

Ravenshaw University, Cuttack

M.Phil./Ph.D./ D.Sc./D.Litt. Regulation 2017

[Based on University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016]

1. Short title, Application and Commencement

- 1.1. These Regulations may be called Ravenshaw University M.Phil./Ph.D./D. Sc./D. Litt.. Degrees Regulations, 2017.
- 1.2. They shall come into force from the Academic session 2017-18.

2. Preamble

- 2.1. M. Phil. research programmes shall be conducted for awarding the Degrees of Master of Philosophy and Doctoral research programmes shall be conducted for awarding the Degrees of Doctor of Philosophy (Ph.D.)/D.Sc./D.Litt. in all departments of the University. D.Sc./ D.Litt. programmes shall be conducted, provided a Professor is available for guidance, if such guidance is required.
- 2.2. The M. Phil./Ph.D. /D.Sc./D.Litt. shall be awarded to a student on the basis of an original research work incorporated in a Dissertation (for M. Phil)/Thesis, recommended by a board of examiners and successfully defended in an open viva voce examination.
- 2.3. A Dissertation/Thesis shall demonstrate a student's capability of doing scholarly work. Results of research embodied in a thesis shall be a contribution to the existing knowledge either by a discovery of new facts or theories or discovery of some new relations between facts already known, or a critical survey of facts leading to some new interpretations or development of new techniques.

3. Eligibility criteria

3.1. Eligibility criteria for admission to the M.Phil. programme:

- 3.1.1. Candidates for admission to the M.Phil. programme shall have a Master's degree in the concerned subject or a professional degree declared equivalent to the Master's degree by the equivalence committee of the university, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

3.1.2. A relaxation of 5% of marks, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/Differently-Abled and other categories of candidates as per the decision of the Academic Council from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

3.2. Eligibility criteria for admission to Ph.D. programme subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme:

3.2.1. Master's Degree holders in the concerned/ allied subject and satisfying the criteria stipulated under Clause 3.1 above.

3.2.2. Candidates who have cleared the M.Phil. course work and Dissertation with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed). A relaxation of 5% of marks or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/differently-abled and other categories of candidates as per the decision of the Academic Council from time to time.

3.2.3. A person whose M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted provisionally to the Ph.D. programme if found suitable in the admission interview, provided she/he submits a copy of M.Phil. Certificate when awarded later.

3.2.4. Candidates possessing a Degree, which is considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

4. Duration of the Programme

4.1. M.Phil. is a full time programme for two consecutive semesters. A student has to submit his/her dissertation within one year from the date of enrolment. The date of submission of dissertation may be extended beyond one year up to a maximum of two years, from the date of admission, with the permission of the supervisor and the head of the department. However, a hostel seat, if availed, can only be retained for a maximum period of one year.

4.2. Ph.D./ D. Sc./ D. Litt. programme shall be for a minimum duration of three years, including course work (for Ph. D. Candidates only) and a maximum of six years. The

first three years are considered to be full time study and research. The initial registration shall be for a period of five years followed by one year's extension, up to six years from the date of initial registration on the basis of the recommendation of the Research Advisory Committee (RAC). However, a hostel seat, if availed, can be retained for a maximum period of three years only.

- 4.3. Extension of Registration for Ph.D. course will require payment of prescribed fees as stipulated by the university and modified from time to time. Request for such extensions must be made within the due date, failing which registration will be automatically cancelled. No extension beyond six years will be allowed, except the cases listed in 4.4 below.
- 4.4. The women candidates and/ or Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M. Phil and two years for Ph.D. in the maximum duration. Such M.Phil. scholars get maximum three years and Ph.D. scholars get eight years for completion. All such extension beyond the initial registration period will also be based on the recommendation of the RAC. 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.

5. Procedure for Application

5.1 The university shall:

- 5.1.1. decide, on an annual basis, the number of M.Phil. and/or Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other available academic and physical facilities;
- 5.1.2. notify the details of admission procedure in the university website and through advertisement in newspapers the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, and all other relevant information;
- 5.1.3. adhere to the State-level reservation policy. In case suitable candidates are not available from a particular category, the seat will be filled up by the candidates from the general category.
- 5.4.4. There will be no formal advertisement, allocation of seats and annual admission of the candidates to D. Sc./ D. Litt. programmes. A candidate may apply any time during the year and each application will be considered on a case by case basis.

6. Procedure for admission

- 6.1. The University shall admit M.Phil/Ph.D. students through a two stage process called Research Eligibility Test (RET), consisting of a written test and an admission interview.

The qualifying marks of the written test and admission interview shall be 50%, separately. The syllabus of the Entrance Test shall consist of 50% from research methodology and 50% from the subject concerned.

6.2. In order to be called for the admission interview, an applicant must fulfil any one of the following conditions:

- i) Successful clearance of the written part of RET with 50 % marks
- ii) Qualification of any of the following examinations: NET/JRF (conducted by UGC/CSIR/DBT/other national tests with eligibility for research), SLET, GATE or INSPIRE Fellowship, Rajiv Gandhi Fellowship, Maulana Azad Fellowship, UGC National Fellowship for OBC candidates, etc.
- iii) Possession of an M.Phil. degree from any university recognized by the UGC.

6.3. Foreign nationals desiring to get admission into M. Phil./Ph.D. programmes are exempted from the above conditions. Their application shall be examined by the Department Research Committee (DRC) on the concerned subject on a case by case basis.

6.4. A candidate possessing a Degree of Ph.D. (either in the subject or in an allied subject) with at least three research publications (not from Ph.D. thesis) in refereed journals, bearing International Standard Serial Number (ISSN), as the single author or the principal author, after the award of Ph.D. shall be eligible to register for D.Sc./D.Litt., if the concerned DRC so recommends. A candidate can submit an application for enrolment for D.Sc./D.Litt. only after 5 years from the date of award of the Ph.D. Degree.

6.5. A candidate will also be eligible for admission to Ph.D./D.Sc./D.Litt. in any subject/ allied/ multi-disciplinary/inter-disciplinary subject other than the subject at the Master's Degree level, but only after the approval by the concerned DRC.

6.6. The admission interview/*viva-voce* for M. Phil./Ph. D./ D. Sc./ D. Litt. will be conducted through a presentation before a duly constituted DRC.

6.7. Applications received from candidates who have completed course work elsewhere, shall be placed before the concerned DRC for determination of equivalence of courses as per the UGC guidelines. In case the DRC allows exemption from course work, the DRC shall select a supervisor and constitute the RAC for the candidate and allow the candidate for admission. The candidate has to present the synopsis of the Ph.D. proposal before the RAC constituted for him within a period of six months from the date of admission.

7. Allocation of Research Supervisor

Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of M.Phil./Ph.D. scholars permissible per Supervisor, etc.

- 7.1. Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor (or of equivalent position) of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.
- 7.2 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 DRC. A full-time faculty member of Ravenshaw University cannot ordinarily supervise a thesis of any other institution. When a co-supervisor is selected from another institution, s/he has to give an undertaking on the number of scholars currently under his/her supervision.
- 7.3. The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/*viva voce*. In case of a first time supervisor, the DRC will ensure that she/he fulfils the conditions mentioned in 7.1 above.
- 7.4. In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions. The eligibility criteria for such co-supervisors shall be as mentioned in clause 7.1 and 7.2. Only one co-supervisor is allowed for a candidate.
- 7.5. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor/co-supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor/co-supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.
- 7.6. In case of relocation of an M.Phil/Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided the relocation is consented by both the universities, the original guide and the new guide of the scholars and all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the university/ supervisor from any funding agency. The scholar will

however give due credit to the parent guide and the university for the part of research already done.

7.7. A teacher, who is in his last two years of service before superannuation will not be allowed to accept any Ph.D./ D.Sc./D.Litt. supervision. Similarly, she/he in the last one year of service will not be allowed to accept any M.Phil. student.

8. Role of supervisor and co-supervisor

A supervisor shall

- 8.1. regularly supervise the research work of the candidate;
- 8.2. convene the RAC once in every six months to assess the research progress of the candidate and certify the semi-annual progress report to be submitted by the candidate to the Controller of Examinations;
- 8.3. recommend for a change of title of a thesis on the basis of an application of the candidate to the RAC, and after approval, submit the same to the Controller of Examinations, through Head of the Department, providing reasons to that effect;
- 8.4. may, if such a need arises, inform the Controller of Examinations of inability to supervise a particular registered candidate giving reasons thereof and recommended by the RAC. The COE will then place the matter before the DRC for allocation of another supervisor to the candidate and reconstitute the RAC.

9. Course Work

Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

- 9.1. The credit assigned to the M.Phil. or Ph.D. course work shall be of 12 credits distributed in three papers. Four credits (one paper carrying 100 marks) shall be assigned to one course on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics, etc. A review of published research in the relevant field (four credits; 100 marks) is to be submitted and presented by the candidate before the Research Advisory Committee. Other course (four credit; 100 marks) shall be advanced level courses in the subject concerned, preparing the students for M.Phil./Ph.D. degree.
- 9.2. The Board of Studies of Department where the scholar pursues his/her research shall design the course(s) and get them approved in the Academic Council.
- 9.3. All candidates admitted to M.Phil. or Ph.D. programmes shall be required to complete the course work prescribed by the Department during the first semester.
- 9.4. Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, may be exempted by the Department from the Ph.D. course work. All other candidates

admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.

- 9.5. Grades in the course work, including research methodology courses, shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the university for issue of the mark sheet. The examination and evaluation of the performance of the candidates during the course work will be done internally within the department. However, the candidates will have to enrol themselves for appearing the examination of the course work.
- 9.6. A M.Phil./Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in aggregate in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.
- 9.7. A M. Phil./Ph. D. scholar is expected to successfully complete the course work in one semester, after which s/he becomes eligible to present the synopsis of research work. In case a scholar fails to appear or secure less than 50 % marks in any paper or 55 % marks in aggregate, s/he can appear the examination for improvement at the end of the second semester. If s/he fails to clear the course work by the end of the second semester, s/he shall be removed from the rolls. There will be no readmission in case of M. Phil./Ph. D. programmes.

10. Department Research Committee and its functions

- 10.1. There shall be a Departmental Research Committee (DRC) consisting of i) Chairman, Board of Studies of the concerned subject (Chairman) ii) Head of the Department (Convenor),, iii) two faculty of the department on seniority-cum-rotation basis, and iv) one faculty belonging to SC/ST/Women category if such representation is not already there in (i)-(iii). If a faculty belonging to SC/ST/Women category is not available in the department, a faculty from an allied discipline shall be nominated to the committee. The DRC shall be appointed by the Vice Chancellor on the recommendation of CCD for a period of three years. This committee shall have the following responsibilities:
- 10.1.1. To select the candidates for admission to M. Phil./Ph. D./ D. Sc./D. Litt. programmes;
- 10.1.2. To allocate supervisor and co-supervisor for guiding the research of the candidate
- 10.1.3. To constitute the RAC for the Ph. D./ D. Sc./D. Litt. candidates admitted to the programmes.
- 10.1.4. To examine and approve the eligibility of supervisors and co-supervisors for guiding research in the university.
- 10.1.5. To examine and decide on the matters referred to DRC by the RAC.

10.2. Ordinarily no change of supervisor of a scholar is permitted. However, in exceptional cases, the DRC shall consider requests of candidates for changes of supervisors or co-supervisors, with the consent or recommendation of supervisors and approval of the RAC. In exceptional cases, request of candidates for change of supervisors or co-supervisors without their consent will be considered on the merit of the case. The scholar shall explain the reason and submit the evidence, if any, to justify his/her case. The DRC shall examine the application of the scholar and allow the change of supervisor/co-supervisor after recording the reason thereof. In any case no change of supervisor shall be permitted after the third year of enrolment into Ph. D./ D. Sc./D. Litt. programmes

10.3. The DRC shall perform any other duty assigned by the Vice Chancellor.

11. Research Advisory Committee and its functions:

11.1. There shall be a Research Advisory Committee, for each M.Phil. and Ph.D./D.Sc./D.Litt. scholar. The committee shall consist of i) The research supervisor (Chairman and convenor), ii) the co-supervisor (if any), iii) two faculty of the department or an allied department with expertise in the subject area of the candidate. The constitution of the committee shall be made by the DRC in consultation with the supervisor and shall be placed before the CCD for approval.

The RAC shall have the following responsibilities:

11.1.1. To review the research proposal and finalize the topic of research;

11.1.2. To guide the research scholar to develop the study design and methodology of research

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

11.2. The RAC shall consider and recommend for a minor change of topic and title of research, if found necessary and genuine, at the request of a candidate with approval and recommendation of the supervisor, while the research is in progress. The Controller of Examinations will be intimated, if there is any such change. However, a major change in the topic will require further defence of the synopsis and re-registration of the candidate.

11.3. A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress report shall be submitted by the Research Advisory Committee to the university with a copy to the research scholar.

11.4. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory

Committee may recommend to the university with specific reasons for cancellation of the registration of the research scholar.

12. Submission and defence of research synopsis

- 12.1. After successful completion of course work or after justifying exemption from course work, candidates pursuing Ph. D. course need to apply in the prescribed format for defence of the research synopsis within three months after the completion of the course work, and confirmation of registration. Candidates will then present the synopsis of the proposal in the respective RAC. Successful candidates will receive a confirmation of their registration number.
- 12.2. The synopsis of the Ph. D. Work must contain the following: (1) Introduction, (2) Review of Literature, (3) Objectives or Hypotheses, (4) Methodology, (5) Design or Chapterization, (6) Gaps in the knowledge, (7) Expected outcome and social relevance, (7) References. The format of the synopsis application shall be same as appended with this regulation.
- 12.3. After acceptance of the synopsis the candidate may, any time during his/her research apply to the RAC for modification of the title and content of the synopsis. The RAC, after consideration and approval, shall communicate the modification to the COE. The modification of major nature shall require defence of the modified synopsis and registration afresh.

13. Role of the candidate and Submission of the thesis

- 13.1 Any candidate whose registration has been confirmed can submit the thesis on completion of three years from the date of registration. M. Phil. Scholars can submit their dissertation at the end of the second semester.
- 13.2. Candidates registered for Ph.D./ D.Litt/ D.Sc. are required to stay at the place of research as regular students for a minimum period of three years, from the date of registration. Minimum stay requirement of a M. Phil. Student is two semesters.
- 13.3. Candidates will be required to show continuous progress during the entire period of registration, to be demonstrated by semester wise presentation of the progress before the RAC and submission of the same on a prescribed format. The half yearly progress reports shall be presented before RAC between 1 and 31 July for even semesters, and 1 and 31 January for odd semesters. In case, two consecutive half yearly progress reports of a candidate are not submitted and unless satisfactory compliance is not received through RAC, the registration of the candidate will be cancelled.
- 13.4. A candidate registered for Ph.D. is required to publish at least one research paper, published in a refereed journal bearing an International Standard Serial Number (ISSN), based on the findings of the thesis. A candidate for D.Sc./D.Litt. degree must submit

three research papers published in refereed journals bearing International Standard Serial Number (ISSN), based on the findings of the thesis, besides the articles which were submitted for consideration of registration. In addition the candidate shall have to satisfy all other conditions outlined in this regulation for submission of the thesis.

13.5. In case of M. Phil., three copies and in case of Ph.D./D.Sc./D.Litt. five copies (six, if there is a co-supervisor) of the thesis need to be submitted in soft bound form (not spiral binding) along with a soft copy of the same in PDF format in USB Drive. The thesis shall be submitted along with the following:

13.5.1. Original letter including renewal letter(s) of Ph.D./D.Sc./D.Litt. registration or of M. Phil. admission.

13.5.2. Six copies of the abstract (within 1,500-2,000 words) soft bound (not spiral or stick binding) along with a soft copy of the same in PDF format in USB Drive.

13.5.3. A certificate from the administration of the similarity test of the thesis by anti-plagiarism software approved by the university.

13.5.4. A certificate from the supervisor as mentioned in clause 14.5.

13.5.5. A declaration from the student that the work carried out in the thesis is original, is not plagiarized, and is consistent with the approved proposal, and also that no part of the thesis has been submitted to any other universities or institutions for any degree or diploma. A certificate from the research supervisor attesting the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of Ravenshaw University or to any other Institution. A report of the similarity test conducted using the approved software of the university and duly signed by the competent authority and the supervisor shall be attached to the dissertation/thesis.

13.5.6. A certificate from the Head of the Department indicating that the research work has been conducted by the scholar in the department and/or at the place as approved by the university and that a pre-submission seminar has been presented by the scholar before the RAC.

13.5.7. Prescribed fee paid online to the “Comptroller of Finance, Ravenshaw University”.

14. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

14.1. The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall be 24 credits, half of which will be for dissertation.

14.2. Upon satisfactory completion of course work (12 credits), and obtaining the marks/grade prescribed in 9.7 above, as the case may be, the M.Phil./Ph.D. scholar shall

be required to undertake research work and produce a draft dissertation/thesis. The minimum time for submission of thesis by a M. Phil scholar is two semesters from the date of admission and the maximum time is 4 semesters. For Ph. D. scholars the minimum time for submission of thesis is 6 semesters and a maximum of 12 semesters with relaxation as mentioned in 4.4 above.

14.3. Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee. The candidate shall be required to submit the thesis within 3 months after the pre-submission presentation.

14.4. M.Phil scholars shall present at least one research paper in a conference/seminar, Ph.D. scholars must publish at least one research paper in refereed journal (with ISSN) and make two paper presentations in conferences/seminars and D.Sc./D.Litt. scholars must publish at least three research paper in refereed journal (with ISSN) and make two paper presentations in conferences/ seminars before the submission of the dissertation/ thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

14.5. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of Ravenshaw University or to any other Institution. A report of the similarity test conducted using the approved software of the university and duly signed by the competent authority and the supervisor shall be attached to the dissertation/thesis.

14.6. For evaluation of M. Phil. Dissertation a supervisor shall submit a panel of at least three (3) examiners drawn from inside the State of Odisha not in employment of Ravenshaw university and for evaluation of Ph. D. thesis a supervisor shall submit a panel of at least eight (8) examiners drawn from outside the State of Odisha (except for the subject of Odia) mentioning their research experiences, areas of specialization and detailed contact address, which must include E-mail and telephone nos. (office, residence, mobile) which will be placed in the Board of Studies (BOS) of the concerned subject for approval. For evaluation of D.Sc./D.Litt. thesis the supervisor shall submit a panel of at least eight (8) examiners drawn from outside the State of Odisha (except for the subject of Odia)and at least three (3) examiners from outside the country. In no case more than one examiner shall be from the same university/institution. The BOS may modify the list submitted by the supervisor if it feels necessary by citing the reason thereof. For candidates pursuing

D.SC./D.Litt. without a supervisor, the BOS shall prepare the list of examiners on request of the candidate and submit the same to the COE. The panel of examiners may be submitted any time after six months from the date of admission of a M. Phil. candidate and after two years from the date of admission of Ph.D./D.Sc./D.Litt. candidates. Once approved the panel will remain valid for two years and may be renewed, if requested by the supervisor.

- 14.7. The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and one external examiner (inside the state) who is not in the employment of the university. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by Members of the RAC, all faculty members of the Department, other research scholars and other interested experts/ researchers. Each examiner shall award marks out of 100 for the evaluation of dissertation. 100 marks will be for viva-voce examinations and will be awarded jointly by both the examiners. The candidate shall have to secure 50% marks in each segment of dissertation and 55% marks (or equivalent grade in 7 point scale) in aggregate in order to qualify for the award of M.Phil. Degree.
- 14.8. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor (and co-supervisor, if any) and at least two external examiners (outside the state), who are not in employment of the university. For evaluation of Ph. D. Thesis in Odia, the residence requirement may not apply. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.
- 14.9. The D.Litt./D.Sc. thesis shall be evaluated by two external examiners of whom at least one examiner, should be from outside India. The supervisor shall be the third examiner of the thesis. In case there is no supervisor, as may be in case of D.Litt./ D.Sc. candidates, or the supervisor is unavailable, the Vice-Chancellor will appoint a third examiner. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor/internal examiner appointed by the Vice-Chancellor and at least one external examiner (inside the country), and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.
- 14.10. The examiners for evaluation of the dissertation/thesis shall be selected by the Vice-Chancellor from among the names approved by the BOS. In case all the external

examiners turn down the request to conduct viva-voce, after evaluation of the thesis, the vice chancellor may appoint an expert in the subject to be the member of viva-voce board in lieu of the external examiner.

14.11. The public *viva-voce* of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the *viva-voce* examination. If the evaluation report of the external examiner in case of M.Phil. dissertation, or one of the evaluation reports of the external examiner in case of Ph.D./D. Sc./D.Litt. thesis, is not satisfactory and does not recommend *viva-voce*, the university shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

14.12. If the degree is awarded, fulfilling all above mentioned criteria as per the Regulation, the University shall certify that the Degree has been awarded in accordance with the provisions of the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2016, and the Controller of Examinations will issue a certificate accordingly.

15. Language of the dissertation/thesis

In the case of a language subject, a candidate shall be required to write the thesis in the same language or in English, while in all other subjects the thesis will be written in English.

16. Layout of the dissertation/thesis

A Thesis shall be soft bound and typed in Times New Roman font, size 12, 1.5 line spacing, on both sides of the paper, preferably with one inch margin on all sides. Tables, appendices, references etc., can be of single line spacing. Once recommended for the award of the degree by the viva-voce committee, the candidate shall have to deposit a hard bound copy of the thesis to the university library after incorporating all the corrections recommended by the examiners evaluating the thesis. All notes and references are to be put in the end of the thesis.

17. Rejection of a dissertation/thesis

17.1. A soft copy of a thesis in USB Drive, submitted by a candidate, will be subjected to a similarity test of the body of the thesis (excluding references) thorough verification by plagiarism software approved by the university. A similarity up to 20 % shall be accepted for submission of the thesis. A plagiarized thesis will be rejected, and the candidate shall have no claim whatsoever, against the university.

17.2. Any dissertation/thesis submitted violating any of the provisions led down in this regulation shall be rejected.

18. Fee structure

Fee structure shall be decided by the Academic Council from time to time.

19. Decision of pending cases

19.1. All pending cases shall be decided as per the provisions of Regulation, applicable on the date of registration, without implementing changed rules retrospectively.

19.2. A candidate, however, can submit an application for consideration of registration under the present Regulation. Such applications shall be considered by the DRC and will be effective after approval by the DRC.

19.3. A candidate permitted registration under this Regulation, shall fulfil all criteria laid down in the Regulation.

20. Cancellation of the enrolment and registration

20.1 In case a candidate is found to have knowingly or wilfully concealed or suppressed any information and facts which render candidature ineligible, the enrolment to M. Phil/Ph.D./D.Sc./D.Litt., if already granted, shall stand cancelled. The concerned candidate shall have no claim whatsoever, against the university.

20.2. Registration of a candidate, who fails to abide by the provisions laid down in this regulation, will be automatically cancelled without any notice.

21. Depository with INFLIBNET:

21.1. Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. degree(s), the candidate shall submit an electronic copy of the M.Phil. dissertation /Ph. D. thesis for uploading the same to the INFLIBNET, so as to make it accessible to all Institutions/Colleges.

21.2. Prior to the actual award of the degree, the university shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016. The certificate shall contain the date on which the Degree is awarded.

FORMAT FOR SUBMISSION OF Ph.D./D.Sc./D.Litt. RESEARCH SYNOPSIS

To be filled by the candidate

1. Name of the candidate (In capital letters) :
2. Regd. No. :
3. Date of admission to the course :
4. Date of completion of course work (enclose course completion certificate) :
5. Name of the supervisor and co-supervisor (if any) :
6. Title of the synopsis :

Certified that the information given above is true to the best of knowledge.

Signature of the candidate

To be filled in by the supervisor

1. Name :
2. Designation :
3. Area of specialization :
4. No. of M. Phil/Ph. D. scholars presently working with the supervisor :

Certified that the information given above is true and the department has the facility to carry out the research proposed by the candidate.

Signature of the supervisor

Signature by the head of the department

To be filled in by the co-supervisor (if any)

1. Name :
2. Designation :
3. Area of specialization :
4. No. of M. Phil/Ph. D. scholars presently working with the supervisor :

Certified that the information given above is true and the institution will provide the facilities to carry out the research proposed by the candidate

Signature of the co-supervisor

Signature by the head of the institution

Details of the synopsis (in about 2000 words)

1. Introduction, 2. Review of literature, 3. Objectives, 4. Methodology, 5. Semester wise research plan, 6. Expected outcome, 7. Social relevance, and 8) References

Signature of the supervisor

Signature of the candidate

FORMAT FOR SUBMISSION OF SEMESTER WISE ASSESSMENT REPORT^a

1. Name of the candidate (In capital letters) :
2. Regd. No. and date :
3. Title of the synopsis :

4. Period for which the report is presented before RAC :

5. Date of presentation of the progress (attach an abstract, in one page, of the research progress, duly signed by the candidate and the supervisor) :

6. Details of the publications during the period (enclose the copies of reprints) :

Title of the paper	Author(s)	Journal	Volume, page, year

7. Details of seminar/conferences/symposia attended by the candidate (enclose the copies of certificate) :

Title of the paper	Author(s)	Journal	Volume, page, year

8. Recommendation by the RAC:
 - a) Progress satisfactory/not satisfactory
 - b) Recommendations, if any

Signature of the members of RAC

^a to be submitted by a Ph. D./D. Sc./D. Litt. Scholar biannually, in July for odd semester and January for even semester, after the presentation before the RAC. Failure to submit two consecutive reports may entail the removal from the rolls.

FORMAT FOR SUBMISSION OF PRE-Ph.D./D.Sc./D. Litt. PRESENTATION REPORT

1. Name of the candidate (In capital letters) :
2. Regd. No. and date :
3. Title of the thesis :
4. Date of pre-Ph.D. presentation :
5. List of papers published since enrolment into Ph.D./D.Sc./D.Litt. :
(attach a separate sheet if required)
6. List of seminar/conferences/symposia attended since enrolment into Ph.D./D.Sc./D.Litt. (attach a separate sheet if required)
7. Recommendation by the RAC: recommended/not recommended for submission of the thesis (in case of non-recommendation, the reasons thereof are to be recorded) :
8. Suggestions for improvement of thesis, if any :

Signature of the candidate

Signature of the supervisor

Signature of the members of RAC

Name	Signature

Signature of other faculty of the department present during presentation

Name	Signature

FORMAT FOR SUBMISSION OF Ph.D./D.Sc./D.Litt. THESIS

1. Cover page: Title of the thesis, Name of the candidate, Regd No., subject, university logo, affiliation.
 2. Inner page: Title of the thesis, Name of the candidate, Regd No., subject, Name and affiliations of the supervisor and co-supervisor (if any), university logo, affiliation
 3. Declaration by the student^a
 4. Certificate by the supervisor and co-supervisor^b
 5. Certificate by the Head of the Department^c
 6. Certificate and results of similarity test conducted and duly signed by the competent authority
 7. Acknowledgement (if any)
 8. Contents
 9. Thesis chapters
 10. References
 11. Appendices, if any
 12. List of publications made by the candidate related to the thesis
 13. Copies of published papers
-

Formats of a,b, and c are given hereunder

^aDeclaration by the Student

I (Name) hereby declare that the thesis entitled “(title of the thesis)” submitted to Ravenshaw University, Cuttack, Odisha for the award of Ph. D./D.Sc./D. Litt. in (Name of the subject) is a record of the original research work done by me within the area of registration under the guidance of (Name and affiliation of supervisor and Co-supervisor, if any). No part of this thesis has formed the basis for award of any degree or diploma to any candidate of any university/Institution.

Place

Signature of the Scholar

Date

Name of the Scholar

^bCertificate by the Supervisor and Co-Supervisor

This is to certify that the thesis entitled “(Title of the thesis)” being submitted by (Name of the Scholar) for the award of Ph. D./D.Sc./D. Litt. in (Name of the subject), submitted to Ravenshaw University, Cuttack, Odisha is a record of bona fide research work carried out by him under my(our) guidance and supervision.

The thesis has reached the standard, fulfilling the requirements of the regulations relating to the Ph.D./D.Sc./D.Litt. degree of this University and the thesis is in consistent with the approved synopsis. This work is original and the results embodied in this thesis have not been submitted to any other University or Research Institute for the award of any such degree or diploma.

I/we further certify that the thesis has gone through the similarity test using antiplagiarism software approved by the university and the level of similarity is in accordance with the Ravenshaw University M. Phil./Ph.D./ D.Sc./D.Litt. Regulation 2017.

Place

Signature of Supervisor

Date

Name of the Supervisor

Signature of Co-Supervisor (if any)

Name of the Co-Supervisor

^b Certificate by the Head of the Department

This is to certify that the thesis entitled “(Name of the thesis)” being submitted by (Name of the Scholar) for the award of Ph. D./D.Sc./D. Litt. in (Name of the subject), submitted to Ravenshaw University, Cuttack, Odisha is a record of bona fide research work carried out by the candidate in the department under the supervision of (Name and designation of the supervisor). The candidate has conducted the research as a full time research scholar in the department.

Place

Signature of HOD

Date