

MADHYA PRADESH BHOJ (OPEN) UNIVERSITY

ORDINANCE NO. 12

FOR

Doctor of Philosophy (Ph.D.)

1.1 Preamble

The Degree of Doctor of Philosophy (Ph.D.) may be awarded by the University to a registered student on his/her successful completion of the prescribed programme of research offered by the University.

1.2 Structure and the Roles

Research Studies leading to the award of Doctor of Philosophy (Ph.D.) shall be organised and managed by the following bodies in accordance with their respective roles as specified here under:

1.2.1 Academic Council :

The Research degree programmes of the University shall be in accordance with the Research Policy adopted by the Academic Council subject to the provisions of the Act and the Statutes of the University.

1.2.2 Research Council

There shall be a Research council which, subject to the overall guidance and supervision of the Academic Council, shall be responsible for the Planning, Management, Organisation and Monitoring of research programmes.

The composition of the Research Council shall be as follows :-

- (i) The Vice Chancellor shall be the Chairman of the Research Council.
- (ii) Director/Incharge of Research Cell- Member Secretary

- (iii) Two Members/Experts not below the rank of Professor who are not employees of the University, nominated by the Vice Chancellor.
- (iv) One representative each of the Planning Board and the Academic Council, nominated by the Vice Chancellor.
- (v) One other faculty member of the University including Visiting Faculty appointed on contract or recognised faculty, nominated by Vice Chancellor.
- (vi) Atleast one subject expert not below the rank of Professor of each discipline in which research proposals are to be considered , nominated by Vice Chancellor.
- (vii) The term of the office of the members will be three years from the date of nomination
- (viii) The Research Council shall meet at least twice a year approximately after six months. One third of the total membership shall form the quorum for the meeting.

1.2.3 Board of Studies

The Boards of Studies, as constituted under the provisions of the Statute, shall operationalize the research degree programmes in the disciplines assigned to the concerned Departments in accordance with the policies and guidelines laid down by the Academic Council and the Research Council.

1.2.4 Research Cell

The University shall constitute a Research Cell, which will look after all the activities related to the research. The Research Cell shall comprise the Director/IC Research along with atleast two supporting staff. All the activities related to research from Admission/Registration to the final evaluation and declaration of the result will be the responsibility of the Research Cell. The cell will work under the Supervision of Director of Academic Coordination.

2 REGISTRATION AND SUPERVISION

2.1 Eligibility

- 2.1.1 The process and schedule of registration shall be prepared and announced by the University in accordance with the guidelines given by the Research Council from time to time.
- 2.1.2 Doctoral students will be admitted through an Entrance Test conducted at the level of University. Students who qualify UGC/NET/CSIR (JRF) Examination/ SLET/GATE/ Teacher fellowship holder or have passed M.Phil programme for Ph.D, will be exempted from the Entrance Test. If number of applicants are limited to number of seats in concerned department, then there will not be entrance test.
- 2.1.3 It shall be followed by an interview to be organized by the School/ Department/ Institution/University as the case may be.
- 2.1.4 At the time of interview, doctoral candidates are expected to discuss their research interest/area.
- 2.1.5 Only the predetermined number of students may be admitted to Ph.D. Programme.
- 2.1.6 While granting admission to students to Ph.D. Programmes, the Department/Institute/School will pay due attention to the National/State Reservation Policy.
- 2.1.7 Any candidate having a Master's Degree in the concerned subject will be eligible to appear in the Entrance Test. However, in the inter disciplinary researches the candidate should have Maters Degree in the Main subject.
- 2.1.8 Provided that research work leading to Ph.D. Degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. In such cases the candidate may also be permitted to work under one or two co-supervisors, alongwith the supervisor.
- 2.1.9 A Candidate who has been registered shall deposit the prescribed registration fee within a period of one month from the date of issue of registration letter. However under special circumstances extension upto another two months may be given by the Vice Chancellor with late fee of 10% of the registration fee, on the recommendation of the Director/IC Research Cell failing which registration may be cancelled.

The programme fees shall include registration fee late fee (if required) fee for the course work evaluation fee and any other fees prescribed by the University from time to time. Registration fees shall be Rupees five thousand, programme fee Rupees Ten thousand and evaluation fee Rupees five thousand. The registration of a student may be cancelled for any of the following reasons:

- (i) Non-payment of fees;
- (ii) Unsatisfactory 6th monthly progress Report;
- (iii) Non-compliance with the provisions of the ordinance;
- (iv) Failure to submit the Dissertation/Thesis within the time limit prescribed;

2.1.10 The Research Council may consider requests for re-registration from students whose registration is cancelled on the recommendation of the supervisor and the Director/IC Research Cell.

2.3 Supervision

2.3.1 Every student registered for a research degree programme shall be required to pursue the programme under the supervisor and co-supervisor (as the case may be) recognised by the University. Supervisor/co-supervisor for students shall be approved by the Research Council in accordance with their choice from the panel of supervisors recognised by the University.

2.3.2 The Research Cell shall recommend to the Research Council, a panel of experts to be recognized as the Research Supervisors who may belong to M.P.Bhoj(Open) University or any other educational institution of state of Madhya Pradesh.

2.3.3 An academic with a Ph.D degree in the concerned subject and with at least five years experience of post-doctoral research or PG teaching experience or conducting P.G. Programme in the concerned subject shall be eligible for consideration for recognition as a Research supervisor/Co-supervisor.

2.3.4 A Supervisor shall not have, at any giving point of time, more that 8 Ph.D. scholars and 5 M.Phil scholars under him/her.

2.3.5 Provision may be made for payment of a suitable honorarium to the supervisor for guiding students registered to M.Phil/Ph.D. Programme.

2.4 Allocation of Supervisor

The allocation of the supervisor for a selected student shall be decided by the Research council. On the application of the candidate and the consent of the supervisor.

3 PROGRAMME DESIGN

3.1 Course Work

After having been admitted, each Ph.D. student shall be required to undertake course work for a minimum period of one semester/6 months. The course work shall be treated as pre Ph.D. preparation and must include a course on Research Methodology which may include quantitative methods and Computer Application as per UGC norms. It may also involve reviewing of published research in the relevant field. If found necessary course work will be carried out by the doctoral candidates within the University.

3.2 Evaluation and Assessment Method

Duration

- 3.2.1 The minimum and maximum time for completing the programme shall be 2 years to 5 years, counted from the date of registration to the programme. The period may be curtailed or extended with the approval of the Vice-Chancellor.
- 3.2.2 If a student fails to submit the dissertation/thesis within the above period, his registration shall be cancelled.
- 3.2.3 Prior to submission of the thesis, the student shall make a pre Ph.D presentation in the University/Department that may be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.
- 3.2.4 Ph.D candidates shall publish at least one research paper in a standard journal before the submission of the thesis/monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint. The decision of standard journal shall be taken by research council.
- 3.2.5 The candidate will have to submit three hard copies, two CD's and three copies of summary of the thesis.
- 3.2.6 The thesis produced by the Ph.D student in the institution and submitted to the University shall be evaluated by at least two experts, out of which at least one shall

be from outside the State. The examiners will be appointed by the Vice-Chancellor from a list of 6 experts submitted by the supervisor and approved by the Board of Studies of the subject concerned. The Board of Studies can include more names, if it thinks fit.

- 3.2.7 The examiners will submit their Evaluation Reports to the University individually.
- 3.2.8 On the recommendation of the examiners for the award of Ph.D. degree, an open Viva- Voce examination of the thesis shall be conducted by a panel comprising one of the external examiners, to be nominated by the Vice-Chancellor, and atleast one of the supervisor of the candidate. The Chairman of the Research council or his nominee would be the Chairperson of the panel. The Viva-Voce examination shall be open to all interested participants.
- 3.2.9 In case any examiner suggests certain modifications and re-submission of the thesis, the same should be communicated to the candidate, who will be asked to resubmit the thesis with all the modifications within six months. The research supervisor will ensure that the suggestions of the examiner(s) are adequately addressed before resubmission of the thesis. The modified thesis shall be referred again to the examiner(s) concerned for re-evaluation.
- 3.2.10 If one of the examiners does not recommend the thesis for the award of Ph.D. Degree, the thesis shall be referred to third examiner for evaluation. If the third examiner recommends the thesis for the award of a Ph.D. Degree, the *Viva-Voce* examination shall be organized. However, if third examiner also rejects the thesis, the thesis shall be rejected by the University.

4 AWARD OF Ph.D. DEGREE.

On the recommendation of the External, Internal and Viva-Voce examiners the candidate shall be awarded the Ph.D. degree with the approval of the Vice-Chancellor along with its notification.

5 REMOVAL OF DIFFICULTIES

Notwithstanding anything –contained in the above ordinance the Vice Chancellor may take such measures as may be necessary in respect of candidates for M.Phil./Ph.D. who is registered with the University.

6 DEPOSITORY WITH UGC

6.1 Following the successful completion of the evaluation process and announcements of the award of M.Phil/Ph.D the University shall submit a soft copy of M.Phil/Ph.D the thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

6.2 Along with the Degree, the University shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the provisions of the Regulations of the UGC.

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Annexure-1

Application Form for Registration in Ph.D. Programme

PARTICULAR TO BE FILLED BY THE CANDIDATE

Affix a
recent
photograph

(1) Name of Applicant

.....

(2) Father's Name/Husband's Name

(3) Date of Birth

(4) Religion & Category (5) Sex

(4) Address for correspondence

.....

Phone (off) Phone (Res)

Mob Email

(6) Permanent Address.....

.....

(7) Educational Qualification

Examination	Institute/ University	Year of passing	Subjects	Marks obtained	% of Marks

(8) (a) Designation and name of office if employed

.....

(b) Nature of Job (Regular/ Temporary/ Part Time).....

(c) Working hours of present employment

(d) How much time you would be able to devote in a month for proposed research.....

(9) Experience of teaching

(a) PG years (b) UG years (c) Research years

(10) (a) Supervisor's Name

(b) Designation

(c) Name and address of the office where employed

(d) Home address

Phone (off) Phone (Res)

Mob Email

(11) (a) Co-Supervisor's Name

(b) Designation

(c) Name and address of the office where employed

(d) Home address

Phone (off) Phone (Res)

Mob Email

(12) Subject in Master Degree :.....

Area of research

(13) Name and address of the Institute/Organisation/University, where candidate will carry out research work. (It should be a recognized research centre of any College, University, Deemed University or autonomous institute, under the norms of UGC. Candidate will have to submit a certificate as given in Annexure-1 signed by Head of the institute and Guide.)

(14) Title of the Proposed research work for Ph.D.

(15) Number of Candidates registered under the supervisor :

(16) Synopsis (in 8 copies, in a prescribed format duly signed by Supervisor and Co-supervisor)
Signatures

Supervisor

Co-Supervisor

Candidate



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Annexure-2

Checklist of enclosures with Application Form

- (i) Application in prescribed form (available in website)
- (ii) Challan of Rs 300.00 (Three Hundred) from any branch of Union Bank of India (UBI) in A/c No. :-549102010004288
- (iii) Mark sheet of Post Graduation.
- (iv) Application of Supervisor/Co-Supervisor in prescribed form (available in website) for registration, with enclosures, if not registered earlier.
- (v) If Supervisor/Co-Supervisor is already registered by Madhya Pradesh Bhoj (Open) University, then enclose registration letter issued by the University.
- (vi) NOC (No Objection Certificate) from Head of the Department/ Institute where working.(in case of candidates who are already in job)
- (vii) Certificate (as given in Annexure-1) from recognized research centre, where research work will be carried out.
- (viii) Synopsis as per format shown in Annexure-2, in eight copies duly signed by guide, co-guide (if any) and candidate.

Note- All documents should be attested. Incomplete form will not be considered for registration

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CERTIFICATE

This is to certify that (-----name and address of the Institute/Department of the College/University-----) is recognized research centre under (-----name and address of affiliating body-----). Sufficient facilities for carrying out research work in (-----mention discipline of Ph. D-----) are available in this research centre and will be made available to the candidate (-----name and address of the candidate-----)

Place

Signature of the Head of the Institution

Date

Name

Signature of the Candidate

Name

Address

Signature of the Supervisor

Name

Address



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Annexure-4

Format for Synopsis

- (1) Title of the Thesis
- (2) Introduction:
- (3) A brief review of related work
- (4) Objective of the study
- (5) Research Methodology:
(Tool, Hypothesis, Sampling, Modeling, Bibliography, etc)
- (6) Expected Outcome of the Proposed Research Work

Note- you are strictly required to follow the above format while preparing the synopsis for research work.



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Annexure-5

Format for six monthly progress report of Ph.D.

Period from to

Name of the Research scholar Registration number and date

Subject

Topic of Ph.D thesis

Work done during the period: Attach a separate report and publications

Name of the Supervisor

Name of the Co-Supervisor

Remark of the supervisor and co-supervisor on the research work done by the candidate on above mentioned period-

Signature of the Supervisor	Signature of the Co-Supervisor (if any)	Signature of the Research Scholar
Name	Name	Name
Address	Address	Address
Date	Date	Date
Place	Place	Place



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Annexure-6

Application form for registration as Supervisor (M.Phil./Ph.D. Programme)

I am willing to register myself as supervisor for guiding research. The details are as follows-

1. Name
2. Whether working or retired
3. Designation and official address (if retired, mention the detail at the time of retirement)
.....
.....
4. Present Address of correspondence
5. Home address
6. Phone (O) Phone (R)
Mob Email.....
7. Discipline at Post Graduate level
8. Area of research :
9. Area of specialization
10. Date of award of Ph.D.
11. Experience of P G teaching (after award of Ph.D.)
12. Experience of research

Certified that all the informations are true.

Signature of Applicant

Ordinance No.12



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Annexure-7

**REQUEST FOR PRE-Ph.D. PRESENTATION BASED ON
DRAFT THESIS**

The Director Research,
M.P.Bhoj(Open) University,
Bhopal.

Subject:- Request for making Pre_Ph.D. presentation based on draft thesis.

Reference:- Ph.D. registration letter no. detail

Sir,

With reference to above, the details of my Ph.D. thesis are given below:-

1. Name of the candidate.
2. Name of supervisor and Co-supervisors
3. Subject
4. Place of Work
5. Title of thesis

My draft thesis is complete and I want to make Pre-Ph.D. presentation.

Kindly arrange for the same.

(Signature of the candidate)

Date.....

Place.....

Name and Address.....

(Signature of the Supervisor)

Name and Address.....

Ordinance No.12



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Annexure-8

DECLARATION BY THE CANDIDATE

I declare that the thesis entitled.....

.....

Is my own work conducted under the supervision of Dr.....

(Supervisor/Co-supervisor) at

(Centre).....

approved by Research Council. I have put in not less than 24 months of attendance with supervisor at the centre.

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

Signature of the candidate

Date.....

Place.....

Ordinance No.12



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Annexure-9

CERTIFICATE OF THE SUPERVISOR

CERTIFICATE

This is to certify that the work entitled

Is a piece of research work done by Shri/Smt./Ku..... under my/our
guidance and supervision for the degree of Doctor of Phllosophy of

University (M.P.) India. I certify that the candidate has put in an
attendance not less than 24 months with me.

To the best of my knowledge and belief the thesis:

- (i) Embodies the work of the candidate himself/herself.
- (ii) Has duly been completed.
- (iii) Fulfills the requirement of the Ordinance relating to the Ph.D. degree of the University and
- (iv) I upto the standard both in respect of contents and language for being referred to the examiner.

Signature of the Co-supervisor

Signature of the Supervisor

Date.....

Date.....

Ordinance No.12



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Annexure-10

EXAMINERS REPORT ON Ph.D. THESIS

Title of thesis.....

Name of candidate Shri/Smt./Ku.....

Subject..... Faculty.....

1. The thesis is recommended for the award of Ph.D. degree Yes No
.....

2. The thesis be revised on the Lines detailed below
.....

3. The thesis be rejected
.....

Please write Yes/No, as the case may be.

DETAILED REPORT

(The examiner is requested to attach detailed report in four copies, covering also the following points)

- a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.
- b) It must be satisfactory in point of language and presentation of the subject matter.

Date.....

Place..... (Signature of the Examiner)

Full name & Address

