

Guidelines for PhD Programme

(As approved by the Research Council at its 28th Meeting held on 8th September,2020

(In consonance with IGNOU Regulations for Conducting Research Degree Programme)

1. Registration

- 1.1 Depending upon the position of vacant seats in the various disciplines, admission to Ph.D. Programme will take place in July session every year. The admission schedule will be announced through advertisement on the IGNOU website and/ or in National newspapers for session indicating the Ph.D. Programmes which are on offer during the session.
- 1.2 The applications will be submitted through online mode. The schedule of the admission related activities like getting the position of the vacant seats from the Disciplines offering Ph.D. Programme, notification of the advertisement on the website/newspaper, last date of submission of application, setting and moderation of Entrance Test Question Papers, fixing the date of the Entrance examination, Evaluation of the answer scripts, Meeting of the Doctoral Research Committee, School Board for the purpose of finalization of the admission, meeting of the RC/RCSC, uploading the results on the website, etc., will be prepared by the Research Unit in coordination with the concerned Schools and Divisions of the University.
- 1.3 The duration of the programme will be counted from the date of commencement of the academic session or from the date of admission letter whichever is later.

2. Doctoral Research Committee (DRC): The Constitution and Functioning of Doctoral Research Committee will be as per the provisions contained in IGNOU Regulations for Conducting Research Degree Programmes (IRCRDP), as amended from time to time in consonance with UGC(Minimum Standards and Procedure for Award of M Phil/ Ph D Degree) Regulations 2016 as amended from time to time.

- 2.1 Each discipline will choose the Research Programme Coordinator and his/her term will be for two years. This position will rotate among the faculty members, who are eligible to be Research Supervisors. If the existing Research programme coordinator agrees, the discipline concerned may also extend his/her term for another two years. Another faculty member may also be designated as Co-Research Programme Coordinator to facilitate the research related activities.

3. Eligibility criteria for admission in Ph.D. Programme:

The Eligibility criteria for admission to Ph.D. Programme will be as per the provisions contained in IGNOU Regulations for Conducting Research Degree Programmes (IRCRDP), as amended from time to time in consonance with UGC(Minimum Standards and Procedure for Award of M.Phil/ Ph D Degree)Regulations 2016 as amended from time to time.

4. Duration

The Duration of Ph D Programme will be as per the provisions contained in IGNOU Regulations for Conducting Research Degree Programmes (IRCRDP) as amended from time to time in

consonance with UGC (Minimum Standards and Procedure for Award of M Phil/ Ph D Degree) Regulations 2016 as amended from time to time.

5. PRE-PHD COURSEWORK

- 5.1 All the admitted candidates shall undergo Course Work in accordance with the provisions of IGNOU Regulations for Conducting Research Degree Programmes (IRCRDP) as amended from time to time in consonance with UGC (Minimum Standards and Procedure for Award of M Phil/ Ph D Degree) Regulations 2016 as amended from time to time.
- 5.2 The course work shall be treated as prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, Qualitative methods, Mixed Methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.
- 5.3 The Course Work per four credit course will be delivered in the following manner:
- i. Minimum Number of hours for classroom teaching learning: 30 hours
 - ii. Minimum Number of hours for library work: 20 hours
 - iii. Minimum Number of hours for tutorial and other interactive activities: 10 hours
- 5.4 In the case of 8 credit course, the minimum number of hours for each component of delivery will proportionally increase two times.
- 5.5 Eighty percent (80%) attendance in the classroom teaching is compulsory for each student pursuing Ph.D. programme.
- 5.6 Evaluation of the Course Work:

There will be three components of evaluation methodology to evaluate the course work assigned by the DRC:

Components of evaluation for each course	Marks	Weightage in %	Qualifying % of Marks
1. Continuous Assessment I *	100	25	55
2. Continuous Assessment II *	100	25	55
3. Term End Examination	100	50	55
Total Marks		100	55

*Continuous Assessment may include various options such as assignment, term paper, field work, laboratory work, book-review, seminar, group discussions, etc. Component of Viva-Voce may be included wherever required

5.7 For successful completion of the Course Work, a student will be required to score 55 percent marks separately in each component for each course.

5.8 The Continuous Assessment will be done by the concerned course coordinator.

5.9 The Term End Examination will be conducted by the Registrar (SED) in the month of December and June like other academic programmes of the University. SED will

- i. issue the offer letters to the paper setters for setting the question papers;
- ii. get the question papers moderated with the support of the faculties concerned in the various Schools;
- iii. The Disciplines concerned/Directors of the Schools will send course-wise approved lists of paper setters/moderators/evaluators to SED.
- iv. The examination will be conducted at the Headquarters only.
- v. The answer scripts will be sent by the SED to the approved evaluators for evaluation.
- vi. SED will declare the results and issue the Grade Cards to the students in accordance with the evaluation methodology duly approved by the Academic Council/Research Council.

6. Selection Procedure for Admission

Selection of candidates who are eligible as per Clause 3 of these Guidelines for admission to Ph.D. Programme will be done in following manner:

- 6.1 The syllabus of the Entrance Test shall consist of 50% of Research Methodology and 50% shall be subject specific.
- 6.2 Those who secure at least 50% marks in the entrance test (45% marks in case of SC/ST/OBC(NC)/PH) will be shortlisted for the interview in order of merit subject to the maximum limit of five times of the vacant seats.
- 6.3 The selection of candidates shall be made strictly on the basis of the performance in the Entrance Test and Interview provided that for selection of candidates, a weightage of 70% to the Entrance Test and 30% to performance in the Interview/ Viva shall be given.
- 6.4 At the time of interview for admission, 40% weightage will be given to research aptitude, 40% to subject knowledge and 20% weightage to her/his communication skills.
- 6.5 The interview of the candidates will be conducted by the discipline specific 'Admission Committee' comprising all eligible research supervisors in the discipline as members and the Director of the School as its Chairperson. The Research Programme Coordinator shall place the recommendation before the DRC and the School Board for approval. The Research Programme Coordinators through Director of the School concerned shall forward the recommendations of the School Board to the Research Unit, in the prescribed format, for placing it before the RCSC / RC for final approval. After approval by the RCSC / RC the

Research Unit shall issue offer of admission letters to the selected candidates. A candidate who accepts the offer will remit the prescribed fee and other requisite documents within the stipulated time to the Research Unit.

- 6.6 Selected candidates will be enrolled provisionally and will undergo course work as prescribed by the DRC of the Discipline. Their Admission to PhD. Programmes will be treated confirmed after successful completion of the course work and approval of the synopsis by the RC/RCSC.

7. Allocation of Research Supervisor and Eligibility Criteria for a Research Supervisor

Allocation of Research Supervisor and Eligibility Criteria for a Research Supervisor will be as per the provisions contained in the IGNOU Regulations for Conducting Research Degree Programmes (IRCRDP).

- 7.1 A regular teacher of the University, fulfilling all criteria to be a research supervisor, can be the supervisor of a Ph.D student if he/she has more than three years of service before superannuation. Teachers having less than three years to superannuate may be research co-supervisors and in such cases a research supervisor from among the regular teachers in the discipline shall be allotted to the concerned research student. In case of research students who are already allotted supervisor who are to superannuate in less than three years, the DRC of the Discipline concerned will make necessary arrangements for re-allocating supervisor.

8. Change of the Topic/Title of the Thesis

Change in the Topic/Title of the Thesis will be approved in the following manner:

- 8.1 Change in the Topic/ Title in nature of grammatical corrections/ syntax will be approved by the Director, Research Unit on the proposal of the concerned supervisor through the Director of the School concerned and recommended by the DRC.
- 8.2 On the request of the candidate for Minor Change in the Topic of the thesis, the matter will be considered by the DRC and on the recommendations of the DRC and the School Board the change will be approved by the Vice Chancellor. However, the minor change in the title of Ph.D. thesis can be effected within two years of provisional registration for Ph.D.
- 8.3 A request for a major change of topic may be considered within one year from the date of approval of the original topic by the Research Council. Such a request for a major change in the topic will be considered and recommended by the DRC, concerned School Board and finally will be approved by the RC/RCSC. However, the duration for completion of Ph.D will remain unchanged.

9. Progress Report

The progress of a research student shall be monitored by the supervisor(s). A student is required to submit his/her six-monthly progress report in prescribed format to his/her research supervisor in the first week of January and July every year. The six monthly progress reports will be presented by the student before the concerned Discipline Group after approval of the same by the Supervisor. The recommendation of the Discipline Group will be placed before the DRC and

School Board for approval. The student may be required to present the progress report before the DRC as and when required. In case of unsatisfactory progress over a time period of one year and/or non- submission of timely progress report, the DRC may recommend the cancellation of the Ph. D. registration of the student to the School Board. The School Board's recommendations will be forwarded to the RC/RCSC. However, the Research Programme Coordinator will send a show cause notice to the student concerned before placing his/her matter for cancellation of registration in the DRC. The University also reserves the right to cancel the registration under clause 8.7 of the IRCRDP.

10. Submission of the Thesis

- 10.1 Each research student will attend and present research paper in at least two seminars/conferences prior to the pre- submission seminar and produce evidence for the same.
- 10.2 The Pre-submission seminar, to be organized by the Research Programme Coordinator concerned, will be before the Discipline Group/DRC to be chaired by the Director of the School concerned and will be open to all. The minutes of the Pre-submission seminar containing the suggestions by the faculty present in the Seminar will be recorded by the Research Programme Coordinator concerned and the copy of the same will be forwarded to the Research Unit for the record. A written certificate from the Supervisor that the suggestions made by the faculty in the Pre-submission seminar have been duly incorporated in the thesis will be submitted by the supervisor at the time of submission of the thesis. The thesis shall be submitted by the student to his/her research supervisor between 15 to 90 days of the pre- submission seminar.
- 10.3 A Ph D scholar 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.
- 10.4 In consonance with UGC Regulations, 2016 the research scholar will have to test his/ her thesis through anti-plagiarism software before submission as per the procedure laid down by the Research Council from time to time. In case of theses written and submitted in Hindi Language, the above condition will be relaxed till the appropriate software to scan such thesis is available.
- 10.5 The research student shall submit a copy in electronic form and 5 hard copies of the summary of the thesis (3000-5000 words) to his/her research supervisor at least 45 days before the submission of thesis. The research supervisor shall forward it along with the list of evaluators of the thesis, to the Research Unit through the Director of the School concerned. The Research Unit shall process the case for nomination of evaluators after receiving the synopsis and list of evaluators.
- 10.6 Four hard copies along with one in the electronic form shall be submitted to the Research Unit through the Director of the School concerned in the following format:
- Softbound/ spiral bound. After Viva Voce, one Hard Bound copy in Maroon Colour with material in Golden Colour after incorporation of errata, if any, will be submitted to the Research Unit by the student for record purpose.
 - Typed/word processed on both sides of the papers in one and half-space.

- Font size: 12 point in Times New Roman or Calibri font type, Hindi Font Size 14.
- Margin 1.25 inch from all four sides.
- The Theses shall include a declaration by the Research Scholar that the work reported in thesis is original and carried out by the Scholar himself/herself and that the material from other sources, if any, are duly acknowledged. The format of the certificate may be obtained for RU page of the University's (or IGNOU) website.
- The Theses shall also include a certificate signed by the supervisor(s) and forwarded by the Director of the School concerned about the originality of the work and successful completion of the Course Work. The formats are available on the IGNOU website, <http://www.ignou.ac.in/ignou/aboutignou/icc/ru/downloads>).

11. Evaluation of Thesis

- 11.1 The thesis submitted by a Research Scholar shall be evaluated by his /her Research Supervisor and at least two external examiners who are not in the employment of the University, of whom one examiner may be from outside the country, nominated by the Vice Chancellor. The name of the external examiners included in the panel of evaluators will be placed by the Chairperson in the meeting of the School Board for consideration and approval.
- 11.2 The report of the evaluation will be given on a prescribed format to be sent to the evaluator by the Research Unit.
- 11.3 All efforts should be made so as to complete the entire process of the evaluation of Ph D thesis within a period of six months from the date of submission of the thesis.
- 11.4 In case any examiner suggests certain modifications in writing or re-submission of the thesis, the same should be communicated in writing to the candidate, who will be asked to resubmit the thesis with all the modifications within six months. The research supervisor(s) will ensure that the suggestions of the examiner are adequately addressed before resubmission of the thesis. The modified thesis shall be referred again to the examiner concerned for re-evaluation.
- 11.5 If one of the external examiners does not recommend the thesis for the award of a Ph.D. degree, the thesis shall be referred to another examiner for independent evaluation. If the third external examiner recommends the thesis for the award, the viva voce examination shall be organized. However, if this examiner also rejects the thesis, the thesis shall be deemed to be rejected by the University.
- 11.6 The examiners' reports will be communicated to the School concerned and the Supervisor to be shared with the candidate prior to the viva-voce examination to enable her/him to address the issues raised therein while preparing to defend the thesis.
- 11.7 The viva voce examination shall be conducted by the concerned School at IGNOU Headquarters as an open defense of the thesis by a panel comprising one of the external examiners nominated by the Vice-Chancellor and the supervisor(s) of the candidate. The Director concerned shall be the Chairperson of the panel. The Supervisor from IGNOU shall be the Convener of the panel. In case of non-availability of the internal supervisor due to any reason or no-internal supervisor from IGNOU, the Research Programme Coordinator will organize the Viva-voce. The date for open defense, venue, and topic of the thesis with a brief abstract shall be communicated to the Research Unit by the Director of the School concerned. This should also be given wide publicity by the School concerned so as to facilitate larger participation.

12. Award of the Ph.D. Degree

- 12.1 The report of the viva voce examination prepared by the External Examiner and the Research Supervisor(s) will be sent to the Research Unit through the Director of the School concerned. The report shall be placed before the Vice Chancellor for approval of the award of the Degree.
- 12.2 The Research Unit will communicate the approval of the Vice-Chancellor along with evaluation reports and joint report of the viva-voce examination to the Student Evaluation Division for issuance of the Provisional Certificate and Notification. The award of the Degree will be placed before the Academic Council for ratification and the notification will be issued by the Registrar (SED).
- 12.3 The PhD degree will be awarded at the Annual Convocation.

13. Grievance Redressal

The Research Programme Coordinator will place the representations/grievances raised by the Research Scholars before the DRC of the Discipline concerned. The DRC will consider and resolve the grievance of the scholar. In case the student is not satisfied with the decision of the DRC, he/she may submit his/her grievance to the Grievance Redressal Committee constituted by the RC/RCSC. The recommendations of the Committee will be submitted to the Vice Chancellor whose decision will be final. Grievance Redressal Committee will be as per the composition prescribed in the code of conduct for Research students.

14. Miscellaneous

- 14.1 Records related to admission, registration, payment of fees, and other learner records will be maintained by the Research Unit. The relevant information on the payment of fee by the research student will be regularly communicated by the Research Unit to the respective Disciplines enabling them to keep an update on the status of the research student.
- 14.2 The applications of the registered Ph.D scholars seeking 'No Objection Certificate' for issue of Visa will be considered by the Research Unit if the student has been invited to present a paper in any International Conference/Seminar/Workshop etc., by the Institutions located abroad. In such cases, 'No Objection Certificate' can be issued by the Research Unit without any financial liability on the University.
- 14.3 After pre-submission Seminar for the theses by a candidate, the seat of the supervisor under whose supervision he/she was registered will be treated as vacant from the date of pre-submission seminar.
- 14.4 The Ph D Guidelines shall be amended in consonance with the UGC Regulations as amended from time to time.
