


## ORDINANCE RELATING TO Ph.D. PROGRAMME

*(Under Section 31 (1) (d) of the Rajiv Gandhi University Act, 2006)*

1. This ordinance shall be called the Doctor of Philosophy (Ph.D), hereinafter referred to as the Ph.D. degree and shall be awarded to those fulfilling the conditions as laid down in the Ordinance.
2. A candidate shall be eligible for admission to a course of research leading to the Ph.D. degree. If he/she had taken the Master's degree with 55% (relaxation of 5% marks for ST/SC candidates) in the concerned subject from Rajiv Gandhi University or any other recognized University/Institution of higher learning in India or abroad as recognized by UGC or similar (Equivalent) statutory body of the Government of India may be admitted to the Ph.D. programme as regular student. This eligibility shall be reviewed after a period of every five years/as and when necessary.
3. The procedure for receiving applications for admission to the course shall be laid down from time to time by the Departmental Board of Studies (DBS) of the concerned Department and the Faculty Board of Studies (FBS) of the University.
4. The Departmental Board of Studies (DBS) and Faculty Board of Studies (FBS) of the University shall satisfy itself.
  - (i) that research on the proposed subject can be pursued;
  - (ii) that the research work can be suitably undertaken at the University; and
  - (iii) that the candidate possesses the competence for the proposed research.
5. The application shall be considered by the DBS which shall then forward the application along with its opinion to the Faculty Board of Studies FBS of the University, and recommend the name of Supervisor(s) or Adviser(s) at the appropriate time.
6. The candidate shall be considered for confirmation by the FBS on the basis of the following requirements:
  - (i) Completion of M. Phil, M. Tech, programme of the University with a minimum 55% marks including percentage of dissertation/field work and 50% in case of SC/ST and disabled students in the concerned subject may apply for regular Ph. D. programme. Those Departments opting for M. Phil programme shall keep reserve 50% of total seats available for regular Ph. D. programme for direct M. Phil candidates.
  - (ii) The candidates who are not direct M. Phil candidates from concerned Departments seeking admission to the Ph. D. programme shall be selected as per the guidelines of Ph. D. Entrance Test (Annexure-I).

**Academic Ordinance of RGU**

  
 Deputy Registrar (Estt/Admn.)  
 Rajiv Gandhi University  
 Rono Hills, Itanagar (A.P.)

7. If the FBS is so satisfied, it may, admit the candidate provisionally to the course leading to the Ph.D. degree, and at the appropriate time appoint, on the recommendation of the DBS concerned, a teacher of the University as Supervisor(s) to guide and supervise the work of the candidate.
  8. Subject to the general supervision of the Academic Council all matters connected with the Ph.D. programme of the University shall be dealt with in accordance with these ordinances by the following committees:
    - (i) Faculty Board of Studies of the University (FBS).
    - (ii) The Departmental Board of Studies (DBS).
  - 8.1 The Faculty Board of Studies shall consist of the following:
    - (i) Concerned Dean of the Faculty shall be the Chairman;
    - (ii) The Senior-most Professor of the concerned faculty;
    - (iii) Two Professors on rotation (Seniority basis);
    - (iv) Two Associate Professors on rotation (Seniority basis);
    - (v) The Chairman of the various Departmental Board of Studies (DBS) under concerned faculty;
    - (vi) Supervisor/So-supervisor, in the absence of the Supervisor; and
    - (vii) Assistant Registrar (Academic) shall be the Convenor.
- (Note: The Faculty Board of Studies Members including its Chairman shall be constituted by the Vice-Chancellor. In case the concerned Dean is absent, the senior-most Professor of the concerned Faculty will chair the meeting. The quorum of the meeting shall be five members of the total Members.)*
- 8.2 The Departmental Board of Studies (DBS) shall consist of the following:
    - (i) Head/Director of the concerned Department/Institution/Centre shall be the Chairman;
    - (ii) Other three teachers of the concerned Department/Institution/Centre (having Ph.D. degree) on rotation;
    - (iii) The Supervisor and Co-supervisor, if any, of the Ph.D. scholar concerned; and
    - (iv) Where there are less than three teachers having Ph.D. in a department, the necessary vacancy may be filled up from the allied subjects' teachers having Ph.D.

## 9. Registration

The application for registration in the Ph.D. programme shall be made to the Department/Institute/Centre concerned in prescribed application form along with a detailed research synopsis (in quadruple).

- 9.1 On receipt of the application, the Head of the concerned Department/Institute/Centre shall convene a meeting of the Departmental Board of Studies (DBS) to scrutinize the application in all its aspect and shall prepare a panel of six experts in the field not below the rank of Reader to whom the proposal shall be referred to for comments.

### Academic Ordinance of RGU

  
 Deputy Registrar (Estt/Admn.)  
 Rajiv Gandhi University  
 Rono Hills, Itanagar (A.P.)




- 9.2 The proceedings of the DBS along with the application shall be forwarded to the Registrar. The Registrar shall put up the proposals to the Chairman, FBS, who shall send the same to any three of the experts for comments. On receipt of the comments from at least two of them within prescribed time limit, i.e. within 2 (two) months, the proposal shall be placed before the FBS of the University for consideration and approval.
- 9.3 The reports from the experts shall be opened in the meeting of the FBS only. The date on which the proposal is accepted in the FBS shall be the date of registration.
- 9.4 Any change, modification or addition to the proposal suggested by the FBS on the basis of the comments of the experts shall be incorporated by the candidate in the plan of research work.
- 9.5 On receipt of minutes of the FBS, and payment of registration fee, the Registrar shall issue a notification indicating the date of registration, the title of the proposed Ph.D. theses, the name of the scholar and the Supervisor(s). A copy of the notification shall be endorsed to the following:
  - (i) The Scholar;
  - (ii) The Supervisor(s);
  - (iii) The Head of the Department/Institute/Centre concerned; and
  - (iv) The Controller of Examinations.

## 10. Supervisor

There shall be a Supervisor for each proposal who shall be the overall charge of the supervision of the candidate's work and shall be a teacher of the University Department/Institute/Centre, appointed by the DBS.

- 10.1 Ordinarily there shall not be more than six Ph.D. scholars at a time under a Professor and not more than four under an Associate Professor, and not more than three under an Assistant Professor.
- 10.2 An Assistant Professor with Ph.D. degree and three years of postgraduate teaching (after Ph. D.) and research experience at the university level with three research papers published in referred Research Journals may guide Ph.D. scholars.
- 10.3 Associate Professor in the affiliated colleges with Ph.D. degree and with minimum five research papers published in referred research journals (after obtaining Ph. D.) may guide Ph. D. scholars. However, the teacher concerned has to apply to the DBS with necessary documents and after scrutiny it will recommend to FBS. Finally, it will be placed in the meeting of the Academic Council.
- 10.4 Whenever changes in the Supervisor become necessary, the period of research to be subsequently put in by the Ph.D. scholar may be extended by such duration as may be decided by the concerned DBS within the time frame specified in the Ordinance.

Academic Ordinance of RGU


  
Deputy Registrar (Estt/Admn.)  
Rajiv Gandhi University  
Rono Hills, Itanagar (A.P.)

- 10.5 Teachers of this University shall also be permitted to guide Ph.D. scholars registered in other University, provided that:
- (i) there is a vacancy with the guide under whom the candidate intends to work;
  - (ii) the sponsoring University seeks special knowledge or expertise on the subject; and
  - (iii) the concerned DBS approves it.
11. In case the Supervisor appointed to guide the research work of any candidate ceases to be the Supervisor by virtue of retirement, or on leave for more than a year, or otherwise, and there is no Co-supervisor in the concerned Department to guide the Ph. D scholar, the assignment of the next Supervisor shall be made by the concerned DBS after duly seeking views and consent from the original supervisor and the concerned candidate in this regard. No change of Supervisor shall, however, be necessary in case of absence of less than a year of the Supervisor, provided the candidate has worked under him for a year or more.
12. **CO-SUPERVISOR**
- In case of related subjects or on specific request, the DBS may, if necessary, recommend appointment of a Co-supervisor.
- 12.1 The Co-supervisor of the proposal, may or may not be a teacher of the University.
  - 12.2 In the event of a Co-supervisor, being outside this University, he/she should be a person officially recognized for this purpose by the University on application from the intending Co-supervisor.
  - 12.3 Generally, he/she shall be a Professor/Associate Professor in any University/Institution of the Country.
  - 12.4 An Associate Professor/Scientist with Ph.D. nine years of teaching experience in University/Research Institute/Affiliated Colleges and at least two research publications in referred Research Journal (after obtaining Ph.D.) may also be eligible. However, the process will be the same as mentioned in 10.3.
13. **Duration for submission of Ph.D. Thesis**
- 13.1 No candidate shall submit his/her thesis for the Ph.D. degree earlier than 2 (two) years from the date of his/her registration. He may be given one year extension after completion of synopsis on the basis of his application and recommendation of the Supervisor.
  - 13.2 The name of a candidate shall be removed from the rolls of the University, if he/she fails to submit his/her thesis within four years of the date of his/her admission to the course of research leading to the award of the Ph.D. degree.



- 13.3 If a scholar whose registration has lapsed, wishes to complete the Ph. D research, he/she may apply for re-registration within one year of the date when the registration lapses. He/she may, on the recommendation of the DBS concerned be permitted for re-registration as a candidate for the award of Ph.D. degree and after such registration the candidate shall submit his/her thesis at any time during the two years failing which the re-registration will lapse.
14. Before completing the minimum period prescribed in Clause 13, no candidate admitted to a course of research for the award of the Ph.D. degree:
  - 14.1 A candidate shall not undertake any employment, provided that the following may be exempted from the limitation of this sub-clause;
    - (i) those engaged in teaching and research in recognized institution; and
    - (ii) those whose occupation or special knowledge or professional attainments are adjudged to be specially helpful towards the proposed course of research; and provided that in no Department should this category of students exceed of the total number of candidates enrolled for the Ph.D. degree.
  - 14.2 Shall not join any other course of study; or
  - 14.3 Shall appear in any examination other than those prescribed by the Departmental/Board of Studies and Faculty Board of Studies of the University.
15. The FBS of the University may cancel the admission of a candidate for a breach of the provision of Clause 14 or on account of his/her unsatisfactory progress in the manner prescribed by these Ordinances.
16. If there is a need for modification of the title or research the candidate shall submit an application to the FBS through the DBS at least three months before the date of submission of the thesis for approval.
17. **Review of Progress**
  - 17.1 The Departmental Board of Studies (DBS) shall maintain a periodical review of the progress made by a scholar who shall present a summary of the work done. Half yearly progress reports of the research work done by the scholar in consultation with Supervisor shall be submitted to the FBS along with filled in prescribed proforma through DBS and Dean of the Faculty through the concerned Head.
  - 17.2 The scholar may be required from time to time to assist the Department in teaching and other academic work and to give seminars etc. as assigned by the Head of the Department/Institute/Centre in consultation with the Supervisor.

Academic Ordinance of RGU

  
Deputy Registrar (Acad. Admn.)  
Rajiv Gandhi University  
Rono Hills, Itanagar (A.P.)

### 18. Pre-Submission Seminar

When the Supervisor is of the opinion that the thesis is in the final stage of completion, the scholar shall give a pre-submission seminar on his/her research findings well in advance. This seminar will be given in the presence of the DBS and the Dean of the Faculty. The candidate should incorporate the recommendations of the DBS in his/her thesis.

### 19. Panel of Examiners and Evaluation

19.1 The DBS in consultation with the Supervisor shall prepare a panel of seven external examiners to evaluate the thesis not below the rank of Reader including that of Supervisor and Co-supervisor, if any, in the concerned cognate subject and forward the same to the Controller of Examinations for approval of the competent authority.

19.2 The external examiners in the panel should be from Universities/Institutes where postgraduate teaching and research programme are maintained.

20. The thesis submitted by the candidate for the award of the Ph.D. degree shall be examined by at least three examiners including the supervisor of the candidate as appointed by the Vice Chancellor out of the panel. Two of the examiners shall be those who are not the teachers of the university, while the third examiner shall be the Supervisor/Co-supervisor (if any).

21. Each examiner, after examining the thesis submitted by the candidate for the award of the Ph.D. degree, shall submit a report to the Controller of Examination containing a clear recommendation whether in his/her opinion.

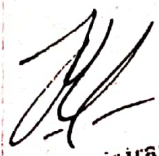
- (i) the Viva-Voce Examination of the candidate should be held or not;
- (ii) the thesis is recommended for the award of the Ph.D. degree;
- (iii) the thesis should be referred back to the candidate for revision as per suggestions and comments given, thereof; and
- (iv) the thesis is not recommended and therefore rejected.

22. If the Vice Chancellor is satisfied that the examiners have unanimously recommended that the Viva-Voce Examination of the candidate be held, the Controller of Examinations shall communicate it to both the Dean of the Faculty and Head of the Department concerned to arrange accordingly.

22.1 In case the Vice Chancellor notes that the examiners of the thesis have not recommended unanimously that the Viva-Voce Examination of the candidate be held or if he is satisfied that in the course of either report an adverse opinion of a substantive nature has been expressed materially affecting the validity of the same examiners otherwise positive recommendation then the Vice-Chancellor shall place the reports of the examiners before the FBS for consideration and further action.

22.2 The Vice-Chancellor of the University may at his/her discretion and shall if the recommendation of one examiner is positive and of the other negative

Academic Ordinance of RGU

  
Deputy Registrar (Estt/Admn.)  
Rajiv Gandhi University  
Rono Hills, Itanagar (A.P.)



appoint a third examiner, not in the service of the University to examine the thesis and act according to the recommendation of the third examiner.

23. An external examiner shall ordinarily be required to accept the appointment offered by the University within the time indicated by Controller of Examinations in the appointment letter. If however, no information is received from an examiner within a reasonable time from the date of issue of the letter or appointment, his appointment shall stand cancelled and another examiner shall be appointed.

24. On receipt of the acceptance of examiners, the Controller of Examinations shall forward the copy of the thesis to him/her and take all action to get the report of the examiner expeditiously.

- 24.1 The examiners shall be requested to submit their individual reports within three months of the receipt of the thesis.

## 25. Viva-Voce

In case of favourable reports from all the three examiners, a Viva-Voce Examination shall be held only, if the external examiner(s) suggest to that effect.

- 25.1 The Viva Voce examination of the candidate shall be conducted by a Viva Voce Board comprising the following members:

- (i) The Dean of the Faculty concerned shall be Chairman;
- (ii) One External Examiner;
- (iii) Head of the concerned Department;
- (iv) Supervisor of the scholar;


*(Note: In case the Supervisor is the Chairman of DBS/Dean of the Faculty, there will be one member less in the Viva-Voce Board.)*

- (v) Out of the two, one External Examiner shall be present at the Viva-Voce;
- (vi) In case neither of the External Examiners is able to conduct the Viva-Voce, another examiner shall be appointed in his place.

26. In case the Vice Chancellor is satisfied with the recommendation of the Viva-Voce Board that the candidate be awarded the Ph. D. degree, he shall approve the recommendation subject to ratification by the Executive Council.

27. In case the Viva-Voce Board's recommendation is for re-appearing of the candidate for the Viva-Voce Examination after a stipulated period, the Vice-Chancellor may consider this recommendation and advise the candidate accordingly.

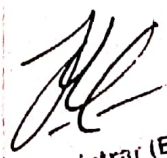
Academic Ordinance of RGU

  
Deputy Registrar (Estt/Adm.),  
Rajiv Gandhi University  
Rono Hills, Itanagar (A.P.)

## 28. Resubmission of Thesis

- 28.1 A candidate whose thesis has been referred back for revision shall be permitted to re-submit it for the award of the degree not later than one year and not earlier than six months of the intimation of the decision of the University to a candidate.
- 28.2 A thesis which has been re-submitted shall normally be examined by the original examiners unless any one of them is, or both of them are, unable or unwilling to act as such, in which case another examiner may be appointed.
- 28.3 No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree for more than once.
29. A member of the teaching faculty of the Rajiv Gandhi University and its affiliated Colleges only get registered for the award of the Ph.D. degree of the University as a part time research in the following manner:
- 29.1 He/she shall intimate to the Department/Institute/Centre/College, the topic of his/her research work leading to the award of the Ph.D. degree.
- 29.2 If the Department/Institute/Centre/College concerned is satisfied that:
- (i) research on one proposed topic can be profitably pursued;
  - (ii) research work can be suitably undertaken at the University;
  - (iii) the DBS shall recommend to the FBS that he/she may be permitted to submit his/her thesis for the award of the Ph.D. degree of the University;
  - (iv) the DBS may appoint a Supervisor(s) to guide him/her in the completion of his/her thesis
- 29.3 The process of registration and submission of the thesis will be like any regular research scholar.
- 29.4 The registration and submission of thesis and other rules will be the same as regular scholars.
30. Copy of every thesis approved for the award of the Ph.D. degree shall be kept both in the University Library and the Department Library.
31. There shall be an established uniform format for submitting synopsis for obtaining feasibility of Ph. D. proposal (Annexure-II).
32. The first page of the thesis shall contain, in print the title of the thesis on top and a mention below that it is being submitted to Rajiv Gandhi University for the degree of Ph.D. with the name of the candidate at the bottom of the page (Annexure-III).
33. The thesis shall also contain a certificate of the Supervisor and Co-supervisor, if any, that the thesis has not been submitted earlier to any other institution or University for the award of any degree.


Academic Ordinance of RGU

  
Deputy Registrar (Est/Admn.)  
Rajiv Gandhi University  
Rono Hills, Itanagar (A.P.)



34. Four copies of the thesis (in cover or jacket printed) along with four brief abstracts of the thesis shall be submitted to the Controller of Examinations through the Supervisor and the Head of the Department together with the fees prescribed. Thesis can be submitted any time during the year.
35. The Head of the Department/Institute/Centre shall send a complete list of candidates who have been registered as Ph.D. scholars to the Registrar within a month of the last date for payment of fees.
36. Fees: Every Ph.D. candidate shall have to pay admission fee (one-time payment, at the time of admission); monthly tuition fee; examination fee; library fee; laboratory fee (in case of science subjects) and other fees at rates to be prescribed by the University from time to time.
37. **Removal of Difficulties**

Notwithstanding anything contained in the above ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties subject to ratification by the Academic Council.

  
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Rajiv Gandhi University  
Rono Hills, Itanagar (A.P.)