

M.Phil./Ph.D. REGULATIONS 2016 OF GAUHATI UNIVERSITY

[Incorporating University Grant Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016]

[Date of approval in Academic Council is 22/4/2017.]

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1. Frequently used words

- *Academic Year: An Academic Year is the period of twelve months from 1st August in any year to 31st July of the next year.*
- *Sister Institute: An autonomous institute recognised by Gauhati University (henceforth, GU) for carrying out research leading to the Ph.D. degree. A supervisor or guide from a sister institute enjoys the same rights of a supervisor from GU.*
- *Supervisor or Guide: Is a person recognised by GU who is eligible to supervise a scholar leading to the award of the degree of Ph.D..*
- *External Examiner: An external examiner is an examiner other than guide(s) not belonging to GU and its affiliated Colleges and Sister Institutions.*
- *College: A college affiliated to GU running Under Graduate courses. It may have Post Graduate departments recognised by GU.*
- *GU-RET: Gauhati University Research Eligibility Test — an entrance test held centrally by the office of the Academic Registrar for screening applicants for admission into the M.Phil./Ph.D. Programme on various programmes of GU.*
- *Counselling: An academic interview conducted by a postgraduate department of GU or a sister institute to short-list applicants for admission into an M.Phil./Ph.D. Programme of GU. It is an essential process through which all prospective M.Phil./Ph.D. scholars should go. Failing to appear in a Counselling Session may lead to the rejection of the candidature.*

2. Introduction

2.1. General Introduction

The management and organization of research programmes leading to the M.Phil./Ph.D. degree shall generally remain vested with the Research Council subject to the general approval of the Academic Council of GU. While taking decisions, the Research Council shall follow the conditions laid down in the Regulations. In case any major policy change is required in the Regulations, the same shall be placed before the Academic Council for approval. The decision of the Academic Council shall be placed before the Executive Council for final approval and implementation.

3. Statutory Bodies and Their Responsibilities

3.1. Executive Council (EC): The Executive Council is the Executive Body of GU.

3.2. Academic Council: The Academic Council is the highest Academic Body of GU and shall, subject to the provisions of GU Act, the Statutes and the Ordinances have the control and general regulation of and be responsible for the maintenance of standards of instruction, education, and examination within the University.

3.3. Research Council (RC)

The Research Council (RC) is a body to oversee all the research activities of the university. Further, the Research Council will look after matters relating to recognition of M.Phil./Ph.D. Guide, Laboratory for Ph.D.- related work, and ensure smooth implementation of the guidelines of these M.Phil./Ph.D. regulations. In addition, the Research Council will also oversee the research activities relating to M.Phil., D.Sc., D.Litt., and activities related to Postdoctoral Research and research to work of similar nature.

3.3.1. Composition of the Research Council

i. Chairman

Vice-Chancellor, GU

ii. Members

a. Deans of all the Faculties of GU

b. One Senior Professor of GU with high quality research activities to be nominated by the Vice-Chancellor, GU

c. Two Senior members of recognized research institutes with remarkable research activities – to be nominated by the Vice Chancellor, GU

d. The Academic Registrar, GU – Ex-officio Secretary

The term of the members of the Research Council other than ex-officio members is three years from the date of the first meeting.

3.4. Ph.D. Committee

The Ph.D. Committee is an academic body which oversees the matters related to provisional and final registration of a scholar.

The Ph.D. Committee shall recommend

- Provisional Registration for Ph.D. degree*
- Final Registration for Ph.D. degree*

3.4.1. Composition of the Ph.D. Committee

i. Chairman

Dean of the concerned Faculty of GU

ii. Members

- a. Head of the Department of the concerned department*
- b. Concerned Ph.D. guides*
- c. Academic Registrar, GU – Convener*

3.5. Faculty Research Committee (FRC)

For the Faculties of Engineering and Medical, there will be a Faculty Research Committee (FRC). The FRC will

- discuss all the policy matters regarding the Ph.D. degree and put forward its suggestions/recommendations to the Ph.D. committee in some cases and the Research Council, whichever appropriate.*
- examine the documents enclosed with the applications of the candidates for admission into Ph.D. as per GU guidelines in compliance with the GU M.Phil./Ph.D. Regulations and as per the merit list of the entrance test and submit the recommended list to the Academic Registrar, GU.*
- Form the Research Advisory Committee (RAC) for each scholar (Ref. clause 3.7) after the scholar successfully completes the Ph.D. Course Work, before the Provisional Registration. If necessary, the FRC may revise the composition of the RAC within the stipulated norms.*

3.5.1. Composition of the FRC

i. Chairman and Convener

Dean of the concerned Faculty

ii. Members

- a. All head of departments of the concerned faculty.*
- b. Concerned Research Guide.*

If the concerned guide does not belong to the concerned department under Engineering and Medical Sciences faculties of GU, he/she shall attend as a member only when matters related to his/her research scholar(s) is (are) placed in the agenda of the FRC.

3.6. Departmental Research Committee (DRC)

To oversee all Ph.D.- related matters at the departmental level, a Departmental Research Committee (DRC) be constituted in each PG department of GU.

The DRC will

- discuss all the matters related to the concerned department regarding M.Phil./Ph.D. and put forward its suggestions/recommendations to the M.Phil./Ph.D. committee in some cases and the Research Council in respective cases through the Academic Registrar, GU.*
- examine the documents enclosed with the applications of the candidates for admission into M.Phil./Ph.D. as per GU guidelines in compliance with the GU M.Phil./Ph.D. Regulations and as per the merit list of the entrance test and submit the recommended list to the Academic Registrar, GU.*
- form the Research Advisory Committee (RAC) for each scholar (Ref. clause 3.7) after the scholar successfully completes the Ph.D. Course Work, before the Provisional Registration. If necessary, the DRC may revise the composition of the RAC within the stipulated norms.*

3.6.1. Composition of the DRC

i. Chairman and Convener

Head of the concerned PG Department of GU.

In case the Head is not a Ph.D. degree holder, then the next senior teacher with a Ph.D. Degree will be the Chairperson. In case a Department has no teacher with a Ph.D. degree, then the Academic Registrar may entrust the Dean of the respective faculty as the Chairperson of the DRC of that department subject to the approval of the Vice-Chancellor.

ii. Members: All the recognized research guides of the concerned department.

3.7. Research Advisory Committee (RAC)

There shall be a Research Advisory Committee (RAC) for each Ph.D. scholar. This committee will consist of the research supervisor as the convener and two other members from the same department. Out of these two members, at least one will be a professor. In case, a department does not have sufficient number of faculty members for the committee, faculty members from other related departments may be members of this committee. This committee shall have the following responsibilities:

- *The RAC will be constituted by the respective DRC/FRC for each scholar after successful completion of the Coursework before the Provisional Registration. For scholars who are exempted from the Coursework, the RAC is constituted any time before the Provisional Registration.*
- *Review the research proposal and finalise the topic of research at the end of the Coursework.*
- *Periodically review and assist in progress of the research work of the scholar.*
- *Assessments during Final Registration and Pre-Submission Seminars of the scholar.*
- *The scholar shall appear before the RAC once in a year and present the progress of his / her work. However, the RAC may call for a review at any time and may decide to ask the scholar for a more frequent presentation of his/her progress report.*
- *Any change of Supervisor, thesis title, addition of Co-Supervisor, appeal for extension of period of research work will have to have approval of this committee.*
- *In case the RAC is not satisfied with progress of the scholar, it may advise the DRC for cancellation of registration of the scholar.*
- *The RAC will approve the Panel of Examiners to be submitted to the Academic Registrar.*

3.8.Ph.D./M.Phil. Admission Committee (PAC)

The Ph.D./M.Phil. Admission Committee decides matter related to M.Phil./Ph.D. Admissions. All rules and regulations of the admission test shall be framed and overseen by the Admission Committee. The Admission Committee will discuss and decide on any matter related to any difficulties or issues which may arise during the process of admission.

3.8.1. Composition of the PAC

- i. Chairman
Vice- Chancellor, GU*
- ii. Vice-Chairman
Rector, GU*
- iii. Members*

- a. All Deans of Faculties of GU*
- b. Academic Registrar, GU – Convener*

4. Research Supervisor

4.1. Recognition of M.Phil./Ph.D. Thesis Supervisor

4.1.1. Procedure for recognition as a M.Phil./Ph.D. Thesis Supervisor

- i. Applications for recognition as a M.Phil./Ph.D. Supervisor of GU can be made at any time of the academic year through an application to the Academic Registrar, GU in a specific application form. The application form will be made available by the Academic Registrar, GU.
- ii. Valid applications will be forwarded to the respective DRC/FRC. It will be processed in the respective DRC/FRC and Chairman of the DRC/FRC shall forward the same to the Academic Registrar, GU after due scrutiny and relevant comments by the DRC/FRC, which will then be placed before the Research Council, GU.
- iii. The Research Council may recognize a person as a M.Phil./Ph.D. Research Guide (or Supervisor) of GU on the recommendation of the Departmental Research Committee (DRC).
- iv. The recommendation of the Research Council should have approval of the Executive Council.

4.1.2. Eligibility for recognition as a M.Phil./Ph.D. Thesis Supervisor

An applicant intending to become a M.Phil./Ph.D. Guide (or Supervisor) should fulfil the following conditions:

- i. The applicant should be a full-time regular faculty member, a scientist or scientific officer of the academic departments of the GU or its affiliated Colleges or from a Sister Institute.
- ii. Should complete the period of probation after appointment in the concerned institution.
- iii. Should have a minimum of 2 (two) research papers/research articles in journals covered by standard citation indices like Science Citation Index Expanded (SCI-Expanded), Social Sciences Citation Index (SSCI), Arts & Humanities Citation Index (A&HCI), SCOPUS, Web of Science (WoS), Thompson Reuters IEEE, ACM, SPRINGER, etc.
These research papers/articles should not be a part of the M.Phil./Ph.D. thesis of the faculty member/scientist.

For those subjects, not having such type of journals, the concerned department will prepare the list of Journals and get it approval by the Research Council.

- iv. *Persons from Institutions of National/International Repute, UGC recognised universities, other National Institutes recognised by National Agencies such as DST, CSIR, DBT etc MAY be recognized as a 'Co-Guide' for collaborative research as per approval of DRC/FRC of the relevant University Department, subject to approval from the Research Council.*

For definition of 'Co-Guide' or 'Co-Supervisor' (Ref. clause 4.3)

- v. *In case of applicants from Sister Institutes or Colleges, the concerned laboratory in the respective department (wherever applicable and necessary) of the institute/college should be recognised by the Research Council as a Research Laboratory appropriate for Ph.D. scholars to work in, prior to recognition of the applicant as a Ph.D. Guide. Besides, in case of a Ph.D. Guide from a College/Sister Institute, the respective DRC/FRC will examine at the time of provisional registration, whether the laboratory of the concerned college/institute has adequate facility for the proposed research work. (Ref. clause 7.2)*
- vi. *A person should not be superannuated and should have more than three years (3 years) to the date of his / her superannuation; However, if DRC/FRC feels, the concerned faculty member may be allowed to supervise up to the age of superannuation.*
- vii. *A person on lien from GU or to GU is not eligible for applying for recognition as research supervisor, except when the person is on lien within GU.*

4.2. Number of Scholars under a Research Guide

- i. *The maximum number of M.Phil/Ph.D. scholars shall not be more than 3 (M.Phil.)/8 (Ph.D.), 2(M.Phil.)/6 (Ph.D.), and 1(M.Phil.)/4 (Ph.D.) at any point of time under a Research Guide who is a Professor, Associate Professor, and Assistant Professor (or equivalent positions), respectively. This excludes those Research Scholars who have submitted their theses for evaluation and those for whom the person is a co-guide.*

- ii. *This rule is also applicable to Supervisors from Sister Institutes / Colleges. However, in such cases, the recognized Guide will be required to give an undertaking by stating the total number of M.Phil./Ph.D. students under his/her guidance.*

4.3.Co-Guide or Co-Supervisor

In the event of a scholar pursuing the research programme on a topic with ramifications stretching to two or more areas/disciplines she/he may apply to the Chairman of the concerned DRC for a Co-Guide (or Co-Supervisor), duly endorsed by the concerned RAC. The allotment of a Co-Guide is subject to the following conditions.

- i. *The Co-Guide (or Co-Supervisor) may be from GU, the sister institutes, and colleges or from another university or an institute/college not affiliated to GU.*
- ii. *The Co-Guide should be a recognised guide either of GU or of the respective institution and from among the regular faculty member/scientist/scientific officer of the respective institution/universities (recognized by the UGC/concerned appropriate Body) to which (s)he belongs.*
- iii. *Persons who are appointed as full-time faculty members in the academic departments of GU under special schemes such as INSPIRE (DST), UGC Faculty, Contractual Faculty etc., may be recognised as Co-Guide. In such cases, the letter of appointment/MoU/Guidelines etc., laid down by the concerned funding agency should mention that they can be allowed to co-guide M.Phil./Ph.D. scholars.*
- iv. *The allotment of a co-guide is limited only to the concerned Ph.D. Scholar.*
- v. *The concerned DRC after scrutinizing the research proposal submitted by the candidate, will take the decision on this matter which will require subsequent approval from the Research Council.*
- vi. *The inclusion of a co-guide in a research programme should be done prior to the Final Registration Seminar. No request for a co-guide under any circumstances will be entertained after the Final Registration Seminar.*

- vii. *A person who is a co-guide, will not derive any benefits (such as enhancement of API Score) on account of her/him being a co-guide.*
- viii. *The prescribed limit of research scholars that a M.Phil./Ph.D. Supervisor may take at any given time, will also not apply to the case of co-guide.*
- ix. *A person may be a co-guide for several Ph.D. scholars at the same time. However, in such cases, the Research Council will take the final decision.*

4.4. Change of Research Guide

The permission for change of Research Guide requires a 'No Objection Certificate' from the present Guide and the prospective Guide, agreeing to supervise the scholar. If a research scholar applies for changing his/her research guide without the consent of the Guide, the permission may be accorded on the condition that he/she would not be allowed to pursue research work on the same topic.

A scholar may apply for change of guide to the Academic Registrar, GU which should have an endorsement from the respective and DRC/FRC. The Academic Registrar will place the matter before the Research Council, GU for necessary action.

A change of Research Supervisor will necessarily imply re-formation of the RAC.

4.5. Change of status of Research Guide

If during the course of the Ph.D. work, the status of the research guide changes, the status quo would be maintained unless in the case of demise of the supervisor.

The change of status mentioned above includes all of the following:

- i. *Transfer of the supervisor to another institute within or outside the jurisdiction of GU.*
- ii. *Superannuation of the supervisor.*
- iii. *Change of designation (in case of promotion) of the supervisor.*

If, however, due to certain reasons, the university withdraws the 'recognition as a supervisor' for a person, s/he will cease to be a supervisor with immediate effect and the scholar will be required to apply to the respective DRC for a change of guide. In the unfortunate event of demise of a supervisor, the scholar shall apply to the concerned DRC for allotment of a new guide. In such cases, the maximum number of research scholars allotted to a supervisor may increase.

5. Admission

5.1. Admission Procedure

The admission process to the M.Phil./Ph.D. programme of GU is a two-step process:

- i. a common entrance test (known as GU-RET) and*
- ii. the Counselling process.*

The admission process for the M.Phil./Ph.D. programme of GU will be the responsibility of the Academic Registrar, GU and will be carried out through a Central Application Process (CAP). The admission to the M.Phil./Ph.D. Programme of GU will be held twice in an academic year - (a) in August (Autumn Session) and (b) in January (Spring Session). However, the entrance test (GU-RET) for admission will be held only for the Autumn Session. The admission during Spring Session will be limited to valid International students only. For information on International Students (Ref. clause 5.5).

5.2. Admission Roadmap

- i. The Academic Registrar will notify for admission into the M.Phil./Ph.D. programme in March-April each year for the Autumn Session, and in November-December for the Spring Session of Ph.D. admission (for International students only)..*
- ii. All prospective M.Phil./Ph.D. scholars have to apply for admission into the M.Phil./Ph.D. Programme through the Central Application Process or CAP.*
- iii. All prospective scholars should appear in the GU-RET (except the exempted applicants and International Students).*
- iv. The GU-RET will be held during May-June each year. The results of GU-RET will be declared in June. The final list of successful applicants (applicants who qualify GU-RET, applicants who are exempted from appearing in GU-RET, and international applicants) will be decided in each department through recommendation of the concerned DRC on the basis of the performance of the applicants in GU-RET. This process will be known as Counselling. During Counselling, a department may consider various factors like the availability of research supervisors, an*

applicant's academic specialization and his/her suitability for research on a particular topic etc.

- v. *Each department will then pre-allot a research supervisor to each successful applicant and communicate the final list of successful applicants along with their pre-allotted research supervisors to the Academic Registrar.*
- vi. *The number of seats for M.Phil./Ph.D. admission in any subject shall depend on the availability of necessary infrastructure and research guides in the respective Department/Centre.*
- vii. *Successful applicants will then be advised to take provisional admission into the M.Phil./Ph.D. Programme.*
- viii. *Matters related to admission into the M.Phil./Ph.D. programme will be decided by the Ph.D./M.Phil. Admission Committee.*

5.3. Eligibility

- i. *Any person having a Postgraduate Degree of GU or from any recognized university/institute in a subject in the Faculties of Arts, Science, Commerce, Management, Law, Technology, Fine Arts, Engineering, and Medical Science or other professional subjects of GU with not less than 55 (fifty five) percent of marks or equivalent grade in the concerned subject may apply for admission to the M.Phil./Ph.D. programme in the subject in which the candidate has the Masters Degree or in an allied subject for consideration by respective Departmental Research Committee (DRC) or Faculty Research Committee (FRC). The minimum marks for SC/ST/OBC (Non-Creamy Layer) candidates or a differently-abled candidate (with equal to or more than 40% disability) is 50% or equivalent grade.*
- ii. *In case of Medical Sciences, the rules of Medical Council of India/Indian Nursing Council/Rehabilitation Council of India/ recommendation of Faculty of Medicine for Clinical Courses shall be followed (where necessary).*
- iii. *An applicant who has an M.Ed. degree can apply for Ph.D. programme in the Education Department for research on a topic related to Education, Education System, Curriculum, Teaching Methods, Educational Technology of the concerned subject, provided the applicant has a Masters Degree in the concerned subject. In such cases, the applicant will have to appear in the admission test (GU-RET), unless exempted, in the subject of the parent*

department and if admitted, the candidate will have to take a Co-Guide from the Education Department of GU.

- iv. Students who have appeared or are appearing in their postgraduate final examinations may also apply for admission into the M.Phil./Ph.D. Programme. However, such candidates will be required to furnish their results before the final selection list of successful applicants is prepared by the concerned department.*
- v. An applicant who is in a service (either permanent or temporary or part-time) should have a “No Objection Certificate” from the employer before admission can be allowed.*

5.4. GU-RET (Gauhati University Research Eligibility Test)

GU-RET is the first screening of the Central Application Process (CAP) for admission into the M.Phil./Ph.D. Programme of GU, unless an applicant qualifies for an exemption.

5.4.1. Structure of GU-RET

The GU-RET is an examination comprising of two parts (a) a common paper to test the applicant’s knowledge about research aptitude, mental ability, and basic computer knowledge, (b) a subject paper, which specifically tests the applicant’s depth of knowledge in the subject concerned. The detailed structure of GU-RET and its marking scheme will be decided prior to each admission session in a meeting of all the faculties.

5.4.2. Exemption from appearing in GU-RET

Exemption from appearing in the GU-RET does not mean automatic admission into the M.Phil./Ph.D. Programme. It is just a benefit awarded to certain deserving applicants. An exempted applicant will have to go through the process of Counselling before she/he can be admitted into the M.Phil./Ph.D. Programme.

Recipient of CSIR/UGC-JRF, ICMR-JRF, ICAR-JRF, DBT-JRF are exempted from appearing in the GU-RET. Eligible International Students are also exempted from appearing in the GU-RET.

Exemption from appearing in GU-RET can be availed only once. If an applicant has been exempted once and did not appear in the Counselling session, s/he will not be given any exemption in the future. However, the

applicant can appeal for exemption in writing citing sufficient reasons why he/she should be exempted.

5.4.2.1.Limits on the of admission of exempted scholars

The final admission of exempted applicants into the M.Phil./Ph.D. programme will be limited to a maximum of 50% (fifty percent) of total admitted applicants in any discipline in any academic year.

Therefore, a candidate who is exempted from GU-RET may appear in GU-RET for admission through GU-RET, if the candidate is unable to get a seat out of the 50% seats.

5.5.International Students

An International Applicant is one who is not a domicile of India. An International Applicant is not required to appear in the GU-RET. The Counselling process for International Applicants can be carried out through other methods of available technology.

5.5.1. Selection Criteria

- i. An International Applicant with not less than 55 (fifty five) percent of marks or equivalent grade in the concerned subject can apply for admission into the Ph.D. programme of GU in a subject in the Faculties of Arts, Science, Commerce, Management, Law, Technology, Fine Arts, Engineering, and Medical Science or other professional subjects of GU in the respective equivalent qualifying examination.*
- ii. An International Applicant will have to demonstrate proficiency in English either through standardized tests such as TOEFL, IELTS etc. or through a proven record of receiving education in the English language over a considerable length of time.*
- iii. While considering international applications, the DRC/FRC of the concerned department will take into consideration the merit of the research proposal, reference letters, and scores of standardized tests such as GRE.*

6. The M.Phil./Ph.D. Programme

6.1.M.Phil./Ph.D. Coursework

Students admitted under M.Phil./Ph.D. programme will have to undergo a compulsory 6 (six) months' course designed by the concerned DRC and have to complete the course successfully. At the end of the Coursework, the students shall have to appear in an examination to qualify for Provisional Registration.

If an admitted scholar has completed the Coursework from GU (through an earlier admission) or from other recognised universities (in case of transfer), the Coursework may be treated as valid provided it has been approved by the concerned DRC.

In case of Re-Admission (Ref. Section.6.13), a scholar need not do the M.Phil./Ph.D. Coursework again, if it has been successfully completed during the earlier registration. If, however, the Coursework was not completed successfully, the scholar would need to undergo the compulsory Coursework for 6 (six) months and all other conditions at par with a new scholar will be in force.

6.1.1. Structure of the M.Phil./Ph.D. Coursework

- i. The M.Phil./Ph.D. Coursework will be of 6 months' duration, and will start from August each year. Applicants admitted in the Spring Session will have to wait till August to begin the Coursework.*
- ii. There will be four papers in the Coursework. Each paper shall be of 6 credits, making it a total of 24 credits for the entire Coursework. Total marks in each paper shall be 100 (20 internal, 80 final examination).*
- iii. The papers will be as follows:*
 - Paper I: Research methodology (as per UGC recommendation)*
 - Paper II: Computer Application/Numerical analysis/Environmental issue or similar Course designed by the concerned department.*
 - Paper III & IV: On the relevant subject*
- iv. Course content for Paper I and II shall be framed by the concerned PG Department of GU and will be compulsory. Paper III and IV shall be subject specific. For Paper III & IV, the concerned department may*

offer several courses, and the students shall exercise the option of choosing any two.

- v. *As the University has several recognized colleges/institutions outside the campus as centres for carrying out research activities, these sister institutes will exercise the option of framing their own course content for Paper III and IV, with the approval of the concerned DRC/FRC.*
- vi. *All subject-specific courses of the department and of the sister institutes will be subject to approval of the DRC/FRC of the nodal departments.*
- vii. *Sister institutes will conduct their courses in their own institutes, but the question paper setting, and evaluation process will be done by the concerned PG Department of the University.*
- viii. *Upon completion of the course, students shall be required to sit for a written examination as per the syllabus designed by the concerned DRC in the concerned GU Department. They will be declared to have successfully completed the course provided they secure the qualifying grades as indicated below.*

Qualifying Grades

- *Grade A : 90% and above*
- *Grade B : 70% and above but below 90%*
- *Grade C : 50% and above but below 70%*
- *Grade D : Less than 50%*

The minimum pass marks in each paper shall be 50%. Those securing below 50% (grade D) shall have to attend the course in the next session and complete the formalities with the qualifying grades. Mid-term and sessional test may be conducted as per the convenience of the department and the sister institutes.

- ix. *The minimum attendance required to qualify for appearing in the Final Coursework Examination is 75%.*
- x. *Students admitted to the Ph.D. programme with an M.Phil. degree obtained from this University or from any other UGC recognised University or Institute will be exempted from undergoing the course work. The University shall make necessary arrangements for issuing*

these candidates an appropriate certificate to this effect after due verification.

- xi. Evaluation of M.Phil./Ph.D. Coursework will be conducted in the departments internally. Preparation of question papers and evaluation of scripts/dissertation/projects etc. will be done by the faculty members of the concerned department.*
- xii. The sister institutes recognized by GU will conduct sessional, internal assessment examinations etc., by themselves.*
- xiii. A prescribed format for certifying successful completion of the M.Phil./Ph.D. Coursework will be issued by the Academic Registrar to all the departments which will be used for declaration of the result.*
- xiv. The said certificate, after signature of the Head of the Department, will be forwarded to the Academic Registrar for counter-signature. A record of the certificates issued will be kept in the concerned department and in the office of the Academic Registrar for future reference.*
- xv. The Head of the concerned department will be required to submit the list of all successful M.Phil./Ph.D. candidates who have qualified in the M.Phil./Ph.D. Coursework examination along with the grades obtained to the Academic Registrar for record.*

6.1.2. Completion of the Coursework

A scholar will have to successfully complete the Coursework within two years from the date of admission (i.e. within two academic sessions). A scholar may repeat a paper by applying to the concerned DRC and the recent marks obtained by him/her will replace the earlier marks.

A scholar should successfully complete the Coursework within two consecutive years of the admission. Failing to do so will result in cancellation of the admission. A scholar may attempt to clear a paper multiple times within these two years.

6.2. Allotment of Research Supervisor

During the counselling of the M.Phil./Ph.D. Programme, the DRC /FRC of the concerned department will pre-allot the scholar a supervisor. This allocation of the supervisor for a selected student shall be decided by the department in a formal manner depending on the number of students per faculty member, the available specialization among the supervisors, and the research interest of the

student as indicated during the Counselling session. The final allotment of supervisor shall be done as per the pre-allotment after the successful completion of the M.Phil./Ph.D. Coursework.

6.2.1. Pre-Allotment

As the final allotment of a research supervisor to a scholar can only be completed after successful completion of the M.Phil./Ph.D. Coursework, a pre-allotment will be done by the concerned department for each scholar at the time of admission with the understanding that the scholar will be finally allotted to the pre-allotted supervisor after successful completion of the M.Phil./Ph.D. Coursework. This will help the scholar to initiate her/his research work during the M.Phil./Ph.D. Coursework.

A research supervisor is expected to agree to supervise the pre-allotted scholar after the scholar's successful completion of the M.Phil./Ph.D. Coursework. However, if for some reason, the supervisor is unable to supervise the pre-allotted scholar, the supervisor will inform the respective DRC about this and the DRC will take a decision in this regard.

6.3.Independent Research

With the prior permission from the Vice-Chancellor, a candidate fulfilling the eligibility conditions stated under 'Eligibility Criteria' (Ref. Section 5.3), and having at least 10 (ten) years of teaching experience in the University Department or College within the territorial jurisdiction of GU and having adequate publications in standard National and International Research Journals and Books may apply for pursuing her/his Ph.D. Research programme independently. While seeking permission from the Vice-Chancellor, the candidate will have to submit certificates from two members of the concerned faculty of the University with experience in guiding research testifying the eligibility of the candidate to pursue independent research. All other provisions and conditions of the Regulations will be applicable to all such scholars working independently. A candidate found eligible for carrying out Independent Research will have to do Coursework.

A scholar having registered once under a guide shall not be permitted to submit her/his thesis independently.

A candidate found eligible for carrying out Independent Research need not to appear in GU-RET.

6.4. Provisional Registration of Ph.D.

The process of Provisional Registration of all admitted Ph.D. scholars who have successfully completed their Ph.D. Coursework will begin after the declaration of results of the Ph.D. Coursework examination, during the period between March to June. The DRC/FRC will also constitute a RAC for each scholar. Successful Ph.D. scholars will be required to submit a synopsis of the proposed Ph.D. work to the respective DRC/FRC through the RAC, which after due consideration by the DRC/FRC will be forwarded to the Academic Registrar for provisional registration.

Provisional Registration should be completed within June through a meeting of the Ph.D. Committee after recommendation by the concerned DRC.

The date of Provisional Registration will be with effect from the date of admission into the Ph.D. programme.

6.4.1. Submission of Synopsis

A synopsis of the proposed research work will have to be submitted within the month of February by a candidate following the allotment of a guide after the successful completion of M.Phil./Ph.D. Coursework. The synopses shall be examined internally by the faculty members of the department (to be decided by the Head of the Department on the basis of topics of proposed research) and the reports shall be examined by the concerned DRC/FRC. Any modifications/corrections suggested shall have to be incorporated in the synopses. On the recommendation of the DRC/FRC, the applications shall be forwarded to the Academic Registrar within the month of March to be processed for provisional registration of the candidates.

6.5. Final Registration of Ph.D.

The process of Final Registration shall begin with a Final Registration Seminar, which the Ph.D. scholar should give before the RAC in the concerned department. A scholar from Sister Institutes and Colleges should give this seminar at the parent department to which the scholar belongs. The Final Registration Seminar is an open seminar which will be notified at the departmental level, a copy of which will be forwarded to the Academic Registrar for record.

- i. *Candidate provisionally registered for Ph.D. Degree shall be required to apply for final registration in the prescribed 'Form' within 24 (twenty four) months from the date of Provisional Registration.*
- ii. *Candidates failing to apply for final registration within 24 (twenty four) months from the date of Provisional Registration, on the recommendation of the RAC, may be allowed to apply for final registration within 36 (thirty six) months from the date of Provisional Registration on payment of 'Late Registration Fee' at the prescribed rate. If a candidate does not apply for the final registration within the 36 (thirty-six) month period, her/his provisional registration will stand cancelled. However, she/he may be allowed re-admission in the Ph.D. programme bypassing the otherwise mandatory admission test on payment of prescribed fees for the period. For re-admission, please see below.*
- iii. *Application for final registration in prescribed 'Form' shall be placed before the Ph.D. committee. A report from the guide(s) through the concerned Head of Department testifying to the candidate's defence of her/his research programme in an open seminar, along with the 'Progress Report' from the research scholar (countersigned by the members of the RAC) should be enclosed. The candidate will be required to incorporate relevant suggestions received during the presentation. Such suggestions shall be recorded by the concerned Department and a copy of the same shall be made available to the candidate and forwarded to the Academic Registrar for record. Accordingly, the thesis should eventually reflect the changes suggested at the time of the Pre-Submission Seminar. The Ph.D. committee shall consider such reports and accord approval for the 'Final Registration' of the scholar for the Ph.D. degree.*
- iv. *The date of final registration shall be effective from the date of Provisional Registration.*
- v. *Candidates with Master's Degree from universities other than GU shall be required to submit a copy of GU 'Registration Certificate' along with the application for final registration.*

6.6.Pre-Submission Seminar

The scholar shall be required to give a Pre-Submission seminar on her/his research findings at least a month before the expiry of the period of research

work, when the guide is of the opinion that the thesis is in the final stage of completion. The presentation will be given in the presence of the RAC and other faculty members and scholars of the concerned department. A scholar from Sister Institutes and Colleges should give this seminar at the parent department to which the scholar belongs. The Pre-Submission seminar is an open seminar, which will be notified at the departmental level.

During the Pre-Submission seminar, an evaluation will be necessary whether the earlier recommendations during the Final Registration Seminar, if any, have been incorporated into the thesis or not.

The candidate shall follow the recommendations of the Committee and modify the thesis based on these recommendations in her/his thesis. A copy of the recommendation shall be submitted to the Academic Registrar for records.

The Head of the Department should facilitate in organizing the Pre-Submission seminar within the stipulated time so that the scholars can conveniently submit the thesis.

A scholar should submit the thesis for evaluation within three months from the clearance of the Pre-Submission seminar. A scholar failing to do so should re-apply for a fresh Pre-Submission seminar.

6.7. Topic and Title of Ph.D. Thesis

At the time of Final Registration, the topic and title of the proposed Ph.D. thesis may be changed within the broad discipline of the subject matter in which the topic and title was provisionally registered by the candidate. A change of the department due to change of proposed topic and title will not be permitted. There cannot be any change of Topic of the thesis after Final Registration. After Final Registration there may be some minor modification of the Title of the Thesis with due recommendation from the RAC and approval from the DRC/FRC.

6.8. Submission of Progress Reports

A candidate admitted into the Ph.D. Programme has to submit a progress report to the supervisor who will go through the report. If the reported progress has been found satisfactory, the supervisor will recommended that the scholar may deposit the fees at the prescribed rate. A scholar shall not deposit any fees without the recommendation of the concerned supervisor. Any such payment which is not endorsed by the supervisor will be treated as invalid.

6.9. Submission of Ph.D. Thesis

When the scholar is cleared for submission of the Ph.D. thesis after the Pre-Submission seminar, the scholar will submit four copies of the Ph.D. thesis (five copies, if a Co-Guide is present). All these five copies should be soft bound. No hard bound copies will be accepted at this stage (see below for specifications for a Ph.D. thesis).

An exact soft (digital) copy of the submitted thesis should be submitted along with the printed copies with a separate abstract of the thesis. This is required to expedite the evaluation process. This soft copy of the thesis will not be utilised for any other purpose other than evaluation. The exact procedure for submission of the soft copy of thesis will be notified by the Academic Registrar.

6.9.1. Guidelines for preparing the M.Phil./Ph.D. thesis

The detailed guidelines for preparing a Ph.D. thesis can be found in Annexure-I. A Ph.D. thesis should be within the maximum word limit prescribed for the concerned subject. Detailed information on word limit will be published by the Academic Registrar.

6.10. Plagiarism Check of M.Phil./Ph.D. Thesis

The RAC headed by the supervisor should carry out a plagiarism check (i.e. similarity index) with the software provided by the university (and recommended by the UGC). The report and other details of the plagiarism check should be shared with the Librarian, GU, on which the scholar should obtain a certificate from the Librarian, GU indicating the similarity index of the contents of the thesis with any other existing material.

A certificate from the supervisor indicating that “The softcopy of the thesis on which the Plagiarism Check has been carried out is the identical softcopy and hardcopy, which is being submitted for evaluation” is essential without which the thesis will not be accepted for submission.

A similarity index of more than 20% (excluding the Bibliography and self-citation) will necessarily require a revision of the thesis and will not be accepted for submission and will be returned to the scholar for revision. The revised copy should go through the same procedure before submission of the thesis for evaluation can be accepted.

The Plagiarism Check need not be submitted for clearance in the Pre-Submission seminar. It is needed on the final version of the submitted thesis after necessary revision, if any, suggested during Pre-Submission Seminar. So, the certificate

from the Librarian, GU indicating the similarity index should be obtained after clearance in the Pre-Submission Seminar. It is thus advisable that the scholar and the guide carry out a plagiarism check on the contents of the thesis well in advance before submission.

6.11. Contents of the M.Phil./Ph.D. Dissertation/Thesis

The M.Phil./Ph.D. dissertation/thesis should embody the results of research and show evidence of originality through publications in a standard peer-reviewed research journal (see below).

M.Phil. scholars shall present at least one (1) research paper in a conference/seminar before submission of the dissertation for adjunction, and produce evidence for the same in the form of presentation certificates and / or reprints.

The Ph.D. Thesis should contain work of at least 1 (one) research paper/article in journals covered by standard citation indices like Science Citation Index Expanded (SCI-Expanded), Social Sciences Citation Index (SSCI), Arts & Humanities Citation Index (A&HCI), SCOPUS, Web of Science (WoS), Thompson Reuters etc. and 1 (one) research paper/article in standard Nationally and Internationally recognized peer-reviewed journals with ISSN/ISBN certification. For those subjects which do not have such type of journals, the concerned department will prepare a list of Journals and get it approved in the Research Council.

6.12. Period of Research Work

- i. An M.Phil. programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years.*
- ii. A scholar finally registered for the Ph.D. Degree may submit the thesis after the compulsory Coursework and completion of 3 (three) years of research work with effect from the date of Provisional Registration (i.e. the date of admission) but not later than 5 (five) years from the Provisional Registration.*
- iii. If a scholar fails to submit the thesis within 5 (five) years from the date of Provisional Registration, she/he may be allowed one year of extension on the recommendation of the RAC, which will be effective after the completion of 5-year term of registration.*

- iv. *For extension of one year, the scholar shall be required to submit an application to the Academic Registrar through the RAC justifying the need for extension and will be required to pay a prescribed fee for the extended period of 1 (one) year. In such a case, the application SHOULD be made prior to the expiry of 5 (five) years or within a month from the expiry of 5 (five) years.*
- v. *The Final Registration of the scholar shall stand cancelled after 6 (six) years from the date of Provisional Registration (after 5 years, if the scholar did not apply for extension mentioned above) if she/he fails to submit the thesis, and his/her name shall be struck off from the Ph.D. registration. The scholar shall not be allowed to work on the same topic any further, even if the scholar takes a fresh admission. However, under very special circumstances, the Vice Chancellor, GU may grant another grace period of 90 (ninety) days for the submission of thesis after the expiry of the 6 (six) year period from the date of Provisional Registration. In such a case, the application for extension of 90 days should be made prior to the expiry of the 6 (six) year period.*
- vi. *After the lapse of 6 years and 90 days, if the scholar fails to submit the thesis, the registration shall stand cancelled and will not be revived under any circumstances. If such a scholar takes a fresh admission (through the usual procedure), the scholar will not be allowed to work on the same topic again.*

6.12.1. Special case for Women and Differently Abled scholars

Women scholars and differently-abled scholars (with equal to or more than 40% disability) may be allowed a maximum relaxation of one year for M.Phil. and two years for Ph.D. In addition, the women candidates may be provided Maternity Leave / Child Care Leave for up to 240 day once in the entire duration of M.Phil./Ph.D. Any application for such extension(s) and leave should have the approval of the RAC and the respective DRC/FRC.

6.13. Re-admission

- i. *A scholar may apply for re-admission into the Ph.D. programme if she/he fails to complete the Final Registration after expiry of 36 months from the date of admission.*

- ii. *The application for re-admission should be made within one month of date of expiry of registration (see above).*
- iii. *Re-admission will be permitted only when the Ph.D. topic is the same and the supervisor is the same.*
- iv. *The application for re-admission should be recommended by the RAC.*

A re-admission will essentially replace all the previous records of Ph.D. admission of the applicant including those of Provisional Registration. The re-admitted applicant will have to go through the process of Provisional Registration along with the regular scholars. All other stipulated conditions for regular scholars will also apply to the re-admitted scholar including the need to present a fresh Final Registration Seminar. However, re-admitted scholars are exempted from taking the Coursework examination, if the scholar has already successfully passed this examination.

Re-admission will be allowed only once for a particular Ph.D. registration.

6.14. Evaluation of M.Phil./Ph.D. Dissertation/Thesis

- i. *The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner from the panel of four (4) examiners. If the evaluation report of the external examiner is unsatisfactory and does not recommend a viva-voce, the dissertation will be sent to another examiner out of the approved panel of examiners. The viva-voce and/or practical 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 dissertation shall be rejected and the research scholar shall be declared ineligible for the award of degree. The M.Phil. viva-voce and/or practical examination shall be conducted by the Head of Department and shall be open to all faculty members of the department, other research scholars and other interested experts / researchers. The successful completion of the viva-voce and/or practical examination by the candidate shall be certified by a committee of three (3) faculty members including the Head of Department, concerned supervisor, and another recognised supervisor of the department / allied department. If the Head of Department is the supervisor, then there should be two (2) recognised supervisors of the department / allied department(s). If the examiners recommend modification of the dissertation during the viva-voce and/or practical examination, otherwise recommending the scholar for the award*

of the M.Phil. Degree, the thesis should be revised accordingly and submitted. They may recommend the scholar to re-appear in another viva-voce and/or practical examination after 3 (three) months but not later than 6 (six) months to defend her/his thesis.

- ii. The Ph.D. thesis shall be examined by a Board of Examiners consisting of two external examiners and the guide(s) concerned (three external examiners in case of independent PhD student). For this purpose, the Academic Registrar shall finalize the Board of Examiners from the Panel of at least 8 (eight) examiners in the subject provided by the guide besides the guide(s).*
- iii. In case of independent Ph.D. research student, the Panel of Examiners shall be prepared by the Chairman of the concerned DRC/FRC.*
- iv. The Vice-Chancellor shall select the Board of Examiners from the finalised panel and the Academic Registrar will take necessary steps for evaluation of the thesis. If need arises, the Vice Chancellor (or the Academic Registrar) may refer the panel to the DRC for comments and suggestions.*
- v. All the examiners appointed to evaluate the thesis shall be requested to send a report on the thesis along with questions to be put to the scholar during the Viva-Voce and/or Practical Examination.*
- vi. If the thesis is recommended for PhD degree unanimously by all the examiners, then it will be processed according to clauses under 'Viva-Voce and/or Practical Examination'.*
- vii. If the thesis is recommended for revision by any one examiner or more, the thesis will have to be revised accordingly and re-submitted. However, the scholar may appeal for a review of the comments of the examiner. In such cases, the appeal will be sent to the examiner concerned. If the examiner still recommends revision, the thesis should be revised accordingly and re-evaluated.*
- viii. If the thesis is recommended for the PhD degree by any two examiners and rejected by the third examiner, then the thesis will be referred to an external examiner (i.e. 4th examiner) from the panel already approved and to be selected by the Vice-Chancellor. The assessment of the 4th examiner shall be final. If the 4th examiner suggested re-submission after revision, then the scholar will be allowed to resubmit the thesis after necessary revision in the light of the comments of the examiner within one year on payment of half of the prescribed examination fees and the revised thesis will be sent only to this examiner who*

suggested revision. If the 4th examiner recommends the thesis, the report of the recommendation will be considered along with the other reports already received and will be processed for 'Viva-Voce and/or Practical Examination'.

- ix. If the thesis is suggested for re-submission after revision by any two examiners, the scholar will be allowed to resubmit the thesis after revision in the light of the comments of the examiners within one year on payment of half the prescribed examination fees and the revised thesis will be sent to only those examiners who have suggested revision. If the revised thesis is recommended, the reports and the recommendation will be considered along with the other reports already received and will be processed for 'Viva-Voce and/or Practical Examination'.*
- x. If the thesis is rejected by any two examiners (including the 4th examiner, if any), it shall be rejected.*

6.15. Viva-Voce and/or Practical Examination

After the thesis has been recommended by all the examiners for award of PhD degree, the report of the examiners will be made available to the guide(s) by the Academic Registrar and the scholar shall be asked to appear at a Viva-Voce and/or practical examination.

- i. The Viva-Voce will be conducted by at least two examiners, one external examiner and the guide.*
- ii. The external examiner for the Viva-Voce examination will be any one of the two evaluators of the thesis (except the guide), approved by the Vice Chancellor. If no external and/or the guide are not readily available to conduct the Viva-Voce examination, the Vice-Chancellor may appoint other examiners for this purpose from the approved panel.*
- iii. The examiners shall submit a combined report duly forwarded by the Chairman of the concerned DRC/FRC. In case of PhD scholar doing independent research without any guide, the Viva-Voce examination will be organized by the concerned Head of the Department and will be conducted by two external experts.*
- iv. Candidates will be required to pay a PhD Viva-Voce fee for appearing in the Viva-Voce and/or practical examination at the prescribed rate on or before the date of the said examination. The fee for re-appearing at the Viva-Voce and/or practical examination shall be half the prescribed Viva-Voce fee.*

6.15.1. Rules for Compulsory Viva-Voce and/or Practical Examination

- i. The Viva-Voce examination shall be an open one and its arrangement is the responsibility of the guide concerned in consultation with the Head of the concerned department and the external examiner.*
- ii. A general notice shall be issued by the Head of the concerned Department for this purpose with a copy to the Academic Registrar for record.*
- iii. The Viva-Voce shall be held in the concerned department in the presence of research scholars and teachers of the concerned department. The Viva-Voce for scholars from Sister Institutes and Colleges should be held in the parent department to which the scholar belongs.*
- iv. The Viva-Voce should not be held on University holidays.*
- v. The examiners of the Viva-Voce may ask questions beyond the subject of the thesis in order to satisfy themselves that the scholar has adequate knowledge of the particular branch of studies in which she/he has submitted the thesis.*
- vi. The examiners, if satisfied with the Viva-Voce shall submit a joint report recommending the work of the scholar for award of the PhD Degree. If they are not satisfied, then may recommend the scholar to re-appear in another Viva-Voce examination after 3 (three) months but not later than 6 (six) months to defend her/his thesis.*
- vii. The Viva-Voce report should be forwarded by the Chairman of the concerned DRC/FRC.*
- viii. If the examiners recommend modification of the thesis during the Viva-Voce examination, otherwise recommending the scholar for award of the PhD Degree, the thesis should be revised accordingly and submitted.*

6.16. Award of the M.Phil./Ph.D. Degree

If the dissertation/thesis is recommended for award of the M.Phil./Ph.D. degree after the viva-voce and/or practical examination, the Academic Registrar with the approval of the Vice-Chancellor shall declare the result, after the mandatory submission for publication through INFLIBNET (see below), subject to approval of the Executive Council. The Executive Council shall approve the award of the Degree of Doctor of Philosophy (Ph.D.) and shall cause her/his name to be published with the title of the thesis, name of the guide(s) and name of the faculty and Department to which the thesis belongs.

A certificate under the seal of the University and signed by the Vice-Chancellor will be given to each successful candidate at the next convocation for conferring the degree.

For all other matters not covered above, the decision of the Research Council based on the recommendation of the Ph.D. Committee shall be final and binding.

6.17. Publication of Ph.D. thesis

6.17.1. Copyright

Any Ph.D. thesis submitted to GU for the award of the Ph.D. degree will be a property of GU and the copyright will belong to GU.

6.17.2. Publication of thesis

A scholar, after receiving the Ph.D. degree may choose to publish her/his thesis (i) if the thesis is recommended for publication by any one examiner, provided that the other two examiners have not recommended against its publication OR (ii) if the thesis is recommended for publication by any two examiners.

A scholar should apply to the Academic Registrar seeking permission to publish the thesis.

6.17.3. Publication through INFLIBNET

Any M.Phil./Ph.D. dissertation/thesis which has resulted in the award of the M.Phil./Ph.D. degree will eventually be published by the GU Library through the INFLIBNET (UGC). For this purpose, the scholar after the viva-voce examination should submit an electronic copy of the M.Phil./Ph.D. thesis to the GU Library. The scholar shall have to abide by any other guidelines recommended by the Librarian, GU for smooth publication of the thesis while submitting the electronic copy.

The announcement of the Award of the M.Phil./Ph.D. Degree after the successful completion of the viva-voce examination will be made only after the submission of the electronic copy to the GU Library. The scholar should obtain a statement from the Librarian, GU that the electronic copy has been submitted. The announcement of the award of the degree will be made only after this process is completed.

6.18. Remuneration

The evaluation of a Ph.D. thesis prior to the viva-vice examination will be remunerative, irrespective of the comments of the reviewer. This will include the

remunerations for the dissertation/thesis guide(s) and the external examiners. The evaluation process during the viva-voce examination will also be remunerative. All remunerations will be paid as per university rules, which might change from time to time without any prior notice.

7. Annexure

7.1. Annexure 1 : Guidelines for preparing the Ph.D. thesis

The Office of the Academic Registrar will publish a template for Ph.D. theses which should be followed. In general, the following guidelines should be followed while preparing a Ph.D. thesis.

- i. The thesis should be typed on both sides of A4-size paper in double space with a font size of 12 point.*
- ii. The thesis should be within the maximum word limits prescribed for each class of subjects by the Faculties. A detailed statement of the prescribed word limit will be published by the office of the Academic Registrar.*
- iii. A margin of at least 3 cms shall be left on all sides.*
- iv. Maps and drawings may have appropriate size as advised by the supervisor.*
- v. The cover page of the thesis should contain the title of the thesis, the name of the degree, the year of submission and the name of the scholar embossed/printed on the spine and on the front cover.*
- vi. The bibliography should be a single one for all the contents of the thesis and should be put at the end of the thesis.*
- vii. The colour of the cover of the thesis and the letters thereon shall be as given below*

<i>Faculty</i>	<i>Colour of Cover</i>	<i>Colour of Letter</i>
<i>Arts, Commerce, Management, Law, and Fine Arts</i>	<i>Black</i>	<i>White</i>
<i>Science, Technology, Engineering, and Medicine</i>	<i>Dark Cherry-Red</i>	<i>White</i>

- viii. Preceding the contents of thesis, there should be a certificate from the supervisor(s) stating that*
 - a. The scholar has fulfilled all requirements stated in the Ph.D. regulations.*

- b. *The thesis is the result of the scholar's own investigations.*
- c. *The scholar has incorporated the recommendations/suggestions, if any, made during the Pre-Submission Seminar.*
- d. *In case of a scholar submitting the thesis independently (see below), the above declaration is to be given by the scholar himself/herself.*
- ix. *The thesis should also contain a declaration from the scholar to the effect that (a) the thesis or any part thereof was not submitted by her/him for any research degree to this University or any other University/Institution and (b) the thesis does not contain any plagiarised material except the scholar's own work. In conformity with the above guidelines, the office of the Academic Registrar will publish a template for Ph.D. theses with detailed instructions, which should be adhered to by the concerned scholars.*
- x. *At the time of the submission of thesis, every scholar shall pay a Ph.D. thesis Examination Fee at the prescribed rate. The fee once paid shall not be refunded.*
- xi. *The scholar is also required to submit an exact single copy of electronic version (in PDF format, with scanned copies of all the certificates incorporated) of the thesis and a summary. The exact procedure of submission of an electronic copy of the thesis and its summary will be decided by the Academic Registrar.*
- xii. *The scholar is also required to submit a certificate from the Librarian, GU indicating the similarity index of the contents of the Ph.D. thesis with any existing material (Ref. Section 6.10).*
- xiii. *A hardbound copy of the Ph.D. thesis will have to be submitted to the Academic Registrar, GU after necessary corrections, if any, as soon as the viva-voce examination is over, but before declaration of the result. If suggestions for corrections/revisions have been made during the viva-voce examination, a digital copy containing the suggested corrections is also required to be submitted. The hardbound copy will then be forwarded to the library for archival and digital repository set up at INFLIBNET Centre immediately before declaration of the Ph.D. result.*

7.2. Annexure 2: Recognition of Research Laboratory

When a faculty member from a sister institute or an affiliated college applies for recognition as Research Supervisor, the concerned DRC/FRC will necessarily require the prior recognition of the laboratory as a suitable one for carrying out Ph.D. related research work. If the relevant subject is one where a laboratory is an essential part of the infrastructure for carrying out research leading to a Ph.D. degree.

A laboratory to be recognised as one suitable for carrying out Ph.D. work should fulfil the following conditions.

- i. The proposed laboratory should be a separate one which will not be utilised for routine classroom experiments.*
- ii. It should have the required experimental setups essential for carrying out research.*
- iii. It should have sufficient funds for recurring expenses such as required for chemicals and other consumables.*
- iv. The concerned institute will pay the required fee annually. The recognition following the payment of fees will be valid for one year from the date of recognition and has to be renewed each year on payment of the required fee.*
- v. The recognition will be provisional only and will be subjected to inspection from time to time.*

7.3.Format of certificate for completion of M.Phil./Ph.D. Coursework and passing certificate



GAUHATI UNIVERSITY

Gopinath Bordoloi Nagar, Guwahati – 781014

CERTIFICATE

This is to certify that.....bearing
Enrolment Number.....year.....is a bonafide
M.Phil./Ph.D. student enrolled in the Department of
..... under Faculty of
....., Gauhati University for the session
.....

He /She has successfully completed M.Phil./Ph.D. Coursework in partial fulfilment of the requirements for M.Phil./Ph.D. on dated ___ / ___ / ____.

His / Her performance in the Coursework is as follows:

Course Number	Course Name	Grade

Signature of Head of Department/Chairperson of DRC/FRC Signature of Academic Registrar
Date: Gauhati University

Note:

Grade A : 90% and above

Grade B : 70% and above but below 90%

Grade C : 50% and above but below 70% Grade D : Less than 50%

7.4. *Structure and Format of M.Phil. Dissertation*

Three hardbound copies of the dissertation typed on the computer with 12 font size letters in A4-size paper with a margin of 3 cms on the left side and 2 cms on the other three sides should be submitted with a certificate from the supervisor.

The title of the dissertation, name of the degree with the year of submission, name of the University and logo, and name of the candidate should be printed on the front cover and also on the spine.

The paper of the text, maps and other drawings, photo plates, etc should be of a standard quality.

The Committee members are as follows:

- 1) Dean, Faculty of Science
- 2) Dean, Faculty of Arts
- 3) Dean, Faculty of Commerce
- 4) Dean, Faculty of Law
- 5) Dean, Faculty of Fine Arts
- 6) Dean, Faculty of Management
- 7) Dean, Faculty of Technology
- 8) Dean, Faculty of Engineering
- 9) Dean, Faculty of Medicine
- 10) Prof. M P Bora, Department of Physics, GU
- 11) Dr. Gajendra Adhikary, Principal, D K Girls College
- 12) Dr. Guruprasad Khataniar, Academic Registrar, GU (Convener)