

Guidelines for PhD Programme

(As approved by the Research Council at its 26th Meeting held on
23rd January 2019

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

1. Registration

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

2. Doctoral Research Committee (DRC)

All major activities of Research Degree Programmes will be undertaken by the discipline specific Doctoral Research Committee (DRC). The constitution of the DRC will be done in the following manner:

- 2.1 There will be a DRC for each Discipline that will manage all aspects of research programme pertaining to the Discipline. The DRC will exercise the powers and perform the functions as mentioned in Clause **3.1.4** of the IGNOU Regulations for Conducting Research Degree Programme (IRCRDP). The Composition of the DRC will be as per the Provision under Clause **3.1.3** of IRCRDP. The term of the external experts will be for three years.
- 2.2 Each discipline will choose the Research Programme Coordinator and his/her term will be for two years. This position will rotate among the faculty members,

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

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

A candidate will be eligible for admission and registration for the PhD programme, provided he/she:

- 3.1 Possesses Master's Degree from a University recognized by UGC or any other qualification recognized as equivalent thereto in such fields of study as are notified for the purpose from time to time by the University with at least 55% marks [50% marks in the case of SC, ST, OBC (Non-creamy Layer) and Differently-Abled and other categories of candidates as per the decision of UGC from time to time, or for those who had obtained their Master's Degree prior to 19th September, 1991]excluding grace mark.
- 3.2 Qualifies in the entrance examination conducted by IGNOU at the National level.

4. Duration

- 4.1 The **minimum** and **maximum** duration after registration for the Ph.D. Programme shall be **three years** and **six years** respectively. The minimum and maximum duration for Ph.D. under integrated mode will be **three and half years** and **six and half years** respectively. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.
- 4.2 The maximum duration can be extended by one year with the approval of the Vice Chancellor. In such cases a prescribed fee will have to be paid by the student for the period of extension.

5. PRE-PHD COURSE WORK

All the admitted candidates shall undergo Course Work in accordance with the provisions of IRCRDP.

- 5.1 The credit assigned to the Ph.D. course work shall be of 16 credits of minimum one semester duration and maximum two consecutive semesters (one year). Further DRC may also recommend area specific Bridge Course/ Additional Course to a student in case the student is required to acquire additional knowledge in the respective area of his/her research work.

- 5.2 The course work shall be treated as prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, Qualitative methods, Mixed Methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.
- 5.3 A candidate may be exempted from course work by the DRC, if a similar coursework is successfully completed by the candidate from a University/ institution recognized by the UGC for this purpose.
- 5.4 The course work shall be completed within a maximum period of 2 semesters from the date of commencement of the academic session the student has been admitted to in accordance with the Guidelines prescribed from time to time by the Research Council and in conformity with the UGC Regulations, 2016. If a student fails to complete coursework within prescribed time period, his/her admission/ registration shall be cancelled automatically.
- 5.5 The Course Work per four credit course will be delivered in the following manner:
- (i) Minimum Number of hours for class room teaching learning: 30 hours
 - (ii) Minimum Number of hours for library work: 20 hours
 - (iii) Minimum Number of hours for tutorial and other interactive activities: 10 hours
- 5.6 In the case of 8 credit course, the minimum number of hours for each component of delivery will proportionately increase two times.
- 5.7 80% attendance in the class room teaching is compulsory for each student pursuing Ph.D. programme.
- 5.8 Evaluation of the Course Work:

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

Components of evaluation for each course	Marks	Weightage in %	Qualifying % of Marks
1. Continuous Assessment I *	100	25	55
2. Continuous Assessment II *	100	25	55

3. Term End Examination	100	50	55
Total Marks		100	55

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

For successful completion of the Course Work, a student will be required to score 55 percent marks separately in each component for each course. The DRC may prescribe separate evaluation methodology to evaluate the specific bridge course/additional course assigned to individual student.

- 5.9 The Continuous Assessment will be done by the concerned course coordinator.
- 5.10 The Term End Examination will be conducted by the Registrar (SED) in the month of December and June like other academic programmes of the University. SED will
- i. issue the offer letters to the paper setters for setting the question papers;
 - ii. get the question papers moderated with the support of the faculties concerned in the various Schools;
 - iii. get the copies of the question papers printed/duplicated in case of number of copies required is small.
 - iv. The Disciplines concerned/Directors of the Schools will send course-wise approved lists of paper setters/moderators/ evaluators to SED.
 - v. The examination may be conducted at the Headquarters/Study Centres by SED depending upon the need and the proposals of the Schools concerned.
 - vi. The answer scripts will be sent by the SED to the approved evaluators for evaluation.
 - vii. SED will declare the results and issue the Grade Cards to the students in accordance with the evaluation methodology duly approved by the Academic Council/Research Council.

6. Selection Procedure for Admission

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

- 6.1 Those who secure at least 50% marks in the entrance test (45% marks in case of SC/ST/OBC(NC)/PH) will be shortlisted for the interview in order of merit subject to the maximum limit of five times of the vacant seats.
- 6.2 The selection of candidates shall be made strictly on the basis of the performance in the Entrance Test and Interview provided that for selection of candidates, a weightage of 70% to the Entrance Test and 30% to performance in the Interview/ Viva shall be given
- 6.3 At the time of interview for admission, 40% weightage will be given to research aptitude, 40% to subject knowledge and 20% weightage to her/his communication skills.
- 6.4 The interview of the candidates will be conducted by the discipline specific 'Admission Committee' comprising all eligible research supervisors in the discipline as members and the Director of the School as its Chairperson. The Research Programme Coordinator shall place the recommendation before the DRC and the School Board for approval. The Research Programme Coordinators through Director of the School concerned shall forward the recommendations of the School Board to the Research Unit, in the prescribed format, for placing it before the RCSC / RC for final approval. After approval by the RCSC / RC the Research Unit shall issue offer of admission letters to the selected candidates. A candidate who accepts the offer will remit the prescribed fee and other requisite documents within the stipulated time to the Research Unit.
- 6.5 Selected candidates will be enrolled provisionally and will undergo course work as prescribed by the DRC of the Discipline. Their Admission to Ph.D. Programmes will be treated confirmed after approval of the synopsis by the RC/RCSC.
- 6.6 A research student holding JRF/any other fellowship awarded by any funding agency such as ICSSR/CSIR admitted to M.Phil. programme can be considered for upgradation to Ph.D. programme under integrated mode provided:
- i. He/She has submitted the M.Phil. dissertation within 2 years from the date of his/her admission,
 - ii. DRC has recommended his/her up-gradation from M.Phil. to Ph.D. programme.

7. Allocation of Research Supervisor

- 7.1 Only a full time regular teacher of the University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the University or from other related institutions with the approval of the Research Council. External supervisors shall provide an undertaking about the total number of students being guided by them.

- 7.2 In case of topics which are of inter-disciplinary nature where the Discipline concerned feels that the expertise in the Discipline has to be supplemented from outside in addition to the supervisor from the Discipline, who shall be known as the Research Supervisor, may be assigned a Co-Supervisor from outside the Discipline/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions.

The eligibility conditions for approval of a teacher as Research Supervisor and the number of student to be allocated to a Research Supervisor will be in accordance with clause 9.2 and 9.6 of IGNOU Regulations for conducting Research Degree Programmes.

- 7.3 The eligibility conditions for approval of a teacher as Research Supervisor and the number of student to be allocated to a Research Supervisor will be in accordance with clause 9.2 and 9.6 of IGNOU Regulations for conducting Research Degree Programmes.
- 7.4 A regular teacher of the University, fulfilling all criteria to be a research supervisor, can be the supervisor of a Ph.D student if he/she has more than three years of service before superannuation. Teachers having less than three years to superannuate may be research co-supervisors and in such cases a research supervisor from the regular teachers in the discipline shall be allotted to the concerned research student. In case of research students who are already allotted supervisor who are to superannuate in less than three years, the DRC of the Discipline concerned will make necessary arrangements for re-allocating supervisor.
- 7.5 Research Supervisors shall be allotted to students only after successful completion of their coursework. Research topics and Supervisors shall be allocated within one year of completion of coursework. The Supervisor allotted by the DRC of the Discipline concerned can be changed on the request of the student or the concerned supervisor on academic, administrative ground or any other exigency with valid justification. The DRC will consider such applications and will send its recommendations to the School Board. The recommendations of the School Board will be placed before RC/RCSC for approval.

8. Change of the Topic/Title of the Thesis

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

- 8.1 Change in the Topic/ Title in nature of grammatical corrections/ syntax will be approved by the Director, Research Unit on the proposal of the concerned supervisor through the Director of the School Concerned and recommended by the DRC.
- 8.2 On the request of the candidate for Minor Change in the Topic of the thesis, the matter will be considered by the DRC and on the recommendations of the DRC and the School Board the change will be approved by the Vice Chancellor. However, the minor change in the title of Ph.D. thesis can be effected within two years of provisional registration for Ph.D.

- 8.3 A request for a major change of topic may be considered within one year from the date of approval of the original topic. Such request for a major change in the topic will be considered and recommended by the DRC, concerned School Board and finally will be approved by the RC/RCSC. Such a student will be required to pay the additional Fee of one year duration.

9. Progress Report

The progress of a research student shall be monitored by the supervisor(s). **A student is required to submit his/her six-monthly progress report in prescribed format to his/her research supervisor in the first week of January and July every year.** The six monthly progress reports will be presented by the student before the concerned Discipline Group after approval of the same by the Supervisor. The recommendation of the Discipline Group will be placed before the DRC and School Board for approval. The student may be required to present the progress report before the DRC as and when required. In case of unsatisfactory progress over a time period of one year and/ or non-submission of timely progress report, the DRC may recommend the de-registration of the student to the School Board. The School Board's recommendations will be forwarded to the RC/RCSC. However, the Research Programme Coordinator will send a show cause notice to the student concerned before placing **his/her** matter for **cancellation of registration** in the DRC. University reserves the right to cancel the registration under **clause 8.8** of the IRCRDP, Ordinance.

10. Submission of the Thesis

Upon satisfactory completion of the course work, a student registered for Ph.D. will be required to submit a thesis.

- 10.1 Each research student will attend and present research paper in at least two seminars/conferences **prior** to the pre- submission seminar.
- 10.2 The Pre-submission seminar, to be organized by the Research Programme Coordinator concerned, will be before the Discipline Group/ DRC to be chaired by the Director of the School concerned and will be open to all. The minutes of the Pre-submission seminar containing the suggestions by the faculty present in the Seminar will be recorded by the Supervisor concerned and the copy of the same will be forwarded to the Research Unit for the record. A written certificate from the Supervisor that the suggestions made by the faculty in the Pre-submission seminar have been duly incorporated in the thesis will be submitted by the supervisor at the time of submission of the thesis. The thesis shall be submitted by the student to his/her research supervisor between 15 to 90 days of the pre-submission seminar.

- 10.3 In consonance with UGC Regulations, 2016 before submission the research scholar will have to test his/ her theses through anti-plagiarism software as per the procedure laid down by the Research Council from time to time.

In case of the theses written and submitted in Hindi Language, the above condition will be relaxed till the appropriate software to scan such thesis is available.

- 10.4 The research student shall submit a copy in electronic form and 5 hard copies of the summary of the thesis (3000-5000 words) to his/her research supervisor at least 45 days before the submission of thesis. The research supervisor shall forward it along with the list of evaluators of the thesis, to the Research Unit through the Director of the School concerned. The Research Unit shall process the case for nomination of evaluators after receiving the synopsis and list of evaluators.

- 10.5 **Four hard** copies along with one in the electronic form shall be submitted to the Research Unit through the Director of the School concerned in the following format:

- **Soft** bound/ spiral bound. After Viva Voce, one Hard Bound copy in Maroon Colour with material in Golden Colour after incorporation of errata, if any, will be submitted to the Research Unit by the student for record purpose.
- Typed/word processed on both side of the papers in one and half- space.
- Font size: 12 point in Times New Roman or Calibri font type, Hindi Font Size 14.
- Margin 1.25 inch from all four sides.
- The Theses shall include a declaration by the Research Scholar that the work reported in thesis is original and carried out by the Scholar himself/herself and that the material from other sources, if any, are duly acknowledged. The format of the certificate has been provided in Annexure I(MPhil Guidelines).
- The Theses shall also include a certificate signed by the supervisor(s) and forwarded by the Director of the School concerned about the originality of the work and successful completion of the Course Work. The format of the certificate has been provided in Annexure II(MPhil Guidelines).

11. Evaluation of Thesis

- 11.1 The thesis shall be examined by the internal examiner(s) i.e. supervisor(s) and two external experts nominated by the Vice Chancellor (3 experts in order of preference) from the panel of experts proposed by the supervisor and approved by the school board. In case the Vice-Chancellor feels that the panel contains the repetition of the names of external experts or are not appropriate, he/she may nominate the names of the external experts from the common pool of area-wise

experts of the discipline concerned approved by the School Board in order to expedite the evaluation process. The name of the Experts included in the panel of evaluators will be placed by the Chairperson in the meeting of the School Board for consideration and approval.

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

12 Award of the Ph.D. Degree

- 12.1 The report of the viva voce examination prepared by the External Examiner and the Research Supervisor(s) will be sent to the Research Unit through the Director of the School concerned. The report shall be placed before the Vice Chancellor for approval of the award of the Degree.

- 12.2 The Research Unit will communicate the approval of the Vice-Chancellor along with evaluation reports and joint report of the viva-voce examination to the Student Evaluation Division for issuance of the Provisional Certificate and Notification. The award of the Degree will be placed before the Academic Council for ratification and the notification will be issued by the Registrar (SED).
- 12.3 The Ph.D degree will be awarded at the Annual Convocation.

13 Grievance Redressal

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

14 Miscellaneous

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

Annexure-I

Declaration by the Research Scholar

I _____ Enrolment Number
_____ hereby declare that the research embodied in this thesis entitled

_____ is an original research work done by me under the supervision of
_____ of School of _____ IGNOU for the award of
Doctor of Philosophy in _____ from Indira Gandhi National Open
University, New Delhi.

I hereby also declare that to the best of my knowledge no part of this thesis fully or partly has been submitted previously to this or at any other university/institution for the award of any Research Degree/Diploma.

Date:

Signature of the Candidate

Place:

Name of the Candidate

Annexure-II

Certificate

This is to certify that the thesis entitled: _____

submitted by _____ for the award of Doctor of
Philosophy in _____ is a bonafide work carried by him/her under
my supervision and guidance. No part of this thesis fully or partly has been submitted
previously to this or at any other university/institution for the award of any Research
Degree/Diploma.

Date:

Signature of the Supervisor

Place:

Signature of the Director of the School of _____

FORWARDED FOR EVALUATION