

**INDIRA KALA SANGIT VISHWAVIDYALAYA,
KHAIRAGARH (C.G.)
ORDINANCE 60
DEGREE OF DOCTOR OF PHILOSOPHY (Ph. D.)**

(Approved by Governor Office letter no.:3121/2999/2017/रास/कू-4 dated 12.07.2017)

The Degree of Doctor of Philosophy shall be awarded to Indian, non-resident Indian and foreign students on the thesis submitted to Indira Kala Sangit Vishwavidyalaya in accordance with the provisions of this Ordinance contained here after.

I Eligibility for registration

- 1 A A candidate possessing any of the degrees M. Mus./M. Dance./M.F.A/M.A./M.P.A. in Music/Dance/ Fine Arts/ Hindi/English/ Sanskrit/Theatre/Folk Music/Ancient Indian History, Culture and Archaeology or any other equivalent Degree recognized by the UGC with at least 55% marks (50 % marks for ST/SC/OBC(non-creamy layer) and differently abled Candidates).
 - B In the seven point scale/ an equivalent grade point average of a University, a deemed University or any other University incorporated by any law for the time being in force and recognized by the University, may be considered eligible for Ph.D. registration.
 - C Kovid (Diploma) of I.K.S.V. or any other PG. Diploma (minimum of two years duration) recognized by this University in the subject concerned with not less than 55% marks along with a Post Graduate Degree in any discipline with minimum 55% marks.
 - D Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/ differently-abled and other categories of candidates as per the decision of the Commission from time to time.
 - E A Candidate who is pursuing M.Phil from this University and his/her M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the University;
 - F Candidates possessing a Degree 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.
- 2 Admission in Ph.D. programme will be on regular basis only.
 - 3 Registration of Ph.D. will be done only in the same faculty from which the student has passed the P.G. degree/ eligible examination.

- 4 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.

II Procedure

The Registration shall be in accordance with the following procedure:

- 1 Last date of receipt of application form, details of entrance test will be declared by the University as and when required.
- 2 Self-Attested copies of all the prerequisite documents should be enclosed with the application. Migration certificate (not required for the international degrees) shall be submitted at the time of registration.
- 3 The university shall admit doctoral students through an Entrance Test conducted at the level of University following interview organized by the University.
50% marks shall be the Minimum qualifying marks to qualify the Entrance Test. The syllabus of the Entrance Test shall consist of 50% from research methodology and 50% shall be from the subject specific. An interview/viva-voce shall be conducted by the university for the candidates who qualify the entrance test. The candidate should possess the required competence for the proposed research work. The proposed area of research must contribute/add to the existing field of knowledge.
Furthermore, All the candidates who qualify UGC/CSIR, NET/JRF examination, SLET/ GATE/ Teacher fellowship holder or have passed M. Phil programme with 55% marks or A relaxation of 5% of marks, from 55% to 50% in aggregate, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/ differently-abled and other categories of candidates as per the decision of the Commission from time to time, shall be exempted from entrance test only.¹
- 4 The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration
- 5 The allocation of the supervisor for selected students shall be decided by the Department/Dean of the Faculty in a formal manner depending on the number of students per faculty member, the available specialization among the faculty supervisors and the research interest of the student as indicated during interview. The allotment of supervisor shall not be left to the individual student or teacher.
- 6 The subject of research should comply with the general nature of the University.
- 7 Application along with five copies of printed synopsis on the proposed subject (As Appendix 01) shall be submitted after qualifying Pre-Ph.D. Course. The topic of the research will be finalized during the interview held after qualifying the Pre-Ph.D. Course.
- 8 The constitution of the committee for the interview will be as under:
 - A The Vice-Chancellor, - Chair Person.

¹ (Approved by Governor Office letter no.:640/8546/2017/रास/सू-4 dated 13.02.2018)

- B Dean of the Faculty concerned
(If Dean is not available due to any reasons then the Vice-Chancellor may appoint any other suitable person as a member of the committee). -Member.
 - C Head of the Department of subject concerned, - Member.
 - D Senior teacher of the Department of subject concerned. - Member.
 - E If the subject relates to two disciplines, the Head or a senior teacher of the other related Department shall also be the member of the Committee.
 - F If required, one external expert of the rank of University Professor/ Associate Professor to be appointed by the Vice-Chancellor out of a panel of 3 names given by the Dean of the concerned faculty.
 - G In absence of the Vice-Chancellor, the Dean of the Faculty concerned shall be the Chair Person of the Interview Committee and in such case one more teacher of the subject concerned shall be invited as a member.
- 9 Application forms complete in all respects, shall be placed before the Interview Committee and thereafter the report of the Interview Committee shall be placed before the General Committee of Research. After examining it General Committee of Research shall forward the report to Academic Council.
- 10 A Academic Council shall have right to accept, reject or modify the recommendations of the General Committee of Research. After final approval, the University shall notify the list of selected candidates and their registration will take effect from the date of admission in the Pre PhD. Course Work.
- B A person registered for Ph.D. Degree in any University shall not be eligible to become Supervisor/Co-supervisor.
- 11 Employed candidates should submit the application with no objection certificate from their respective employer.
- 12 The number of Ph.D. scholars to be admitted in University shall be decided by the academic bodies depending on the predetermined and manageable (depending on the number of available Research Supervisors and other academic and physical facilities available), keeping in mind the norms regarding the scholar- teacher ratio, laboratory, library and such other facilities.
The number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, and all other relevant information for the benefit of the candidates shall be notified well in advance on the University website.
- 13 No research scholar shall join any other course, study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma courses of the University).
- 14 The University agrees that a Ph.D. student shall have copyright of his/her thesis.
- 15 The candidates who have been already registered for Ph.D. Degree under the repealed Ordinance will continue to be governed by the Provisions of the repealed Ordinance except fee and other financial matters.

III **Course Work**

The credit assigned to the Ph.D. course work shall be 08 credits. Minimum four credits shall be assigned to one course.

- 1 A Each Ph.D. student shall be required to undertake a course work for a minimum period of one semester. – The Pre-Ph.D. course work shall contain research methodology, quantitative methods, computer applications and review of published research in the relevant field. The credit assigned to the Ph.D. course- work shall be of 12 credits.(research methodology-6 computer applications-4, book review 2)

After completion of one semester the students will give a presentation on their research topic before Research Advisory Committee (RAC. RAC will be constituted by the Vice-Chancellor from the university. Constitution of the committee will be as under -

 - A Dean of the faculty concerned. (Chair Person)
 - B Head of the department concerned/ Senior teacher(Member)
 - C Nominee of the Vice-Chancellor. (Member)
 - E Supervisor (Member)
 - D If required an internal/external expert nominated by the Vice-chancellor. (Member)
 - E Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Pre 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 university
 - F Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee.
 - G A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC's 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis.
- 2 If found necessary, course work may be carried out by doctoral candidates in sister Departments/ Institutes either within or outside the University.
- 3 All the students appearing in course work shall be examined at the university level during the end of the semester. The student will be evaluated through an examination. If the candidate is not able to pass the course with 55% of marks or its equivalent grade in the UGC, he/she shall be allowed to reappear in the next examination and shall be allotted with a supervisor on availability.
- 4 If provisioned, the candidates will be awarded with the scholarship based on the merit of the Pre-Ph.D. course examination. The period of the scholarship will begin from the date of the declaration of the results of the Pre-Ph.D. course work.

IV **Fee**

The Candidate shall deposit the fee as declared by the University from time to time.

V **Period of Research**

- 1 A Except as otherwise provided by the Ordinance, the candidate may complete the research work in a period of three years from the date of registration. In no case the thesis shall be submitted before three years. Candidates who have completed Pre Ph.D. course work earlier or from any other recognized university, may be allowed to submit their thesis after two and half years.
- B The period of research shall be counted from the date of commencement of the six monthly Pre-Ph.D course work.

2 Extension

- A The candidate shall apply for extension after completion of four years from the date of registration. The candidate shall complete his/her thesis within four years period from the date of registration. Academic Council may extend the period for another two years on the recommendations of the Supervisor and Dean concerned.
- B The application in this regard shall be submitted by the candidate with requisite fee well in advance.
- C Female candidates and Person with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the Female candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

VI Six-monthly Progress Report

- 1 Every candidate shall submit their respective six month's fee receipt and progress report of the work through their concerned supervisor as per Appendix 6 2. If the progress of the work is not found satisfactory in two successive reports or no reports are received for a period of one year and if the candidate fails to deposit the prescribed fees then the Vice-Chancellor may order to cancel the registration of the concerned candidate.
- 2 The Head/Dean will forward the progress report along with attendance of respective candidates for the period concerned.

VII Language of Thesis

The language of the Thesis shall be Hindi or English.

VIII Thesis Nearing completion

- 1 The candidate shall inform well in advance to the concerned Dean through his/ her Supervisor for conducting the Pre-Submission Seminar before the submission of his/ her thesis.
- 2 Every Ph.D. candidate shall publish at least one research paper in a refereed journal or any reputed journal with ISSN number , and present two papers at International/ National conference/ seminars before the submission of their thesis for adjudication, and produce evidence for the same in the form of acceptance letter/ certificate or the reprint (proof of publication).

IX Pre-Submission Requirements

- 1 Prior to submission of the thesis the student shall present his/her thesis in a Pre-Submission Seminar in the concerned faculty that may be open to all faculty members and research scholars to get feedback and comments, which may be incorporated into his/ her thesis in consultation with the concerned supervisor.
- 2 The Report of the seminar by the Dean/Head and Supervisor shall be submitted to the Registrar. The two members shall make the forum. If necessary Vice Chancellor may nominate one member for this purpose.

X Submission of thesis

- 1 Thesis shall be submitted within the period prescribed for pursuance of research by this ordinance.
- 2 Thesis shall be in A-4 size. The title page shall be as per Appendix no-3.
- 3 The candidate shall submit five copies of the thesis along with two soft copies, four copies of summary along with two soft copies out of which one soft copy of the

thesis will be sent to UGC.

- 4 The candidate shall clearly cite/ mention the source of information, extent to which he/she has availed the works of others and the portion of the thesis which he/she claims as his/her original work under the guidance of the supervisor.
- 5 PhD Thesis should be accompanied by a certificate from the Supervisor as per Appendix no- 5.
- 6 The candidate shall give one hard and one soft copy of the thesis to the supervisor. No hard copy or soft copy of the thesis, submitted to the university, will be returned either to the candidate or to the supervisor.
- 7 The candidate may also submit subsidiary matter in support of his or her thesis relating to any contribution to the advancement of study of the subject of the thesis which he or she may have previously published independently or conjointly.
- 8 Before submission, Candidate shall submit "No-dues" certificate from the concerned department, University library, fee section and hostel etc.

XI Declaration

- 1 Candidate shall submit a duly-signed declaration as per Appendix no-4 before submitting his/ her thesis for examination/ evaluation.
- 2 The thesis shall be forwarded by the Dean of the Faculty concerned. If the Dean is not available the Head of the Department concerned may forward the thesis.

XII Appointment of Examiners

- 1 A panel of the examiners (at least six names of the experts) shall be submitted by the Dean of the Faculty after consulting the Head of the Department. If necessary, the Supervisor can be consulted for the names of the examiners. The Vice-Chancellor may include names of some more examiners in the panel. In the absence of the concerned Dean, the Vice-Chancellor can consult the Head of the Department concerned for the names of the examiners.
- 2 The thesis shall be sent for valuation to two examiners appointed by the Vice-Chancellor from the panel, which must not consist of names of the employees of the university, and out of them one examiner may be from outside the state/ country.

XIII Evaluation of Thesis

- 1 The favorable reports from both the examiners on the thesis shall be mandatory.
- 2 If any of the examiners of the thesis does not send the report within a period of six months from the date of dispatch of the thesis, the Vice-Chancellor may appoint a new examiner from the panel. If necessary, the Vice-Chancellor may appoint examiners from out of the panel also.
- 3 In case one of the examiners rejects the thesis, it shall be sent to the third examiner whose decision shall be final. The third examiner shall be appointed by the Vice-Chancellor.
- 4 If reports of both the examiners are negative, the reports shall be tabled in the Academic Council. The Executive Council, on the recommendations of the Academic Council, shall finally take the decision.
- 5 The Academic Council (or its equivalent body) of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting the thesis for evaluation, it 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 the same Institution where the work was carried out, or to any other Institution.

- 6 The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

XIV **Revision of the thesis**

- 1 On the recommendations of one or both the examiners, the Vice-Chancellor may allow the candidate to resubmit the thesis in a revised form within a period of not more than eighteen months from the date of receipt of communication from the University.
- 2 On the recommendation of the Supervisor the period of eighteen months may be extended to maximum of six months by the Vice Chancellor.

XV **Viva-Voce Examination**

- 1 On receipt of satisfactory evaluation reports Ph.D. students shall undergo a Viva-Voce examination.
- 2 Viva-Voce examination shall be held only after the consent of the examiner on a specific date and time decided by the Head of the Department concerned in consultation with the Dean of the Faculty.
- 3 Viva-Voce examination shall be conducted by one of the external examiners and the internal examiner i.e. the supervisor of the thesis. The Supervisor shall be an internal examiner. In case of controversy the decision of the external examiner, not of the internal examiner, shall be final.
- 4 If both external examiners are unable to conduct the Viva-Voce examination, the Vice- Chancellor shall appoint any other subject expert as an examiner to conduct the Viva-Voce examination.
- 5 If the Supervisor is not available for Viva-Voce examination, the Vice-Chancellor shall appoint any other subject expert to conduct the examination in consultation with the concerned Dean/Head.
- 6 If a candidate fails in Viva-Voce examination, he/she shall be given another opportunity to appear at the examination. If the candidate fails at the second Viva-Voce examination, the thesis shall stand rejected.
- 7 The viva-voce examination shall be conducted at the University Teaching Department or at any place fixed by the University for the purpose. The date, time and place of viva-voce examination shall be notified by the Dean of the Faculty on the University well in advance. At the time of viva-voce examination the expert shall be provided with the reports of the examiners which shall be returned to the office along with the report of viva-voce examination.
- 8 The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested persons. After the presentation of the research work the examiners shall ask question together with those questions which have been given along with examiners reports. Others can also ask questions and the candidate shall reply only those questions which are permitted by the external examiner.
- 9 If Head/Dean of the Department is unable to conduct the Viva-Voce examination, the Vice-Chancellor shall appoint any other Head of the Department to conduct the examination.

- 10 In case the examiner is present in the Viva-Voce examination and the candidate is absent, he/she shall bear all the expenses of the next Viva-voce examination. The candidate shall submit in written stating the reasons for not appearing at Viva-Voce examination.

XVI Report of Examiners

- 1 After the Viva-Voce examination, the report of the examiners and the result of the Viva-Voce examination shall be placed before the Vice-Chancellor. The Vice-Chancellor shall declare the result and forward it to Academic Council for approval of award of the Degree which shall be reported to the Executive Council accordingly. After declaration of the result, the successful candidate will be entitled for the Degree from the date of Viva-voce examination. If required the notification to this effect shall be issued by the Registrar with the permission of the Vice Chancellor and the same shall be reported in the next academic council.
- 2 **Depository with INFLIBNET:**
Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the university shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
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 UGC Regulations, 2016.
- 3 One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institution where the research work was carried out.

XVII Withdrawal of the Degree

On detection of any irregularity, the University shall take suitable steps to withdraw the degree.

XVIII Publication of the Thesis

- 1 The candidate shall obtain prior permission from the University for publication of his/her thesis. If a thesis, on which the university has awarded the Degree of Doctor of Philosophy, is published by candidate or any other person on behalf of the candidate, or any agency, as the case may be, shall prominently state that the thesis was submitted to Indira Kala Sangit Vishwavidyalaya, Khairagarh (Chhattisgarh) for the Degree of Doctor of Philosophy.
- 2 The candidate shall submit two copies of publication to the University.
- 3 The candidate may request for the reports of the examiners after depositing required fee only for the publication purpose.

XIX Supervisor/Co-supervisor

- 1 Regular Assistant Professor with Ph.D. Degree and at least two research publications in refereed journals or any reputed journal with ISSN.
- 2 Regular Associate Professor with Ph.D. Degree and at least two research publications in refereed journals or any reputed journal with ISSN.
- 3 All Professors.

Note: (Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.)

- 4 Only a full time regular teacher of the concerned University/Institution Deemed to be a University/College 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 same institute or from other related institutions with the approval of the Research Advisory Committee.
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/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
- 5 It shall be mandatory for every supervisor/co-supervisor to give the evidence of being continually active in research endeavor through publication or innovation.
- 6 Maximum number of seats for the supervisor will be as below:
- | S.No. | Designation | Ph.D. |
|-------|---------------------|-------|
| a | Assistant Professor | 04 |
| b | Associate Professor | 06 |
| c | Professor | 08 |
- 7 The submission of a thesis shall create a vacancy for the admission of a new candidate for Ph.D. degree under the concerned supervisor.
- 8 The candidates registered with the Co-supervisor shall not be counted for the number of candidates under a supervisor.
- 9 In case the supervisor or co-supervisor being relative to the candidate, he/she shall be barred from all activities that relate to scrutiny, entrance examination, registration, Pre-Ph.D. course examination, appointment of examiner and any such exercise that violates the sanctity of the examination. The Vice Chancellor shall nominate other experts from the University or out of the University.
- 10 In case of relocation of an Ph.D. female 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 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 parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

XX Change of Supervisor

The candidate may be allowed to change the Supervisor with the permission of the Vice Chancellor, on the recommendation of the committee constituted by the Vice-Chancellor for this purpose under special circumstances. No change in the topic of research will be permitted due to change in supervisor.

XXI Provision for Foreign and NRI Candidates

- 1 The University may allow foreign and non resident Indian scholars who may be visiting India as casual research scholars in connection with their doctoral, post

doctoral or other research projects.

- 2 A foreign and non-resident Indian Candidate who applies for registration of Ph.D. in any of the departments of the university shall be exempted from appearing at the entrance test, provided he/she fulfills other qualifications.
- 3 The fee for foreign and non-resident Indian candidates will be decided by the University from time to time.

XXII Research Advisory Committee and its functions:

- 1 There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the Institution concerned, for each Ph.D. scholar. Research Advisory Committee (RAC):
 - i. Dean of the faculty concerned (Chair Person) ,
 - ii. Head of the department concerned/Senior teacher (Member),
 - iii. Nominee of the Vice Chancellor. (Member),
 - iv. Supervisor (Member)
 - v. If required an external expert nominated by the Vice-chancellor. (Member)This Committee shall have the following responsibilities:
 - A To review the research proposal and finalize the topic of research.
 - B To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - C To periodically review and assist in the progress of the research work of the research scholar
- 2 A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the university with a copy to the research scholar.
- 3 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.
