

# Draft Regulation



## Regulation for the Degree of Doctor of Philosophy (Ph.D) Regulations 2016, Kolhan University, Chaibasa

Compiled by:

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Dean Faculty of Science

Reviewed by:

1. Dr. K.C. Dey, Dean, Faculty of Science - Chairman  6.11.17
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These regulation may be called the Kolhan University Regulation for the Degree of Doctor of Philosophy (Ph.D), Regulation, 2016

These shall be applicable to every candidate applying for admission, registration, conduct and conferment of the Degree of Doctor of Philosophy (Ph.D) of Kolhan University.

These shall come into force with the approval of the same by the syndicate of the University and assented by the Chancellor of the Universities of Jharkhand.

Notwithstanding anything contained in any other rule or Regulation for the time being in force, all admissions, registrations, course work and conferment of Degree shall be guided by these Regulations.

## 1. GENERAL :

The Degree of Doctor of Philosophy (Ph.D) shall be awarded to a candidate on the basis of original research work of merit incorporated in a thesis, recommended by a board of examiners and successfully defended by the candidate during a Viva-Voce.

1.1 The thesis shall demonstrate that the candidate has technical mastery of the chosen field of investigation and is capable of doing scholarly work. The result of research embodied in the thesis shall be a contribution to existing knowledge either by a discovery of new facts or by a discovery of some new relations between facts already known or by a critical survey of fact/issues leading to a new interpretation. The thesis is to be ordinarily written in English or Hindi except for Literature subjects.

### 1.2 Departmental Research Council (DRC) :

There shall be a Departmental Research Council (DRC) in each department to monitor and decide upon all research activities in the department. DRC will decide upon whether the research work could be carried out in this University with the available infrastructure and suggest any modification required in the research proposal. All the faculty members in the university department will be

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ex-officio members of the DRC and Head will be the chair person. Over and above the ex-officio members, FOUR Faculty members as stipulated below will be nominated by the Head.

**Chair Person :** Head of the Department

**Nominated Members :**

- (a) Two Senior Professors, by rotation according to seniority every two years
- (b) One Associate Professor, by rotation according to seniority every two years
- (c) One Assistant Professor, by rotation according to seniority every two years

Note : In case the teachers in the department are not as per requirement, the DRC shall be constituted with the existing teachers in the University Department/Colleges having Honours teaching in the subject, total number of nominated members not exceeding four.

The DRC shall nominate one of its members as Secretary and convener.

### 1.3 Departmental Research Council (DRC) and its Function:

The council have the following responsibilities.

1.3.1 To review the research proposal and finalize the topic of research.


1.3.2 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.

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

1.4 A research scholar shall appear before the DRC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the DRC to the concerned Dean with a copy to the research scholar.

1.5 In case the progress of the research scholar is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the DRC may recommend

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to the concerned Dean and Registrar with specific reasons for cancellation of the registration of the research scholar.

## 2. ELIGIBILITY CRITERIA FOR ADMISSION TO Ph.D PROGRAMME :

- 2.1 Candidates for admission to the Ph.D programme shall have a Master's degree or 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.
- 2.2 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 ,if grace mark is not awarded.
- 2.3 Candidates who have cleared the M.Phil course work 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) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph.D Degree in an integrated programme. 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/differently-abled and other categories of candidates as per the decision of the UGC from time to time.
- 2.4 A person whose M.Phil. dissertation has been evaluated and the viva-voce is pending may be admitted to the Ph.D programme.
- 2.5 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, shall be eligible for admission to Ph.D programme.

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### 3. DURATION OF THE PROGRAMME :

3.1 Ph.D programme shall be for a minimum duration of three years, including course work and a maximum of six years.

3.2 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the Kolhan University.

3.3 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years 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.

#### 3.4 Residential Requirements :

A full time candidate (with research fellowship) registered for Ph.D degree shall attend the department daily except the statutory holidays and the leave period as entitled. A part-time candidate registered for Ph.D degree shall put at least two hundred days of attendance with the supervisor. A declaration by the full time candidate, countersigned by supervisor and Head of the department, drawn up on prescribed form (Appendix-B) will be part of the thesis. For part-time candidate a declaration by the candidate, countersigned by supervisor will be part of the thesis.

### 4. PROCEDURE FOR ADMISSION :

4.1 The University shall admit Ph.D students through an Entrance Test conducted at the level of University.

4.2 The University shall decide on an annual basis through their academic council a predetermined and manageable number of Ph.D Scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available.

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- 4.3 University shall notify the number of seats for admission subject wise well in advance in the University website and through advertisement in newspapers.
- 4.4 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy of the Central/State Government from time to time.
- 4.5 **University shall admit candidates by a two stage process through:**
- 4.5.1 An Entrance Test shall be qualifying with qualifying marks as 50% for General candidates and 45% for SC/ST/OBC. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific.
- 4.5.2 An interview/viva-voce to be organized when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Departmental Research Council (DRC).
- 4.6 The University shall maintain the list of all the Ph.D registered students on its 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.
- 4.7 **Exemption from Ph.D Entrance Test (PET) :**
- Candidates fulfilling one of the following criteria shall be exempted from Ph.D entrance test (PET).
- (i) Completed an M.Phil./M. Tech/M.D/M.E/M.Pharm or equivalent Degree from any other recognized University in India as per the UGC guidelines from time to time.
- (ii) Qualified in GATE/SET/NET/(JRF) Examination/teacher fellowship holder of the apex bodies as CSIR/UGC/ICAR/ICMR/DBT only.
- (iii) Holds regular/substantive appointment as Assistant Professor in the University Departments/Colleges of this university.

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(iv) Holds the post of scientist in any National level Research Laboratory and has published at least two research papers in the refereed journals.

(v) Foreign nationals holding research visa issued as per the guidelines of HRD, Ministry of the Government of India, provided other eligibility conditions are met.

4.8 All employees engaged in research, working in various departments of this university under sponsored research schemes/projects shall be eligible to enroll themselves as Ph.D scholars while continuing to hold these posts, provided they fulfill the conditions as laid down in regulation and further their registration for Ph.D will not interfere with their normal work.

4.9 The University employees other than those covered under regulation 4.8 shall have to take leave for six months in the last year of his/her research provided they fulfill the requirement of registration as mentioned above.

## 5. STRUCTURE OF THE Ph.D ENTRANCE TEST (PET) :

### 5.1 Syllabus and Pattern of Question Paper

#### a) Syllabus :

It shall consist of 50% Research Methodology and 50% shall be from the various topics included in the compulsory/core papers at Post Graduate Degree level in the respective subject of Kolhan University.

#### b) Pattern of Question Paper :

The examination will be of 100 marks and three hours duration. The question paper will consist of three types of questions viz – Objective – forty (40) marks, Short answers – thirty (30) marks and long answers – thirty (30) marks.

### 5.2 Standard of Passing :

Pass mark for general Candidates is fifty percent (50%), and for SC/ST/OBC is forty five percent(45%).

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### 5.3 Declaration of Result :

The list of passed/successful candidates will be given in the University website and a copy of the results will be sent to the concerned candidate.

### 5.4 Validity period of result of Ph.D entrance test :

The result of the Ph.D Entrance Test (PET) will be valid till the publication of the result of next Ph.D Entrance Test.

### 5.5 Application for Enrolment in Ph.D Programme :

- (a) Candidates who have passed the Ph.D Entrance Test (PET) of KU and who are exempted from the test under clause no 4.7 of this regulation, shall apply for admission to the respective PG Head within thirty (30) working days from the date of the declaration of the Ph.D Entrance Test (PET) results along with all the documents. Next lot of applications will be entertained only after six months except for scholarship holders.
- (b) After scrutiny of applications received, a list of eligible candidates shall be displayed on the notice board/website.
- (c) In case the result is found more than the available seats in the Department, the department will take admission on the basis of merit in the available seat.

## 6. COURSE WORK :

- 6.1 Every candidate must undergo the course work as per clause no 13 of UGC regulation 2009, published in the Gazette of India, July 11,2009 (ASADHA 20, 1931).
- 6.2 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, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be Basic core courses (Subject specific) and advanced level courses preparing the students for Ph.D degree in the form of Project work, assignment, viva-voce etc.

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Thus course work exam shall consist of the following three papers carrying 100 marks each paper. 30 marks for internal exam and 70 marks for external exam.

(a) Research Methodology (b) Basic Course (c) Advanced level Course

The examination will be conducted by the department concerned.

- 6.3 All candidates admitted to the Ph.D programmes shall required to complete the course work prescribed by the Department During the initial one semesters.
- 6.4 Candidates already holding M.Phil. Degree and admitted to the Ph.D programme or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D in integrated course, may be exempted by the Department from the Ph.D course work. All other candidates admitted to the Ph.D Programme shall be required to complete the Ph.D course work prescribed by the Department,
- 6.5 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the DRC and the concerned Head.
- 6.6 A Ph.D Scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7 point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis.
- 6.7 The Certificate of completion of the course work shall be given to each candidate after completion of course work and evaluation on the basis of assignments, presentations and a written test/viva-voce as per clause 6.2. This will bear the signature of Registrar (on the basis of score card issued by the concerned Head of University Department) and Head of the University Department and records of the same will be maintained by the respective research centers at least six (6) months after the award of the Ph.D degree to the concerned candidate. The relevant mark sheet/score card will bear the signature of tabulator, Assistant Registrar (Exam) and concerned HOD.

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6.8 (a) The Head of the department concerned will send a letter through the Dean, to the Registrar regarding successful completion of the Ph.D Course Work by research Scholar, after which the Registrar will issue a certificate to that effect.

(b) The whole process of conducting course work examination, issue of mark sheet/score card and certificate of completion will be done by the concerned department.

6.9 Only upon the production of the certificate. Candidate will be allowed to present Pre-submission seminar.

6.10 The Course work may be carried out in a sister Department either within or outside the University/National level Research Institutes for which due credit shall be given to Ph.D students. The Course work from other Institutes must get the equivalence clearance from the DRC concerned, however prior permission from the department concerned is mandatory.

6.11 Exemption from Course Work :

Candidate already holding M.Phil Degree from any UGC recognised Universities and admitted to the Ph.D programme or those who have already completed the course work in M.Phil and have been permitted to proceed to the Ph.D in integrated course, may be exempted by the Department from the Ph.D course work. All other candidates admitted to the Ph.D programme shall be required to complete the Ph.D course work prescribed by the Department.

## 7. ALLOCATION OF RESEARCH SUPERVISOR :

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

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- 7.2 Only a full time regular teacher of the concerned University/College 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 DRC.
- 7.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned 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.
- 7.4 In case of topics which are of inter-disciplinary nature where the Department concerned 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 Department/Faculty/College/University on such terms and conditions as may be specified and agreed upon by the consenting University/Colleges.
- 7.5 A Research Supervisor/Co-supervisor who is 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.
- 7.6 In case of relocation of an Ph.D woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University 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 University/supervisor from any

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funding agency. The scholar will however give due credit to the parent guide and the University for the part of research already done.

- 7.7 Teachers (Assistant Professor or Associate Professor or Professor) of this University may be recognized as supervisor even if he/she does not have Ph.D Degree but have ten years of service in the University and have valuable research contribution in the form of published research papers, at least three research publications in the refereed Journals.
- 7.8 Teachers, scientists in the cadre equivalent to Assistant Professor or Associate Professor or Professor and employed in substantive post in Technical Institutes in the jurisdiction of the University and imparting courses leading to post graduation degree of this university and possessing at least three research publication in the refereed journals to his/her credit may be considered for supervising Ph.D programme.
- 7.9 Teachers employed in colleges/University not covered by above regulation but affiliated to this University for imparting courses leading to honours graduation degrees of this University may be considered by the URC of this University on the recommendation of the concerned DRC for supervising Ph.D students provided teachers concerned (i) Possess Ph.D degree recognized by this University, (ii) hold substantive post of either Assistant Professor or Associate Professor or Professor, (iii) have five years or service in the concerned College and (iv) have at least TWO research publication in the refereed journals not constituting part of their own Research Thesis. Students registered under such teachers will have to work under the direct administrative supervision of the DRC.
- 7.10 A retired teacher of this University satisfying the eligibility criterion of a supervisor and carrying on sponsored research projects of the State Government, Central Government/UGC/CSIR/ICAR/ICMR/ICSSR/CHR etc

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as a Principal Investigator may be considered for supervising Ph.D Programme.

7.11 Teachers of another University who are appointed as scientist under Research Projects in this University shall be eligible to guide Ph.D scholars provided they hold lien on their substantive post and are otherwise qualified to do so.

7.12 Scientist/Scientific Officers/Research Officers/Research Fellows under research projects/ research centers of this University shall be eligible to guide Ph.D scholars provided their appointment in this University is for a period not less than five years and are otherwise qualified to do so.

7.13 Teachers (Assistant Professor or Associate Professor or Professor) of this university shall also be permitted to guide Ph.D scholars registered in other universities provided (i) there is a vacancy with the guide under whom the candidate intends to work, (ii) the sponsoring University seeks previous permission in the matter and (iii) concerned DRC approves. (iv) Supervisor should not be related with the candidate.

7.14 Change of Supervisor and **title of the Thesis** : The concerned DRC may recommend to the University for change of the supervisor of a Research Scholar after due consideration, if the supervisor or the scholar request for such a change with valid reason. Accordingly the title of the thesis may also be changed.

## 8. EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS FOR AWARD OF THE DEGREE :

8.1 Upon satisfactory completion of course work and obtaining the marks/grade Ph.D scholar shall be required to undertake research work and produce a draft within a reasonable time.

8.2 Prior to the submission of the thesis, the scholar shall make a presentation in the Department before the DRC of the concerned department which shall also

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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/thesis in consultation with the DRC.

- 8.3 Ph.D scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conference/seminar before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.
- 8.4 The Academic Council 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 and there is no plagiarism and that the work has not been submitted for the award of any other degree from any other Institution.
- 8.5 The Ph.D thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University/College, of whom one examiner may be from outside the country. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiner, and shall be open to be attended by Members of the DRC, all faculty members of the Department, other research scholars and other interested experts/researchers.
- 8.6 The public viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner is unsatisfactory and does not recommend viva-voce, the

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University shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

8.7 The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D thesis within a period of six month from the date of submission of the thesis.

## 9. PROVISION FOR INTER-DISCIPLINARY RESEARCH WORK :

9.1 A candidate interested in inter-disciplinary research work and eligible for registration in research programme in this university under regulation 2 shall be registered in the department offering Master's degree in his/her subject or allied subject.

9.2 The Department possessing potentiality for guiding research work of inter-disciplinary nature should define the areas of related and allied disciplines which are to be approved by the Academic Council.

9.3 Where the candidates have applied for pursuing research on a topic of inter-department/Inter-Faculty areas and request for supervisor from another department/Faculty the joint DRC will decide the topic to be allotted to the candidate, assign Supervisor and Co-Supervisor meeting the requirement as in regulation, fix the place of work and also the quantum of research work to be carried out by the candidate.

9.4 The joint DRC will assess the candidate's suitability and eligibility for registration in a Department for working on the inter-disciplinary topic.

9.5 After registration of such candidates their progress will be monitored by an Advisory committee to be constituted by the joint DRC and approved by the Vice-Chancellor. This advisory committee will consist of the supervisor, Co-supervisor, and some other teachers from the two departments belonging to the same area of Research/Specialization.

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9.6 After the registration of such candidates the Research proposal, the progress report, forwarding the thesis, evaluation of the thesis, viva-voce or practical examination etc. are to be done by the main supervisor as well as the Co-Supervisor who would have equal status in all matters pertaining to the supervision, submission and evaluation of the thesis as mentioned in this Regulation for candidates registered under single supervisor.

#### 10. INSTITUTIONS WHERE RESEARCH CAN BE DONE :

A candidate may be permitted to pursue research program in any of the following institution:

- (a) University Department of the University
- (b) The departments of the constituent colleges with honours teaching in the subject and having necessary facilities for carrying on research leading to Ph.D in the branch of study concerned.
- (c) National or Regional Research Institutions in Public sector or well-equipped R&D department in private sector undertakings recognized by the University for the purpose of research at the doctoral level.
- (d) The teachers of this University who have registered themselves as Ph.D scholars shall not be allowed to act as supervisor.

#### 11. CATEGORIES OF REGISTERED CANDIDATE :

11.1 **Full Time Candidate** : All research scholars who pursue full time research in the University Department or Constituent Colleges/Research Centers, shall come under this category provided he or she has joined research with a scholarship/Research fellowship.

11.2 **Part Time Internal Candidate** : Candidates who are employed in the University service and are actively engaged in the research in addition of their regular work shall belong to this category.

11.3 **Part Time External Candidate** : All candidates working in the colleges of other University or in Research Organizations, Government Department or Industrial units or unemployed and are pursuing Ph.D programme in the

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University, while continuing in their job shall belong to this category. They shall pursue research both in the place where supervisor is working and in the University. These candidates shall spend 6 month in spells of not less than one month at a time in this University with supervisor during their research period.

## 12. PRE-SUBMISSION SEMINAR :

12.1 After completion of the entire research work the candidate shall apply for Pre-Submission seminar, provided he has obtained the certificate of Course work and presented the Mid-term seminar. The candidate will be required to submit the following :

- (a) Certificates of Course work and Mid-term seminar.
- (b) Five copies of the summary of the research work completed.
- (c) Draft copy of the thesis complete in all respect.
- (d) Reprints (three copies) of published/accepted research papers based on the thesis.

Head of the concerned department after the receipt of the above documents, shall fix a date for pre-submission seminar in consultation with the concerned Dean of the Faculty during working days of the Department and will ensure the presence of Dean of the faculty, supervisor, and members of the DRC, faculty members and students.

## 12.2 General Composition of the Thesis :

- (a) A thesis for the degree of Ph.D shall
  - (i) Be composed upon the research proposal submitted at the time of Registration
  - (ii) Exhibit the result of research
  - (iii) Show evidence that it is a place of research work characterized either by the discovery of new facts or by an attempt at a fresh interpretation of known facts and theories. It shall also demonstrate the candidate's capacity for originality, critical examination and judgment. It shall also be satisfactory in presentation so far as language, style and form are concerned.

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- (iv) Include an abstract not exceeding 700 words. The abstracts should concisely state what was done, how it was done, principal results, and their significance
- (v) Include reprints of published/accepted research papers.
- (b) A candidate shall indicate clearly and extensively in the preface to his/her thesis and specifically in notes, the following :
  - (i) A "DECLARATION" from the supervisor about his/her attendance at the place of work (Appendix-B)
  - (ii) A "CERTIFICATE" from the supervisor drawn up in prescribed form (Appendix-D) that the subject matter of his/her thesis is a record or work done by candidate himself/herself independently under his guidance and that the contents of his/her thesis did not form a basis of the award of any previous degree to him/her or to anybody else to the best of his knowledge.
  - (iii) The testimonies by Supervisor and the Head of the Department mentioning that the candidate, in habit and character, is a fit and proper person for the award of the degree of Ph.D.

### 13. SUBMISSION OF THE THESIS :

The concerned Head of the Departments shall forward the application for submission of thesis along with report of pre-submission seminar to the concerned Dean of the Faculty within a week and the Dean shall forward the same to the Registrar of the University. The Registrar will present the above mentioned relevant documents of the candidate before the Vice-Chancellor for his order for submission of the thesis

Registrar after obtaining order of the Vice-Chancellor will issue a letter to the candidate concerned to submit the thesis to the Controller of Examination within a month of the receipt of the letter. A copy of the letter shall also be sent to supervisor, concerned Head of the Department and the Dean of the Faculty. After receiving the letter, and paying the requisite examination fee, candidate shall

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submit four copies, printed or type written, of his, her thesis along with four copies of the abstract. The thesis will then be forwarded by Head of the Departments through Dean of the Faculty concerned to the Controller of Examinations of the University for Evaluation.

#### 14. THESIS FORMAT :

14.1 A thesis as per the guidelines above must be presented for examination in a final form in typescript or print on 8.5" x 11" page (A4 size paper) with 12-point type and 1.5 line spaced, containing approximately 350 words per page with one inch margins all around and be in hard-bound form. Illustrations and tables should be preferably placed exactly where they are to appear within the text.

14.2 All thesis pages, footnotes, equations, and reference should be labeled in consecutive numerical order, Illustrations and tables should be cited in text in numerical order.

14.3 A numbered list of reference must be provided at the end of the thesis the list should be arranged in the order of citation in text/in alphabetical order whatever is applicable. List only one reference per reference number.

#### 15. EVALUATION OF THE THESIS :

(a) At the time of submission of the thesis, the supervisor shall submit a panel of subject expert drawn up in the prescribed format (Appendix-E), not below the rank of the reader, preferably Professor, as examiners including the supervisor. The panel as per the layout in Appendix-E shall contain the names of eight Indian experts, if possible, from the same area of specialization. There should not be more than one expert from within the state of the university, other experts should be from different states across the country. The panel will be placed before the DRC which will recommend the panel to Examination Board for consideration. The DRC may request the Supervisor to revise the panel if not found suitable.

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- (b) For the teacher who have worked independently without the guidance of a Supervisor, the DRC shall submit the name of Examiner drawn up in the prescribed format (Appendix-E) to the Examination Board/Vice-Chancellor
- (c) The thesis shall be examined by a Board of three examiners, one internal and two externals, appointed by the Vice-Chancellor/Examination Board, if necessary, the Vice-Chancellor shall have the option to nominate the examiner(s) from outside the panel submitted by DRC and the Examination Board. The internal examiner shall ordinarily be the concerned supervisor.
- (d) The Controller of Examinations shall take such steps as deemed necessary to enable the reports of the examiners to be received as quickly as possible on the prescribed form (Appendix-F)
- (e) The examiners are expected to send the reports in the prescribed form (Appendix-F) within three months from the date of receipt of the thesis.

On the reports of the Examiners the thesis will be either provisionally accepted (Subjected to viva-voce) or rejected. The following criteria shall be adopted for the purpose:

- (i) If all the Examiners recommend the award of the degree, the thesis shall be provisionally accepted. A minor modification, typing, errors etc if specifically suggested by the examiners shall be carried out before the oral Examination is arranged.
- (ii) If two of the three examiners do not recommend the award of the degree the thesis shall be rejected and the registration of the candidate shall be canceled.
- (iii) If only one examiner recommend the rejection of the degree then the thesis shall be referred to another examiner to be nominated by the Vice-Chancellor from the panel.
- (iv) If any examiner recommends revision of the thesis the candidate shall be permitted only once to revise and re-submit the thesis. The thesis shall be

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referred to the same examiner for obtaining his final recommendation on the thesis which should only be either recommended for the award or rejected.

- (v) Individual cases not covered by the above regulation shall be referred to the Examination Board for its recommendation.
- (vi) The recommendation of the examiners will be placed before the examination board which will provisionally approve the report on the thesis and recommend for oral examination.
- (vii) Controller of examinations will place before the Vice-Chancellor the recommendation of the examination board for his approval of one of the two external examiners to be the examiner for viva-voce examination.

#### 16. ORAL OR PRACTICAL EXAMINATION :

- (a) If the thesis of the candidate is approved by all the examiners and the Examination Board, he/she may be required to sit for a written examination, if required by any of the examiners and then shall submit to an oral or practical test.
- (b) The supervisor in consultation with the external examiner will forward a tentative date for viva-voce examination to the concerned Head and the Head of the Department in consultation with the Dean will finalize the date of viva-voce examination and the same will be informed to the controller of examination.
- (c) The controller of examination will issue the letters with the date of viva-voce examination to the external examiner, supervisor, Head of the department and the Dean of faculty.
- (d) The ORAL Examination shall be conducted as "OPEN DEFENCE" type examination. The viva-voce or practical examination shall be with reference to the thesis and the special subject which he/she has offered. The oral or practical examination shall be conducted by the DRC with two thesis examiners (internal and at least one external) as the members in the concerned department or the office of the Dean of Faculty.

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The viva-voce is an oral defense of the candidate's thesis and its purpose can be summarized as follows :-

- (i) It is the means by which the awarding body determines whether the candidate has fulfilled the requirements for the award and that the thesis is of an appropriate standard.
- (ii) It provides a mechanism to ensure that the work is candidate's own.
- (iii) It helps the examiners determine how far the candidate is able to talk about his/her research project and enables them to seek classification on candidate's research methods and findings.
- (iv) If the candidate fails to satisfy the examiners at the oral or practical examination, the examination Board may, on the recommendation of the examiners permit him/her to appear again at the oral or practical examination after six months, but within the period not exceeding one year following the date of his/her failure. On the second occasion, the panel of oral or practical examiners shall include one more examiner nominated by the Vice-Chancellor. However, if the performance of the candidate on the second occasion is found "NOT SATISFACTORY" at least by two examiners the Vice-Chancellor, if he deems it fit, shall refer the remarks of the examiners drawn on the prescribed form (Appendix-G) along with the thesis to the Examination Board for the final decision.
- (v) The viva-voce or practical examination report of the examiners shall indicate whether the thesis meets the requirements specified in the regulations as appropriate and shall include a reasoned statement of the examiners judgment of the candidate's performance.
- (vi) Examiners have the right to make comments in confidence to the University in a separate report. Such comments should not normally be concerned with the performance of the candidate but may cover, for example, matters which they wish to draw to the attention of the department or the University.

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**17. AWARD OF DEGREE :**

If the performance of the candidate at oral or practical examinations found "SATISFACTORY" the examiners who conducted the examination shall report to the Examination Board on the prescribed form (Appendix-G). The examination Board with its opinion shall then place the report before the Academic Council is not in session, shall approve the award Ph.D, degree to the candidate. A degree under the seal of the University shall be subsequently delivered to the candidate.

It is a requirement for the award of the degree that one copy of a successful thesis is placed in the University Central Library and one copy in the departmental library of the concerned department.

**18. TREATMENT OF Ph.D THROUGH DISTANCE MODE/PART-TIME :**

Notwithstanding anything contained in these Regulation or any other Rule or Regulation, for the time being in force, the University shall not conduct Ph.D Programme through distance education mode.

**19. AWARD OF Ph.D DEGREES PRIOR TO NOTIFICATION OF THESE REGULATIONS OR DEGREES AWARDED BY FOREIGN UNIVERSITYS :**

Award of degrees to candidates registered for the Ph.D programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the Regulations for Ph.D 2014 of Kolhan University.

**20. DEPOSITORY WITH INFLIBNET :**

Prior to the actual award of the degree, the University shall issue a Provisional Certificate to the effect that the degree has been awarded in accordance with the provisions of these UGC Regulation, 2016.

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KOLHAN UNIVERSITY, CHAIBASA

APPENDIX-A

APPLICATION FORM FOR REGISTRATION IN Ph.D. RESEARCH PROGRAMME

PHOTO

Research Programme :  
(Please tick one)

Ph.D.	<input type="checkbox"/>
D.Litt.	<input type="checkbox"/>
D.Sc.	<input type="checkbox"/>

Subject:.....

Faculty: .....

Area of specialization:.....

Title of the proposed work:.....

.....

ABOUT THE CANDIDATE

1. Name :.....

2. Date of birth :.....

3. Address for correspondence: .....

.....

.....

Phone / Mobile No:.....

E-mail Id, if any;.....



4. Academic record: (Attach attested copies of all the relevant credentials)

Examination	Board / University	Year of Passing	Division / Class	% of Marks

5. Specialization at the Master's level: .....

6. Details of previous research work and publications, if any:- .....

7. Whether any application for research work was submitted previously to this University or any other University, if so with what result? .....

8. Details of teaching experience: Post-Graduate: .....

Undergraduate: .....

9. Number and year of registration of this University:.....

10. Are you employed? If yes, give details of your employment and Employer's NOC:

.....

11. Have you qualified for NET, JET, JRF, or University Entrance Exams? give details

.....

12. Are you recipient of any financial assistance in the form of scholarship / stipend, etc.? If so, give details.....

.....

13. Declaration by candidate:

I hereby declare that the particulars furnished by me are correct. I am aware that any incorrect information may lead to cancellation of my registration. I promise to abide by rules and regulations of the Kolhan University

Date :

Place :

Signature of the candidate

## ABOUT THE SUPERVISOR

14. Name : .....

15. Designation: .....

16. Department / College: .....

17. Address for correspondence: .....

.....

Phone / Mobile No: .....

E-mail Id, if any; .....

18. Teaching experience : P.G.....years; U.G.:.....years

College / University: .....

19. Academic record:

Degree	Board / University	Year of Passing	Division / Class	% of Marks
M.A/M. Sc. /M.Com.				
Ph.D.				

20. Title of Ph.D. thesis: .....

.....

21. Specialization at the Master's level.....

22. Specialization at the Doctoral level.....

23. Research Experience: .....years; Place of work:.....

24. Research Publications : .....Books.....

Research papers: (Attach separate sheets and reprints of best five recent publications)

- 25 Seminar / Conferences attended.....
26. No. of Ph.D. students already received Ph.D. degree working under your supervision ...
27. Number of Ph.D. students currently enrolled:.....

28. Availability of the infrastructure and facilities at the proposed place of work in relation to the proposed research project. Give details:.....

29. Whether any collaboration in the form of library, laboratories, etc. is required from another Institution, if so, give details including the certificate from the authorized person of the Institute / Head of the Department / University allowing the candidate to use the facilities

30. Name at least six eminent persons in the area of proposed research work in India and abroad to whom the proposed research may be referred for opinion.

31. Consent of Supervisor:

I hereby give my consent to supervise the candidate on his / her Project-Proposal for the Ph.D./ D.Litt./D.Sc. degree of Kolhan University. I further certify that, to the best of my knowledge and information, this specific area of research has not been published or submitted elsewhere for the award of any diploma or degree.

Date:

Place:

Signature of the Supervisor

About the research proposal:

Whether statement of the research proposal on which he/she proposes to work has been enclosed. The proposal must contain the sections such as: State-of-the-art; Problem to be investigated; Objective of the investigation and motivation; Hypothesis; Research design and methodology; Tools to be used in the collection of data; Significance of the study; Its relevance to the present day problem and need to the society; Contribution to the existing knowledge; Future work; Related references; etc.

(Attach six copies of the research proposal)

PROCESSING OF THE APPLICATION

25. Forwarding note of Departmental Research Council:

26. Forwarding note of the Head of the University Department:

27. Forwarding note of the Dean of the Faculty:

28. Final Recommendation of the University Research Council:

(13)

DECLARATION OF ATTENDANCE

I declare that the thesis entitled \_\_\_\_\_ is my own work conducted under the supervision of Dr \_\_\_\_\_ of the Department of \_\_\_\_\_ of College \_\_\_\_\_ of \_\_\_\_\_ University. I have put in more than \_\_\_\_\_ days of attendance at the place of work and with the supervisor. I further declare that to the best of my knowledge the thesis does not contain any part of work which has been submitted for the award of any degree or diploma within this University or any other University without proper citation.

Signature of the Supervisor

Full signature of the candidate

Forwarding note of the DRC.

**PROGRESS REPORT OF THE CANDIDATE**

(Report period \_\_\_\_\_ )

Name of the candidate: \_\_\_\_\_

Reg. No. & Date of doctoral registration:- \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Nature of work: \_\_\_\_\_

Name of Supervisor(s) with designation & address: \_\_\_\_\_

Progress report should be grouped under the following headings and submitted in triplicate to the chairman of the DRC:-

1. OBJECTIVE OF THE RESEARCH PROJECT
2. OUTLINE OF THE IMPLEMENTATION METHODOLOGY
3. WORK DONE
4. WORK TO BE DONE
5. EXPECTED TIME OF COMPLETION
6. DIFFICULTIES IN IMPLEMENTATION OF THE PROJECT
7. SUGGESTIONS NEED TO BE CONSIDERED BY THE DRC AND RESEARCH COUNCIL
8. DETAILS OF RESEARCH PAPERS PUBLISHED/ACCEPTED & CONFERENCES/SEMINARS ATTENDED
9. CONCLUSIONS

PLACE  
DATE

SIGNATURE OF THE CANDIDATE

MARKS & FORWARDING NOTE OF THE SUPERVISOR  
(with signature, date & place)

MARKS & FORWARDING NOTE OF THE DRC  
(with signature of all members including chairman)



Panel of Examiners to be furnished by Supervisor

PANEL OF EXAMINERS

Following is the panel of examiners to adjudicate the Thesis entitled " \_\_\_\_\_ "

\_\_\_\_\_ " written by

Mrs./Miss \_\_\_\_\_ Regn. No. & Date of doctoral registration: \_\_\_\_\_

\_\_\_\_\_ for the award of degree of \_\_\_\_\_ in the Faculty of \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_ University, \_\_\_\_\_

Candidate's area of specialization: \_\_\_\_\_

Candidate's place of research work: \_\_\_\_\_

Name of Supervisor with designation & address: \_\_\_\_\_

Panel of Examiners

Foreign Examiners:-

(at least 4 names to be suggested)

1. Name:- \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Specialization: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

2. Name:- \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Specialization: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_



Name:- \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Specialization: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

Name:- \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Specialization: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

an Examiners:-  
(at least 8 names covering all the regions of the country are to be suggested)

1. Name:- \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Specialization: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

2. Name:- \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Specialization: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Specialization: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

Name:- \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Specialization: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

Name:- \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Specialization: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

Name:- \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Specialization: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

Name:- \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

~~Specialization: \_\_\_\_\_~~

mail address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

me:- \_\_\_\_\_ Designation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Specialization: \_\_\_\_\_

mail address: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

Signature of the Supervisor

**WORKS AND FORWARDING NOTE OF THE DRC.**

Departmental Research Council (DRC) in its meeting held on \_\_\_\_\_ at \_\_\_\_\_  
 University Department of \_\_\_\_\_ approves the panel of examiners and  
 sends the same to the Dean of the Faculty of \_\_\_\_\_ for necessary follow-up  
 As per the regulations, the panel of examiners is to be considered by the concerned  
 Graduate Research Council before appointment is made by Vice-Chancellor. Two external and  
 one internal examiner are to be appointed.

& signature of the DRC members

Signature of the DRC chairman

**WORKS AND FORWARDING NOTE OF DEAN OF THE FACULTY:-**

Signature of the Dean of the Faculty

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addresses are complete and carry other necessary information. Opinion of the postgraduate  
 Research Council may be sought.

Controller of Examinations

Date: \_\_\_\_\_



s of the postgraduate Research Council

Vice-Chancellor

\_\_\_\_\_ approved from panel of examiners (Foreign examiners)

\_\_\_\_\_ approved from panel of examiners (Indian examiners)

\_\_\_\_\_ is appointed internal examiner.

Vice-Chancellor

Name of the University  
Ph.D./D.Litt./D.Sc. Thesis Evaluation Report

Examiner: \_\_\_\_\_

& address: \_\_\_\_\_

is: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

Specialization: \_\_\_\_\_

Thesis: \_\_\_\_\_

\_\_\_\_\_ Degree(Ph.D./D.Litt./D.Sc.): \_\_\_\_\_ Faculty: \_\_\_\_\_

candidate: \_\_\_\_\_

adequate and appropriate for the content of the thesis?

Summary: Does it contain the essential information of the thesis? Is it complete?

Does the problem considered have a sound motivation? The thesis should clearly state the results. The thesis should not rely solely on previous literature. (Attach additional material if required)

Merit: Is the work rigorous, well organized, accurate and correct? (Attach additional material if required)

Are the ideas expressed clear and concise? Are the concepts understandable? Are the sections in the thesis logically organized?

**Originality:** Is the work relevant and novel? Does the work contain significant additional material not already published? If you feel that the work presented is not original, then suggest references for submission to the author. Please identify the portion of thesis highlighting original contribution. (*Attach additional sheet, if required*)

**Diagrams, figures, tables and captions:** Are they clear and essential?

Is the thesis clearly and intelligently conceived and stated showing insight and a growth of understanding?

**Grammar and composition:** Does grammar and composition adhere to proper grammatical rules, logical format and correct spelling?

**Referencing:** Has the author referred to the most recent and most appropriate work? Is the present work set in the context of the previous work? Are the cited materials relevant and important to the work? (*Attach additional sheet, if required*)

**Balance:** Do you think, the overall balance and structure of the thesis is good? Should the authors concentrate more on a specific area of the thesis, or are some sections, which are unnecessary and could have been reduced or eliminated? (*Attach additional sheet, if required*)



APPENDIX-

Viva-voce or Practical Examination Report Form

REPORT ON THE VIVA-VOCE OR PRACTICAL EXAMINATION

Name of the Candidate: -----

Registration No. and Date of doctoral registration:-----

Thesis Title:-----

Place of work:-----

Name of Supervisor(s) with Designation and Address:-----

In viva-voce examination, the examiners and the DRC have to ensure that the:

1. Work reported in the thesis has been written by the candidate
2. Candidate is familiar with the subject matter and whatever is written in the thesis
3. Candidate is able to clarify the research methods and findings in reference to the question /comments raised in the reports of external and internal examiners
4. Candidate is well conversant with the state-of-the art
5. Thesis in totality is of appropriate standard

The viva-voce examination of the candidate referred above was held in the University Department of

----- on ----- at -----in pursuance of the university letter vide no.-----

Dated ----- Dr.----- from -----

-----as an external examiner and Dr. -----

as an internal examiner were present besides the members of the DRC and the members of the faculty.

General Remarks:

Specific Remarks if any:

Signature of the external examiner

Signature of the Head of the Department

Signature of the Dean of the Faculty