

MANIPUR UNIVERSITY
CANCHIPUR, IMPHAL

Ph.D. REGULATION

1. Definition:

Unless otherwise repugnant to the Act, the Statutes and the Ordinances of the University, the terms used in this Regulation shall mean as follows:

‘candidate’ means a person who applies for Ph.D. registration as well as registered scholars;

‘supervisor’ means a teacher of the University or an affiliated college or a member of other Universities/institutions, recognized by the University as a Research Guide;

‘teacher’ means a person who is holding a substantive teaching post who has been selected by a duly constituted selection committee;

‘co-supervisor’ means the second supervisor in the case of joint supervision or guiding;

‘affiliated college’ means a college affiliated to Manipur University;

‘allied subject’ means subjects, which are considered related and classified by the University as allied subject;

‘extension’ means extended period of registration beyond three years;

‘registration’ means registration of a student for pursuing research in a subject leading to Ph.D;

‘examiner’ means an expert nominated by the University for examination of the theses and the supervisor concerned;

‘BSS’ means Board of Studies of the School;

‘BSD’ means Board of Studies of the Department;

‘Academic Council’ means the Academic Council of the University;

‘Act’ means the Manipur University Act, 2005;

‘Statutes’ means the Statutes of the University;

‘Ph.D’ means the Doctor of Philosophy.

2. Application:

These regulations shall apply to all the supervisors, the examiners and the candidates.

3 Eligibility:

- a) A candidate shall be eligible for Admission into the programme of research leading to the degree of Doctor of Philosophy (Ph.D.) in a subject which has postgraduate teaching/research programme in the University/Affiliated College, if he/she has obtained 55% marks in the aggregate (B in the 7-point scale or B+ in the 10 point scale) in the Master's Degree Examination in the subject or in an allied subject or a Degree recognized by the Manipur University as its equivalent for this purpose.
- b) A candidate belonging to SC/ST who has obtained 50% marks in the aggregate in the Master's Degree Examination shall be eligible for admission into the Ph.D. Programme.

4. Admission into Ph.D Programame:

- a) Admission into the Ph.D. programme shall be done normally in the month of October/November each year.
- b) Candidates who have qualified for JRF in the UGC/UGC-CSIR NET examination may be granted direct admission and may be treated as supernumerary (see Clause No. 10 below).
- c)
 - i) The Heads of the Departments will furnish to the Dean of the School concerned the relevant information about the number of vacancies for admission into the Ph.D programme normally in the month of July. Number of vacancies for admission into Ph.D. programme will be decided in the meeting of the Board of Studies of the Department (BSD) subject to clause 10 below.
 - ii) Advertisement/Notice for admission into the Ph.D. programme shall be issued by the Registrar normally in the month of September/October.

Normally, the selection process for admission into the programme shall be completed within 45 days from the last date of receipt of the applications.

iii) A department-wise merit list for admission into the Ph.D programme be prepared on the basis of a written test. Candidates who had qualified NET/SLET/GATE and M.Phil be given a weightage of 10% and 7% of marks respectively subject to the condition that a candidate shall not enjoy both the concessions.

Only candidates securing 50% (45% for SC/ST) or more in the written test shall qualify for inclusion in the merit list.

iv) A NET/SLET/GATE (with 85 or more percentile score) qualified candidate who is working as Junior Research Fellow in a research project in the University may be directly (without taking admission test) admitted into the Ph.D. programme against vacant seats, under the concerned PI or Co-PI.

5. Final selection and assignment of supervisor:

The Board of Studies of the Department shall make the final selection and assignment of supervisor after an interview of the candidates and counseling. Priority shall be strictly according to merit as cited in sub-clause 4(c)(iii). The proceedings of the BSD shall be submitted to the Dean of the School concerned for consideration in the BSS.

Notwithstanding anything contained hereinbefore, the BSS shall not grant registration to a candidate in any subject unless it is satisfied that (i) necessary facilities for such research is available in the University/affiliated college; (ii) the proposed research can be profitably pursued.

6 Registration of In-Service Faculty Members:

- a) A permanent teacher of the University who has minimum of 3 years of P.G. teaching experience and having evidence of continuous research experience supported by at least two publications in reputed/indexed professional journals, may supervise himself/herself without being attached to a Supervisor in special circumstances after assessment by the School Board on the recommendation of the BSD.
- b) An in-service teacher of the University without a doctorate degree may be admitted directly (without taking the admission test) against a vacant seat under a supervisor.
- c) A teacher in an affiliated college who has taken leave under the FIP Programme of the UGC may also be admitted directly against a vacant seat under a supervisor.

7. Course work in Ph.D Programme:

- a) A department shall conduct a course work of at least one semester duration. The course work must include a course on research methodology which may include quantitative methods and Computer Applications
- b) The course may consist of lectures, assignments and short term project work. Review of books/published articles on academic topics may form a component of the project work.
- c) The performance of the student in these courses shall be formally evaluated and the grade obtained will be reflected in the final result of the Ph.D. programme. Only those students who complete the course with B or above grade (in the UGC's seven point scale) shall be permitted to submit Ph.D. thesis.

(A regulation in this regard shall be issued separately)

8. Attendance:

Every Ph.D student shall record his/her attendance by signing in an Attendance Register maintained in the concerned department.

9. Research Guideship:

- a) A teacher of the University with a Ph. D. degree having 3 years of PG teaching experience after getting Ph.D degree with evidence of continuous research, supported by at least two publications in reputed/indexed professional journals during the last two years, will be eligible to become a Supervisor after assessment by the BSS on the recommendation of the BSD.

Provided that in case of an experienced teacher of the rank of Reader or above relaxation can be made by BSS on the recommendation of the BSD.

- b) A teacher in an affiliated College of the University with a Ph.D. Degree having 5 years of teaching experience (of which three years shall be after getting Ph.D) with evidence of continuous research which shall be supported by at least two publications in reputed/indexed professional journals during the last two years, will be eligible to become a Supervisor after assessment by the BSS on the recommendation of the BSD.

- c) An eminent person/research scientist/teacher of a deemed University/Institute/other recognized Universities/academic organizations may be recognized as Co-supervisor on the recommendation of the respective BSD and after due consideration and approved by the BSS.

10 No. of Students

Ordinarily, 8 students by a Professor, 6 students by a Reader and 4 students by a Lecturer in the case of Humanities and Social Sciences and 6 students by a Professor, 4 students by a Reader and 2 students by a Lecturer in the case of Science may be supervised at a time. The aforesaid limit may be exceeded temporarily, in the case of JRF qualified candidates or NET/SLET/GATE qualified JRFs working in projects [cf Clause 4(b) and (c)(iv)], subject to the following condition :

“A supervisor shall not have, at any given point of time, more than eight Ph.D. scholars.”

11. Change of Supervisor/appointment of Co-Supervisor:

- a) In case the service of the Supervisor is not available to the candidate for some reasons, the candidate may apply to the Chairman, BSS through the BSD for appointing another Supervisor/Co-Supervisor.
- b) A student under the supervision of a superannuated/re-employed teacher shall apply to the BSD for appointment of a Co-supervisor. The BSD shall recommend a Co-Supervisor to the BSS.

12. Dropping of a Research Scholar by a Supervisor/Cancellation of the registration of a student

- (a) A supervisor may apply to the Board of Studies of the concerned Department to drop a research scholar working under him/her stating reasons. The BSD will consider his/her request and submit their recommendation to the BSS for consideration and decision. The recommendation of the BSD should be comprehensive and may include possible alternative arrangement for the research scholar. The decision of the BSS shall be final and binding on the research scholar.

- (b) On the recommendation of the BSD, the BSS may cancel the registration of a student in serious case of not reporting for work for a prolonged period or not making satisfactory research progress.

13. A) Change of Research Topic

In case a candidate wishes to change the topic of research, he/she should do so within one year from the date of his/her registration, with the consent of the supervisor who would be guiding him/her on the new topic. The modified or new research proposal should be submitted to the BSS through the BSD for its consideration and approval.

B) Modification of Title of the Thesis

Modifications/changes in the title of the thesis/dissertation may be allowed by the BSS until three months prior to the submission of the thesis, provided such changes help in conveying the content of the thesis better and are within the broad areas of the registered topic. Such changes are subject to the approval of the BSS on the recommendation of the BSD.

14. Period of Ph.D. Registration and Extension:

- a) Every candidate enrolled for a programme of research leading to the Ph.D. Degree shall be required to pursue his/her research work for at least two years from the date of registration before submission of the Ph.D. thesis.
- b) If a candidate fails to submit his/her thesis within four years from the date of registration, he/she may be granted extension of the period of registration by one year at a time subject to the provision of the following clauses (Clause 14(c) and (d)).
- c) Under no circumstances the Ph.D. Programme for a candidate shall exceed six years from the date of registration.
- d) No application for extension of the period of registration shall be entertained once the panel of examiners has been submitted by the supervisor/co-supervisor. In exceptional cases the Vice-Chancellor may grant a grace period, not exceeding six months, for submission of the thesis.

- e) Application for extension of the period of registration shall be submitted, in triplicate, to the HOD concerned after getting due recommendation of the supervisor/co-supervisor. The extension shall be granted by the Dean of the School on the recommendation of the concerned BSD.

15. Fees and Mode of Payment:

A Ph.D student shall have to pay the prescribed fees within the stipulated time to be fixed by the University. No application for extension of the period of registration or submission of thesis shall be entertained unless the student has produced the proof of having paid all the dues.

16. Progress of research and Pre-submission seminar:

- (a) Every research scholar would present the progress of research through departmental seminars at least once a year.

At least three months before the submission of his/her thesis, the candidate is required to present a pre-submission seminar wherein he/she has to present and defend the findings of his/her research work. Depending on the assessment of the seminar and considering the overall achievement/progress the BSD may issue permission to submit the thesis. After obtaining such a permission the Supervisor/Co-supervisor shall submit to the Controller of Examinations a panel of at least six external experts (not below the rank of Reader) for examination of the thesis, along with four copies of the abstract of the thesis.

- (b) A Ph. D. candidate shall publish at least one research paper in a refereed Journal before the submission of the thesis and produce evidence for the same in the form of acceptance letter or the reprint.

17. Submission of thesis:

- a) A candidate who has been permitted to submit the thesis shall submit to the Controller of Examinations six copies of the thesis neatly typed in English, except in the case of Hindi and Manipuri, and properly bound as per the format shown in the Appendix along with the following:

- i) A certificate from his/her Supervisor and Co-supervisor (in case of joint supervision) that the candidate has worked satisfactorily for the requisite number of years under his/her supervision and that the thesis embodies the candidate's own original work (to be attached with the thesis)
- ii) A statement that the thesis or a part thereof was not submitted to any other University for any research degree (to be attached with the thesis)
- iii) The prescribed fees, along with the No Dues Certificate from all concerned sections of the University.

The thesis shall be submitted through the office of the Head of the Department concerned.

- b) On successful completion of the viva-voce (see clause 19 below) the candidate has to submit a soft copy of the thesis (final version) to the Controller of Examination for onward transmission to the UGC.

18. Evaluation of the thesis:

- a) A Board of three examiners comprising of two external experts and the supervisor shall examine the thesis submitted by the candidate. The Vice-Chancellor shall appoint two external examiners out of a panel of six names proposed by the supervisor prior to the submission of the thesis.
- b) Each examiner after examining the thesis shall submit a written report to the Controller of Examinations, containing a clear recommendation as to whether, in his/her opinion,
 - i) the thesis is recommended for the award of the Ph.D. Degree.
 - or
 - ii) the thesis shall be referred back to the candidate for revision and for resubmission to the same examiner within six months (Reasons/suggestions for revision may please be given).

Or

- iii) the thesis is not recommended for the award of Ph.D Degree (Reasons may please be given) because :
 - i) the thesis is not a piece of research work
 - ii) the research reported in the thesis is inadequate/the conclusions are untenable/

- c) The external Examiners shall send their Evaluation Report in the prescribed format normally within a period of three months from the date of receipt of the thesis.

- d) If only one examiner rejects the thesis, the report shall be referred to the Vice-Chancellor who will decide whether to reject the thesis or the thesis be sent to another examiner (out of the approved panel) along with the report of the examiners who had rejected the thesis.

Provided that if any of the examiners rejects the thesis with a declaration that the thesis is not a piece of research work, the thesis will be rejected outright.

- e) Any change/modification/correction suggested by the examiner(s) in the thesis shall be done before the Viva-Voce is conducted. For this purpose the Controller of Examinations shall pass on to the candidate through the supervisor a photostat copy/copies of the report(s) with the recommended changes/modifications, etc. without disclosing the identity/identities of the examiner(s). A certificate that the candidate has made all necessary corrections and modification shall be given by the supervisor(s) concerned. The certificate given by the Supervisor(s) to this effect shall be pasted in the thesis before the title page of the thesis. Any change/modification/correction made in the thesis shall be neatly typed and shall replace the earlier pages.

19. Viva Voce:

- a) The Dean of the School concerned after going through the reports of the examiners, if he/she is satisfied that the Examiners have approved the thesis, shall advise the Controller of Examinations to arrange a Viva Voce on a date to be fixed by him/her.

b) The Viva-voce should be conducted by a Committee consisting of the following members:

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|------|-------------------------------|---|-------------|
| i) | The Dean of the School | - | Chairperson |
| ii) | Supervisor/Co-supervisor | - | Member(s) |
| iii) | One of the External examiners | - | Member |
| iv) | The Head of the Department | - | Member |

When the Dean is the supervisor he may nominate a senior professor of the school to chair the viva-voce.

In case the external examiner is not available, the Vice-Chancellor on the recommendation of the Dean of the School concerned shall appoint

- (i) one faculty member of the department, and
 - (ii) one faculty member of the School in a related field (not from the same department) as members in the viva-voce Committee.
- (c) The Viva Voce shall, unless otherwise directed by the Vice-Chancellor, be held at the office of the Dean/HOD concerned. The Controller of Examinations shall notify the date, time and other particulars of the viva-voce. The teachers of the School/department shall be allowed to be present at the Viva Voce. In the absence of the Dean of the School concerned, the Dean-in-charge shall chair the proceedings of the Viva-voce. Notification for the viva-voce shall be issued at least 8(eight) days prior to the date of the Viva-voce, normally.
- (d) Depending on the performance of the candidate the Viva-Voce Committee may recommend that
- i) the candidate be awarded the Ph.D. Degree (suggested modification/change/correction (if any) is to be made before declaration of the result)
- Or
- ii) the Viva-voce be re-conducted within three months.

If the performance of the candidate is not satisfactory in the Viva-voce held for the third time, the Committee may recommend rejection of the thesis.

e) The Chairperson shall send the proceedings of the viva voce to the Controller of Examinations for getting the approval of the Vice-Chancellor.

f) As provided in clause 17(b), the Controller of Examinations shall declare the result only after receiving the soft copy of the thesis.

20 Award of the Degree:

A degree under the seal of the University and signed by the Vice-Chancellor shall be awarded to each successful candidate at the next convocation of the University.

21. Interpretation:

If any dispute arises in the interpretation of any of the items or provisions contained in this regulation, the decision of the Vice-Chancellor shall be final.

22. Savings:

On and from the commencement of these regulations anything done or any action taken before the commencement of these regulations, under the regulations which were in force at that time, shall be deemed as valid action taken under these regulations. However, those students who got themselves registered under earlier regulation shall be deemed to have been covered by this regulation.

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APPENDIX
Format of the thesis

1. All printed copies of the thesis shall have the standard size of Royal Octavo pages.
- 2 All typed-written copies shall have the standard size of approximately 250mm x 200mm (11"x8" approx) and should be typed in double space.
- 3 A margin of 38 mm (1 1/2" approx) shall be left on the left hand side. The maps and drawings may have their appropriate size, caption, etc. as advised by the Supervisor.
- 4 All copies must be bound in cloth or rexin with the title of the degree, the short title of the thesis, the name of the candidate embossed or printed on the spine.
5. The cover and title page of the thesis will have the following information:
 - i) Title (In full);
 - ii) Thesis submitted to Manipur University in partial fulfillment for the Award of the degree of Doctor of Philosophy in (Name of the Department)
 - iii) Name of the candidate
 - iv) Ph. D. Registration number
 - v) Department
 - vi) School
 - vii) University
 - viii) Year

FORMAT OF EVALUATION REPORT OF Ph.D. THESIS

1. Name of the candidate :

2. Title of the thesis :

IMPORTANT

(The Examiner is requested to send the Evaluation Report within three months of receipt of the Thesis)

The examiner is requested to clearly state his/her recommendation in Clause No. 2 below:

1. General and critical assessment of the thesis: (A separate sheet may be used)
2. Recommendations:
The examiner will state categorically inter alia whether in his/her opinion, the thesis
 - a) should be accepted for the award of the Ph.D. degree
(please give suggestions for improvement, if any)
 - b) should be referred back to the candidate for presenting it again in the revised form as indicated in the report upto the satisfaction of the examiner(s).
 - c) should not be accepted for the award of the Ph.D. degree, because
(please give reasons)
 - i) The thesis is not a piece of research work/
 - ii) The research reported in the thesis is inadequate/the conclusions are untenable
 - iii)

Recommended in words : _____

3. Suggestions, if any, for modification/improvement of the thesis in case of (B) above (please use additional sheet, if necessary)

4. Questions for viva-voce (if the examiner likes to suggest):
(please use additional sheet, if necessary)

Signature of the examiner

Name :

Address :

Phone/Cell Phone No.

Fax/E-mail No

Date