholar of eminence with the specialization in the field and with proven ability. The reason for appointing such a person as supervisor shall be recorded.

8.3   If the supervisor of a scholar leaves the Institute before completion of the research work or is unable to supervise the work due to some reasons, the CAS may recommend change of supervisor and inform BOS/AC.

9. Submission of M.Phil. Dissertaiton

9.1   **Pre-submission:** Prior to the submission of the dissertation, the scholar shall make a presentation in the Pre-submission Seminar which will also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation in consultation with supervisor and endorsed by the Steering Committee.

9.2   M.Phil. scholars shall present at least one (1) research paper in a conference/seminar which is mandatory before the submission of the dissertation/dissertation for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

9.3   M.Phil. Dissertation is to be submitted on or before 30th April of Second year of M.Phil. programme.

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

10.1   The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall be 36 credits (16 +4+16).

First Semester (8 credits)		Second Semester (8 credits)	
CC-1 Perspective on Education CC-2 Education in India CC-3 Research Methodology-I CC-4 Educational Policy	(2 Credits) (2 Credits) (2 Credits) (2 Credits)	CC-5 Research Methodology-II CC-6 Educational Planning CC-7 Educational Administration and Management OC: Optional Course	(2 Credits) (2 Credits) (2 Credits) (1 Credits)
		OC: Optional course (2 Optional Course to be selected by the scholar from the List of Optional Courses)	(1 Credits)
		Summer Internship/Project Work	(4 Credits)
Third Semester		Fourth Semester	
1. Workshop on the use of Software Application in Research 2. Writing Workshop 3. Tutorials with Guides			
Dissertation and Viva Voce (16 Credits) One third weightage will be assigned for viva Voce.			
Total Credits=36 Credits (1 Credit= 18 hours) Total Credit hours-648 hours			

10.2   The Institute shall evolve a mechanism using well-developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

10.3   The supervisor of the candidate shall submit three names of the experts, to the Chairperson, Steering Committee along with contact details, which will be examined by Standing Advisory Committee (SAC). The experts shall be either Professors, Associate Professor or Persons of Eminence or Persons holding equal status and their specialization shall be relevant to the dissertation.

10.4   SAC may recommend names of 3 external examiners to the Vice- Chancellor by adding or deleting any name of expert from the list of examiners recommended by the supervisor of the candidate.

10.5   The dissertation submitted by the scholar for the award of M.Phil. degree shall be examined by two examiners-one external (shall be persons not on the faculty of the Institute) and second will be Internal (supervisor).

10.6   Vice-Chancellor will nominate one external examiner out of the list of three examiners recommended by the SAC. Examiner will be requested to send his/her evaluation reports within a period of 3 weeks in a suggestive format given by the Institute (Annexure A- I)

10.7   The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together who will submit a joint report as per Annexure A- II. The viva voce shall be open to all faculty members of the Institute, other research scholars and other interested experts/ researchers and will be organized by the examination committee.

10.8   The entire process of evaluation of M.Phil. dissertation will be completed within a period of six months from the date of submission of the dissertation.

10.9   The candidates shall have to secure a minimum of B+ (B PLUS) Grade in M.Phil for the transition from M.Phil. to Ph.D.

Report of Evaluation of M.Phil. Dissertation

1.	Name of the candidate	
2.	Department	
3.	Proposed Date of Viva	
4.	Topic of Dissertation	
5.	Detailed Report regarding evaluation of dissertation (Additional Sheet be attached if needed)	
(i)	Usefulness and importance of the topic selected	
(ii)	Review of Literature	
(iii)	Work Plan/ Chapterization	
(iv)	Data Obtained – its evaluation or analysis and interpretation	
(v)	Language – Clarity and Coherence	
(vi)	Inferences/conclusions drawn	

1. *Grade Awarded:*

The rules for examining and classifying the Dissertation and Viva-voce are as under:-

(i)   Grade 'O', with 'Distinction', if the candidate deserves 85% or more marks

(ii)   Grade 'A+', if the candidate deserves 75 % or more but less than 84% marks

(iii)   Grade 'A only', if the candidate deserves 70 % but less than 74% marks.

(iv)   Grade 'A-', if the candidate deserves more than 65 % marks but less than 69% marks

(v)   Grade 'B+', if the candidate deserves more than 60 % marks but less than 64% marks

(vi)   'Unsatisfactory', if the candidate deserves less than 60% marks

2.   *Grade Awarded*   ☐

_____

Signature of Examiner

Name……………………...

Address ……………………...

Date:

Report of Viva-voce Examination of M.Phil.

1.	Name of the candidate	
2.	Department	
3.	Proposed Date of Viva	
4.	Topic of Dissertation	
5.	Report Regarding Viva-voce of the Candidate	
(i)	Comprehension of the subject dealt in the Dissertation:	
(ii)	Clarity in answering questions raised during Viva:	
6.	Grade Awarded (Please see overleaf for details)	

Signature of Internal Examiner   Signature of External Examiner

Name…………………………………   Name…………………………………

Address …………………………....   Address ………………………………

Date: Date:

Signature of Chairperson/Member Examination

Committee_____

B. Direct Ph.D. Programme (Full Time/Part-Time)

1. Eligibility criteria for admission to Ph.D.programme

1.1   Candidates for admission to the Ph.D. programme should have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

1.2   A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-abled and other categories of candidates as per the decision of the Institute from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace marks procedure.

1.3   Candidates who have cleared the M.Phil. with at least 'B⁺' grade and successfully completed the M.Phil. Degree of the Institute and meet FGPA of 5 or above on the ten point scale are eligible to proceed to do research work leading to the Ph.D. Degree in the Institute. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ ST/OBC(non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the Institute from time to time.

1.4   Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, have to undergo test conducted by the Institute for admission to Ph.D. programme.

1.5   In Integrated M.Phil.-Ph.D., the M.Phil. scholars will be given provisional admission to the Ph.D. Programme till the declaration of M.Phil. Programme result subject to the condition that they score FGPA of 5 or more on the ten point scale. The provisional admission stands cancelled if any M.Phil. student does not obtain a FGPA of 5 or above on the ten point scale.

2.   Duration of the Ph.D. Programme

2.1   Direct Ph.D. programme shall be for a minimum duration of three years and a maximum of five years, including one-year course work. Ph.D. part-time programme will be of minimum duration of 5 years and maximum of 8 years including one-year course work.

Programmes and Duration

Programme	Minimum Duration	Maximum Duration
Integrated M.Phil.-Ph.D. Programme	2 years M. Phil. + 2 years Ph.D.	2+3+1=6 years 02 years M.Phil. 03 years Ph.D. 01 year extendable
Direct Ph.D. Programme	3 years including 1 year course work	4 +1 year extendable = 5 years
Ph.D. (Part-time)	3 years including 1 year course work	7 years including 1 year course work

2.2   Extension beyond the above limits, subject to the recommendation of the supervisor, will be considered by the Vice-chancellor on the recommendation of Standing Advisory Committee of the Institute.

2.3   The women candidates and persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/ Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

2.4   Ph.D. scholars shall be entitled for a maximum period of 30 days of leave in a calendar year in addition to public holidays as stipulated in the UGC guideline. They shall not be entitled to any other leave. A scholar shall be given leave up to 60 days without fellowship in special/exceptional circumstances of medical exigency.

The period of leave without fellowship will be counted towards the total tenure of the programme.

2.5   In special cases, Ph.D. scholars may be allowed leave without fellowship up to one academic year during the entire tenure for accepting teaching assignments on a temporary basis, provided the assignment is in the same city/town. In other cases, leave without fellowship will be restricted to a period of three months during the entire tenure on the recommendation of the supervisor. The period of leave without fellowship will be counted towards the total tenure.

3.   Procedure for Admission

3.1   Institute conducts Entrance Test for Ph.D. Programme.

3.2   Reservation policy of the Central Government issued from time to time is implemented in the Institute.

3.3   Personal interview is conducted where the candidates are required to discuss their interested area of research through a presentation before a duly constituted Interview Committee.

3.4   The interview committee also considers the following aspects, viz whether:

 3.4.1   The candidate possesses the competence for the proposed research.

 3.4.2   The research work can be suitably undertaken at the Institute.

 3.4.3   The proposed area of research can contribute to new additional knowledge.

3.5   The list of all the Ph.D. registered students will be uploaded on website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her Supervisor/Co-supervisor, date of enrolment/ registration, etc.

4.   Allocation of Research Supervisor: Eligibility criteria to be a Research Supervisor, Number of Ph.D. scholars permissible per Supervisor, etc.

4.1   Any regular Professor of the Institute with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the Institute with a Ph.D. degree with at least two research publications in refereed journals may be recognized as Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

4.2   The allocation of Research Supervisor for a selected research scholar shall be decided by the Institute depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva-voce.

4.3   Only a full time regular teacher of the Institute can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other related institutions with the approval of the Research Advisory Committee.

4.4   In case of topics which are of interdisciplinary nature where the Institute feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Institute on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

4.5   A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

4.6   In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data will be allowed to be transferred to the Institute to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

5.   Research Advisory Committee and its functions

5.1   There shall be a Research Advisory Committee for Ph.D. scholars. The Member Secretary of the Committee shall be the Convener of this Committee. This Committee shall have the following responsibilities:

5.1.1   To review the research proposal and finalize the topic of research;

5.1.2   To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

5.1.3   To periodically review and assist in the progress of the research work of the research scholar.

5.2   A research scholar shall appear before the Research Advisory Committee (Half -Yearly Progress Review Committee) once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The presentation will be attended by supervisor of the scholar and other faculty members. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institute with a copy to the research scholar.

5.3   In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institute with specific reasons for cancellation of the registration of the research scholar.

5.4   In addition, the research scholar shall make a presentation of the progress of his/her work for evaluation and further guidance in the Annual Seminar of Ph.D. Scholars. The annual Seminar report shall be submitted by the Research Advisory Committee to the Standing Advisory Committee of the Institute with a copy to the research scholar. It is mandatory for all Ph.D scholars to make a presentation of their research progress once in a year in the Annual Seminar, if the scholar does not present in Annual Seminar, necessary action will be taken including discontinuation of fellowship and de-registration of the scholar as deemed fit.

6.   Registration for Ph.D.

6.1   The date of registration for direct Ph.D scholars will be the date of admission. The date of registration for Integrated M.Phil- Ph.D scholars will be 1st July.

6.2   Every scholar admitted to the Ph.D. programme shall be assigned a research supervisor by the Committee for Allotment of Supervisor (CAS) on the recommendation of the Steering Committee. The CAS may, if necessary, recommend appointment of a co-supervisor. The reason for joint supervisor will be recorded in the proceedings by the CAS. The joint supervisor shall be a scholar of

eminence. Prior consent of the joint supervisor shall be obtained before candidates' registration.

6.3   Research preparation for Ph.D. programme will be assessed through specific research seminars wherein the scholar will present draft synopsis for the peer review and faculty observations in a seminar. These review seminars will be organised by the Steering Committee.

6.5   After presentation, the scholar shall improve upon the synopsis and submit the final synopsis to Steering Committee. The final version of the synopsis duly approved by the supervisor(s) will be submitted for approval by Academic Council (AC).

6.6   The above is expected to be completed within six months from the date of start of the Ph.D. programme.

6.7   *Change of Supervisor*

6.7.1   In case, a supervisor under whose supervision a thesis has been prepared in part or in full, ceases to be a faculty of the Institute, another faculty member will be recommended as supervisor by the CAS for approval by BOS/AC.

7.   Post Registration Requirements for Ph.D.

7.1   Once registered, the scholar and his/her work shall be under the general disciplinary control of the Institute. Provided that the Vice-chancellor shall have the powers to cancel the registration of a candidate at any time, after the issue of due show cause notice, on disciplinary or any other grounds which are considered to be not in consonance with the dignity and behaviour of a researcher.

7.2   Steering Committee/Standing Advisory Committee may allow minor changes in the wording of the title of the thesis before the pre-submission seminar.

7.3   Every thesis shall be a piece of research work characterized either by discovery of new facts or enunciation of a new theory or theories or by fresh interpretation of known facts. In either case, it shall evince the capacity of the candidate for critical examination and judgement. The literary presentation of the thesis should be of high standard i.e. concise, laid out logically and in proper sequence free from grammatical and typographical errors and referenced properly.

7.4 Any original paper(s) pertaining to the area of specialization published by the scholar during the Ph.D. programme may be submitted as subsidiary or supporting material in favour of his/her candidature for the award of the Ph.D. degree.

7.5 The scholar may incorporate in his/her thesis the contents of any work that he may have published on the subject but shall declare this fact in the thesis. However, he/she shall not submit his/her thesis on any work for which the degree has been conferred on him/her by any Institute.

7.6 **Minimum duration of Ph.D. programme for submission of thesis.** Upon confirmation of title of the thesis, full time scholars are expected to pursue their research on the approved topic for a period of minimum two years before their work can be submitted. In case of part-time Ph.D. students, minimum period would be three years.

7.7 **Extension to submit Ph.D. thesis for regular period of beyond 4 years.** In exceptional cases, an extension of additional one year can be granted by the competent authority, on recommendation of the supervisor at least one month before the deadline, for full time scholars.

7.8 **Pre-submission presentation.** A Pre-submission presentation will be made by the scholar. External Expert is invited for Pre-submission Seminar which will also be open to all faculty members and other research scholars. The feedback and comments obtained from them may suitably be incorporated into the draft thesis in consultation with the supervisor and endorsed by Steering Committee. Draft thesis is to be submitted in a spiral-bound form within a period of six months.

7.9 After making Pre-submission seminar presentation, if a scholar is unable to submit the thesis for evaluation within six months period, the Scholar is required to make another Pre-submission seminar. A penal fee as decided by the Vice Chancellor will be imposed for second Pre-submission seminar presentation.

7.10 Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

8.   Re- registration

8.1   The name of a scholar shall be removed from the rolls of the Institute if he/she fails to submit his/her Ph.D. thesis within five years from the date of admission to full time Ph.D. programme or seven years from the date of his/her admission for the Part-time Ph.D. Programme. However, the Academic council may, accept the request of the scholar whose name has been removed after confirmation from the rolls of the Institute on recommendation of Board of Studies/Standing Advisory Committee, to get re-registered and become eligible for submission of his her thesis, provided that he/she submits his/her thesis within one year from the date of his/her re-registration.

8.2   The scholar will have a maximum period of 3 years to apply for re-registration from the date of de-registration. After getting re-registration, he/she should submit his/her thesis within one year from the date of his/her re-registration. It is further resolved that scholar must inform in writing through his/her supervisor, the intent of his/her de-registration.

9.   Evaluation and Assessment Method, minimum standards/credits for award of the degree, etc.

9.1   Institute shall evolve a mechanism using well-developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the Institute where the work was carried out, or to any other Institution.

9.2   The supervisor of the candidate shall submit names of five external experts (one of the experts may be from another country), to the Steering Committee along with contact details which will be examined by Standing Advisory Committee (SAC). The experts shall be either Professors or Persons of Eminence or Persons holding equal status and their specialization shall be relevant to the thesis.

9.3   SAC may recommend name of 05 external examiners to the Vice-Chancellor by adding or deleting any name of expert from the list of examiners recommended by the supervisor of the scholar.

9.4   The thesis submitted by the scholar for the award of Ph.D. degree shall be examined by three examiners - two external and third will be the supervisor.

9.5   Vice-Chancellor will nominate two external examiners out of the list of five examiners recommended by the SAC. Examiners will be requested to send their evaluation reports within a period of maximum 3 months in a suggestive format given by the Institute (Annexure B- I).

9.5.1   Each examiner shall, after examining the thesis submitted by the candidate for the award of the Ph.D. degree, submit a report in a prescribed proforma to the Institute containing a clear recommendation that in his/her opinion.

   (a)   The thesis is recommended for the conduct of viva-voce;
   (b)   The thesis should be modified/revised and resubmitted for evaluation; or
   (c)   The thesis is rejected

9.5.2   Viva-voce will be conducted after the two external examiners' recommendation.

9.5.3   If one of the two external examiners recommends resubmission with some modification in the thesis, the scholar shall be asked to modify the thesis and resubmit the same not more than twice, the maximum period being one year for each submission after having carried out all the modifications with a certificate from the supervisor that all the modifications have been carried out.

9.5.4   A resubmitted thesis shall be examined by both external examiners who evaluated the original thesis unless any of them is unable or unwilling to do so in which case, a substitute shall be appointed from the panel by the Vice-Chancellor.

9.5.5   In case one of the external examiners recommends the rejection of thesis it shall be referred to third examiner to be appointed by the Vice-Chancellor out of the panel.

9.5.6   It the third examiner also recommends the rejection of thesis, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

9.6   Viva-voce examination of Ph.D. is open to all faculty and all research scholar of this Institute. However, the discussion during the viva-voce examination will be strictly between the examiners and the Ph.D. scholars. Observations/ questions etc. can be raised by others only after viva-voce examination is over.

9.7 After the viva-voce, the report shall be prepared by examiners conducting the viva-voce examination, clearly stating whether the candidate deserves to be awarded Ph.D. degree for the thesis submitted by him/her. A suggestive format of Viva-voce report is given as Annexure B–II.

9.8 In case, the candidate is unable to attend the viva-voce on the fixed date for unavoidable reasons, the Vice-Chancellor on a request of the candidate in writing may allow one time postponement up to a maximum period of three months from the date of previously fixed date of viva-voce by the Institute failing which the candidate will be declared ineligible for the award of degree.

9.9 A scholar whose thesis is rejected shall not be registered again for the Ph.D. degree with the same topic.

9.10 The process of evaluation will be completed within 6 months but may not take more than 1 year.

10. Depository with INFLIBNET

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

10.2 Prior to the actual award of the degree, the Institute shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.

Ph.D. Thesis Evaluation Proforma

Name of the Scholar	
Title of the Thesis	

Kindly give your evaluation report in terms of the following:	
A. General Observations on the Work (Covering rationale of the study; objectives of the study, review of literature; methodology; sampling, instruments, data analysis, result & discussion; identification of research gaps; suggestions for further research; original contribution to the field) (An additional Sheet may be used)	
B. Chapter-wise comments (also covering presentation of work) (An additional Sheet may be used)	
C. Modification suggested (An additional Sheet may be used)	

Recommendation

(a)   Thesis is accepted in the present form and viva voce be conducted

(b)   Thesis may be modified/revised and resubmitted for evaluation

(c)   Thesis is rejected

The questions to be raised during viva-voce:

(i)

(ii)

(iii)

(iv)

(v)

Signature of the Examiner	
Name & Designation	
Date	
Email Address	
Mobile No.	

Viva-voce Examination Report of Ph.D. thesis
(Jointly by the examiners)

Name of the Scholar	
Title of the Thesis	
Report enclosed	
Date	
Recommendations: Degree may be Awarded (i) YES (ii) NO	

Signature of Internal Examiner   Signature of External Examiner   Signature of External Examiner

Name……………………   Name……………………   Name……………………

Address ……………………   Address ……………………   Address ……………………

Email……………………..   Email……………………..   Email……………………..

Date: Date: Date:

C.   Miscellaneous

1.   Once registered, the scholar and his/her work shall be under the general disciplinary control of the Institute. Provided that the Vice-Chancellor shall have the powers to cancel the registration of a candidate at any time, after the issue of due show cause notice, on disciplinary or any other grounds which are considered to be not in consonance with the dignity and behaviour of a researcher.

2.   Steering Committee/Standing Advisory Committee (SAC) may allow minor changes in the wording of the title of the M.Phil. dissertation/Ph.D. thesis before the pre-submission seminar.

3.   Regular fees are payable for the full period until submission. Scholars are expected to pay any other administrative/submission fees as per rules.

4.   A full time Ph.D. scholar, after confirmation of the research topic and on the recommendation of the supervisor will be allowed to convert into Part-time Ph.D. Scholar on getting permanent job in the Central/State Governments or Universities/Collages.

5.   No candidate shall join any other course or appear at any examination of any Institute while conducting research. The Vice-Chancellor may, however, allow a candidate to attend a course in the NIEPA or any other University which is relevant to his/her research.

6.   Notwithstanding what is contained in the rules, the Vice-Chancellor may in exceptional circumstances consider relaxation of any of the provisions at his/her discretion.