

## ORDINANCE NO - 61

### ORDINANCE RELATING TO THE DOCTOR OF LETTERS. (D.Litt).

*(approved vide Governor letter No. 1135/U.A.II/RS/2000 Date 17-8-2000)*

The Degree of Doctor of Letters shall be awarded on a thesis submitted to the Vishwa-vidyalaya in accordance with the provisions of this Ordinance contained hereafter.

#### 1- Eligibility for registration

A scholar shall be eligible for registration for the degree of Doctor of Letters she/he holds the degree of Doctor of Philosophy of this University or any University/deemed University recognized by this University of at least five years standing.

*(approved vide Governor letter No. 3792/7719/2014/ रास/सू-4 Date 21-9-2016)*

The D.Litt. Degree shall be awarded on the basis of an original work.

#### 2- Procedure

The Registration shall be in accordance with the following procedure, viz.

- I. A scholar for D.Litt. Degree must apply for registration on the prescribed application form obtainable on payment of prescribed fee for Registration if necessary.
- II. There may be two meetings of General committee of Research during the year.
- III. Last date for the receipt of application forms for D.Litt. Registration as scheduled for January and July will be October 31 and April 30 respectively in the prescribed form.
- IV. The subject of research shall comply with the general nature of the University.
- V. Attested copies of the mark sheet/grade sheet of Master Degree or Diploma/M.Phil Degree, ph.D. certificate, migration certificate, where ever required, should be enclosed with the application. Registration shall be confirmed only after submission of the migration certificate by the scholar. Maximum six months time shall be given for the submitssion or migration certificate. The Vice Chancellor may extend the time for six months more under special circumstances.
- VI. The registration shall stand cancelled if the scholar fails to submit the migration certificate within the stipulated period.
- VII. Application shall be accompanied with five copies of typed or printed synopsis of the proposed subject. (as per appendix - 1)
- VIII. Applications complete in all respects shall be placed before the Screening Committee and thereafter before the General Committee of Research consti-tuted by the statute of the Vishwavidyalaya.
- IX. The General Committee of Research may approve / modify the subject / synopsis or propose a new subject.
- X. The recommendations of the General Committee shall be placed before the Academic Council, which shall consider the application in the light of the recommendations made by the General Committee of Research.
- XI. The Academic Council shall have the right to accept, reject or modify the recommendations of the General Committee of Research. After the final approval of the registration from the related bodies, the University shall intimate the scholar

about his or her registration and the names of the scholar shall be included in the list of registered scholars. The Scholar shall be considered registered from the date of the meeting of Research Committee.

### **3- The Screening Committee**

The Screening Committee of Research shall make its recommendations only after interviewing the scholars. Following shall be the members of The Screening Committee for the concerned faculties;

- |      |   |              |
|------|---|--------------|
| I.   | The Vice Chancellor   | Chair Person |
| II.  | Dean of the Faculty   | Member       |
| III. | Head of the Department  | Member       |
| IV.  | Senior teacher of the Department<br>Related to the subject  | Member       |
| V.   | If the subject relates to two disciplines, the Head or a teacher of the other related department shall also be the member of the Committee.   |              |
| VI.  | In absence of the Vice Chancellor the Dean of the Faculty concerned shall be the chairperson of the Screening Committee and in such case one more teacher of the subject concerned shall be invited to the committee as a member. |              |

### **4- Six Monthly Report**

- I. The scholar registered for D.Litt. Degree shall submit a report after every six months in the prescribed proforma. (Appendix No. 2)
- II. On the receipt of unsatisfactory six-monthly report or after not receiving any report for one year, the registration may be cancelled. Under special circumstances Vice-Chancellor may approve the late submission of the report with required fee.
- III. Every scholar shall also pay fee along with six monthly reports as retention fee as decided by the University from time to time. The fee shall be payable from the date of registration.

### **5- Period Of Research**

#### **Minimum**

A scholar shall not be allowed to submit the thesis for evaluation earlier than 3 years from the date of registration and not later than 6 years. It is expected that the scholar will complete his/ her work within the period of 4 years.

*(Amendment approved vide Governor letter No. F. 28-1/R.S./2002/U.-4 Dated 9-9-2001)*

- (A) Further in a candidate feels that he/she needs a supervisor to supervise his/her D.Lit. work, he/she shall propose the name of supervisor, supported with the brief Bio-data and the acceptance letter of the supervisor along with the application form. The final decision shall be taken by the General committee of Research regarding approval/rejection/change of supervisor.
- (B) The work of at-least three years Standingö.
- (C) If a candidate has an experience of ten years teaching in concerned subject then rule for gap period may be relaxed as mentioned in ordinance 61(1)
- (D) Facility of re-registration on the same topic may be granted to the candidate, provided he/she fulfills all the other formalities a fresh. If the topic is changed at

the time of re-registration. The candidate shall have to appear before the screening committee again.

- II The candidate shall, have to deposit required fee along with the payment of old dues if any.
- (a) The Vice-Chancellor may extend the date of submission of application forms as and when necessary.

**6- Extension**

- I. After completion of 4 years, if required, a scholar may apply for extension of his/her research period. If this satisfies the Vice Chancellor, the scholar may be granted an extension of one year that may be extended for another year under special circumstances. In no case the extension may exceed two years.
- II. The applicant may submit his/her application for extension with requisite fees. The application must reach the office at least two months before the completion of the provided research period.

**7- Language of Thesis**

Thesis shall be written in English or Hindi or any other Indian language approved by Academic Council.

**8- Thesis when nearing completion**

The scholar shall ordinarily inform the University at least six months before the date by which he or she expects to submit it to the University for examination.

**9- Submission of thesis**

No thesis shall be accepted for examination unless;

- I. It is submitted within the period prescribed for pursuance of research by this Ordinance,
- II. The scholar shall submit six copies of the thesis, typed or printed, along with five copies of summary.
- III. The size of the thesis (length & breadth) shall be 30 cm. & 22 cm. Respectively and arrange title page as per appendix No. 3.
- IV. Researchers shall submit "No-dues" certificate from the University library, Fee Section, Hostel etc. as applicable.

**10- Declaration with thesis**

- I. The scholar shall submit a signed declaration that the thesis submitted by him/ her is his/her original contribution and the thesis submitted is not substantially the same as one which has been submitted for a degree or any other academic qualification in any University or Examining body in India or in any other country. (as per appendix No.4)

**11- Appointment of Examiners**

- I. A panel of the examiners (Six) shall be submitted to the university by the Dean of the Faculty after consulting the head of the department. The Vice Chancellor may include names of some more examiners in the list (if necessary).
- II. The thesis shall be referred to three examiners appointed by the Vice-Chancellor for evaluation.

**12- Evaluation of Thesis**

The favorable reports from all the examiners are mandatory.

- I. If any examiner does not send the report within a period of six months from the date of the receipt of the thesis, the Vice Chancellor may appoint new examiners.
- II. The examiners shall send their reports separately in sealed covers.
- III. If reports of two/all the examiners are in negative the report shall be yabled in Shiksha Samiti and the Karykarini Samiti on the recommendations of the Shiksha Samiti shall reject the thesis.
- IV. The work of the scholar shall comply with the following conditions to merit the award of the degree.
  - (a) It must be a substantial work making addition per excellence to learning in one or more branches of studies.
  - (b) It must be an original work in the sense of opening of new fields of research or of making a marked advancement on the results of previous investigations or of giving new interpretation/s to already known facts.
  - (c) It must be a scholarly work of high merit.
  - (d) It must not be a work done conjointly with any other person but the scholar's singular work.
- V. The examiner must give specific opinious on the following points:
  - (a) Whether the thesis embodies an original piece of research work characterized by the discovery of new facts or by a fresh approach towards interpretation of facys and thecories.
  - (b) How far the work evinces candidate's capacity for original thinking, critical examination and sound judgement.
  - (c) Whether the thesis is satisfactory in point of language and presentation of subject matter.
  - (d) Whether the thesis be approved for D.Litt. degree.
  - (e) The examiners must also furnish a detailed report on the thesis in the prescribed proforma together with a set of questions to be asked at the time of viva-voce examination.
  - (f) In case the examiner suggests for an improvement of thesis, she/ he must give a detailed report on the lines on which the thesis be modified and resubmitted.

### **13- Viva - Voce**

- I. Every research scholar shall be required to present him or herself at a specified time and place for viva-voce test. The examiners appointed for examination of the thesis shall conduct the test.
- II. If any of the three or any examiners are unable to conduct the viva-voce test, the Vice- Chancellor may appoint any other subject expert to conduct the viva-voce examination.
- III. Two examiners shall conduct the viva-voce Examination. The Vice-Chancellor will appoint the examiners from the panel of examiners those had evaluated the thesis.

- IV. If a scholar fails in a viva-voce test, the Examiners shall give another opportunity to appear for viva-voce test. If the scholar fails at the second viva-voce test, the thesis shall be rejected.
- V. Examiners invited for viva-voce shall be paid as per University rules after they produce proper receipts as applicable.

**14- Report of the Examiners**

After the viva-voce Test, the report of the evaluation of the thesis shall be placed before the Vice-Chancellor who after thorough examination of the records shall declare the result and forward it to be placed before the Shiksha Samiti for its approval of the award of the Degree of the Doctor Of Letters of the Vishwavidyalaya and it shall be reported to the Karyakarini Samiti accordingly.

After the declaration of the result, the successful scholar will be entitled for the Degree from the date of viva-voce.

**15- Revision of thesis**

- I. If two examiners approve the thesis and the third rejects/suggests revision, the thesis shall be sent for evaluation to fourth examiner (without the reports of the earlier examiners) appointed by the Vice-Chancellor. The opinion of the fourth examiner shall be final.
- II. In case the candidate is asked by the fourth examiner to revise the thesis, the candidate shall be permitted to revise on the lines as suggested by the examiner. The comments of the examiner shall be made available to the candidate without disclosing the identity of the examiner.
- III. In case all the three examiners suggest revision/rejection, or two examiners advise revision/rejection and third approves, the thesis shall stand rejected.
- IV. On the recommendation of the examiners the Vice-Chancellor may permit the scholar to submit his/her thesis in revised form within a period not less than six months and not more than eighteen months from the date on which she/he receives the communication conveying the decisions in this regard.
- V. In case the examiners recommend the revised thesis for the award of the degree then the candidate shall be called upon to appear viva-voce examination.
- VI. The revised thesis must receive recommendations from all the examiners for the award of the degree or else the thesis will be rejected.
- VII. No candidate shall be permitted to submit the thesis in a revised form for more than once. The revised thesis shall be referred to the same examiners who had examined the thesis for the first time.
- VIII. The cover page of the revised thesis must contain the following statement: **"Revised Thesis submitted for the Degree of Doctor of Letters"**. [This will be written in place of the statement for the first submission of the thesis, which goes as "Thesis submitted for the Degree of Doctor of Letters".]

**16- Withdrawal of The Degree**

In case of any irregularity found later on, the University shall withdraw the Degree.

**17- Fee**

The scholar shall have to deposit the fee related to D.Litt. Degree as per the University rules.

**18- Appearing at other examinations**

No scholar shall be permitted to attend any course of studies or appear in any examination of a University or any other institution during the period he continues to be a research scholar of this Vishwavidyalaya.

**19- Publication of the thesis**

- I. If a thesis on which the Vishwavidyalaya has conferred the Degree of Doctor of Letters is published by or on behalf of the scholar, the scholar or any other person or agency, as the case may be, shall prominently state that the thesis was accepted for the Degree of Doctor of Letters by the Indira Kala Sangeet Vishwavidyalaya, Khairagarh.
- II. The research scholar shall submit two copies of his/her publication to the University.
- III. For the publication purpose, a D.Litt. scholar may request for the reports of the examiners after depositing the required fee.

**Ordinance No. 61, Price Rs. 250.00 with application form.**

S.No. \_\_\_\_\_

Price Rs. 250.00  
(Including Ordinance)

**INDIRA KALA SANGEET VISHWAVIDYALAYA**

Khairagarh (C.G.) 491881

**FORM OF APPLICATION FOR REGISTRATION FOR THE D.Litt. DEGREE**

To  
The Registrar  
Indira Kala Sangeet Vishwavidyalaya,  
Khairagarh (C.G.)

Passport size photo  
duly attested by a  
Gazetted Officer

Sir,

I have to request you to register my name for the D.Litt. Degree of the Vishwavidyalaya. The application fee

Rs. 100.00 is sent herewith/deposited in cash/has been sent by I.P.O./D.D./ No \_\_\_\_\_  
Dated \_\_\_\_\_ I have read the Ordinance governing the award of the degree of Doctor of Letters of Indira Kala Sangeet Vishwavidyalaya, Khairagarh and accept the rules as binding on me.

I furnish details about my qualification, subject of Research etc, as bellow :-

Place: \_\_\_\_\_

(Signature of the applicant)

Date: \_\_\_\_\_

1. name in full (in block letter)
  - (a) In English \_\_\_\_\_
  - (b) In Hindi \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ (In words) \_\_\_\_\_
3. Married / Unmarried \_\_\_\_\_
4. Male / Female \_\_\_\_\_
5. Father's / Mother / Husband's Name \_\_\_\_\_
6. There full postal address  
\_\_\_\_\_  
\_\_\_\_\_
7. Permanent residence of the candidate with full postal address  
\_\_\_\_\_  
\_\_\_\_\_
8. Prescul postal address for corospondence \_\_\_\_\_  
\_\_\_\_\_
9. Present occupation (if any) \_\_\_\_\_ -  
\_\_\_\_\_  
(Post held, name and Address of the employer)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ If employed, permission of the employer for doing the research work and letter regarding grant of necessary leave be enclosed.)
10. (a) Name and address (in full of the guardian  
\_\_\_\_\_  
\_\_\_\_\_  
(b)  
Relationship of the candidate with the guardian  
\_\_\_\_\_

11. (a) Caste \_\_\_\_\_

(b) Do you belong to Schedule Caste/Schedule Tribe \_\_\_\_\_

(c) Religion \_\_\_\_\_

(d) Nationality \_\_\_\_\_

12. Details of Examination passed :-

Name of the Examination.	Division.	Percentage/Marks	Year	Name of Board/University

**(A) Particular up to Degree Examination**

1. Higher secondary

2. B.A./B.Mus./B.Dance/M.A.F.

4. Kovid

5. Any other Examination

(Attested true copies of mark-sheets of the above examination must be enclosed.)

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**(B) 1. Particulars of M.Phil. Degree:**

University:

Department:

Faculty:

Topic of the M.Phil. Dissertation:

Date of award of M.Phil. Degree:

Division and percentage of marks:

**(c) Particular of Ph.D. Degree:**



University:

Department:

Faculty:

Topic of the Research Dissertation:

Name and designation of supervisor/Joint supervisor:

Date of award of Ph.D. Degree:

Note:- (Submit necessary proofs)

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13. (a) Subject in which the candidate passed to Post-graduate Examination \_\_\_\_\_

(b) Specialization

\_\_\_\_\_

\_\_\_\_\_

14. Teaching in college/University \_\_\_\_\_

Name of the college/University	Designation	Period	To
		From	

(Certificate of the Employer)

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15. Research experience:

(a) No.Of Ph.D.'s and M.Phil's awarded to candidates for research under the supervision of applicant (Attach list and titles.)

\_\_\_\_\_

\_\_\_\_\_

(b) No. Of research papers published:

Titles of the papers;

Journals in which published

(Year, vol. And No.)

(a) \_\_\_\_\_

\_\_\_\_\_

- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_

(a) Other publication:

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(d) Specialization:

16- Proposed subject of Research.

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17- Special reasons for selecting the above subject for research

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18- Whether five copies of typewritten synopsis are enclosed \_\_\_\_\_

19- It is essential that the application form is filled up properly and all enclosures be attached. In the absence of which the application shall be stand rejected. All enclosures shall be numbered scrially mentioned as under.

Item No.	Requirement	No. of copies to be submitted	Enclosure Nos.
A.	Permission of the employer.		Encl. No.
B.	Details of Examinations passed.		Encl. No.
C.	Proof of payment of fee.		Encl. No.
D.	List of Published papers.		Encl. No.
E.	Migration certificates. (Original)		Encl. No.
F.	Other		Encl. No.

### DECLARATION OF THE CANDIDATE

I \_\_\_\_\_ do hereby declare that the information furnished by me as above is true to the best of my knowledge and belief.

I further declare that to the best of my knowledge, the subject proposed by me is a new one and no research work has been done and that no research degree has been conferred on the proposed subject by any University in the past.

Place \_\_\_\_\_

Date \_\_\_\_\_

(Signature of the Candidate)

### Screening Committee

Following shall be the members of screening committee for the concerned faculties.

- |     |   |              |
|-----|---|--------------|
| (1) | Vice-Chancellor.  | Chair person |
| (2) | Dean of the faculty.  | Member       |
| (3) | H.O.D.  | Member       |
| (4) | Senior subject teacher of the Department.   | Member       |
| (5) | If the topic is related to in the disciplinary<br>H.O.D. or the concerned teacher's   | Member       |
| (6) | In the absence of the Vice-Chancellor the<br>Dean of the faculty concerned will chair the<br>Meeting. In such cases one more teacher of the<br>Department concerned shall be invited as a member. | Member       |

Name of the Candidate- \_\_\_\_\_

Faculty - \_\_\_\_\_

Supervisor - \_\_\_\_\_

Joint supervisor - \_\_\_\_\_

### RECOMMENDATION

- (a) The candidate be registered

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (b) The application be rejected for reasons given below :-

\_\_\_\_\_

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Signature of the members with date

1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_  
5 \_\_\_\_\_ 6 \_\_\_\_\_

(परिशिष्ट – 1, पैरा, 2/ VI)

सार – संक्षेप

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- (ए) 1 – शोध प्रबन्ध का शीर्षक :-  
2 – प्रस्तावना :-  
3 – शोध कार्य का उद्देश्य :-  
(200 शब्दों में)  
4 – प्रस्तावित विषय की संभावनाएँ :-  
5 – शोध कार्य के स्रोत :-  
6 – शोध कार्य के लिये प्रस्तावित विधि :-  
7 – प्रस्तावित शोध कार्य की सीमा :-

8 – संदर्भ ग्रंथ सूची :-

(बी) प्रत्याशी के प्रकाशित शोध पत्रों की सूची :-

शोधार्थी का नाम एवं हस्ताक्षर

स्थान -----

दिनांक -----

(Appendix - 1, Para 2/VII)

### **PROFORMA FOR SYNOPSIS**

- A.
1. Title of the Thesis:
  2. General Introduction:
  3. Purpose of Research:  
(In about 200 words)
  4. Expected outcome of the  
Proposed work.
  5. Source:
  6. Proposed research methodology:
  7. Limitations of the proposed research:
  8. Bibliography:
- B. List of published papers of the candidate.

Name & Signature of the Candidate

**SIX MONTHLY PROGRESS REPORT OF THE RESEARCH WORK FOR  
THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_**

Report No.

1. Name and address to the  
Research Scholar:
2. Faculty:
3. Topic:
4. Date of registration
5. Details of the progress of work:  
(If necessary attach additional sheet)
6. Fees paid vide Receipt No í í í í í í í Date í í í í í ..

Place-

Date-

(Signature of the Candidate)

शोध कार्य की छैमाही रिपोर्ट

दिनांक ----- से ----- तक

रिपोर्ट -----

- 1 – शोधकर्ता का नाम और पता :-
- 2 – संकाय :-
- 3 – शीर्षक :-
- 4 – पंजीयन की तारीख :-
- 5 – शोध कार्य की प्रगति का विवरण :-  
(आवश्यकतानुसार अलग से प्रपत्र जोड़ा जाय)
- 6 – शुल्क जमा करने की तारीख ----- रसीद नं. -----

स्थान -----

दिनांक -----

शोधार्थी का नाम एवं हस्ताक्षर

विषय

डॉक्टर ऑफ लेटर्स (डी.लिट) उपाधि हेतु प्रस्तुत

शोध – प्रबन्ध

शोधार्थी



संकाय

विश्वविद्यालय का नाम

वर्ष \_\_\_\_\_

(Appendix - 3, Para 9/III)

**Topic**

Thesis submitted for the Degree of



# Doctor f Letters

Research Scholar



Name of the Faculty

**Name of the University**

Year

(Appendix - 4, Para 10/I)

## **DECLARATION BY THE CANDIDATE**

I certify that the thesis entitled í ...  
í .  
í ..

approved by research committee, submitted for the award of D.Litt. embodies my own work.

I further certify that to the best of my knowledge and belief the thesis does not contain any part of any part of any work which has been submitted for the award of any degree, either in this University or in any other University/Deemed University without proper citation.

Place-

Date-

( Signature of the Candidate)

(परिशिष्ट – 4, पैरा, 10/८)

शोधकर्ता की घोषणा

मैं घोषणा करता/करती हूँ कि शोध प्रबन्ध जिसका शीर्षक .....

सामान्य शोध समिति द्वारा मान्य किया गया है, डी.लिट उपाधि हेतु प्रस्तुत यह मेरा अपना कार्य है।

मैं यह भी घोषणा करता/करती हूँ कि मेरी जानकारी और विश्वास में इस शोध प्रबन्ध को किसी भी विश्वविद्यालय/डिम्ड विश्वविद्यालय में किसी उपाधि के लिये, प्रस्तुत शोध प्रबन्ध का कोई हिस्सा उपर्युक्त संदर्भ या उद्धरण को सूचना के बिना समायोजित नहीं किया गया है।

स्थान -----

दिनांक -----

शोधार्थी का नाम एवं हस्ताक्षर

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