

# **Important Instructions for Ph.D. Candidates appearing in RDC Meeting(July-Aug.2016)**

## **(A) General Instructions for the Candidates**

1. The period of a candidate's studentship shall be counted from the date on which he/she had deposited his/her fees before the commencement of the Course Work.
2. A candidate registered for the Ph.D. Degree shall be required to pursue his/her research at the head-quarter of the University/Institution/Research Centres under the supervisor and on the subject approved for not less than 24 months including the period of Course Work commencing and from the date of approval by RDC.  
*Provided* that the Vice-Chancellor on the recommendation of the Supervisor, the Head of the Department/Convener, and the Dean, grant permission to candidate to reside outside for purpose of collection of research material for his/her thesis or doing experimental research work for a total period of not more than one year provided that such exemption shall not be granted in the first six months.
3. In case, a candidate fails to submit his/her thesis **within four calendar years**, he/she shall cease to be a bonafide student of the University and shall not be entitled to the rights and facilities extended to **a regular student**.
4. The registration of the candidate who does not submit his/her thesis within **Six years** from the date of his/her studentship shall be deemed to be **cancelled automatically**.
5. Every Research scholar will be required to submit a progress report every six months to the University through Supervisor with **a fee of Rs. 500/-**.
6. Continuation of the registration of candidate in the Ph.D. Programme shall depend on his/her **satisfactory progress and good conduct**.
7. The University reserves the right to cancel the registration of any candidate in the event of his/her conduct and progress being found otherwise.
8. A candidate must put in at least 180 days attendance in the department concerned after the completion of the course work.
9. Prior to submission of the thesis, the student shall make a Pre-Ph.D. presentation in the concerned Department/Affiliated College/Research Centre that will be open to all Faculty members and research students, for getting feed-back and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor. **The supervisor shall provide a certificate to this effect.**
- 9.1 A scholar may be permitted to make minor modifications in the title of his thesis by the Dean of the Faculty concerned on recommendation from the supervisor and the Head of the Department/the convener, but not later than six months before the submission of his/her thesis.
- 9.2 In case of major modifications or Topic change the scholar will be treated as a fresh case and shall not be allowed to submit the thesis before one years.
10. The research scholar shall **publish atleast one research paper in refereed journal** before the submission of the thesis for evaluation.
11. A thesis already presented for the Master of Philosophy (M.Phil). Degree shall not again be accepted for the degree of Doctor of Philosophy. However, some portion of it may be utilized in the Ph.D. thesis.
12. The thesis should make substantive contribution to the discipline concerned, as evinced by discovery of new facts, or a fresh interpretation of facts or theories and should be so certified by the scholar and the supervisor.
13. When the thesis is ready for submission, the scholar shall apply through his/her supervisor stating therein that the thesis is on the point of completion. Such a report be received **atleast one month before the completion of the thesis**.

14. **Head of Department/The convener and supervisor** of the subject concerned shall recommend a panel of not less than six **National Repute external experts of Professor** range alongwith their e-mail address, postal address, fax and contact number of each expert. Out of this panel, atleast three experts, shall be appointed by the Vice-Chancellor in accordance with the due procedure to evaluate the thesis.

14.1 It is to be ensured that atleast one examiner-expert shall be from outside the State. It shall be upto the University to have one examiner from outside the country.

14.2 In case, the panels do not contain reputed names, the Vice-chancellor shall appoint such examiners from outside the panel.

14.3 Every effort should be made to ensure that the panel of examiners is representative in terms of the University and that not more than one examiner is chosen from one University.

14.4 In the case, the thesis is submitted under the guidance of the convener of the board of studies concerned, he/she will be asked to suggest only one panel of six names of National Repute external experts of Professor level in the capacity of supervisor only. The second panel of National Repute external experts of Professor level may be obtained by the Vice-chancellor, from a senior teacher of the subject concerned.

15. The research scholar shall submit the thesis in **four type written, but not published earlier, copies of his/her thesis, and two CDs in PDF format alongwith the three copies of summary and approved synopsis. Published matters may also be incorporated mentioning the sources as part of the thesis.**

16. The medium of expression of every thesis shall be either English or Hindi (written in Devanagri Script) except in the case of subjects connected with any of the oriental languages where the thesis may at the option of the candidate, be presented in that language.

17. **The thesis shall comply with the following conditions:**

- (i) It must be a piece of research work characterized either by the discovery of facts or theories. In either case it should reflect the candidate's capacity for critical examination and sound judgment. The candidate shall communicate, how far the thesis embodies the result of candidate's own observations and in what respects his investigations may advance knowledge in the subject.
- (ii) It shall be satisfactory so far as its literary presentation is concerned and must be in a form suitable for publication.
- (iii) The thesis shall be accompanied by a certificate from the supervisor stating:
  - (a) That the thesis embodies the work of the candidate himself/herself.
  - (b) That the candidate worked under him/her for the period required.
  - (c) That he/she has put in the required attendance in the department during that period.
- (iv) The candidate shall also remit, with thesis, Rs. 10,000/- as the evaluation and Rs. 6,000/- as the viva-voce examination fee.

#### **(B) Six Month Progress Report by the Student**

1. This Progress Report is intended to help students reflect critically on progress that has been made, to identify and to keep training needs under review, to detect and resolve any incipient problems and to ensure the timely submission of the Ph.D. thesis within the standard period of study.

2. The student is required to complete a Progress Report at six month intervals during the standard period of study of 4 years (i.e. at 6, 12, 18, 24, 30, 36, and 42 months in the candidature).

3. A progress report is not usually required at 48 months, as the normal expectation is that candidates will submit their theses within 4 years (i.e. the standard period of study).

**(c) Completing the Progress Report Form**

1. Students should prepare draft responses to sections 1-4 of the Progress Report Form. Alternatively, students may wish to discuss the preparation of their Progress Report with their supervisor in advance. Once the supervisor has commented on the draft report, both the student and supervisor should sign the report.
2. The supervisor(s) is also expected to complete a report on the student's progress at six month intervals during the standard period of study. On completion of the relevant report form, it should be send to the Officer-In- Charge, EDP Centre of the University.

### (D) Progress Report Form

Section 1: Details of the candidature	
<b>1.1</b>	<b>Student details</b>
	<b>Name</b>
	<b>Registration Number</b>
	<b>Mobile Number</b>
	<b>Email Id.</b>
	<b>Research Subject</b>
	<b>College/Institute for Research Study</b>
	<b>Standard period of study</b> <b>48 months (4 years)</b>
	<b>Research topic</b>
<b>1.2</b>	<b>Supervisor details</b>
	<b>Name of Supervisor</b>
	<b>College/Institution of Supervisor</b>
<b>1.3</b>	<b>Reporting period:</b> <b>From (1<sup>st</sup> of month) To (last day of month): / / to / /</b> <b>This is the 6 12* 18 24 30 36 42 (48)** month student progress report</b>
	* It is the normal expectation that the Assessment will be completed by the end of Year 1. Therefore, the 12 month report should normally be the Transfer Report. ** Not usually required at 48 months, as the normal expectation is that students will submit their theses within 4 years (i.e. the standard period of study).
Section 2: Progress during the reporting period	
<b>2.1</b>	<b>Brief report on progress ahead your previous Report.</b>
	<b>Please refer to the guidance notes at the end of the form for some suggestions on possible matters for report. If this is your first Progress Report (i.e. mid-year report, Year 1), please provide details of your progress and achievements since you started.</b>
<b>2.2</b>	<b>Dissemination of research and networking</b>
	<b>Please provide details of your attendance at any conferences, symposia, workshops etc in the last six months</b>
	<b>Please list conference presentations/published works in the last six months</b>
<b>2.3</b>	<b>Placements/visits</b>
	<b>Provide details of any placements/visits associated with your research that you have undertaken in the last six months</b>

	<b>Describe any associated work or research benefits of the placements / visits and / or good practice that you may have developed</b>
<b>2.4</b>	<b>Generic and subject/professional skills training and development</b>
	<b>Give details of any training that you have undertaken in the last six months</b>
<b>2.5</b>	<b>Taught modules</b>
	<b>Provide details of any taught courses/modules you have undertaken in the last six months</b>
<b>2.6</b>	<b>Other information</b>
	<b>You may wish to use the space below to provide further information</b>
<b>Section 3: Arrangements for the support and supervision of students</b>	
<b>3.1</b>	<b>Supervision</b>
	<b>Detail the regularity and frequency of supervision meetings</b>
	<b>Describe the usual form of meetings (e.g. conference phone call, webcam, email etc.)</b>
<b>3.2</b>	<b>Additional guidance and help</b>
	<b>Have you taken advantage to meet any other Subject Expert(s) of Research area, in addition to your supervisor, to comment upon and to draw attention to your Research work ?</b>
<b>3.3</b>	<b>Facilities/Resources</b>
	<b>Have you encountered any problems with the facilities needed to undertake your research? Have these been resolved?</b>
<b>Section 4: Objectives for the next six months</b>	
<b>4.1</b>	<b>Research activities to be undertaken</b>

<b>4.2</b>	<b>Priorities for generic and subject/professional skills training and development</b>										
<b>4.3</b>	<b>Work on the thesis</b>										
<b>4.4</b>	<b>Other action necessary</b>										
<b>Section 5: Summary of student's progress report</b>											
	<b>To be completed by the supervisor</b>										
	<b>I have read and commented on the above report and confirm that (please complete as appropriate):</b>										
	<table border="1"> <tr> <td><b>The student's progress is satisfactory</b></td> <td><b>Yes/No</b></td> </tr> <tr> <td><b>The student's conduct is good</b></td> <td><b>Yes/No</b></td> </tr> <tr> <td><b>The student's progress is unsatisfactory, but the course of action proposed in section 4.4 of this form should remedy the situation.</b></td> <td></td> </tr> <tr> <td><b>The student's conduct is not good</b></td> <td><b>Yes/No</b></td> </tr> <tr> <td><b>Other (please specify).</b></td> <td></td> </tr> </table>	<b>The student's progress is satisfactory</b>	<b>Yes/No</b>	<b>The student's conduct is good</b>	<b>Yes/No</b>	<b>The student's progress is unsatisfactory, but the course of action proposed in section 4.4 of this form should remedy the situation.</b>		<b>The student's conduct is not good</b>	<b>Yes/No</b>	<b>Other (please specify).</b>	
<b>The student's progress is satisfactory</b>	<b>Yes/No</b>										
<b>The student's conduct is good</b>	<b>Yes/No</b>										
<b>The student's progress is unsatisfactory, but the course of action proposed in section 4.4 of this form should remedy the situation.</b>											
<b>The student's conduct is not good</b>	<b>Yes/No</b>										
<b>Other (please specify).</b>											
	<b>NB:</b> The supervisor should also complete a report on the student's progress at six month intervals during the 4 year standard period of study.										
<b>Section 6: Approval of the student's progress report*</b>											
	<b>To be signed by the student and supervisor</b>										
	<table border="1"> <tr> <td><b>Signature (student)</b></td> <td><b>Date</b></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><b>Signature (supervisor)</b></td> <td><b>Date</b></td> </tr> <tr> <td></td> <td></td> </tr> </table>	<b>Signature (student)</b>	<b>Date</b>			<b>Signature (supervisor)</b>	<b>Date</b>				
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## **Notes for Guidance for Students when completing the Student's Progress Report Form**

### **Section 1: Progress during reporting period**

#### **1.1 Brief report on progress against your previous objectives**

This section asks for a brief report on progress made during the current reporting period. As a guide you should use around 800 words as a maximum limit.

The following are suggestions of the type of information you might include:

- Describe your success (or otherwise) in achieving the objectives specified in your previous Progress Report including reference to progress made against the agreed training plan
- Provide a summary of the progress made in collecting and/or analysing data
- Comment on what you have accomplished in your generic and subject/professional skills development
- Describe any associated work benefits as a result of the progress you have made
- Give details of any difficulties you have encountered - for example any problems associated with fieldwork (e.g. access to the field) or other research (e.g. library or laboratory-based or practice-led work). Have these been overcome? Are there any outstanding issues? How do you propose to resolve them?
- Describe any difficulties you may have experienced in obtaining access (e.g. to the field, data, facilities or other resources)
- Explain how any ethical issues have been addressed
- Give details of any problems arising as a result of the chosen methodology/ies or any problems arising as a result of modifications
- Provide details of any changes in the direction of the research
- Describe progress of the thesis

If this is your first Progress Report (i.e. mid-year report, Year 1), please provide details of your progress and achievements since you started. The following are suggestions of the type of information you might include:

- Describe your induction process and comment on how it went
- Refer to your Training Needs Analysis and Training Plan and provide details of any progress made against the Training Plan
- Provide details of any generic and subject/professional skills development undertaken since starting your research degree
- Comment on the research project plan that was developed at the time of application. Is everything proceeding as planned?