

# Academic Rules and Regulations 2015-16 (As per UGC Norms 2009)

## M.Phil. & Ph.D. Research Programmes

<u>Faculty</u>		<u>Subjects</u>
Arts	:	English Hindi Telugu
Commerce	:	Business Management Commerce
Education	:	Education
Sciences	:	Environmental Science Mathematics Physics Zoology
Social Sciences	:	Economics History Library and Information Science Political Science Public Administration Sociology



UNIVERSITY AT YOUR DOORSTEP

**Dr. B. R. Ambedkar Open University**

Prof. G. Ram Reddy Marg, Road No. 46, Jubilee Hills, Hyderabad – 500 033  
TELANGANA

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## 1.0 General Rules and Programme Arrangements

Dr. B. R. Ambedkar Open University (Dr. BRAOU), formerly known as Andhra Pradesh Open University, is the first open university in India. It was established by an Act of A.P. State Legislature in 1982. Its primary objective is to provide opportunities for higher education to all sections of the society and to cater to the changing individual and societal needs. The motto of the University is **EDUCATION FOR ALL**. The university is presently offering various programmes through Faculties of Arts, Commerce, Education, Sciences and Social Sciences. The headquarters of the University, which is operating through a wide network of 23 Regional Coordination Centres and more than 200 Study Centres spread all over the States of Telangana and Andhra Pradesh, is located in Hyderabad.

Dr.B.R.Ambedkar Open University offers research programmes leading to the award of M.Phil./Ph.D. degrees in the subjects mentioned below as per the UGC Regulations 2009. The University has made elaborate arrangements and constituted various committees for effective monitoring of the research programmes in the Departments concerned and worked out a detailed procedure for processing of applications, finalising the list of eligible candidates, organising the programmes and conducting of examinations.

The following Faculties/Departments of the University are offering **M.Phil./Ph.D.** programmes.

<b>Faculty of Arts</b>	: English, Hindi, Telugu
<b>Faculty of Commerce</b>	: Business Management and Commerce
<b>Faculty of Education</b>	: Education
<b>Faculty of Sciences</b>	: Environmental Science, Mathematics, Physics and Zoology
<b>Faculty of Social Sciences</b>	: Economics, History, Library & Information Science, Political Science, Public Administration and Sociology

### 1.1 Admission Process

The Director, Student Services shall receive all the applications of the candidates submitted in response to the notification issued by the University for admission into the M.Phil. /Ph.D. programmes and forward them to the Deans concerned for processing and finalizing the lists of eligible candidates.

The rule of reservation of the State Government shall be followed in the admission process.

### 1.2 Departmental Research Committee (DRC)

The university constitutes Departmental Research Committee for a period of three years for each department offering M.Phil./Ph.D. programmes. It consists of the following members:

a) Dean of the Faculty concerned	<b>Chairperson</b>
b) All other faculty members of the Department concerned	<b>Members</b>
c) One external member from other universities	<b>Member</b>
d) Head of the Department concerned	<b>Convener</b>

#### 1.2.1 Functions of the DRC

The functions of the DRC are:

- to scrutinize the applications received and finalize the list of eligible candidates for written test;
- to monitor the examination, valuation of scripts and prepare the list of eligible candidates for interview;



- to conduct interviews and prepare the provisional list of eligible candidates for admission into M.Phil. and Ph.D. programmes and recommend the names to RPC (Research Programmes Committee);
- to recommend the panel of Research Supervisors to RPC;
- to identify and finalize the broad areas of research and allied subjects in the Department concerned from time to time;
- to identify the standard journals in the subject concerned and submit the same to the RPC for approval.

### 1.3 Research Programmes Committee (RPC)

The Vice-Chancellor constitutes the following RPC for a period of three years:

- |  |                        |
|--|------------------------|
| a) The Vice-Chancellor   | <i>Chairperson</i>     |
| b) The Rector  | <i>Member</i>          |
| c) Deans of all the Faculties  | <i>Members</i>         |
| d) One external member ( not below the rank of Professor)<br>from each Faculty suggested by the Dean concerned from<br>the panel of three external members submitted | <i>Members</i>         |
| e) Director, Student Services  | <i>Special Invitee</i> |
| f) Controller of Examinations  | <i>Special Invitee</i> |
| g) Director, Academic  | <i>Convener</i>        |

#### 1.3.1 Functions of RPC

The functions of the RPC are:

- to finalize the modalities of the research programmes;
- to approve the list of selected candidates for admission into M.Phil./Ph.D. programmes;
- to approve the panel of Supervisors for both M.Phil. & Ph.D. programmes;
- to approve the list of allied subjects;
- To approve the syllabus for course work of M.Phil. & Ph.D. programmes;

### 1.4 Seminar Presentation Committee (SPC)

The University constitutes an exclusive committee for each Faculty to look after seminar presentation arrangements with the following members:

- |  |                    |
|--|--------------------|
| a) Dean of the Faculty concerned               | <i>Chairperson</i> |
| b) Faculty members of the Department concerned | <i>Members</i>     |
| c) Head of the Department concerned            | <i>Convener</i>    |



- Part - I (Pre-Ph.D.) examination shall be conducted after the completion of the course work, however, within one year from the date of admission.
- The candidates possessing M.Phil. degree offered by Dr. BRAOU or any other recognized university are exempted from writing examination in course work (Pre-Ph.D.)
- The candidates without the M.Phil. degree who are admitted into Ph.D. programme shall pursue course work.
- For the successful completion of the programme, the candidate has to write a thesis based on his / her own independent research under the guidance of the research supervisor.
- The candidate has to submit the thesis within the stipulated period.

### 1.8 Teaching Methods

- i) The University adopts a multi-media approach for imparting instruction and research guidance.
- ii) The university will organize Personal Contact Programmes (PCP) for a period of one semester for course work for both M.Phil./Ph.D. programmes. ***Attending this PCP is mandatory on the part of the candidate. 75% of attendance is compulsory.***

### 1.9 Medium of Instruction

The medium of instruction and examination including entrance test, course work and dissertation/thesis for both M.Phil./Ph.D. shall be in English only. In case of languages, the medium of instruction and other activities shall be in the language concerned.

### 1.10 Selection of Research Supervisors

- The DRC identifies/recommends research supervisors.
- The supervisors shall have a doctorate degree from a recognized university with three years of teaching & research experience after obtaining Ph.D.
- Supervisors should have at least six (6) papers published in refereed journals for Science Faculty and at least four (4) research papers published in refereed journals or articles or chapters in ISBN books in other faculties.
- Of the research papers/articles published, at least two should have been published after obtaining Ph.D. from outside his/her own Ph.D. work.
- A teacher/scientist either working in a university department or in a university recognized research centre and recognized as research supervisor by the university alone can guide research scholars for Ph.D./M.Phil.
- A candidate registered for Ph.D. from a university recognized research centre except in the case of recognized national research institutions, must have a co-supervisor from the department concerned in the university,
- In case of inter-disciplinary areas of research, joint research supervisor may be allowed.
- A teacher should not have more than two candidates as a supervisor under his supervision as a joint supervisor per annum.

### 1.4.1 The Functions of SPC

The following are the functions of the Seminar Presentation Committee:

- to organize M.Phil./Ph.D. seminars;
- to finalise the topic and research design/proposals of the candidate on the basis of seminar presentation;
- to recommend whether the dissertation / thesis prepared by the candidate is fit for submission on the basis of the presentation made by the candidate at the pre – submission seminar.

### 1.5 Procedure for Change/Modification of Research Topic

- The Dean is authorized to permit the change/modification, if any, to the research topic on the recommendation of HOD.
- The candidate has to make a formal request within two years from the date of admission or within one year from the date of qualifying Pre-Ph.D. examination, whichever is earlier.
- The request must be recommended by the Supervisor(s) and endorsed by the HOD concerned.
- Any modification is permitted only once.

### 1.6 Procedure for Change of Supervisor

- The Supervisor/Joint Supervisor once allotted shall not be changed. However, in exceptional circumstances, the Dean of the Faculty may permit the change on valid reasons.
- Request for a change of Supervisor(s) should originate from the candidate with necessary evidence and justification.
- The change of Supervisor shall be reported to RPC.
- Any change of supervisor is permitted only once.

### 1.7 Programme of Study

- All the scholars of M.Phil./Ph.D. programme shall undergo the on-campus course work (part-I) for a period of one semester.
- **The M.Phil. programme** of study consists of two parts –
  - Part - I: Course Work and Part - II: Dissertation
  - The Part- I (course work) involves the study of a minimum of two courses *viz.* a) Research Methodology and b) Broad Field of Research.
  - Part - I examination shall be conducted after the completion of the course work within one year from the date of admission.
  - For the successful completion of the programme, the candidate has to prepare a dissertation based on his / her own independent research under the guidance of the research supervisor.
  - The candidate has to submit the dissertation within the stipulated period.
- **The Ph.D. programme** of study consists of two parts -
  - Part - I: Course work ( Pre-Ph.D. ) : Part - II: Thesis writing
  - The Part-I (course work) (Pre-Ph.D.) involves the study of a minimum of two courses *viz.* a) Research Methodology and b) Narrow Field of Research.



### 1.11 Payment of Fee

- The candidate has to pay an amount of Rs.15,000/- (Rupees Fifteen Thousand only) per annum for three years for Ph.D. and Rs 10,000/- (Rupees Ten Thousand only) per annum for two years for M.Phil. towards the tuition fee. An amount of Rs.1,000/- (Rupees One Thousand only) shall be paid towards admission fee for both the programmes ( Refer 2.3 for M.Phil. and 3.3 for Ph.D. for minimum and maximum period). In addition to this, the Science students having practical component have to bear the cost of consumables/field work/hiring of equipments etc.
- The candidate who could not submit the Dissertation /Thesis within the minimum period of two years for M.Phil. and the minimum period of three years for Ph.D. has to pay at the rate of Rs.1,000/( Rupees One Thousand only) for the remaining period prescribed to continue M.Phil. / Ph.D. programmes.
- M.Phil. / Ph.D. candidates who could not submit the Dissertation /Thesis within the maximum period prescribed will be allowed for an extension of the period for **one more year** on the payment of Rs.2,000/- (Rupees Two Thousand only).
- M.Phil. / Ph.D. candidates who could not complete the programme within the maximum period prescribed and one year extended period have to re-register for the programme by paying an amount of Rs.10,000/- (Rupees Ten Thousand only) for M.Phil. and Rs 15,000/- (Rupees Fifteen Thousand only) for Ph.D. towards re-registration fee. This will be valid for **one year** only.
- M.Phil. / Ph.D. candidates have to pay adjudication fee at the time of submission of Dissertation /Thesis. M.Phil. candidates have to pay an amount of Rs.5,000/- (Rupees Five Thousand only) and Ph.D. candidates have to pay an amount of Rs. 10,000/- (Rupees Ten Thousand only).
  - *The fee particulars given above are subject to revision from time to time.*

## M.Phil. Programme

### 2.0 REGULATIONS FOR ADMISSION INTO MASTER OF PHILOSOPHY (M.Phil.) PROGRAMME

#### 2.1 Eligibility for Admission

A candidate should possess a Master's Degree with a minimum of 55% (50% in the case of SC/ST candidates) in the subject concerned or in any allied subject from a recognized university.

or

A candidate should have passed in JRF / NET / SLET / GATE

#### 2.2 Admission Procedure

- i) Admission in to the M.Phil. programme shall be made through a written test. The written test shall consist of one paper of two hours duration in the subject in which the



- candidate seeks admission into the M.Phil. programme and shall carry 100 marks. The qualifying marks in the written test are 40% (35% in the case of SC/ST candidates).
- ii) JRF / NET / SLET / GATE passed applicants shall be exempted from the written test. However they have to appear for an interview.
  - iii) Those who qualify at the written test and the applicants qualified in JRF / NET / SLET / GATE shall be called for an interview, which carries 20 marks, where the candidates will be tested in analytical abilities, research design, understanding of the subject and communication skills. The candidates should secure a minimum of 40% in interview (35 % in the case of SC/ST candidates) to qualify for admission.
  - iv) The candidates who qualify in both written test and interview shall be considered for admission in to the M.Phil. programme of the subject concerned based on the availability of seats and the rule of reservation of the state government.
  - v) The maximum number of seats in each Department is 12.
  - vi) The Controller of Examinations shall conduct the entrance test and send the results, rank wise, to the Dean Department concerned.
  - vii) The DRC will conduct interviews to the qualified candidates and finalise the list of selected candidates and the final list of selected candidates should be placed before RPC for approval. The approved list should be forwarded to the Director, Student Services, for making admissions.
  - viii) Admissions shall be made once a year.

### 2.3 Duration of the Programme

- i) The minimum period of study for M.Phil. shall be two years from the date of admission, out of which one semester is allotted to the course work and remaining period is for the preparation of the dissertation.
- ii) The maximum period allowed is three years from the date of admission.
- iii) The candidate who could not complete the programme within the stipulated period, may be given an extension of not more than one year, if warranted by the merits of the case.
- iv) The candidate who could not complete the programme within the above said period shall have to re - register for the programme, which will be valid for one year only on the payment of prescribed fee of **Rs.10,000/-** (Rupees Ten Thousand only).

### 2.4 Study Schedule

- i) The M.Phil. programme consists of two parts:  
Part-I: Course Work and Part-II: Dissertation
- ii) The course work involves the study of two courses viz.,  
(a) Research Methodology and b) Broad Field of Research
- iii) Part-I examination shall be conducted after the course work.
- iv) The candidates have to submit periodical reports to the department concerned on the progress of research with the endorsement of the Supervisor.

- v) For the completion of the programme, the candidate is required to submit a dissertation within the stipulated period.

## 2.5 Course Work Examination

The examination of M.Phil. programme shall consist of two parts:

Part - I: Examination of the course work; Part - II: Adjudication of the dissertation.

- i) The Part - I examination shall consist of two courses;
  - a) Research Methodology, and b) Broad Field of Research.
- ii) Research Methodology course is common to all the candidates of the subject concerned. Broad field of research implies the subject in which the candidate proposes to do the research work for M.Phil.
- iii) The examination of each paper shall be of 3 hours duration and carries 100 marks. The pass marks shall be 50 per cent in each paper.
- iv) The examiner shall set the question paper and send the same to the Controller of Examinations, who in turn shall refer it to the course in-charge concerned for moderation and finalization.
- v) The papers shall be valued by two examiners, one external and the other one internal.
- vi) If the marks awarded by the two examiners differ by 15% and above, the script shall be valued by a third external examiner appointed by the university for the purpose. The average of the closest two shall be the final.
- vii) The candidate shall be allowed to take **two chances** to complete the Part – I (course work) examination.
- viii) The Part - I examination shall be conducted within one year from the date of admission of the candidate to the programme.

## 2.6 Submission of Dissertation

- i) The candidate is allowed to submit his / her dissertation only after passing Part - I examination.
- ii) The candidate is required to give seminars from time to time before making a final presentation (i.e. pre-submission seminar) on the progress of the research work. The final presentation (pre-submission seminar) on the research work shall be before submitting the dissertation.
- iii) The candidate has to submit his/her dissertation draft copy (spiral binding) to the Dean concerned well in advance for arranging pre-submission seminar.
- iv) The candidate, while submitting the dissertation, has to take care of the following points (check list):
  - a) Four copies of hard-bound computer typed dissertation along with soft copy;
  - b) Four copies of the abstract of the dissertation;

- c) Receipt showing that the prescribed fee has been paid;
  - d) 'No Dues Certificate' from the Library, SSB and Academic Branch;
  - e) A copy of the Memorandum of Marks of the Part I examination;
  - f) A certificate from the supervisor to the effect that the dissertation is based on the original work done by the candidate under his / her supervision;
  - g) A declaration from the candidate to the effect that the dissertation does not constitute part of any dissertation / monograph submitted for a degree or diploma of this or any other university /institute.
- v) The candidate has to submit the dissertation to the COE through proper channel [HOD/Dean/Director (Academic)] along with the certificates evidencing the successful presentation of pre-submission seminars.

## 2.7 Adjudicator - Appointment and Adjudication

- i) The supervisor shall submit a panel of six (6) adjudicators (within India) to the Controller of Examinations through proper channel. Of them, at least, two adjudicators should be from outside the State. This panel should not include the supervisor or the Faculty members of the university/institution where the candidate / supervisor of the candidate is working.
- ii) Each M.Phil. dissertation shall be examined by two (2) external adjudicators appointed by the Vice-Chancellor. Of them one may be from out side the state.
- iii) In case of non-receipt of reports from any adjudicator(s) within six months of the dispatch of copies of the dissertation, the Vice-Chancellor may appoint another adjudicator(s) in his/her/their place.
- iv) The adjudicator shall, in his/her report, state in clear and unequivocal terms whether:
  - a) The dissertation be accepted for the award of the M.Phil . degree and conduct the viva-voce examination.
  - or**
  - b) The dissertation be revised and resubmitted.
  - or**
  - c) The dissertation be rejected.



- v) In case of disagreement, the Vice-Chancellor may appoint a third adjudicator whose recommendation shall be final.

Recommendations of Adjudicators		Decision
1	2	3
Accept	Accept	Accept
Accept	Revise	Revise
Revise	Revise	Revise
Accept	Reject	Revise; send to 3 <sup>rd</sup> examiner
Revise	Reject	Revise; send to 3 <sup>rd</sup> examiner
Reject	Reject	Reject

## 2.8 Revision/Resubmission of the Dissertation

- i) A candidate whose dissertation is recommended for revision may be permitted to resubmit the revised dissertation within six months of the recommendation.
- ii) The comments and suggestions of the adjudicators for revision shall be communicated by the Controller of Examinations to the candidate, through the Dean, HOD concerned and Supervisor.
- iii) The candidate has to submit the revised dissertation to the COE, through the Supervisor, HOD and the Dean concerned for further process.
- iv) The revised dissertation shall be sent to the same adjudicator(s).
- v) Permission of the Chairperson, RPC is necessary if the revised dissertation is re-submitted after a lapse of six months from the date of recommendation.
- vi) No re-submission shall be permitted after a lapse of **one year**.
- vii) The candidate has to pay a fee of **Rs. 5,000/-** (Rupees Five Thousand only) at the time of re-submitting the dissertation.

## 2.9 Viva-Voce Examination

- i) The Controller of Examinations, after receiving the positive reports from all the adjudicators, will send them to the Dean concerned for arranging open viva-voce examination for the candidate in consultation with the supervisor and Head. The Viva-Voce Board shall consist of the following members:
 

a) Dean of the Faculty concerned	<i>Chairperson</i>
b) Research supervisor concerned	<i>Member</i>
c) Head of the Department concerned	<i>Convener</i>
- ii) The Controller of Examinations shall send all the reports in a sealed cover to the Chairperson of the Viva-Voce Board and see that the reports are made available to all the board members.

## **Ph.D. Programme**

### **3.0 REGULATIONS FOR ADMISSION INTO DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAMME**

#### **3.1 Eligibility for Admission**

A candidate should possess a Master's Degree with a minimum of 55% marks (50% in the case of SC/ST candidates) in the subject concerned or in any allied subject from a recognized university.

or

A candidate should have passed in JRF / NET / SLET / GATE / M.Phil.

#### **3.2 Admission Procedure**

- i) Admission into the Ph.D. programme shall be made through a written test. The written test shall consist of one paper of two hours duration in the subject in which the candidate seeks admission into the Ph.D. programme and shall carry 100 marks. The qualifying marks in the written test are 40% (35% in the case of SC/ST candidates).
- ii) JRF / NET / SLET / M.Phil. / GATE passed applicants shall be exempted from the written test. However they have to appear for an interview.
- iii) Those who qualify at the written test and the applicants qualified in JRF /NET / SLET / M.Phil. / GATE shall be called for an interview, which carries 20 marks, where the candidates will be tested in analytical abilities, research design, understanding of the subject and communication skills. The candidates should secure a minimum of 40% in interview (35 % in the case of SC/ST candidates) to qualify for admission.
- iv) At the time of interview, the candidate has to submit a topic along with the research proposal/ research design.
- v) The candidates who qualify in both written test and interview shall be considered for admission in to the Ph.D. programme of the subject concerned based on the availability of seats and the rule of reservation of the state government.
- vi) The total number of seats of a department shall be decided by the number of eligible faculty to supervise the candidates. However, the maximum number of seats shall not exceed 12 per annum in each Department.
- vii) The total number of candidates permitted to enroll under a supervisor is restricted to eight only, inclusive of other universities / research institutions.
- viii) A teacher should not have more than two candidates under his supervision as a supervisor per annum.
- ix) A teacher should not have more than two candidates under his supervision as a joint Supervisor.
- x) The Controller of Examinations shall conduct the entrance test and send the results, rank wise, to the Dean concerned.
- xi) The DRC will conduct interviews to the qualified candidates and finalise the list of selected candidates and the final list of selected candidates should be placed before



- iii) The candidate shall have to defend his/her dissertation in viva-voce presentation.
- iv) The Chairperson of the Board shall read out reports for the convenience of the members present after the presentation by the candidate.
- v) The Viva-Voce Board may on the basis of the unanimous opinion recommend either:
  - a) the scholar be awarded the M.Phil. degree;
  - or
  - b) the scholar should appear for the viva-voce examination again after a stipulated time.
- vi) The Board sends its recommendation to the COE for necessary action.

### **2.10 Cancellation of Registration**

- i) The registration of an M.Phil. candidate stands cancelled if the chairperson, RPC accepts the application for cancellation submitted by the candidate through proper channel.
- ii) The chairperson, RPC may cancel the registration of a scholar on the recommendation of or after consulting the supervisor if the progress of his / her research work is unsatisfactory.
- iii) The registration stands cancelled if the candidates does not pass the written test of Part - I, after availing the prescribed number of chances (two) or does not submit the dissertation within the prescribed period.
- iv) The registration stands cancelled if the candidate's revised dissertation is rejected by the adjudicators.
- v) The registration of a research scholar stands cancelled any time for proven misbehavior/misconduct.

### **2.11 Award of Degree**

Dr. B. R. Ambedkar Open University shall award the M.Phil. degree to all the eligible candidates only after successful completion of course work, approval of the dissertation by the adjudicators, conduct of viva-voce examination by the faculty concerned and after taking the necessary approvals from the authorities concerned.

### **2.12 Depository with UGC**

Following the successful completion of the evaluation process and announcements of the award of M.Phil. degree, the university submits a soft copy of the M.Phil. dissertation to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all institutions/universities.



the RPC for approval. The approved list should be forwarded to the Director, Student Services, for making admissions.

- xii) Admissions into the Ph.D. programme shall be made once a year.

### 3.3 Duration of the Programme

- i) The minimum period of study for Ph.D. shall be three years from the date of admission, out of which one semester is allotted to the course work and remaining period is for writing the thesis. However, for the candidates admitted with M.Phil. degree, the minimum period for submission of thesis is two years only.
- ii) The maximum period allowed is five years in both the cases.
- iii) The candidate who could not complete the programme within the stipulated period, may be given an extension of not more than one year, if warranted by the merits of the case.
- iv) The candidate who could not complete the programme within the above said period shall have to re – register for the programme, which will be valid for one year only on the payment of prescribed fee of **Rs.15,000/-** (Rupees Fifteen Thousand only).

### 3.4 Study Schedule

- i) The Ph.D. programme of study shall consist of two parts:  
Part-I: Course Work i.e. Pre-Ph.D. and Part-II: Thesis;
- ii) The course work involves the study of two courses viz.,  
a) Research Methodology and b) Narrow Field of Research.
- iii) Part-I (Pre-Ph.D.) examination shall be conducted after the course work.
- iv) All the candidates admitted into Ph.D. programme shall have to appear and pass the Pre-Ph.D. examination. However, the M.Phil. degree holders are exempted from Part-I (Pre-Ph.D.) course work and examination.
- v) After passing the Pre-Ph.D. examination, every scholar has to make a seminar presentation on the research topic including relevance of the subject/theme, topic, methodology proposed and contribution to the theory, etc.
- vi) The DRC undertakes periodic review of research and seminar presentation of the candidates and they need to incorporate the changes suggested to strengthen the research.
- vii) Every Ph.D. candidate should submit to the Dean concerned his/her research progress report duly signed by the research supervisor every six months.
- viii) Every Ph.D. candidate should present research design, progress and pre-submission seminars.
- ix) At least one research paper in the area of study of Ph.D. should be published/accepted for publication in peer reviewed/refereed journal before the pre-submission seminar.

### 3.5 Course Work Examination

- i) The examination of Ph.D. programme shall consist of two parts:  
Part - I: Examination of the course work; and Part -II: Adjudication of the thesis.
- ii) The Part - I (Pre-Ph.D.) examination shall consist of two courses.  
a) Research Methodology, and b) Narrow Field of Research
- iii) Research Methodology course is common to all the candidates of the subject concerned. Narrow Field of Research implies the detailed area of the research topic in which the candidate proposes to do the research work for Ph.D.
- iv) The examination of each paper shall be of 3 hours duration and carries 100 marks. The pass marks shall be 50 per cent in each paper.
- v) The examiner shall set the question paper and send the same to the Controller of Examinations, who in turn shall refer it to the course in-charge concerned for moderation and finalization.
- vi) The papers shall be valued by two examiners, one external and the other one internal.
- vii) If the marks awarded by the two examiners differ by 15% and above, the script shall be valued by a third external examiner appointed by the university for the purpose. The average of the closest two shall be the final.
- viii) The Pre-Ph.D. examination shall be conducted within one year from the date of admission.
- ix) The candidate shall be allowed to take **two chances** to complete the Part - I (Pre-Ph.D.) examination.
- x) The Pre-Ph.D. examination shall be conducted within one year from the date of admission of the candidate to the programme.

### 3.6 Submission of Thesis

- i) The candidate is allowed to submit his/her thesis only after passing Pre-Ph.D. examination. The thesis for Ph.D. degree must be a significant contribution to the knowledge in the subject and offer evidence of originality and scholarship.
- ii) The candidate is required to give seminars from time to time before making a final presentation (i.e. pre-submission seminar) on the progress of the research work. The final presentation (pre-submission seminar) on the research work shall be before submitting the thesis.
- iii) The candidate has to submit his/her thesis draft copy (spiral binding) to the Dean concerned well in advance for arranging pre-submission seminar.
- iv) The candidate, while submitting the thesis, has to take care of the following points (check list):
  - a) Five copies of hard-bound computer typed thesis along with soft copy;
  - b) Five copies of the abstract of the thesis;
  - c) Receipt showing that the prescribed fee has been paid;
  - d) 'No Dues Certificate' from the Library, SSB and Academic Branch;
  - e) Copy of the Memorandum of Marks of the Part I examination;



- f) A certificate from the supervisor to the effect that the thesis is based on the original work done by the candidate under his /her supervision;
- g) A declaration from the candidate to the effect that the thesis does not constitute part of any thesis/dissertation/monograph submitted for a degree or diploma of this or any other university /institute.
- v) The candidate has to submit the thesis to the COE through proper channel [HOD/Dean/Director (Academic)] along with the certificates evidencing the successful presentation of pre-submission seminars.

### 3.7 Adjudicator - Appointment and Adjudication

- i) The supervisor shall submit a panel of 10 adjudicators (within India) to the Controller of Examinations through proper channel. Of them, at least 3 adjudicators should be from outside the State. This panel should not include the supervisor or the faculty members of the university/institution where the candidate / supervisor of the candidate is working.
- ii) From the panel, the Vice-Chancellor shall appoint three adjudicators, of which at least one should be from outside the State.
- iii). In case of non-receipt of reports from any adjudicator(s) within six months of the dispatch of copies of the thesis, the Vice-Chancellor may appoint another adjudicator(s) in his/her/their place.
- iv) The adjudicator shall, in his/her report, state in clear and unequivocal terms whether:
  - a)The thesis be accepted for the award of the Ph.D. degree and conduct the viva-voce examination.
  - or**
  - b)The thesis be revised and resubmitted.
  - or**
  - c)The thesis be rejected.
- v) The adjudicator shall also state whether the thesis is fit for publication in the existing or in the revised form.
- vi) The university takes a decision on the thesis based on the three reports according to the guidelines as specified in page.no.17.



Recommendations of Adjudicators			Decision
1	2	3	4
Accept	Accept	Accept	Accept
Revise	Revise	Revise	Revise
Reject	Reject	Reject	Reject
Accept	Accept	Revise	Revise
Accept	Revise	Revise	Revise
Accept	Accept	Reject	Send to 4 <sup>th</sup> examiner
Accept	Reject	Reject	Reject
Accept	Revise	Reject	Revise; send to 4 <sup>th</sup> examiner
Revise	Revise	Reject	Revise; send to 4 <sup>th</sup> examiner
Revise	Reject	Reject	Reject

### 3.8 Revision/Resubmission of the Thesis

- i) A candidate whose thesis is recommended for revision may be permitted to resubmit the revised thesis within one year of the recommendation.
- ii) The comments and suggestions of the adjudicators for revision shall be communicated by the Controller of Examinations to the candidate, through the Dean, HOD concerned and Supervisor.
- iii) The candidate has to submit the revised dissertation to the COE, through the Supervisor, HOD and the Dean concerned for further process.
- iv) The revised thesis shall be sent to the adjudicator(s) as per the para No. 3.7(vi).
- v) Permission of the Chairperson, RPC is necessary if the revised thesis is re-submitted after a lapse of one year from the date of recommendation.
- vi) No re-submission shall be permitted after a lapse of one year.
- vii) The candidate shall have to pay the prescribed fee of Rs. 10,000/- (Rupees Ten Thousand only) for resubmission of the thesis.

### 3.9 Viva-Voce Examination

- i) The Controller of Examinations, after receiving the positive reports from all the adjudicators, will send them to the Dean concerned for arranging open viva-voce examination for the candidate in consultation with the supervisor and Head. The Viva-Voce Board shall consist of the following members:

- |   |                    |
|---|--------------------|
| a) Dean of the Faculty concerned              | <b>Chairperson</b> |
| b) External adjudicator nominated by the V.C. | <b>Member</b>      |
| c) Research Supervisor                        | <b>Member</b>      |
| d) Head of the Department concerned           | <b>Convener</b>    |

- ii) The Controller of Examinations shall send all the reports in a sealed cover to the Chairperson of the Viva-Voce Board and see that the reports are made available to all the board members.
- iii) The candidate shall have to defend his/her thesis in viva-voce presentation.
- iv) The Chairperson of the Board shall read out reports for the convenience of the members present after the presentation by the candidate.
- v) The viva-voce board may on the basis of the unanimous opinion recommend either
  - a) the scholar be awarded the Ph.D. degree;                      **or**
  - b) the scholar may appear for the viva-voce examination again after a stipulated time.
- vi) The board sends its recommendation to the COE for necessary action.

### **3.10 Cancellation of Registration**

- i) The registration of a Ph.D. scholar stands cancelled if the chairperson, RPC accepts the application for cancellation submitted by the candidate through proper channel.
- ii) The chairperson, RPC may cancel the registration of a Ph.D. scholar on the recommendation of or after consulting the supervisor if the progress of his / her research work is unsatisfactory.
- iii) The registration stands cancelled if the candidate does not pass the Pre-Ph.D. examination after availing the prescribed number of chances (two) given to him / her or does not submit the thesis within the prescribed period.
- iv) The registration stands cancelled if the candidate's revised thesis is rejected by the adjudicator.
- v) The registration of a research scholar stands cancelled any time for proven misbehavior/misconduct.

### **3.11 Award of Degree**

Dr. B. R. Ambedkar Open University shall award the Ph.D. degree to all the eligible candidates only after successful completion of course work, approval of the thesis by the adjudicators, conduct of viva-voce examination by the faculty concerned and after taking the necessary approvals from the authorities concerned.

### **3.12 Depository with UGC**

Following the successful completion of the evaluation process and announcements of the award of Ph.D. degree the university submits a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all institutions/universities.

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