

Important Instructions for Registered Ph.D. Candidates-Batch 2019

(A) General Instructions for the Candidates

1. University shall confirm **Registration/Admission** to candidate for Ph.D. programme on the recommendation of **Research Degree Committee (RDC)** and its approval by the Vice-Chancellor after successful completion of course work.

The candidate would be required to submit the fee for Ph.D. work (registration/continuation of the registration fee) every year or part thereof.

2. Ph.D. programme shall be for a **minimum duration of three years, including course work and a maximum of six years** from the date of approval by RDC.

This would be called as the **Residency period** of the Research Scholar. Research Scholar must put regular attendance in the department concerned after the completion of the course work. **No candidate would be exempted from the continuous Residency period.**

Provided that the Vice-Chancellor, on the recommendation of the Supervisor may grant permission to a candidate to reside outside for purpose of collection of research material for his/her thesis or doing experimental research work for a total period of not more than one year provided further that such exemption shall not be granted in the first six months after course work.

3. In case, a candidate **fails to submit his/her thesis within Six years**, from date of his/her registration, he/she shall cease to be a bonafide student of the University and shall not be entitled to the rights and facilities extended to a **regular student and his/her registration shall stand cancelled automatically.**

Provided that the **women candidates and Persons with Disability** (more than 40% disability) may be allowed a **relaxation of two years in maximum duration** on his/her request and permission granted by Vice-Chancellor before the expiry of Six Years. 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.**

4. The candidate shall be required to submit a **progress report every six months** to the University through Supervisor with a **fee of Rs. 2000/-** from the date of Ph.D. registration (**continuation of the registration fee**).

5.. There shall be a **Research Advisory Committee** for each subject. Every research scholar shall appear before the Research Advisory Committee **once in a year** after approval of his/her synopsis to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted to the Research Advisory Committee for evaluation and remarks/comments.

6. 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 University specifying reasons for **cancellation of the registration of the research scholar.**

7. The University reserves the right to cancel the registration of any candidate in the event of his/her conduct and progress being found otherwise.

8. Prior to submission of the thesis, the scholar shall make a **Pre-Ph.D. presentation** in the University before the **Research Advisory Committee** of the subject concerned which shall also be open to all Faculty members and other research scholars. The **feed-back and comments** obtained from them may be suitably incorporated into the draft thesis in consultation with the Research Supervisor. **The supervisor shall provide a certificate** to this effect.

8. The research scholar shall (i) **publish at least two (2) research papers** in refereed journal as per the effective UGC standards and (ii) **present at least two (2) research papers** in conferences/seminars based on doctored thesis work before the submission of the thesis for evaluation and produce evidence for the same in the form of reprints and/or paper presentation certificates.

9. When the **thesis is ready for submission**, the scholar shall report through his/her supervisor stating therein that the thesis is on the point of completion. Such a report be received at **least six months before the completion of the thesis i.e. in place of last Progress Report**.

10. **The convener and supervisor** of the subject concerned shall recommend a panel of not less than four **National Repute external examiners, of Professor level** along with their respective e-mail address, postal address, fax and contact number. In this panel at least two Professor should be outside the country.

11. In the case, the **thesis is submitted under the guidance of the convener** of the board of studies concerned, he/she will be asked to suggest only one panel of four names of National Repute external experts of Professor level in the capacity of supervisor only. The second panel of National Repute external experts of Professor level may be obtained by the Vice-chancellor, from a senior teacher of the subject concerned.

12. While **submission** 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 same University/Institution where the work was carried out, or to any other University/Institution.

13. The **medium of expression** of every thesis shall be either **English or Hindi** (written in Devanagri Script) except in the case of subjects connected with any of the oriental language where the thesis may at the option of the candidate, be presented in that language. **The documents (thesis/dissertation/research papers) written in other than English language must be in Unicode Standard Compatible Font (i.e. For Hindi and any other Indian language, use Unicode or Mangal compliment font only).**

14. The research scholar shall submit **four printed or type written copies of his/her thesis, and two soft copies (CD/DVD) in PDF format along with the four copies of summary and approved synopsis. Published Paper(s)/Abstracts in journals and certificates of Seminar/ Conference/ Symposia presentations out of the research work must be appended in the thesis.**

15. **The thesis shall be presented in accordance with the following specifications:**

(a) The paper used for printing shall be of A-4 size.

(b) Printing shall be in a standardized form on both the sides of the paper and in 1.5 cm spacing.

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

(d) The cover and back cover should be of cardboard/sheet of reasonable thickness and in spiral binding.

(e) The Title of the thesis, subject, Name of the candidate, degree, Name of the Supervisor, place of research with seal and the month and year of submission shall be printed on the Title page and the front cover.

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

16. **The thesis shall comply the following conditions:**

(i) It must be a piece of research work characterized either by the discovery of new facts or theories. In either case it should reflect the candidate's capacity for critical examination and sound judgment. The candidate shall communicate, how far the thesis embodies the result of candidate's own observations and in what respects his investigations may advance knowledge in the subject.

(ii) It shall be satisfactory so far as its literary presentation is concerned and must be in a form suitable for publication.

17. The thesis shall have a Self-declaration certificate from the research scholar and a certificate from the Supervisor/Co-Supervisor:

- (a) That the thesis embodies the work of the candidate himself/herself.
- (b) That the candidate worked under him/her for the period required as stipulated by this ordinance.
- (c) That he/she has put in the required attendance in the department during that period.
- (d) To the originality of the work.
- (e) Vouching that there is no plagiarism
- (f) The work has not been submitted for the award of any other degree/diploma of the same University where the work was carried out or to any other University/Institution.

18. The candidate shall also remit, with **thesis evaluation and viva-voce examination fees** for Ph.D. degree as decided by the Finance Committee.

19. The Research Supervisor shall submit his/her **Evaluation Report** of Ph.D. thesis in a sealed envelope to the University.

20. LEAVE RULES FOR REGULAR MODE Ph.D.

(i) A Ph.D. scholar shall be eligible to avail leave(s) as per the University rules applicable to all other students of the University. He/she shall not be entitled for any inter-semester breaks, winter and summer vacations. However, he/she would be entitled for an additional leave of up to 15 days on medical grounds in an academic year and one (1) special leave in a calendar month during the research work. Only medical leave provisions are cumulative in nature. All such leave would not be reckoned for calculation of minimum requirement of 36 months for submission of Ph.D. thesis and in such a situation, requirement of full 36 months needs to be completed.

(ii) The leave shall be granted by the Head of Department/Director of the Institute on the recommendation of the supervisor.

(iii) Attendance Register for all the Ph.D. students for Ph.D. duration is to be maintained in the office of the department/ Institute under the Head/Director of the Institute/Principal of affiliated colleges.

(iv) Residency period means residing in Research Center(s) Municipal limits in a continuous manner for the entire duration of the Ph.D. thesis work. Absence due to taking up of a job outside or for any other reason would amount to incomplete tenure of the Residency period. In all such cases specific study leave with permission to complete the Ph.D. work from the employer as well as from the RDC of the subject would be pre-requisite before continuing with the completion of the Residency period requirements. In all such cases, permission can be granted only once for single duration.

(B) Six Month Progress Report by the Student

1. This Progress Report is intended to help students reflect critically on progress that has been made, to identify and to keep training needs under review, to detect and resolve any incipient problems and to ensure the timely submission of the Ph.D. thesis within the standard period of study.

2. The student is required to complete a Progress Report at six month intervals during the standard period of study of 6 years (i.e. at **1-6, 2-12, 3-18, 4-24, 5-30, 6-36, 7-42, 8-48, 9-54, 10-60, 11-66 and 12-72 months in the candidature**).

3. A progress report is not usually required at 72 months, as the normal expectation is that candidates will submit their theses within 6 years (i.e. the standard period of study).

(C) Completing the Progress Report Form

1. Students should prepare draft responses to sections 1-4 of the Progress Report Form. Alternatively, students may wish to discuss the preparation of their Progress Report with their supervisor in advance. Once the supervisor has commented on the draft report, both the student and supervisor should sign the report.

2. The supervisor(s) is also expected to complete a report on the student's progress at six month intervals during the standard period of study. On completion of the relevant report form, it should be send to the Officer-in-Charge, EDP Centre of the University.

(D) Progress Report Form

Date:

Sl.No. of the Report:

Section 1: Details of the candidature		
1.1	Student details	
	Name	
	Registration Number/RDC Date (Synopsis approval)	
	Mobile Number	
	Email Id.	
	Research Subject	
	College/Institute for Research Study	
	Standard period of study	72 months (6 years)
	Research topic	
1.2	Supervisor details	
	Name of Supervisor	
	College/Institution of Supervisor	
1.3	Details of Reports	
	Previous report detail	Date of submission: / / S.No.:
	Current report detail:	Date of submission: / / S.No.:
	Period of report From (1 st of month) To (last day of month):	/ / to / /
	<p>Note: This is the 6 12* 18 24 30 36 42 48 54 60 66 (72)** month student progress report. *It is the normal expectation that the Assessment will be completed by the end of Year 1. Therefore, the 12 month report should normally be the Transfer Report. ** Not usually required at 70 months, as the normal expectation is that students will submit their theses within 6 years (i.e. the standard period of study).</p>	
Section 2: Progress during the reporting period		
2.1	Brief report on progress ahead your previous Report.	
	Please refer to the guidance notes at the end of the form for some suggestions on possible matters for report. If this is your first Progress Report (i.e. mid-year report, Year 1), please provide details of your progress and achievements since you started.	
2.2	Dissemination of research and networking	
	Please provide details of your attendance at any conferences, symposia, workshops etc in the last six months	
	Please list conference presentations/published works in the last six months	

2.3	Placements/visits
	Provide details of any placements/visits associated with your research that you have undertaken in the last six months
	Describe any associated work or research benefits of the placements / visits and / or good practice that you may have developed
2.4	Generic and subject/professional skills training and development
	Give details of any training that you have undertaken in the last six months
2.5	Taught modules
	Provide details of any taught courses/modules you have undertaken in the last six months
2.6	Other information
	You may wish to use the space below to provide further information
Section 3: Arrangements for the support and supervision of students	
3.1	Supervision
	Detail the regularity and frequency of supervision meetings
	Describe the usual form of meetings (e.g. conference phone call, webcam, email etc.)
3.2	Additional guidance and help
	Have you taken advantage to meet any other Subject Expert(s) of Research area, in addition to your supervisor, to comment upon and to draw attention to your Research work ?
3.3	Facilities/Resources
	Have you encountered any problems with the facilities needed to undertake your research? Have these been resolved?

Section 4: Objectives for the next six months										
4.1	Research activities to be undertaken									
4.2	Priorities for generic and subject/professional skills training and development									
4.3	Work on the thesis									
4.4	Other action necessary									
Section 5: Summary of student's progress report										
	To be completed by the supervisor									
	I have read and commented on the above report and confirm that (please complete as appropriate):									
	<table border="1"> <tr> <td>The student's progress is satisfactory</td> <td>Yes/No</td> </tr> <tr> <td>The student's conduct is good</td> <td>Yes/No</td> </tr> <tr> <td>The student's progress is unsatisfactory, but the course of action proposed in section 4.4 of this form should remedy the situation.</td> <td rowspan="2">Yes/No</td> </tr> <tr> <td>The student's conduct is not good</td> </tr> <tr> <td>Other (please specify).</td> <td></td> </tr> </table>	The student's progress is satisfactory	Yes/No	The student's conduct is good	Yes/No	The student's progress is unsatisfactory, but the course of action proposed in section 4.4 of this form should remedy the situation.	Yes/No	The student's conduct is not good	Other (please specify).	
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The student's conduct is good	Yes/No									
The student's progress is unsatisfactory, but the course of action proposed in section 4.4 of this form should remedy the situation.	Yes/No									
The student's conduct is not good										
Other (please specify).										
	NB: The supervisor should also complete a report on the student's progress at six month intervals during the 4 year standard period of study.									
Section 6: Approval of the student's progress report*										
	To be signed by the student and supervisor									
	<table border="1"> <tr> <td>Signature (student)</td> <td>Date</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Signature (supervisor)</td> <td>Date</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Signature (student)	Date			Signature (supervisor)	Date			
Signature (student)	Date									
Signature (supervisor)	Date									

Notes for Guidance for Students when completing the Student's Progress Report Form

Section 1: Progress during reporting period

1.1 Brief report on progress against your previous objectives

This section asks for a brief report on progress made during the current reporting period. As a guide you should use around 800 words as a maximum limit.

The following are suggestions of the type of information you might include:

- Describe your success (or otherwise) in achieving the objectives specified in your previous Progress Report including reference to progress made against the agreed training plan
- Provide a summary of the progress made in collecting and/or analysing data
- Comment on what you have accomplished in your generic and subject/professional skills development
- Describe any associated work benefits as a result of the progress you have made
- Give details of any difficulties you have encountered - for example any problems associated with fieldwork (e.g. access to the field) or other research (e.g. library or laboratory-based or practice-led work). Have these been overcome? Are there any outstanding issues? How do you propose to resolve them?
- Describe any difficulties you may have experienced in obtaining access (e.g. to the field, data, facilities or other resources)
- Explain how any ethical issues have been addressed
- Give details of any problems arising as a result of the chosen methodology/ies or any problems arising as a result of modifications
- Provide details of any changes in the direction of the research
- Describe progress of the thesis

If this is your first Progress Report (i.e. mid-year report, Year 1), please provide details of your progress and achievements since you started. The following are suggestions of the type of information you might include:

- Describe your induction process and comment on how it went
- Refer to your Training Needs Analysis and Training Plan and provide details of any progress made against the Training Plan
- Provide details of any generic and subject/professional skills development undertaken since starting your research degree
- Comment on the research project plan that was developed at the time of application. Is everything proceeding as planned?