
**Berhampur
University
(Standards
and
Procedure
for Award
of Ph.D.
Degrees)
Regulations,
2016**

Berhampur University

Bhanja Bihar, Berhampur 760007

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**Berhampur University (Standards and Procedure for Award of Ph.D. Degrees) Regulations,
2016**

**{In supersession of the Berhampur University Regulation for award of Ph.D. Degree, 2011 and
In conformity with UGC (Minimum Standards and Procedure for Award of Ph.D. Degrees)
Regulations 2016}**

Notification No. 3985/Acd-I/BU/17 dated 08.05.2017: In exercise of the powers conferred by clauses 25 of sub-section [b] of Section {1} of the Odisha University Act, 1987 (5 of 1989), and in supersession of the Berhampur University Regulations for award of Ph.D. Degree, 2011, the Berhampur University hereby makes the following Regulations, namely:-

1 Introduction

1.1 Short Title, Application & Commencement:

These regulations may be called the Berhampur University (Standards and Procedure for Award of Ph.D. Degrees), Regulations 2016. They shall apply to every candidate applying for admission, registration, conduct and conferment of the Degree of Doctor of Philosophy, in short Ph.D., of this University. They shall be deemed to be in force from the 5th July 2016, the date on which “University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016” was published in the Gazette of India. Notwithstanding anything contained in any other Rule or Regulation for the time being in force, all admissions, registrations, course works and conferment of Degree shall be guided by these regulations, as amended by the UGC from time to time, since the said above date.

- (a)** The Syndicate of the Berhampur University may, on the recommendation of the Academic Council, amend any or all parts of the Regulations at any time.
- (b)** The Degree shall be awarded to a candidate on the basis of original research work of merit incorporated in a thesis, recommended by a board of examiners and successfully defended by the candidate in an open Viva-Voce examination.
- (c)** The medium of communication, instruction, examination, seminars and the defence of PhD thesis will be English, except in case of research work related to or on Language.
- (d)** The research will normally be conducted in the Berhampur University Post Graduate Department/Research Centre at Bhanja Bihar or at a centre for research recognized by the Berhampur University as mentioned at 1.2 below. However, on recommendation of the Supervisor and with permission of the Director of University Research and Development Centre (URDC), part of the research programme may be carried at other Universities/Institutes/organizations/locations.

1.2 Research Centre

- (a)** Colleges may be considered eligible to offer Ph.D. programme only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.
- (b)** Post-Graduate Departments of Colleges/Institutions located within the geographical jurisdiction of the Berhampur University, Research laboratories of Government of India/State Governments with at least two Ph.D. qualified teachers/scientists/other academic (or research) staff in the concerned field along with required

infrastructure, supporting administrative and research promotion facilities as per these Regulations shall be considered eligible to offer Ph.D. programmes. Colleges/Organizations should additionally have the necessary recognition by the University to be a Research Centre of the University.

- (c) Colleges/Organizations with adequate facilities for research as mentioned below alone shall offer Ph. D. programmes:
 - a. In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
 - b. Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;
 - c. Colleges/ Organizations may also access the required facilities of the neighbouring Institutions/ Colleges, or of those Institutions/ Colleges/ R&D laboratories/ Organizations which have the required facilities.
- (d) Non-Government reputed organization, in the territorial jurisdiction of the Berhampur University, with standing of over 15 years and satisfying the above criteria may apply along with the required fee for recognition as a Research Centre of the University, justifying in details its eligibility for recognition and indicating the verifiable parameters for granting such recognition.

1.3 Research Degree Committee (RDC)

- (a) A committee consisting of the Vice-Chancellor, the Chairman P. G. Council, the Director of URDC, the Dean of the concerned Faculty, and three senior most teachers under the concerned faculty of the University. In case of faculties where there is no teaching member in the University, the Vice- Chancellor may nominate three senior teachers from outside the University campus. In case of shortage of teachers, members may be selected from two or more closely related faculties. The Vice-Chancellor (or an officer delegated by him/her, in case of absence) will preside over the meeting of the RDC. The quorum for the meeting shall be three members. The meeting of the RDCs shall be convened by the Director of URDC. In case of any unseen problem in formation of the RDC, the Vice-Chancellor shall have the power to constitute it as deemed fit.
- (b) The Research Degree Committee shall ordinarily meet twice a year preferably in the months of January and July. The Vice Chancellor may direct the Director of URDC to conven special meeting of RDC only under special circumstances.
- (c) The T.A, D.A and Conveyance Allowance of members for attending the meeting shall be paid as per actual on production of relevant documents or as per prevailing rule.

1.4 Duration of the Programme:

- (a) Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- (b) Extension beyond the above limits will be allowed only to deserving candidates on case to case basis by the RDC.

(c) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

2 Definitions

For purposes of this regulations, unless otherwise stated, the following definitions apply:

CoE:	Controller of Examination, Berhampur University
Co-supervisor:	An individual who helps in the supervision of a student, when the scientific input to the PhD is shared with the Main/Research Supervisor. They should be qualified to act as a supervisor, and share responsibility for the supervision.
DRC:	Each department shall have a Departmental Research Committee (DRC) consisting of those faculties of the Department/Centre who either possess a Doctoral Degree or has successfully supervised a Doctoral candidate, under the Chairmanship of the concerned Head, to monitor the Research Programmes of the Department.
Enrolment:	The period for which fees are paid to the University. Refer to the definition of registration below.
Exegesis:	That part of a thesis with a creative component which provides the argument of the thesis by relating the creative work to an academic framework in terms of methodology and/or theory.
Full-time PhD Candidate:	The following categories of candidates shall be deemed as full-time. They have to devote a minimum of 30 hours per week to the thesis, on average. This workload excludes statutory holiday periods. <ul style="list-style-type: none">i) Part Time Teachers/Teaching Assistantship (TA)ii) Govt./Semi Govt. Fellowship Award (FA) QIP, CSIR, UGC, DAE, DST, DBT, NBHM, etc.)iii) Sponsored Candidates (SW)iv) Self Financed (Indian Nationals/Foreign Nationals/Study Leave (SF)v) Foreign Nationals with Indian Council for Cultural Relation Award (ICCR)
Independent Research Scholars (Full/Part Time):	Candidates may opt to be independent, if they are teachers regularly employed in the Berhampur University/ its constituent college (or institute) OR in Government colleges/institutes affiliated to the Berhampur University OR Scientists/ Researchers working on regular basis in a Regional / National laboratories, Institutes and Educational Institutions, with 5 years of teaching (at P.G. level) or research experience and with a minimum of 2 publications in professionally recognized peer reviewed journals. They may carry out the doctoral research on Full-Time or Part-Time basis independently without the guidance of a Research Supervisor.
Research Supervisor:	The individual who has primary responsibility for academic and administrative guidance.

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Part-time PhD Candidate:	The following category of candidates who cannot work on the thesis for the minimum amount of 30 hours per week are deemed to be part-time students. <ul style="list-style-type: none">i) University Staff (US), for Staff of Berhampur Universityii) Project Staff (PS), for Project Staff of Berhampur Universityiii) Research Assistantship (RA)iv) External candidates, sponsored by recognized R & D organizations (EX)v) College Teachers : Candidates working in Colleges / Educational Institutes (CT)
PGC	Post Graduate Council, Berhampur University.
Research Advisory Committee (RAC):	A committee to review the research proposal and finalize the topic of research, 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, and periodically review and assist in the progress of the research work of the research scholar.
Registration:	Registration begins with first enrolment and ends when the candidate completes the degree, withdraws from study or has their registration terminated. Candidates remain registered during periods of suspension and between submission of the thesis for examination and completion of the degree.
University Research and Development Centre (URDC):	The centre of the University for monitoring all research and development work of the University.

- 2.1. **Academic Year:** Two consecutive (one Odd and one Even) semesters constitute one academic year.
- 2.2. **Semester:** Each semester will consist of about 90 working days. The odd semesters may be ordinarily scheduled from June to November, and even semester from December to May.
- 2.3. **Academic Week:** It is a unit of six working days during which teaching & learning activities are organized as five contact hours of one hour duration on each day.
- 2.4. **Programme:** It refers to an educational programme leading to award of the Degree.
- 2.5. **Course:** It refers to a component of a programme. Each course is identified by a unique course code. A course may be designed to comprise of lectures/ tutorials/ laboratory work/ seminar.
- 2.6. **Credit:** The credit for a course depends upon the contact hours, self-study hours associated with it and is obtained by adding all these hours. It determines the number of hours required to be devoted to the course per week. One credit is equivalent to one hour of intensive study or two hours of practical work per week.
- 2.7. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding the Degree is prescribed in terms of number of credits to be completed by the students.

- 2.8. **Grade:** It is an index to indicate the performance of a student in a particular course which is determined by the marks secured in that course.
- 2.9. **Grade Point:** It is the equivalent numerical value for a grade on a 10-point scale.
- 2.10. **Credit Point:** It is the product of grade point secured by a student in a course and the number of credits assigned to that course.
- 2.11. **Semester Grade Point Average (SGPA):** It is a measure of performance of a student in a semester which is a ratio of total credit points secured by a student in various courses in a semester and the total course credits taken during that semester.
- 2.12. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. It is computed as the Semester Grade Point Average for all completed semesters at any point of time.

3 Information to be communicated by Head of Departments/Centres to the Chairman, PGC/Controller of Examinations:

Every year, in the last week of April, the Chairman, PGC must ask the Head of each Department/Centre to provide the maximum number of admissions in Ph.D. to be made in each area of specialization approved by the Department Research Committee in the ensuing academic session after taking into consideration:

- (a) The number of faculty members available in each area of specialization for supervising Ph.D. students and their willingness to enrol new students under their supervision.
- (b) The number of admissions in Ph.D. that can be made according to the prescribed rules for supervision.
- (c) The Library and Laboratory facilities and other essential resources available, to the extent this information is relevant for fixing the number of candidates who can be admitted to the Ph.D. programs.

The Head of each Department/Centre shall, *without fail*, in the first week of the month of May provide the information to the Chairman, PGC and Controller of Examinations (hereafter referred to as COE).

4 Ph.D Student Categories

4.1 Part Time Teachers

The following criteria to be met by these Ph.D students:

- i. The students concerned must assist in teaching or research, as assigned by the respective Department to the extent of 8 hours of work per week.
- ii. The continuation in this category will be subject to satisfactory performance of the duties assigned by the Department as well as satisfactory academic performance.
- iii. The students should not be employees on the rolls (with or without pay) of any organization. (i.e. The employees on rolls of any organization (with or without pay) are not eligible for admission under TA category).

4.2 Fellowship Award

These candidates are financially supported under various Govt. / Semi Govt. schemes (CSIR, UGC, DAE, DST, DBT, NBHM, etc.) and some other organizations. Fellowships are available from government agencies such as Aeronautics Research & Development Board (ARDB), Department of

Science and Technology (DST), Atomic Energy Regulatory Board (AERB), Department of Atomic Energy (DAE), etc. and several other organizations such as Forbes Marshall, Textile Machinery Manufacturers' Association (TMMA), International Energy Initiative, etc. The admission procedure and other requirements are same as applicable to TA category.

4.3 Sponsored Candidate

These candidates are sponsored by recognized R&D organizations for doing research work in the University. Candidates are expected to be relieved for full time research work at the University (or recognized Research Centre) for a minimum period of three years. Sponsorship letter should be brought at the time of interview.

4.4 Self Financed (Indian Nationals / Foreign Nationals) / Study Leave (SF)

Indian Nationals : This category refers to persons with good academic record and experience to join in the doctoral programme. They are admitted through the usual admission procedure but they would not get any financial support from the Institute. This is a nonresidential student category and the students are not entitled for hostel accommodation on campus. If admitted, these students have to complete their programme within prescribed time without any financial support from the University.

Foreign Nationals: These students are admitted through Embassy of the respective Govt. after getting approval from the Ministry of External Affairs and no objection certificate from Ministry of Human Resources Development, Department of Education, Govt. of India.

Study Leave: This category refers to candidates who are released from Governmental or educational institutions on study leave for a period not less than two years for doing research work at the University. Employer's Letter for Study Leave should be produced at the time of joining, if selected.

4.5 Foreign Nationals with Indian Council for Cultural Relations Award (ICCR)

These students are sponsored by their Governments and awarded scholarship by them. They should apply for admission through Indian Embassy in their country.

4.6 University Teachers

This category is only for the persons employed as regular teacher at Berhampur University. After completion of the Ph.D Degree, the concerned teacher must serve the University for at least three years.

- i) The candidate should have worked in the University for at least 2 years holding the same position in which the degree programme is to be pursued.
- ii) The concerned Department will shortlist the eligible candidates. Admission will be on the basis of written test and interview as applicable to the concerned programme.
- iii) If selected, the permanency or otherwise of the candidate will not come in the way of admission process.

4.7 Project Staff

This category refers to candidates employed at Berhampur University and working on sponsored projects undertaken by the University and admitted to the Ph.D. programme, if the duration of the Project at the time of admission is around 2 years or more.

4.8 Research Assistantship

Depending upon the requirements, each Department may induct ONE Research Assistant every year, subject to budgetary provision for funding.

The Students under this category are eligible for **financial support** (Research Assistantship) , irrespective of their last qualification, **subject to availability of funds.**

Further, the following criteria to be met by these students for getting/continuation of Research Assistantship :

- i. Ph.D. Research Assistants have to look after the laboratories and also assist in teaching or research or other work assigned by the respective Academic Unit. They are required to work for about 20 hours a week.
- ii. the continuation of the assistantship will be subject to satisfactory performance of the duties assigned by the Departments as well as satisfactory academic performance.

4.9 External

The candidates employed in recognized R&D or Government organizations/industrial houses and desirous of pursuing Ph.D. programme while in employment may apply for admission as external candidates. After fulfilling the residential requirement and completing the course work at the University, these candidates will be allowed to register for Ph.D. with a Supervisor (internal) from the University and a Co-supervisor (if external, fulfilling requisite qualifications) from their parent organization where they will be doing the research work.

The admissions are based on the following norms:

1. The competence of these candidates will be assessed along with the regular candidates.
2. The candidate should submit at the time of test/interview a Sponsorship Certificate from the organization in which he / she is employed giving an undertaking that the candidate would be relieved from the normal duties to undergo the course work and details of facilities relevant to the research programme be made available to the candidate
3. The candidate is required to be in residence at the University to complete the course work/qualifier examination of his/her Ph.D. Programme.
4. To promote interaction and association of the University Faculty and the external organization concerned, meeting between the internal and external supervisors should be arranged at least once in a year in the University or in the sponsoring organization to ensure a continuous dialogue and participation in the joint supervision programme.
5. Persons working in colleges/ universities are not eligible under this category (they may apply under CT).
6. At the time of joining the programme, the students will have to produce a certificate from his / her employer that he / she has been fully relieved from normal duties during the semester(s) to complete the residential requirement.

4.10 College Teacher

The candidates employed as faculty members in Colleges and from other Universities, who are desirous of pursuing Ph.D. Programme while in employment and without availing of study leave may apply for admission under this Category.

These candidates will be allowed to register for Ph.D. with a Supervisor (internal) from the University and a Co-supervisor (if, external with requisite qualifications) from their parent organization. Appointment of external Co-supervisor is optional based on recommendations of the RAC. Sponsoring certificate from the organization must be submitted along with the application. Candidates admitted under this category will be treated on par with 'Self Finance' category as far as payment of fees and deposits are concerned. Place for research will be Berhampur University even though candidate may be carrying out part of work at their Institute. These candidates are required to be available to the Supervisor (internal) for interaction during week ends, holidays and vacations.

5 Supervision

5.1 Research Advisory Committee (RAC) and its functions:

- a) There shall be a Research Advisory Committee for each Ph.D. scholar consisting of one Administrative Supervisor as Member Secretary and at least one academic supervisor, the designated Research supervisor; and
- b) All members of the RAC shall be suitably qualified; and
- c) They must be full-time faculty of the University/Research Centre; OR
A full-time faculty of Colleges/Research Centre affiliated to this University; OR
An academic staff of recognized (deemed) University which is funded by the Union or a State Government; OR
A scientist of repute, with at least 10 years of Research Experience (excluding the period of PhD), in any recognized R&D Organisation or its laboratories in India.
- d) A retired person may not fulfil the role of the Administrative or Research Supervisor.
- e) As appropriate, additional advisors may be invited as Vice Chancellor's nominee to affiliate with the RAC to provide specific or specialized support to the candidate.
- f) The composition of RAC is to be approved by the Director of URDC (in case of conflict of interest, the Vice Chancellor).
- g) The Research Supervisor of the scholar shall be the Convener of RAC. This Committee shall have the following responsibilities:
 - i. To review the research proposal and finalize the topic of research;
 - ii. 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.
 - iii. To periodically review and assist in the progress of the research work of the research scholar.
- h) 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 Director, URDC (or Head of research centre) with a copy to the research scholar.
- i) 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 Director, URDC (or Head of research centre) with specific reasons for cancellation of the registration of the research scholar.

5.2 Administrative supervisor

- (a) The administrative supervisor is responsible for ensuring that the candidature is appropriately managed, supported and resourced.
- (b) The administrative supervisor will usually be the Head of Department (HoD) or nominee of the Department/Research Centre in which the student is enrolled. Where there is a conflict of interest, the Vice Chancellor shall delegate this role to another teacher.

5.3 Research- and Co- Supervisors

- (i) The role of Research, and Co- supervisors is to provide expertise in the topic of the thesis and research supervision. They are expected to supervise students to undertake research and complete the thesis within the time frame, and to encourage the highest possible academic standards and ethics.
- (ii) Where the supervision is shared equally, supervisors are termed “Co-supervisors”. In case of more than one co-supervisors, one internal supervisor must be designated the Research Supervisor. According to the workload share agreed, the Research Supervisor shall have the responsibility for most of the day-to-day supervision.
- (iii) To be a research/co- supervisor, one must have previous experience of supervising doctoral/masters’ candidates or One year Post Doctoral Experience abroad with evidence of research publications during that period.
- (iv) 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.
- (v) Teachers of the University who have less than 2 years of remaining service may not be appointed Research Supervisors but can be appointed as Co-supervisors of Ph.D. students. However, teachers who have been selected for the BSR Fellowship of UGC for carrying out Research work post retirement may be permitted to register Ph.D. students under their Supervision, and the Department shall extend all facilities for carrying out Research work to them till the end of tenure of the fellowship.
- (vi) The maximum number of students of Ph.D. who can be supervised by a Research Supervisor/Co-supervisor at any given point of time shall be as follows:

Cadre	Ph. D. Candidates
Professor	05 + 03 = 08*
Reader/Associate Professor	04 + 02 = 06*
Lecturer/Assistant Professor	03 + 01 = 04*

All Ph.D. students, including the teachers registered for Ph. D., shall be counted within this quota till they submit their theses.

*A teacher, who is the principal investigator of Research Project(s) funded by a National/International agency with the provision of appointment of JRF/SRF/Project Assistant/Project Fellow etc therein, may have under his/her supervision Ph.D. candidates within the limit prescribed above subject to a maximum additional number shown below.

Cadre	Additional Ph. D. Candidates
Professor	03
Reader/Associate Professor	02
Lecturer/Assistant Professor	01

Foreign nationals may be admitted in the Ph.D. program under the supervision of teachers of the Department over and above the prescribed limit.

- (vii) A retired teacher shall continue to supervise the research scholar assigned under his / her supervision after his/ her retirement till the submission of the thesis or up to two years whichever is less unless he declines to remain the supervisor or leaves the Head Quarters of the University.

- (viii) A teacher shall normally have the freedom to decide on the number of students, subject to the limit laid down above, he/she wishes to have under his/her supervision, taking into consideration his/her teaching and other academic/administrative responsibilities.
- (ix) All available vacancies of Ph.D. students in a Department may not be filled up in one academic session. Preferably, 1/3rd of the vacancies may be filled to facilitate admission of candidates in the subsequent academic sessions.
- (x) In case of relocation of a Ph.D. woman 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.
- (xi) The allocation of Research Supervisor for a selected research scholar shall be decided by the concerned department/centre/college depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/*viva voce*.

5.4 Qualifications of supervisors

(a) Research and Co- supervisors must:

- (i) Be either a regular Professor of the University, College, Research Centre (as the case may be, depending on place of registration and work) with at least five research publications in refereed journals OR a regular Associate/Assistant Professor of the university, college, Research Centre (as the case may be, depending on place of registration and work) with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. The external supervisors are not allowed to be Research Supervisor.

Provided that out of these publications, at least one must be in the last five years with respect to the date of allocation of supervisory responsibility.

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

Note: The phrase 'Referred Journal' in these Regulations shall mean a Journal listed by the UGC, AICTE or any such other Regulating Body, if available. In the absence of such a list, the RAC/RDC shall provide a list of Referred Journals for the subject concerned.

- (ii) Have sufficient appropriate academic knowledge of the research topic; and
 - (iii) Have capacity in their workload to act as a supervisor for the duration of the candidature.
- (b) Members of the supervisory team will not have any familial, personal, academic or commercial conflict of interests; specifically they must not be: a family member, a close colleague, a line manager, a business partner of the candidate or a personal partner of the candidate or another member of the supervisory team.

5.5 Changes to the composition of the supervisory team

- (a) Where a supervisor is removed from or added to the supervisory team, the change is to be recommended by the Research Advisory Committee and approved by the Director URDC (the Vice-Chancellor in case of conflict of interest).
- (b) Where the change in supervision is for reasons that may compromise the ability of the former supervisor to take any further role in the assessment of the student, the Director URDC must notify the CoE of the change.
- (c) If the Research Supervisor either retires or relocates to another organization, before the completion of the research work, then the Administrative Supervisor shall be designated as the Administrative-cum-Research Supervisor and the original research supervisor shall be designated as a Co-Supervisor, with the approval of the Research Advisory Committee.
- (d) Irrespective of how the supervision workload is allocated, the Administrative supervisor retains responsibility for the candidate.

5.6 Resolving supervisory issues

- (a) Ongoing supervisory issues will ideally be resolved within the home Faculty with recourse to the Chairman, PG Council and Director, URDC as necessary.
- (b) Refer to the Guidelines (Annexure – I) for Changes to Supervisory Arrangements (Form 11).

5.7 Responsibilities of Research and Co- Supervisors

- (a) To provide a framework within which the academic work can take place by:
 - i. setting up a regular schedule of meetings with students (not less than one per month) to allow for regular interaction and information flow;
 - ii. reaching agreement with students on indicators of progress being made and dates for submission of interim and final reports; and
 - iii. providing regular and prompt feedback on progress to students (including written feedback on written work within two weeks unless the written work is extensive).
- (b) To provide academic guidance by:
 - i. providing scholarly direction;
 - ii. encouraging students in their academic work;
 - iii. ensuring that appropriate timetables for the completion of each phase of the work are established;
 - iv. ensuring that students are given timely advice about style requirements and about the mechanics of presenting a thesis;
 - v. ensuring compliance with any legal, professional, ethical or safety guidelines associated with the project; and
 - vi. identifying and helping students acquire any missing skills for their research.
- (c) To act as assessor by:
 - i. assessing the quality of a student in order to permit provisional registration;
 - ii. assessing students' skills before the end of Provisional Admission and ensure that any gaps are filled;
 - iii. providing written reports to students at six-monthly intervals;

- iv. ensuring that students are made aware of inadequate progress or inadequate work and suggesting ways of addressing such problems; and v. guiding students' work in the light of likely expectations on the part of examiners.
- (d) To facilitate administrative compliance by:
 - i. being knowledgeable about and helping students comply with all statutes and policies and other regulations and guidelines governing the administration of the degree (e.g. suspension, study overseas, change of status, selection of examiners, examination procedures, etc.); and
 - ii. organising the presentation of six-monthly reports.
- (e) To act as a guide to University facilities by:
 - i. encouraging students to take part in the life of the Department/Research Centre by attendance at social and academic functions, etc;
 - ii. being aware of and, when necessary, referring students to guidance and support facilities within the University; and
 - iii. encouraging students to seek appropriate financial support for their project from different sources.
- (f) To guide the student into wider contacts as appropriate to the discipline by:
 - i. encouraging seminar and conference presentations;
 - ii. helping students make contact with other scholars in the field; and
 - iii. helping students publish their work as appropriate.

6 Admission to the Programme

6.1 Entry requirements

- (a) *Eligibility criteria for admission to Ph.D.:* Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme:
 - (i) Candidates with a Master's degree or M.Phil./M.Tech./LL.M. degree with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or CGPA of 6.0) or an equivalent degree 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. A relaxation of 5% of marks, from 55% to 50%, or 0.5 in CGPA, from 6.0 to 5.5, 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 norms of the UGC from time to time.
 - (ii) Candidates possessing a Degree, considered equivalent to M.Phil./M.Tech. 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.

(b) *Admission Procedure:*

- (i) Those students who qualify UGC-NET/UGC-CSIR NET/SET/SLET/GATE/Teacher Fellowship holder), may qualify directly for interview/viva-voce for admission to the Ph.D. Programme.
 - (ii) Those students who have completed or going to complete their M.Phil./M.Tech. programme (excluding RGNF/ Maulana Azad National Fellowship For Minority Students/ National Fellowship for OBC Candidate/ etc.):
 - Will have to appear and qualify URET
 - Such candidates shall be exempted from core components of the course work and the credit earned in those components shall be directly transferred to the PhD Course work. However, if in the opinion of RAC the area of research is substantially different from that during the M.Phil./ M.Tech. then the scholar will be required to take appropriate elective courses prescribed by RAC as part of Course Work. Otherwise, the credits for elective course work(s) shall also be transferred.
 - For the final selection a bonus of 10% of the total score shall be awarded to the candidates completing their M.Phil./M.Tech. programme from Berhampur University, as detailed elsewhere in these regulations.
 - (iii) All aspiring candidates, excluding those mentioned at (i) above and those sponsored by Government of India or any State/UT Government within India, for admission to Ph.D. Programme must qualify in the University Research Eligibility Test (URET) conducted by the University.
 - (iv) 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.
- (c) Mere possession of required degree and a superior academic record do not guarantee admission to a candidate for the Ph.D. programme. Apart from academic record, the RDC will take into consideration the research aptitude, ability to work in a team, subject interest, availability of Supervisors, facilities in the department and the research focus of the department while selecting candidates to the Ph.D. programme.
- (d) Foreign students will be required to produce clearance from the government of India and /or other appropriate authorities, if any, for admission into the Ph.D. Programme. Enrolment in the Ph. D. Programme may be allowed to only such foreign nationals as have obtained and are holding valid research visa.

6.2 Application Process

- (a) The University and Colleges/Centres under it which are allowed to conduct Ph.D. programmes, shall:
 - (i) Decide on an annual (or semester) basis through their academic bodies a predetermined and manageable number of Ph.D. scholars to be admitted 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 (as indicated later), laboratory, library and such other facilities;

- (ii) Notify, well in advance of the conduct of URET, in the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;
 - (iii) Adhere to the National/State-level reservation policy, as applicable;
 - (iv) Applications shall be received after issue of notification by the Chairman, Post Graduate Council. However, only those applications available, with the Chairman, PGC, on the cut-off date for URET shall be considered for the corresponding academic year. Other applications shall be considered in the next cycle. However, applications claiming for exemption from URET, shall be considered anytime before the commencement of a Semester (i.e. Odd or Even) to facilitate such exempted candidates to register for courses in a Semester.
- (b) Applicants are not required to identify a potential supervisor prior to making an application, although they may do so if they wish and may have preliminary discussions with qualified supervisors. However, individual supervisors may not give any undertaking of acceptance into the programme and all applicants must be advised that applications are made through the RDC.
 - (c) Qualified candidates, as mentioned in these Regulations, desiring admission into Ph.D. research programme registration shall obtain the prescribed "Application Form for Admission into Ph.D. Provisional Registration" from the University website and submit the application form along with a "Statement of Research Interests" (not a research proposal), a sample of their academic writing, information about their previous research experience and all other required documents mentioned in the application form (Annexure – II).
 - (d) Application forms shall then be scrutinised, by the office of the Chairman, PGC, for validity and verification of requirements for, and exemption from, the URET. Candidates for URET with valid application forms shall be intimated about the date of the conduct of URET.
 - (e) Applicants who have either qualified in the URET or been exempted from URET shall be intimated about the date of Interview for selection of candidates by the CPGC. The application forms of all such candidates shall be sent to the respective RDC for evaluation before the date of interview.

6.3 Selection Process

A selected candidate will be expected to be possessing investigative and creative activities for advancement and dissemination of knowledge. Therefore, instead of relying only on academic standing of the candidate, the selection process shall probe into other important aspects like availability of infrastructural facilities & supervisor in the area of research interest of the candidate, aptitude and experience of the candidate, etc. Accordingly, the admission to Ph.D. Programme shall be through a two stage process:

- (a) The University Research Eligibility Test (URET): It is an Entrance Test with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted by the University every year by August. All aspirants except those exempted under these regulations must qualify in this first stage to be eligible for consideration in the second stage.

- (b) In the 2nd stage, a duly constituted Department Research Committee (DRC) shall conduct the selection through an interview/*viva-voce* where the candidates are required to discuss their research interest/area through a presentation.
- (c) The interview/ *viva voce* shall also consider the following aspects, viz. whether:
- (i) the candidate possesses the competence for the proposed research;
 - (ii) the research work can be suitably undertaken at the Department/ Centre/ Institution/ College;
 - (iii) the proposed area of research can contribute to new/additional knowledge.
- (d) For this the DRC shall preferably adopt the following evaluation method for a score of 100 or any other appropriate method approved by the Syndicate.
- (i) Evaluation of the Application (Maximum Score = 40)
 - 1) Academic standing of the candidate (Maximum Career Score = 20): Performance of the candidate at different levels starting from HSC/ 10+ determined from Career Score.

Prescribed Weightage						
	10+/ HSC	+2/Intermediate	UG	LLB	PG	MPhil/ MTech
General and Social Sciences, Humanities, Pedagogy	2	3	4		5	6
Law	1	2	2	4	5	6
Engg./ Techn.	2	3	9			6
Medical Sciences	2	3	9		6	
$\text{Career Score} = \frac{\% \text{ of Mark}}{100} \left(\text{OR } \frac{\text{CGPA}}{\text{Highest point in CGPA Scale}} \right) \times \text{Career Weightage}$						
Example of calculating career score						
Suppose an applicant has scored the following percentage of marks (10th class: 72.5; +2 Sc: 80.4; +3 Sc/Equivalent (Hons): 70; M.Sc.:78, M.Phil.; 66). His Career score will be: 10th Class: (72.5×2)/100 = 1.45 ; +2 Sc: (80.4×3)/100 = 2.41 ; +3 Sc: (70.0×5)/100 = 3.5 ; M. Sc: (78×3)/100 = 2.34 ; M.Phil: (66×2)/100 = 1.3 ; Career Score = 1.45+2.41+3.5+2.34+1.3= 11.0 .						

- 2) Research Aptitude (Maximum Score = 5): Performance of the candidate in the subjects in the field (or very close to the field) of his/her interest for research; Quality of scholarly/academic writing evident from the 500 words extract/ paper published by him (her), attached with the application.
- 3) Research Experience, if any (Maximum Score = 5): Worked as Scientist etc. (1.0 per year in recognized Research Laboratory/ Organization as a Scientist or in equivalent position)
- 4) Publications (Maximum Score = 5): As an author in recognised Journals Conference Proceedings etc. (0.5 per National Conference, 1.0 per International Conference, 1.5 per Journal Papers for Journal recognized by UGC in the concerned field of research interest of candidate)

- 5) Recognitions (Maximum Score = 5): Awards, Prizes, etc. (0.5 per State Level, 1.0 per National Level and 1.5 for International Level)
- (ii) Evaluation of the Interview Performance (Maximum Score = 25): *Why does he/she want to do doctoral research? What is he/she interested in? Why is he/she interested in it? etc.*
- (iii) Expertise and Infrastructure at Research Centre (Maximum Score = 25): Evaluation of the available expertise for supervision in candidate's area of interest *The appropriateness of the intended project to the general research strategy of the Department/Centre.*
- (iv) Advantage Alumni (Bonus Score = 10): This facility will be available to all research students who had obtained their M.Phil./ M.Tech. Degree from the Berhampur University.
- (e) For each candidate in the ranked list, the DRC, shall assign the supervisor(s) and propose the RAC.
- (f) The RAC shall recommend the courses for the respective candidate.
- (g) For each candidate, the DRC shall intimate the Director of URDC, the ranked list along with recommended coursework, research proposal and RAC.
- (h) The Director URDC shall forward these with his/her comments/instruction to the Chairman, PGC and convene the meeting of RDC in consultation with the Registrar for each concerned discipline and placing these before it.

The RDC shall examine all documents placed before it and decide on which of the candidates from the ranked list are to be allowed provisional admission.

7 Enrolment and Registration

7.1 Conditions of Enrolment

- (a) A candidate selected for the PhD will be required to pay the prescribed fees (Annexure – III) and take up prescribed courses, as required in these regulations.
- (b) Candidates are required to be enrolled from first registration until they submit the thesis for examination. For the period from submission of the thesis for examination until the deposit of the thesis in the library, candidates are considered to be “under examination” unless the decision of the examiners is that the thesis should be revised and resubmitted. Candidates “under examination” retain their status as a candidate for the degree, but pay no fees.
- (c) If candidates fail to pay their fees for three months, their enrolment will lapse.

7.2 Changes to enrolment

Changes to enrolment may occur for the following reasons:

- (a) All candidates provisionally registered since 5th July 2016 till the publication of these Regulations shall be treated as provisionally admitted and required to clear a test like URET/ SLET/ NET/ GATE by 31st August 2018.
- (b) Conversion from a Ph.D. degree, registered prior to approval of these regulations, to a PhD degree under the present regulations, where a student has not yet submitted the thesis for examination.

(c) Suspension of study.

1. The normal expectation is that candidates will be enrolled and pay fees for the entire period of their candidature; the provision for suspension is to deal with exceptional circumstances.
2. The reasons for suspensions are typically personal, and may include pregnancy and childbirth, protracted illness on the part of the candidate or a close relative, and requirements from employers. Wherever possible, applications should be made in advance.
3. Short-term absences from the University, such as annual leave (up to a total of four weeks,) statutory holidays, conference attendances, academic meetings and short-term illness can be noted on the candidate's file, but do not constitute grounds for a suspension of study.
4. Applications for a suspension of study (Form 10) need to include:
 1. a statement from the candidate giving the reason for requesting a suspension, plus supporting evidence if appropriate e.g. a doctor's certificate or letter from an employer, and
 2. a statement from the research supervisor indicating support or otherwise of the suspension, and
 3. the candidate's latest six-monthly progress report.
5. During suspension of enrolment candidates will pay no fees and will have no access to University services including supervision, office and laboratory space and the library.
6. Periods of suspension must be in whole months and not exceed 12 calendar months at any one time.
7. The approval of the CoE is required for suspensions.
8. Where an application is declined, the candidate may continue with the period of enrolment or withdraw from the degree.

(d) Extension to the due date.

- (i) Extensions to the due date of the thesis may be granted, on application to the Controller of Examination, through the Head of the Department/Research Centre. Calculations of the due date will exclude any periods of suspension.
- (ii) Consideration of extensions shall take account of the candidate's personal circumstances and the nature of the research project, and consent shall neither be unreasonably withheld nor given without good cause.
- (iii) Any application for an extension requires a justification and evidence of planning for the completion of the thesis. Repeat requests for extensions, without significant evidence of progress, may be declined and the candidate's enrolment may be terminated.
- (iv) No more than 12 months extension will be approved at any one time.

(e) Change of status from full-time to part-time enrolment and part-time to full-time enrolment. The normal expectation is that PhD candidates will be enrolled full-time. Initial enrolment as a part-time candidate, or changes between part-time and full-time enrolment shall require the approval of the CoE.

- (f) Termination of enrolment.
- (i) The University may terminate the candidature:
 - 1. If a candidate does not meet the requirements for movement from provisional to full registration.
 - 2. If an enrolled candidate does not demonstrate sustained satisfactory progress.
 - 3. If a candidate allows their enrolment to lapse by not having paid fees within three months of the due date for payment and without having formally withdrawn.
 - 4. If a candidate under examination fails to attend an oral defence of the thesis, or fails to complete the required corrections and amendments within the approved timeframe without having sought an extension, or fails to deposit the thesis in the University library.
 - 5. As permitted under the Statute for misconduct of student.
 - (ii) Where the CoE accepts a RDC recommendation to terminate a candidate's enrolment, the decision and the reasons for the decision must be formally communicated to the candidate in writing. If the candidate cannot be given the letter in person it should be sent to the last known address and/or the University/personal email address.
 - (iii) A candidate whose enrolment is terminated by the University will pay fees until the date on which the decision to terminate is notified, and have any fees paid in advance of that date refunded (with the refund calculated in twelfths of the annual fees).
- (g) Withdrawal from the programme. A candidate may withdraw from the doctoral degree programme by informing the CoE in writing of his/her intention to do so. A candidate who withdraws from the programme will pay fees until the date on which the decision to accept withdrawal is notified, and have any fees paid in advance of that date refunded (with the refund calculated in twelfths of the annual fees).
- (h) Any candidate whose enrolment has been terminated or who has withdrawn from the programme and who wishes subsequently to undertake a doctoral degree must re-apply for fresh admission and shall forfeit all previous experiences gained as research scholar.

7.3 Conversion to PhD under these regulations from earlier regulations

- (a) An application must have endorsement of the current supervisor(s) and be made on the PhD Approval Form – Conversion to PhD (Form 2).
- (b) Supervisor(s) must:
 - (i) indicate that the topic, after necessary modifications, shall be suitable as a PhD work under these regulations; and
 - (ii) confirm that the candidate has demonstrated the aptitude and level of competence required for PhD degree under these regulations.
- (c) The supervisor(s) and the candidate must agree in writing the additional work to be undertaken and this document must be submitted with the application.

- (d) The RDC must also approve the application. It must, in consultation with the Head of Department/Research Centre, confirm:
 - (i) that the candidate is a suitable candidate to be transferred; and
 - (ii) that the work can be modified in a suitable manner.
- (e) If the RDC is unable to recommend acceptance of the application to convert, it should so inform the candidate, explaining the reasons. The decision of the RDC not to confirm a conversion shall be final.
- (f) The candidate is not required to fill in a PhD Admission form. Application information and approvals are recorded on Department/Research Centre PhD Approval Form. Applications may be considered outside of the standard application round.
- (g) The date of registration for the PhD degree under old regulations becomes the date of Provisional Admission for the PhD under these regulations.
- (h) Candidates who convert to the PhD under these regulations are required to satisfy all requirements for full registration.
- (i) If the applicant has not completed the course work, then it must be completed within 12 months from the date of approval for PhD and the candidate shall not be eligible to submit the thesis before the completion of the course work. If necessary, special pre-PhD examinations can be conducted for such candidates, after collecting examination fees for such special examinations from the candidates.
- (j) Candidates shall deposit the differential amount of the fee within three months from the date of approval for conversion to PhD, failing which the approval shall stand cancelled.

7.4 Attendance at the Department/Centre

- (a) The Ph.D. degree is awarded for work done under supervision and it is expected that research for the Ph.D. degree must be carried out only in any of the places mentioned in (a) i-(a) iv below, which have been recognized by the Berhampur University as centres for advanced research and training in the disciplines/ areas approved by the Berhampur University. Candidates will attend the Department/Centre on a regular basis and participate in its intellectual life. Variations will not normally be approved before Registration is achieved.
 - (i) Departments/ Schools/ Centres/ Extension Centres of the Berhampur University.
 - (ii) Departments of the Institutes/ Colleges (Constituent/ Autonomous/ Aided/ Self-financing) affiliated to the Berhampur University.
 - (iii) Regional/ National Institutions/ Research Laboratories/ Organizations/ their regional Laboratories/ Centres based at any part of the Country and Institution abroad/ Industrial Establishments in India or abroad.
 - (iv) Any other Institute/ College within the geographical domain of Berhampur University, offering M.Tech./M.S./M.Phil. Programme and with facilities for doctoral work as evident from high quality research publications/patents coming out of or sponsored research projects conducted in the concerned institute/college, which is approved as a Research Centres by the Berhampur University.
- (b) For coursework an aggregate attendance of 60% is mandatory for full-time candidates.

- (c) On recommendations of the Research Supervisor, a research student may avail leave of up to 15 days in a calendar year, but ordinarily not more than 3 consecutive days at a time, by applying for leave to the Head of the Department/Centre.
- (d) It is recognized that candidates may legitimately need to work away from their respective research centre. In all situations where students are working away from the research centre a written permission from the research supervisor is required.
- (e) Candidates must attend Department/Centre for at least one month per year following full registration, unless under formal supervision, as agreed to by University, at another institution.
- (f) Candidates will pay the same fees regardless of where they work.
- (g) Part-time candidates must agree with the Department/Centre on their period of attendance during each year.

7.5 Provisional Admission

- (a) Candidates are provisionally admitted for the doctoral degree, by the recommendation of the RDC. The purpose of provisional admission is:
 - (i) To provide opportunity to candidates selected provisionally for Fellowships like INSPIRE/ NCERT/ Prime minister fellowship scheme for Doctoral Research/etc. for qualifying in the Special-URET/ NET/ GATE or other equivalent aptitude test within two years of provisional admission.
 - (a) If such candidates fail to qualify in such a test within the stipulated period, then the provisional admission will be cancelled forthwith.
 - (b) Such candidates shall avail the provision 6.1 b(i) temporarily.
 - (ii) to allow the candidate time to develop a proposal for the thesis;
 - (iii) to allow a period in which coursework can be undertaken, if required;
 - (iv) to allow the candidate to demonstrate their potential for the degree, by meeting the requirements established by the DRC.
- (b) Upon satisfactory completion of coursework, and obtaining the marks/grade prescribed in these regulations, as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated below in these Regulations.
- (c) Full registration is conditional on satisfactory progress during the provisional period, and must be confirmed by the Director, URDC on the advice of the RDC within 24 months of first enrolment, otherwise the candidate's registration will be terminated. However a further six months of provisional period may be permitted if the RDC feels that a candidate can achieve the required standard in this additional time.
- (d) Any coursework undertaken must normally be completed before full registration.
- (e) When Registration is confirmed, the provisional period is counted as part of the time of enrolment for the degree.
- (f) Except as permitted in these Regulations the minimum and maximum periods of enrolment (excluding any approved period(s) of suspension) shall be as follows:
 - (i) The minimum period is three years full-time or four years for others.
 - (ii) The maximum period is seven years for full-time or eight years for part to full-time conversion cases and vice versa OR nine years for part-time candidates.

- (iii) For candidates permitted to enrol part-time for a portion of their programme, the minimum and maximum periods of enrolment shall be calculated on a pro rata basis.
- (g) On application from a candidate, the RAC may recommend to the CoE to approve a suspension of enrolment, measured in monthly increments, for a period of not less than one month. During a student's candidature, the total period of suspension shall not usually exceed twelve months. During suspension of enrolment the candidate will pay no fees and will have no access to University facilities.
- (h) Except for approved periods of suspension a candidate shall be continuously enrolled until the submission of the thesis for examination.
- (i) The application for extension may be made only after completion of Five Years. Consideration of extensions shall take account of the candidate's personal circumstances and the nature of the research project. For such applicants, consent shall neither be unreasonably withheld nor given without good cause. All calculations will exclude any periods of approved suspension.
- (j) A report on the progress of the candidate shall be completed half-yearly and submitted to the CoE. If progress is unsatisfactory, the candidate's registration may be terminated.
- (k) If a candidate does not meet the standard for full registration, the RAC may recommend to the Director, URDC for termination of candidate's enrolment.

7.6 Criteria for Registration

- (a) For full registration, the candidate must:
 - (i) Within 6 months of successful completion of the Course Work, write a full *Research Proposal* as per the prescribed format (Annexure - VIII); and apply in Form 13; and
 - (ii) Meet any Department/Research Centre or programme requirements developed by the RAC and approved by the Director URDC; and
 - (iii) Meet any individual requirements imposed by the Department/Research Centre; and
 - (iv) Present the proposal before the RAC to establish his/her preparedness to carry out the proposed research on a date fixed by the RAC subsequent to submission of the proposal; and
 - (v) The RAC shall either recommend to the URDC the case for approval of the proposal or revision and resubmission or cancellation (Form 14); and
 - (vi) A Research student shall ordinarily be allowed up to two presentations, in case the proposal is not approved by the RAC his/her Provisional Admission shall be cancelled.
- (b) Department/Research Centre must publish information about their specific requirements in (a) (ii) above. The requirements should also be discussed with enrolling candidates.
- (c) All full research proposals may be checked by the University using, plagiarism detection software. In the event of plagiarism being detected procedure as at Annexure-V are to be followed.
- (d) The University shall maintain the list of all the Ph.D. registered (both provisional and full 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.

7.7 Presentation of the proposal

- (a) The proposal presentation be publicly announced (e.g. in *Notice Board, Web Site etc*) and be open to all staff, doctoral students, M.Phil./M.Tech. students and postgraduate students who may be interested.
- (b) Department/Research Centre is free to determine the format of presentations. It is recommended that candidates summarise the proposal and highlight:
 - key issues
 - the conceptual framework
 - the intended methodology
 - any problems anticipated in carrying out the research.
- (c) Candidates can expect to receive questions and feedback from those in attendance. Any feedback should be documented for the candidate's reference.

7.8 Research proposal

As appropriate for the topic of research, full research proposals should contain the following elements:

- (a) Working Title of the Thesis
- (b) a literature review
- (c) an outline of the basic thesis/research question/research problem
- (d) discussion of appropriate theoretical/experimental framework(s)
- (e) details of appropriate methodology
- (f) details of any special resources or equipment required
- (g) a discussion of any intellectual property issues to which the research may give rise
- (h) a tentative workplan (six monthly) for the completion of the thesis.

7.9 Application for Registration

Application for Registration shall only be entertained in the specified format (Form 13) along with the requisite fee as determined by the University from time to time. The RDC shall consider all such applications and make recommendations on registration.

7.10 Candidate's responsibilities following Registration

Completing the doctoral programme requires progressive development of skills, competence and confidence. This includes:

- (a) planning and actively pursuing the research: i. devoting sufficient time to the course of study, by being committed to the research and avoiding activities which will interfere with satisfactory completion within the time limit; ii. attending regular meetings, as agreed with supervisors, and by using their best endeavours to achieve agreed milestones; and iii. by reaching agreement with supervisor(s) about indicators of progress being made and about the timing of the submission of appropriate written work, reports or research results.
- (b) identifying and dealing with problems: i. candidates should take the initiative in raising with supervisor(s) any problems or difficulties with the project or its supervision; and ii. candidates should become informed about the problem-solving mechanisms that exist for supervisor- candidate difficulties, and utilise them if necessary.

- (c) complying with administrative requirements:
 - (i) candidates should become familiar with, and abide by, university, faculty and Department/Research Centre statutes and policies and any other written guidelines and regulations for the degree (such as applying for approval needed to spend time away from the University as part of the enrolment, and suspension of enrolment);
 - (ii) this includes becoming familiar with the administrative requirements of the PhD procedures; and
 - (iii) candidates must adopt at all times safe working practices relevant to the field of research.
- (d) following ethical principles; this includes honesty in regard to data.
- (e) giving three months notice of intention to submit: Candidates should give three months' notice to the Research supervisor of the expected submission date of the thesis in order to allow early selection of examiners.
- (f) taking responsibility for all aspects of the thesis as submitted for examination:
 - (i) candidates are solely responsible for the content, style, presentation, production and binding of the thesis that is finally submitted, and promptly making any required amendments after examination; and
 - (ii) candidates should accept final responsibility for the academic content of the thesis.
- (g) participating in University intellectual life:
 - (i) candidates should take reasonable steps to participate in the opportunities offered by the Department/Research Centre to be part of that intellectual community by attending seminars, presenting their work and interacting with the staff and other postgraduate students; and
 - (ii) candidates should become involved, where appropriate, in academic activities associated with the chosen research field (including attendance at relevant seminars in other Department/Research Centres or institutions, and participation in academic conferences).

8 Course of study

- (a) The course of study for a Ph.D. Degree consists of coursework, programme of research and the completion of a thesis under supervision.
- (b) Course Work:
 - i. The credit assigned to the Ph.D. course work shall be a minimum of 16 credits.
 - ii. The course work shall be treated as prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology (i.e. it shall be a Core Course) which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.
 - iii. All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies (e.g. BoS, Academic Council etc).

- iv. The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee of the research scholar. The elective courses may be selected from the schedule to any other appropriate degree regulation of this University (e.g. M.Tech./M.Phil.). New coursework, not available in the M.Tech./M.Phil. syllabus, may be framed by the Research Advisory Committee depending on the nature and area of research. All such new coursework shall be forwarded to the Chairman, BoS in respective discipline for consideration and approval.
 - v. All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
 - vi. Candidates already holding M.Tech./M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Tech./M.Phil. shall be exempted from core components of the course work and the credit earned in those components shall be directly transferred to the PhD Course work. But, the candidates who have not taken the 'Research Methodology' Course shall be required to take this as a Core Course. Additionally, if in the opinion of RAC the area of research is substantially different from that during the M.Phil./M.Tech. then the scholar will be required to take appropriate elective courses prescribed by RAC as part of Course Work. Otherwise, the credits for elective course work(s) shall also be transferred. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.
 - vii. Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the CoE, Berhampur University. Annexure IV gives the details of the procedure for award of grades and calculation of SGPA/CGPA etc.
 - viii. A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade (B grade) in the UGC 7-point scale (or a CGPA of 5.79 in the point scale) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.
- (c) Upon satisfactory completion of course work, and obtaining the marks/grade prescribed above, as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the University based on these Regulations.
 - (d) The thesis must be an integrated body of work that demonstrates the candidate's ability to carry out independent research, to produce a significant and original contribution to knowledge or understanding, and to observe appropriate academic conventions of presentation.
 - (e) A thesis with a creative component must reflect the theory and methodology of an academic framework; a mere account of the candidate's own creative process is not acceptable. A creative component must be appropriately balanced with original scholarly exegesis.
 - i. All theses must be presented in a format suitable for external examination (The format of the thesis is as given in Annexure - V) and their findings must be open to a formal evaluation by specialists in the field.

- ii. The thesis may include the candidate's previously published work or material based on previous research, as long as the report constituting the thesis is written under supervision during the period of enrolment.
 - iii. The thesis and all other materials for publication, coming out of the research for PhD Degree, must be free of plagiarism, as per the policy of the Berhampur University. If the URDC finds the content of papers and/or thesis to contain plagiarised material in excess of 10% and 20% respectively (on final submission), then the URDC shall initiate Academic Misconduct Procedure (Annexure–VI).
- (f) The thesis must be at least 120 pages (text) excluding bibliographies, footnotes and endnotes and essential appendices etc.
- i. The page limit includes 'everything that the examiner needs to read' and is to be calculated electronically using the word count function. The "scholarly apparatus" includes necessary information such as the abstract, reference list or bibliography, footnotes or endnotes and essential appendices.
 - ii. Non-examinable, but useful information, such as extensive data sources, questionnaires, the text to be translated or extensive tables, may be appended to the thesis in electronic format. Such material is not included in the main page limit.
 - iii. The candidate should send the completed form, with a statement of support from the supervisor/s, to the CoE as far in advance of submission of the thesis for examination as possible.
- (g) Where there are cogent and compelling reasons why a thesis should not be publicly available for a given limited period, and where these are known at any time before submission of the thesis for examination, candidates should apply to the CoE for withholding access at the outset of the research, or as soon as the need for an embargo becomes apparent.
- i. Permission to embargo a thesis from the public domain must be made on the Request to Withhold Access to a Thesis form (Form 1) and submitted to the Controller of Examination well before submission of the thesis for examination.
 - ii. Where a thesis is embargoed prior to the thesis being submitted for examination, the examiners will be asked to sign a confidentiality agreement.
 - iii. If, as a result of the examination process, the matter of withholding arises after submission of the thesis for examination, the candidate may elect to make a request to withhold access. In such cases, the CoE will consider the views of the examiners when making a determination on the request.

9 Evaluation and Feed-backs

9.1 Six-monthly progress reporting

- (a) Six-monthly progress reports (Form 3) are required in July and January in each year of enrolment as part of the supervision process. The intention is that the supervisor(s) and the candidate see and acknowledge each other's written comments.
- (b) Any identified problems and proposed methods of addressing them should be discussed with the candidate before the report is finalised.

- (c) The final version of the six-monthly report, which has been agreed to and signed by candidate and supervisor(s), must be reviewed by the RAC before being submitted to the CoE. A copy must be provided to the student.
- (d) Absence of a six-monthly report will have implications on requests for extensions and suspensions.
- (e) Failure to submit the six monthly report in time will attract a fine of Rs. 1000/- per semester.

9.2 Resolving performance issues

- (a) Where there are major or continuing problems with a candidate's performance, the six-monthly report should specify what action needs to be taken to rectify the problems and stipulate a time period within which such action is to be taken.
- (b) The Department/Research Centre must offer the candidate the opportunity to respond and then will monitor the proposed actions.
- (c) Where difficulties may be addressed by a change to the supervisory team, refer to the Procedures for Changes to Supervisory Arrangements.
- (d) In the event that the candidate fails to take the required action so that problems persist, the Department/Research Centre must notify the CoE who may then take the action, upon the recommendation of the Chairman RAC/Head, to terminate the student's enrolment.

9.3 Feedback on progress

- (a) In addition to the six-monthly progress reports, supervisors will provide candidates with adequate and timely feedback and evaluation of their progress throughout their candidature. Feedback should be given, using a format that provides the candidate with a permanent record, on any written work submitted.
- (b) Supervisors must keep a record of supervisory meetings and record any significant advice given or transactions not dealt with in six-monthly reports. Keeping good records will also assist in preparing the six-monthly progress reports.
- (c) If any doubt arises as to the ability of a candidate to complete the PhD this must be raised and dealt with as soon as is practicable for the benefit of both the student and the University. Actions taken to address any concerns should be documented. See section 6.9.
- (d) Candidates approaching submission of their thesis for examination will require detailed written feedback on draft chapters as they are completed. Supervisors should endeavour to provide feedback on the final draft of the thesis within eight to ten weeks.

10 Submission of the thesis for examination

- (a) Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints. Before, submission of these papers, an Authorship Agreement (Form 4), must be signed by the scholar and all contributing supervisors. Each of them must retain a copy of the agreement and submit a copy to the CoE for record.

- (b) Candidates may apply to have the thesis examined anytime after the minimum enrolment period using the Application for PhD Examination form (Form 6), provided the candidate has not availed suspension during the last three months.
- (c) Prior to the submission of the synopsis (in the format prescribed at Annexure - IX) and dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee which shall also be open to all faculty members and other research scholars, for a comprehensive internal assessment of the research work. The title of the thesis shall be finalized during the pre-submission presentation before the RAC.
- (d) The Convener of the RAC will forward the panel reports to the CoE under intimation to the URDC, Office in the format prescribed for Pre-synopsis Examinations (Pre-synopsis Report format Form 12). List of Publications/ Conference arising out of the thesis/other outcomes, if any, are to be submitted along with the Pre-synopsis report.
- (e) The feedback and comments obtained from them may be suitably incorporated into the synopsis and draft dissertation/thesis in consultation with the Research Advisory Committee.
- (f) If the synopsis and thesis are not submitted in the specified period, the student will be asked to present the pre-synopsis seminar again.
- (g) Candidates are expected to give three months notice, to the Research supervisor and the Department/Research Centre, of their intention to submit. This is to allow sufficient time for the identification of suitable examiners.
- (h) Candidates will submit the Synopsis and the Thesis (both in prescribed formats) to the CoE in electronic and hard copy formats. A total of four number of hard copies along with two CDs in PDF format from the cover page till end (Single file) shall be submitted.
- (i) When the candidate submits the thesis, it must be accompanied by a statement from the Research supervisor confirming that:
 - (a) the candidate has pursued the course of study in accordance with the requirements of the PhD Regulations; and
 - (b) the submission is made with the supervisors' approval.
- (j) Where the supervisory team's approval has not been given, the thesis must be returned to the candidate noting that the candidate is advised not to submit until the modifications indicated by the supervisory team have been made.
- (k) Modifications that are required for any of the following reasons must be addressed by the candidate before the thesis can be sent out to the examiners:
 - (i)** Insufficient legibility, inadequate proof-reading, or grossly inadequate English
 - (ii)** Lack of an appropriate reference list/bibliography
 - (iii)** Lack of an abstract
 - (iv)** Lack of a table of contents
 - (v)** Lack of any other necessary formal requirement of a thesis
 - (vi)** Failure to comply with the policy on length of theses.
- (l) Where there is dispute between the supervisory team and a candidate regarding the modifications above, the final decision lies with the Director, URDC.

- (m) The candidate must also submit all signed documents as given in the Format of the Thesis.
- (n) These regulations do not preclude simultaneous submission to another University if a registered agreement is in place. However, the final evaluation of the thesis be carried out by the Berhampur University only.

11 Examiners

11.1 Qualification of examiners

The thesis shall be evaluated by the Research Supervisor and at least two (one in case of M.Phil. thesis) external examiners who are not in employment of the Institution/college, of whom one examiner may be from outside the country. The specific requirements for appointing external examiners are as follows:

- (a) External Examiners should:
 - (i) have a PhD degree and an active researcher in the field of the thesis and not below the grade of Reader/Associate Professor (or an equivalent rank); and
 - (ii) have no conflict of interest.
- (b) Scientists/Research officers who are not employed by an academic institutions, but by research, governmental or commercial organisations may be appointed as examiners provided they meet the criteria in (a) above.
- (c) No two external examiners will normally be employed from the same institution.

11.2 Appointment of examiners

The RAC in consultation with the Supervisor(s) will recommend to the Chairman, Board of Studies, a panel of six External Examiners (Referees for thesis evaluation) and the names of the Chairperson (2 names) and Internal Examiner for the Ph.D. Viva-Voce.

The external examiners (Referees for thesis evaluation) who are currently evaluating another thesis from Berhampur University should not normally be included in the panel.

The thesis supervisor will opt for one of the following scheme (Scheme A or Scheme B) for submitting panel of external examiners.

Scheme A

The RAC will give at least 6 names of external examiners (with at least 4 names from within India) for review of PhD Thesis. The CoE will request the external examiners to be reviewers for the thesis and after receiving acceptance, the thesis will be sent to examiners by CoE. **The thesis will be sent to only 2 external examiners** out of the 6.

Scheme B

The supervisor(s) of the student will write to potential examiners (approved by RAC) asking them about their willingness, wherever possible by e-mail, to examine the thesis, if requested to by the University. The draft text for such communication is available in the Annexure - X. After obtaining the willingness of the examiners, **six** names of such examiners (with at least four names from within India) will be recommended by supervisor(s) in Form 6. The RAC approved list will be then sent to the Offices of CoE and URDC. **The Thesis will be sent by the CoE to only two external examiners** out of the six, as decided by the Vice Chancellor.

- (a) Berhampur University staffs (including those holding the position of Emeritus Professor, academic staff on fixed-term contracts, postdoctoral fellows, etc) may be nominated as internal examiners, provided they are based in Berhampur, as they may be required to oversee corrections to the thesis. Visiting scholars are not eligible to be internal examiners. The internal examiner
- (b) must not be enrolled as a PhD candidate in any university
- (c) will not necessarily be a subject specialist in a narrow sense, but will have some experience of the standards of presentation and argumentation required in a thesis.
- (d) Any former supervisor whose name has been notified to the CoE under moral turpitude or similar reasons may not act as an examiner except with the approval of the CoE.
- (e) If the candidate is a member of the University staff, the internal examiner should not normally be a close working colleague e.g. a member of the same teaching and/or research group.
- (f) Candidates may be consulted on potential examiners, but the final decision about the composition of the examination panel is made by the Department/Research Centre in conjunction with the CoE. Candidates may not at this stage be told which examiners have been nominated or appointed.
- (g) The Board of Studies in concerned area requires a rationale for the appointment of each of the examiners (especially the two external examiners) and sufficient biographical and bibliographical information to support the rationale. This rationale must explain not only why the proposed examiners are competent, but why they are suited to the examination of the thesis in question, either individually or as a team. For fair and impartial examination of the thesis, the examiners should:
 - (i) have expertise and standing in the field of the thesis being examined; and
 - (ii) normally have had previous experience of PhD supervision and examination; and
 - (iii) have no significant personal, professional or contractual relationship with the candidate; and
 - (iv) not have been the primary or co-supervisor of the thesis.
- (h) In situations where the most qualified examiner would be excluded by the conditions in (iii), the CoE should be consulted. The CoE accepts Department/Research Centre recommendations provided that the case is properly made and unless there are factors of which the Department/Research Centre is unaware. Examples of reasons to reject an application are:
 - (i) the relevant forms are incomplete
 - (ii) a proposed examiner is not an active researcher or scholar
 - (iii) a proposed examiner has proved unreliable in the past
 - (iv) a proposed examiner has already undertaken several examination tasks in a short period
 - (v) sufficient justification of the examiners' appropriateness for the specific thesis is not provided

- (vi) a proposed examiner does not meet the criteria outlined in PhD Policy 9.2 (j).
- (i) Examiners will be advised of the expected date of the oral defence when they receive the thesis for examination.
- (j) Each examiner's report must be independent and submitted directly to the CoE. Examiners should not be in contact with other examiners, the candidate or the supervisors prior to the oral defence. If any contact is necessary this should only be through the CoE.

11.3 Examination process

- (a) The examination is a two-stage process involving an expert review of the thesis by three examiners and an oral defence of the thesis by the candidate.
- (b) The entire process of evaluation of Ph.D. thesis shall ordinarily be completed within a period of six months from the date of submission of the dissertation/thesis. In exceptional circumstances the process may take longer, but not more than one year.
- (c) The awarding of the doctoral degree will be determined on the basis of the examination of the thesis and the oral defence of the thesis, regardless of any courses undertaken during candidature, unless otherwise specified in statute.

11.4 Examination of the thesis

- (a) Each examiner will independently provide, to the CoE, the thesis assessment report (Form 7). Preferably an encrypted version of the report shall be submitted by e-mail followed by the hard copy or online whenever/ wherever the facility exists.
 - (i) the thesis is of sufficiently high standard to meet the requirements of the doctoral degree, although it may require minor editorial changes;
 - (ii) the thesis is not yet of a standard that meets the requirements of the doctoral degree, and that there are matters that must be addressed; or
 - (iii) the thesis is markedly substandard with respect to the requirements of the doctoral degree.
- (b) If the recommendation is as in (iii) above, the CoE may determine that the candidate:
 - (i) Be awarded the degree subject to meeting the conditions set out in the examination report, or an amended version of the report, preparing a corrected copy of the thesis (addressing typographical errors, presentation issues and other editorial matters) and making (if desired) any other improvements as suggested by the examiner; or
 - (ii) Be declined the degree, but invited to revise and resubmit the thesis for a second examination; or
 - (iii) Be declined the degree, with no further option or conditions.
- (c) The open *viva-voce* of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation reports of the external examiners on the dissertation/thesis are satisfactory and include a specific recommendation for conducting the *viva-voce* examination.

- (d) If one of the evaluation reports of the external examiners is unsatisfactory and does not recommend *viva-voce*, the dissertation/thesis shall be sent to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory.
- (e) If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- (f) Once the determination to proceed to an oral has been made, the examiners' reports are made available to the candidate and supervisors and to the other examiners at least five working days before the oral. The comments, suggestions and overall assessment of the thesis examination are indicative of matters that may arise in the oral defence.
- (g) The candidate may waive the right to five clear working days between receipt of the examiners' reports and the oral defence, provided this is done in writing using the Form 10.

11.5 The oral defence of the thesis

- (a) The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.
- (b) Ordinarily, the proceedings of the Oral Defence shall be recorded in Multimedia/ Video/ Audio etc and preserved. Only in case of absence of the necessary facilities for all of these at a time, recored in writing and approved by the Vice Chancellor, there may either be recording of the proceedings in writing only.
- (c) The **Board of Examiners for Oral Defence of the Thesis** will be appointed by the Vice-Chancellor and it shall consists of:
 - (i) A professor of the University/Institute, outside the Department preferably related field (nominated by the Vice Chancellor), as Chairman;
 - (ii) The research supervisor(s), as Convenner;
 - (iii) One of the examiners (out of the two,) will be selected by the Vice Chancellor who has examined the thesis (failing which an examiner from the approved panel).
- (d) In case of overseas examiner, he/she may attend if available. Alternatively he/she if wishes, may participate by teleconference or alternative ICT means, or submit questions to the candidate via the CoE.
- (e) The administrative supervisor is expected to attend the oral defence, in support of the candidate, but shall not participate in the examiners' deliberations about the examination outcome.
- (f) The CoE, if he/she so pleases, or his representative may observe any oral.
- (g) The examiners will ask questions to the candidate relating to the thesis, matters raised in the written reports on the thesis and related matters in the field or fields to which the thesis belongs.

- (h) A supervisor should not take part in the discussion between candidate and external examiners. However, with the permission of the Chair, a supervisor may question the candidate or provide clarification.
- (i) Before the board discusses the outcome of the examination, all present, except the board members must leave.

12 Examination outcome

- (a) The examination committee, via the Chair, will prepare a written report that documents any conditions the candidate must satisfy and will recommend one of the following outcomes to the CoE:
 - (i) That the candidate be awarded the degree without any change or correction of the thesis; OR
 - (ii) That the candidate be awarded the degree subject to preparing a corrected copy of the thesis (addressing typographical errors, presentation issues and other editorial matters) and making (if desired) any other improvements as suggested in the examination; OR
 - (iii) That the candidate is not recommended for award of the degree, based on his/her performance in the Viva Voce examination.
- (b) If a thesis has been accepted but the student fails at the viva-voce examination, he/she may be permitted by the Vice Chancellor to re-appear for viva-voce examination again at a later date. The recommendations of the Board of Examiners conducting the viva-voce examination will be considered in taking a decision in this respect.
- (c) After the examination committee members have determined the recommendation they will communicate to the Controller of Examination (COE), and the Chairman will inform the candidate of the recommendation.
- (d) A timeframe for making corrections and amendments to the thesis will also be indicated by the examination committee and should not exceed six months. Corrections and amendments that are expected to take longer than six months (full-time equivalent) to complete will normally result in a revise and resubmit decision. Requests for extensions to the specified timeframe should be made to the CoE.

12.1 Distribution and return of copies of the thesis

- (a) Examiners should be offered the option of receiving an electronic copy of the thesis.
- (b) Where the thesis is embargoed, prior to submission for examination, examiners will be asked to sign a confidentiality agreement.
- (c) Where an examiner has annotated the thesis, it should be returned to the candidate in a timely fashion.

13 Revisions process

13.1 Revise and resubmit for a second examination

- (a) Where revise and resubmit for a second examination is the outcome of the first examination, the following conditions apply:

- (i) this option is available only once; and
 - (ii) a period of further supervision will be required and the candidate must re-enrol; and
 - (iii) the candidate must be enrolled for the three months immediately preceding re-submission. Candidates may appeal to the CoE if there are exceptional circumstances.
- (b) When the thesis is resubmitted for a second examination, the examination process begins again and the same examiners will usually re-examine the thesis. If new examiners are required the aforementioned process will apply.

13.2 Corrections and amendments

- (a) The responsibility for overseeing corrections and amendments to a thesis belongs to the RAC.
- (b) Form 8 shall be duly submitted to the RAC ensuring corrections and amendments.
- (c) Corrections and amendments must strictly be as per the suggestions of the examiners only.
- (d) Once a timeframe for completing corrections and amendments is established, candidates are expected to adhere to it, although there is provision to request an extension from the Controller of Examination using Form 9.
- (e) If candidates do not resubmit the thesis within the timeframe and have not requested an extension of time, their enrolment will lapse.

14 Treatment of Ph.D through Distance Mode/Part-time:

- (a) Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, the Berhampur University shall not conduct Ph.D.programme through distance education mode.
- (b) Part-time Ph.D will be allowed provided all the conditions mentioned in the extant Ph.D Regulations are met.

15 Award of Ph.D. degrees prior to Notification of these Regulations, or degrees awarded by foreign Universities:

- (a) Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil/Ph.D Degree) Regulation, 2009, unless the candidate has applied and allowed for transfer of registration under the Regulation, 2016. In all such cases, a separate certificate, signed by the Vice Chancellor, on the following aspects shall also be issued to the candidate:
 - (i) Ph.D. degree of the candidate is awarded in regular/part-time mode;
 - (ii) Evaluation of the Ph.D. thesis has been made/not made by at least two external examiners;
 - (iii) Ph.D. viva voce of the candidate had been conducted in Open/Closed mode.
 - (iv) Candidate has been able/not able to publish two research publications from his/her Ph.D. work out of which at least one is in a refereed journal;
 - (v) Candidate has made/ not made at least two presentations in conferences/seminars, based on his/her Ph.D. work;

16 Depository with INFLIBNET:

- (a) Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the Berhampur 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.*
- (b) Prior to the actual award of the degree, the Berhampur University shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016.*

17 Award of the degree and notification of results

- (a) The Vice Chancellor shall approve the award of the degree, on certification by the CoE to the effect that:
 - (i) written confirmation is available from the Chair that the oral defence has taken place satisfactorily; and
 - (ii) written confirmation is available from the RAC that all the conditions set through the examination process have been satisfied; and
 - (iii) written confirmation is available that the thesis prepared in accordance with the Annexure - VI has been deposited in the University Library.
- (b) The CoE communicates the official result to the candidate in writing and a successful candidate is invited to convocation for graduation.
- (c) The CoE is also responsible for ensuring the examination result is conveyed in writing to all supervisors, all examiners and the office of the Director, URDC.
- (d) The scholar shall receive the Diploma (in the format given at Annexure–VII) either in a following Convocation of the University or by applying to the University.

18 Alternative assignment of responsibilities of the Director, URDC:

The responsibilities assigned to the Director, URDC in these Regulations shall lie with the Chairman, PG Council under the following conditions:

- (a) In the absence of the Director, URDC; OR
- (b) If either the University Research Development Cell or an equivalent body has not been formed; OR
- (c) If a Director for this cell/body has not been appointed.

19 Miscellaneous

Formats of Grade Sheets, Degree Certificate etc: As determined by competent authority of the University.

Power to issue Instructions: If on any particular point the Regulations are silent, the Vice-Chancellor may fill up the gap and supplement the Regulations by issuing administrative instructions not inconsistent with the provisions of the Statutes and the Regulations.

Interpretations: If any question arises as to the interpretation of these Regulations the Syndicate may give a decision thereon which shall be final.