



Ravenshaw University Cuttack

Notification No. 2762 Dt. 19.05.2007

REGULATIONS FOR Ph.D. / D.Litt. / D.Sc. EXAMINATIONS IN ARTS, SCIENCE, COMMERCE, MANAGEMENT AND EDUCATION UNDER THE RAVENSHAW UNIVERSITY, CUTTACK

A. Registration for Ph.D. Degree

1. Eligibility

- 1.1. Master's Degree holders in the above mentioned disciplines of Ravenshaw University or any other University recognized as equivalent thereto by Ravenshaw University with at least 50% of marks in the relevant subject(s) are eligible for Ph.D. registration. Subjects in which marks are not awarded, **equivalent grade point** shall be the qualifying grade/mention.
- 1.2 A candidate would also be eligible for Ph.D. registration in any subject/allied subject(s) other than his/her subject at the Master's level to be decided by the Subject Research Committee.

2. Qualifying Process

- 2.1 A candidate desirous of pursuing a Ph.D. programme under Ravenshaw University shall apply in the prescribed format (Appendix-I).
- 2.2 (a) Qualifying through Entrance Test
 - (i) The Registrar shall call for applications for registration for Ph.D. and the concerned P.G. Departments shall conduct the entrance test.
 - (ii) The Registrar shall get the applications scrutinised with the help of H.O.D., P.G. Department (the senior most member of faculty with Ph.D. if the HOD does not have the Ph.D. Degree) and the eligible candidates would be intimated to appear at the Entrance Test. Such result of securitisation shall be notified before the Entrance Test. The question shall carry 100 marks of one hour duration. The minimum eligibility mark shall be 40%. The entrance test shall be held once in a year i.e. during the month of May-June and the results be notified in the month of July the same year.

(b) Exemption from Entrance Test

The following shall be exempted from the Entrance Test.

- (i) M.Phil. Degree holders and those Qualified in NET / JRF/ GATE / State Level Eligibility Test considered equivalent there to by the SRC.
- (ii) Teachers of Universities / Junior, Degree & PG Colleges / PG Teachers recognized by the State Government / Council and affiliated to Universities/ Councils/ Boards and professionals with 5 years professional experience in relevant field.

The candidates exempted from Entrance Test shall also apply to the Registrar in the prescribed format at Appendix-I alongwith other applicants in response to the Registrar's advertisement. The Registrar shall scrutinize the applications with the help of H.O.D., (the senior most member having Ph.D. Degree if the HOD does not possess a Ph.D. / D.Lit. Degree) P.G. Department and the list of candidates exempted from Entrance Test shall be notified before the Entrance Test.

3. Registration

The Registrar shall notify a consolidated list of successful candidates including those exempted from Entrance Test to the Controller of Examinations under intimation to the concerned Department. The Department shall accept students in order of merit. The selected candidates shall apply for registration in the prescribed format (Appendix-II) within six months from the date of notification. Permission for registration will be accorded on the recommendation of SRC based on presentation of the synopsis by the candidate before members of SRC and faculty of concerned Department. The registration of candidates will be effective from the date of issue of letter of registration.

4. Place of Research

The research work can be conducted in any of the P.G. Departments of the University and in reputed research centres recognized by the Research Committee of the University.

5. Supervisor / Guide

The following categories of persons of the University shall be eligible to become Supervisor / Guide.

- (i) Professors / Readers / Lecturers (including those retired from the University) serving the University with minimum 5 years of P.G./10 years of Honours teaching experience.
- (ii) Eminent retired Professors / Readers of reputed institutions.
- (iii) Researcher with minimum 5 years of Post-Doctoral research experience of the University.

However, a retired teacher shall not be allowed to register a scholar under him/her unless he/she takes a member of the faculty of the university as a co-supervisor. The Post-Doctoral research experience as evinced from publications or otherwise shall be considered by the SRC before a person is accepted as a supervisor. A supervisor is entitled to take a maximum number of 10 research scholars at a time including co-guidance.

6. Research Committee of the University (R.C.U.)

The Research Committee of the University shall be formed by the Executive Council or by the Vice Chancellor. The RCU formed by the Vice Chancellor is to be approved by the Executive Council. It shall consist of the Vice-Chancellor as the Chairperson and six other members drawn from different Schools of Studies out of which at least 2 shall be drawn from the Executive Council. The Controller of Examinations shall be the Convenor of the RCU. Its function shall be (a) to decide the cases of adverse reports or lack of unanimous recommendation by the examiners or in case of any doubt on such matters; (b) to interpret and give effect to the Regulations regarding Doctoral Degree; (c) The RCU shall deal with complaints made by Research Scholars and Supervisor(s); (d) to deal with such other matters as may be brought before it for consideration by the Vice-Chancellor, Controller of Examinations, or any member of RCU / SRC. The Controller of Examinations shall place such matters before the RCU for a decision.

7. Subject Research Committee (SRC)

7.1 For every subject, there shall be a SRC comprising 5 members nominated by the Executive Council of which normally at least three members of the SRC shall be drawn from amongst the faculty members of concerned Department of the University having Doctoral Degree in the subject concerned / related subjects. The senior most member of the faculty in the SRC will act as the Chairperson of the Committee. The quorum of the meeting is three of which at least one person must be from the faculty of the Department concerned.

7.2 A candidate's broad topic of research and research proposal shall be examined by the SRC to assess its suitability for research. In case the SRC is not satisfied with the research proposal of the candidate it may suggest definite change(s) therein and the candidate shall be required to make appropriate changes in the proposal as suggested by the SRC, which will be placed before the SRC in its subsequent meeting for a final decision. The title of the dissertation may be modified later on the recommendation of the supervisor and approval of the SRC. In all cases the candidate shall make a presentation of his research proposal in the meetings of the SRC and faculty members of the Department. Such presentation shall be arranged by the Department.

7.3 The Controller of Examinations shall convene meeting(s) of the Subject Research Committee (SRC) as per necessity and in no case shall the application of any candidate be kept pending beyond six months from the date of application without being placed before the SRC.

7.4 The renewal of registration will be enforced after 6 years of registration. The 1st renewal will remain effective for 2 years and subsequent renewals will be for one year only. The candidate cannot avail himself / herself of renewal for more than 3 times.

8. Submission of Thesis

8.1 A candidate can submit his/her Ph.D. thesis after the completion of 2 years from the date of registration provided the candidate has submitted progress report to the Controller of Examinations duly forwarded by the Supervisor/Guide every six months. In exceptional cases the Vice-Chancellor may permit submission of the thesis six months earlier.

- 8.2 A synopsis shall be submitted by the candidate and a presentation will be made to the SRC. The dissertation / thesis needs to be submitted within 3 months of submitting the Synopsis.
- 8.3 A dissertation work may be allowed to be submitted provided at least two publications in journals of international repute have been made.
- 8.4 At least six months prior to the date of submission of the thesis a candidate shall inform the Controller of Examinations through his/her supervisor in writing.
- 8.5 At the same time, the supervisor shall confidentially submit a panel of eight names (including foreign examiners if so desired) to the Controller of Examinations for examination of the thesis. The Indian examiners except for Oriya wherever necessary, shall be from outside the state. The Controller of Examinations will place the said panel before the Board of Studies for approval. The Board of Studies will approve the panel with / without modifications. However the Board can modify the panel giving adequate justification therefor. The Controller of Examinations shall place the panel approved by Board of studies before the Vice-Chancellor who shall finalize the external examiners other than the Supervisor(s) for evaluating the thesis in order of preference. After receiving recommendation from the examiners the Controller shall again place the panel of examiners for Viva-voce test before the Vice Chancellor. The Vice-Chancellor shall choose one of the external examiners who has examined the thesis for viva voce test. The Supervisor and / or the Co-supervisor shall be internal examiner(s) of the thesis and viva voce. If all the examiners unanimously recommend the thesis for award of the degree, the viva-voce shall be arranged. An open viva-voce examination shall be held with notification to all concerned if the thesis is accepted unanimously by all the examiners. The Chairman and members of the SRC shall be invited by the Supervisor to be present at the viva-voce. The Supervisor shall be the Chairman of the Board of Examiners. In case the Board of Examiners recommends conduct of fresh viva-voce, the matter shall be placed before the RCU for a decision. Fresh viva may be allowed by RCU after two months from the date of first viva but within six months from the date of first viva. The Board of Examiners for the fresh viva may be decided by the Vice-Chancellor. If the examiners do not recommend award of Ph.D. to a candidate after 2nd viva, the thesis will be rejected.
- 8.6 The panel of examiners shall remain valid for two years from the date of approval by the Board of Studies.
- 8.7 At the time of submission of the thesis, a candidate shall submit the following documents and shall pay the prescribed fees:
 - 8.7.1 Three soft-bound copies (4 copies in case where there is co-supervisor) and one hard bound copy of the thesis.
 - 8.7.2 The original Ph.D. registration letter including the original renewal letter if any, issued by the University.
 - 8.7.3 A certificate from the Supervisor to the effect that the work done by the candidate is original and is within the area of registration.
 - 8.7.4 Five copies of the abstract (not exceeding 500 words).
- 8.8 The consent of the examiners, both Indian and foreign (wherever applicable) shall be sought by the Controller of Examinations. If the

consent is not received from an examiner within six weeks, the next examiner may be contacted. E-mail/Fax addresses may be used.

- 8.9 If no response is received from the foreign examiners within three months, the Controller of Examinations may issue appointment to an Indian examiner from the approved panel with the approval of the Vice-Chancellor.
- 8.10 If the consent is received from an examiner, the thesis shall be dispatched to him/her within a week requesting him/her to send the report within two months.
- 8.11 The examiners shall write their report in the prescribed format (Appendix-II) which shall be sent to them alongwith the thesis and guidelines for writing the report.
- 8.12 In case the report is not received within two months, a reminder shall be sent to the examiner. In the event of non-response from an examiner within next 2 months, the next examiner from the panel will be contacted for evaluation of the thesis.
- 8.13 The Board for the viva-voce will consist of Supervisor and/or Co-supervisor and one of the examiners who has examined the thesis under approval of the Vice-Chancellor. If the examiner of the thesis does not turn up for Viva-Voce test the Vice-Chancellor can nominate another examiner not below the rank of a Professor of the discipline concerned to conduct the Viva.

9. Cancellation of Ph.D. Registration/Change of Topic/Supervisor

- 9.1 If the supervisor recommends for cancellation of registration of a candidate, the same will be placed before the SRC for a decision. Such cancellation however would not disqualify the candidate to continue with Doctoral research under a new guide with the approval of SRC.
- 9.2 A candidate can change the Supervisor / Co-supervisor or the topic of research within the period of registration with the content of the Supervisor/ Co-Supervisor.
- 9.3 If a candidate wishes to change the topic of research or the Supervisor/Co-supervisor, the matter will be placed before the SRC for a decision. The candidate shall be allowed to make a presentation before SRC if prayed for.
- 9.4 Applications for minor change(s) in the title of the thesis on recommendation of the Guide shall be decided by the Controller of Examinations. Applications for change of topic shall be placed before the SRC on the recommendation of the Guide.

10. Language of Thesis

In cases of language subjects, other than Oriya the candidate shall be required to write the thesis in the same language or in English, while in all other subjects the thesis will be written in English.

11. Typing and Binding of the Thesis

A thesis shall be typed preferably on both sides of the paper and be soft-bound. A hard-bound copy will be required for preservation in the library.

B. Registration for D.Sc. / D.Litt.

A candidate with Ph.D. degree from the Ravenshaw University or any other University recognized by the UGC with 10 publications shall register for the D.Sc./D.Litt. Degree independently or under a Supervisor. For such registration, a candidate has to apply with 5 (five) copies of his/her research proposal for carrying out the research. The SRC will approve/disapprove his/her application considering the originality, merit and viability of the research plan. The candidate shall make a presentation before the SRC and faculty members of the P.G. Department. A candidate shall submit his/her thesis alongwith at least two new published papers on the subject in journals of repute based on his/her research work two years after registration. The publication of the candidate shall be evaluated and the journal of repute is to be determined by the SRC before submission of the thesis. The viva voce test may be waived if all the examiners recommend so. All other matters relating to registration for D.Sc./D.Litt. shall be processed by the Controller of Examinations and will be the same as for Ph.D.

C. Fee Structure for Ph.D. / D.Litt. / D.Sc. / etc.

Draft to be drawn in favour of the Ravenshaw University, Cuttack.

	Ph.D	D.Sc/D.Litt
Fee for Entrance Examination	Rs. 1000/-	
Cost of application form for registration	: Rs. 100/-	Rs. 200/-
Registration fee	: Rs. 1000/-	Rs. 2000/-
Registration Renewal fee (Five years onward from the date of registration)	: Rs. 1000/-	Rs. 2000/-
Processing fee for change of Guide	: Rs. 300/-	Rs. 600/-
Processing fee for change of title of the thesis/modification etc.	: Rs. 200/-	Rs. 400/-
Processing fee for evaluation of thesis	: Rs. 3000/-	Rs. 5000/-
Duplicate Registration Number	: Rs. 100/-	Rs. 200/-
Original Certificate	: Rs. 300/-	Rs. 500/-

(Draft to be drawn in favour of Ravenshaw University, Cuttack.) The fee structure may be changed from time to time by the Executive Council.

- D. All pending cases shall be decided as per the provisions of the Regulations applicable on the date of application (rules will not be implemented retrospectively).

However a candidate so desires he/she shall be allowed to be considered under the present revised Regulation. Such applications shall be approved by SRC.

- E. This regulation shall come into force with effect from the date of notification.
- F. In the initial year, i.e. 2007-08 candidates declared eligible for registration for Ph.D. Examination by any of the universities of Orissa during 2006-07 may be allowed to register themselves under the university for Ph.D. Examination without appearing at the entrance test.

BY ORDER

**Registrar
Ravenshaw University, Cuttack**



Form No. 1

**RAVENSHAW UNIVERSITY
CUTTACK, ORISSA
APPLICATION FOR Ph.D. REGISTRATION**

(To be submitted by the candidate for appearing the Entrance Test / Claiming exemption from Entrance Test)

- 1. Name of the candidate :
- 2. Father/Husband’s Name :
- 3. Address for Correspondence :
 Present :
- Permanent :
- 4. Date of Birth :
- 5. Educational Qualification (HSCE onwards)

Degree	University/ Board	Year of Passing	Class/ Division	% of marks	Major subject(s)

Copies of certificates and mark-sheets are to be submitted.

- 6. Whether Employed : (Yes / No)
 (If employed, experience certificate and No Objection Certificate from the employer is to be submitted)
- 7. Subject in which research is to be conducted :
- 8. Details of M.Phil. / Teaching and/or Professional Experience in case the candidate claims exemption from Entrance Test.

Signature of the candidate



Form No. 2

**RAVENSHAW UNIVERSITY
CUTTACK, ORISSA
APPLICATION FOR REGISTRATION FOR DOCTOR IN PHILOSOPHY**

(To be submitted after the Registrar declares the candidate to be eligible through Entrance Test or on granting of exemption from Entrance Test)

(To be filled in capital letter)

- 1. Name of the candidate :
- 2. Father/Husband's Name :
- 3. Address for Correspondence :
Present :
- Permanent :

- 4. Date of Birth :
(Supported by HSCE or equivalent certificate)

- 5. Educational Qualification (HSCE onwards)

Degree	University/ Board	Year of Passing	Class/ Division	% of marks	Major subject(s)

- 6. Whether Employed : (Yes / No)

(If employed, experience certificate and No Objection Certificate from the employer is to be submitted)

- 7. Subject in which research is to be conducted :

- 8. Proposed title of the Ph.D. thesis

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- 9. Place of Research

- 10. Name and address of the Supervisor(s)

Supervisor

Co-supervisor, if any

11. Qualification and teaching / research experience of Supervisor(s)

Supervisor

Co-Supervisor, if any

Qualification

Teaching Exp.

Research Exp.

Existing No. of Ph.D,

Scholars registered

12. Whether the Supervisor(s) are recognized by the University to supervise Ph.D. thesis (Yes / No)

(If yes, provide supporting documents; if no, the bio-data of the supervisor(s) may be enclosed)

13. Permission of the Employer

Certified that the undersigned has no objection to allow
..... for registration as a candidate for the Doctor of Philosophy under Ravenshaw University,

SEAL

Signature

Name & Designation of the Employer

14. Permission of the Head of the Institute where work is proposed to be carried out. Certified that the undersigned has no objection of the Institute / Department as a registered candidate for the Doctor of Philosophy under Ravenshaw University.

SEAL

Signature

Name of the Head of the Institute/Dept.

15. Certificate by the Candidate and the Supervisor

Certified that the subject proposed for the Ph.D. work has not been submitted to any other University/Institute for registration for Ph.D./D.Sc./D.Litt degree.

Signature of the candidate

Signature of the Supervisor

16. A sum of Rs./- (Rupees
.....) only has been paid (vide University cash receipt No.
..... dated DD No.
..... Dt. in favour of Ravenshaw University payable at
..... (name of the Bank).

Date

Signature of the Candidate

