

## REGULATION 12: Master's Programme

### 12.1 Definitions:

- 12.1.1 "Course" means a course running for a full semester.
- 12.1.2 "Contact hours" for a given course is the number of hours students spend per week with the teacher for a theory course and half the number of hours spent per week with the teacher for a laboratory class. Thus, a course with two theory classes of one hour each per week for the duration of a semester would constitute a 2 credit course and a laboratory practical class where students spend 4 hours per week in the laboratory would also be a 2 credit course.
- 12.1.3 "Credit" (C) means the weightage assigned to a course in terms of contact hours as explained in 12.1.2. Further, credit weightage for a dissertation or a term paper or seminar given by a student may be fixed by the Board of Studies of the concerned Faculty.
- 12.1.4 "Grade" means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 12.1.5 "Grade Point" (G) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 12.1.6\*\* "Cumulative Grade Point Average" (CGPA) for a semester where a student has taken "N" number of courses, and obtained  $G_i$  grade point for a course with total weightage of  $C_i$  credits, a cumulative index grade point average of a student can be calculated in the following manner:
- $$CGPA = \frac{\sum_i^N [G_i \times C_i]}{\sum_i^N [C_i]}$$
- 12.1.7 "Final Grade Point Average" (FGPA) is the final index of the performance of a student at the time of award of a degree and can be calculated by using the formula in 12.1.6 using grade point data of all courses taken over the entire duration of the course.
- 12.1.8 "Final Grade" is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.

### 12.2 Eligibility for Admission:

- 12.2.1\*A candidate shall be eligible for admission if he/she has passed BA/B.Sc. degree under 10+2+3 pattern from a recognized institution or an examination recognized by the University as its equivalent with a minimum of 50% marks (or an equivalent grade) for admission to M.A. courses; and 55% marks (or an equivalent grade) for admission to M.Sc. courses.

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\* Amended vide Resolution No.18/EC/23.12.2011 & No. 10/GB/09.03.2012.

\*\* Amended vide Resolution No. 18/AC/07.10.2015 & 20/EC/16.11.2015 & No. 09/GB/09.02.2016.

12.2.2 No Candidate shall be eligible for admission to a Master's programme unless he/she has attained the age of 20 years for admission to the 1<sup>st</sup> semester of the programme as on 1<sup>st</sup> October of the year in which admission is sought. Provided that the age limit may be relaxed by the President on the recommendations of the Admission Committee on the merit of each case.

### **12.3 Admission Procedure**

Procedure for admission to the programme leading to a Master's degree shall be laid down from time to time by the Admission Committee or Committee appointed by the Academic Council under Regulation 3.8.

### **12.4 Faculty Adviser**

12.4.1 The Dean shall appoint a Committee of Advisers for students from amongst the members of the Faculty concerned. The Committee shall advise the students about the courses to be taken and record the selected Credit Courses on the Course Selection Card.

12.4.2 Registration of courses is the sole responsibility of the student. No student shall be allowed to do a course without registration and no student shall be entitled to register after the deadline to be announced every semester by the University.

12.4.3 Late registration will be allowed up to a maximum of two weeks after the beginning of a semester on payment of late registration fee.

12.4.4 No student shall be allowed to add a course or substitute a course for another course later than three weeks from the date of commencement of the semester. A student wishing to drop a course must do so as early as possible, in no case later than six weeks from the date of commencement of the semester. No student shall be permitted to drop a course after the six-week period.

Provided that a student may take more optional courses than the number prescribed in the programme, in which case in the calculation of Final Grade Point Average, only the prescribed number of optional courses in the descending order of the grades obtained by the student shall be included. For example, if a programme has 12 compulsory courses and 4 optional courses and a student credits 6 optional courses, his/her Final Grade Point Average shall be calculated on the basis of 12 compulsory courses and the four optional courses in which he/she has got the highest grades. However, no student shall be permitted to register in a semester only to take an additional optional course.

### **12.5 Duration of the Programme**

12.5.1\*# The curricular work leading to the award of Master's degree shall be spread over a minimum of 4 semesters (two monsoon and two winter semesters).

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\* Amended vide Resolution No.18/EC/23.12.2011 & No. 10/GB/09.03.2012.

\* #Amended vide Resolution No.18/AC/07.10.2015 &20 /EC/16.11.2015 & No. 9/GB/09.02.2016.

However, students who have **failed in some course(s) and have not completed the requirements to become eligible to earn the degree or those who wish to improve their grades in some specific course(s)** will be given a maximum of two extra semesters so as to clear their backlog and become eligible to earn the degree **or improve their performance**.

**Students who intend to register for improving their grades will have to surrender their existing grade(s) in the course(s) they wish to repeat.**

No extension beyond the maximum of two extra semesters will be granted under any circumstances.

**Students permitted to register for extra semester(s) will have to register for the semester and for the courses they want to repeat and will be governed by the main programme regulations. Bye-law on minimum attendance will not be applicable during the extra semesters.**

**Application for repeating a course must be submitted within two weeks of the declaration of results. Late applications will not be entertained.**

12.5.2 The monsoon and the winter semesters shall commence from and end on a date to be fixed by the Academic Council, in line with Regulation 10. Provided that each semester will ordinarily have 90 working days excluding the examination days.

## **12.6 Credit Requirements**

12.6.1 There shall be three levels of courses:

12.6.1.1 'C' Level courses which will be given ordinarily in the first two semesters.

12.6.1.2 'A' and 'B' Level courses which will ordinarily be given in the third and fourth Semesters.

12.6.2 Ordinarily, a course shall be given in three/four contact hours a week and the credits for these courses shall be as follows:

'C' level courses	2 credits
'B' level courses	3 credits
'A' level courses	4 credits

Provided that the Board of Studies of a Faculty may allot less or more number of credits to a particular course.

12.6.3\*The actual credits requirement shall not be less than **64 credits for M.A./M.Sc. courses and 100 credits for MCA course**. Provided further that the total credits earned shall include a mix of A, B and C level courses and other special courses to be decided by the Board of Studies.

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\* Amended vide Resolution No.18/EC/23.12.2011 & No. 10/GB/09.03.2012.

12.6.4\*# Normal load of a student in each semester shall be of 16 to 20 credits. Provided, the Dean may allow a student to take additional credits when a student has been permitted to repeat a course **provided further that attendance may not be compulsory for the repeat courses during the normal duration of the programme.**

12.6.5\*\* The courses on the basis of which the student earns his/her 'C' level credits shall be at least from three disciplines. A **Non-Credit** course on "Introduction to South Asia" (**equivalent to a 2-credits course**), **will be compulsory for all students to pass. However, a student who fails in this non-credit course, will be required to repeat and clear the same before becoming entitled to receive his/her post-graduate degree.**

12.6.6 A student shall be required to earn at least a minimum of 20 credits from courses in tools, techniques and practical laboratory work/on-hand training.

12.6.7 A student shall be required to earn a minimum of 4 and a maximum of 6 credits in Faculties other than where he/she is registered.

12.6.8 A student shall not be permitted to opt for a course if he/she has not previously cleared a course(s) prescribed as a pre-requisite for the former.

12.6.9 Students shall also opt for non-credit courses, equivalent to a total of 4 credits, that they shall have to pass in order to be declared successful for the award of degree. Provided that the requirement of clearing two extra non-credit courses may be relaxed by the Board of Studies in the case of a student or a group of students.

## 12.7 Evaluation

12.7.1 For each credit course lasting a full semester, there will be periodic evaluations in the form of two quizzes, one mid-semester and one end-semester examination. Each quiz may have a weightage of upto 10% and the mid-semester examination may have a weightage of upto 40%.

12.7.2 After compiling the marks for all quizzes, the mid-semester and the end-semester examinations, the teacher-in-charge of the course would assign grades by using the following general guidelines:

Aggregate marks above 75%	: A+ grade
Aggregate marks up to 70%	: A grade
Aggregate marks up to 65%	: A- grade
Aggregate marks up to 60%	: B+ grade
Aggregate marks up to 55%	: B grade
Aggregate marks up to 50%	: B- grade
Aggregate marks up to 45%	: C+ grade
Aggregate marks up to 40%	: C grade
Aggregate marks up to 30%	: C- grade
Aggregate marks < 30%	: F (fail) grade

Provided that this guideline may be modified to some extent by the Course-in-charge keeping in view the over-all level of difficulty of the question papers.

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\* Amended vide Resolution No.18/EC/23.12.2011 & No. 10/GB/09.03.2012.

\*\* Amended vide Resolution No. 10/AC/15.10.2012, No.12/EC/19.11.2012 & No. 5/GB/04.12.2012

\*# Amended vide Resolution No.18/AC/07.10.2015, No.20 /EC/16.11.2015 & No.9/GB/09.02.2016

12.7.3# A Course-in-charge shall show the graded answer sheets to the students **and if any discrepancy is detected, the same may be corrected by the course incharge after due discussion with the student. The course incharge shall keep the Answer Sheets intact for six months.**

12.7.4 The pattern and schedule of sessional work for each course of a semester shall be made known to the students by the course-in-charge at the commencement of each semester.

12.7.5\*For calculation of CGPA/FGPA, grades in individual courses will have following numerical weightage:

A+ : 9 points; A : 8 points; A- : 7 points;  
B+ : 6 points; B : 5 points; B- : 4 points;  
C+ : 3 points; C : 2 points; C- : 1 point; F (Fail).

In case any student obtains greater than “F” grade in a course, he/she is deemed to have passed in that individual course. There shall be no rounding off of SGPA/CGPA/FGPA.

12.7.6\*\*# **FGPA be converted into the percentage as per the following formula:**

$$\text{Percentage} = \text{FGPA} \times 100/9$$

12.7.7\* A student, who fails in a credited course, shall be required to repeat that course. **This shall be permitted only once.** In case a student repeats a course, but ‘Fails’ again, he/she will not be eligible to continue the course.

12.7.8 A student shall be required to repeat a course or clear another course in lieu thereof irrespective of his/her past performance in the sessional examinations if he/she has been awarded a final weighted grade of ‘F’ in that course.

12.7.9^ **A student who would like to improve his grades in a given subject(s) within the span of 4 regular semesters will be allowed to repeat the course(s) once at the time when this course (s) is normally offered, by paying a fee of US\$ 10 per credit.**

Provided further that a student who wants to repeat a course to improve his/her performance shall be allowed to do so only if he/she surrenders his/her earlier grade in the course by 16<sup>th</sup> August in case of the Monsoon Semester courses and by 1<sup>st</sup> February in case of the Winter Semester courses. Having surrendered his/her earlier grade by the due date, it will be his/her repeat performance in the course which will be taken into account to compute the SGPA and the CGPA. His/her transcript will, however, reflect appropriately both the performances and the fact that he/she had repeated the course/courses.

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\* Amended vide Resolution No. 18/EC/23.12.2011 & No.10/GB/09.03.2012

# Amended vide Resolution No. 5/GB/04.12.2012.

\*\* Amended vide Resolution No.10D/EC/10.10.2013 & No.7D/GB/24.12.2013.

\*\*\* Amended vide Resolution No.18/AC/07.10.2015, 20/EC/16.11.2015 & No.9/GB/09.02.2016

^ Amended vide Resolution No.18/AC/07.10.2015, 20/EC/16.11.2015 & No.9/GB/09.02.2016

- 12.7.10 All examinations shall be conducted under the direction of the Dean of the Faculty and follow a time-table announced by the Dean's office.
- 12.7.11 An application for admission to the end-semester examination shall be made in the prescribed form and forwarded to the Dean of the Faculty through the Department Chairperson, if applicable, and shall be accompanied by the following certificates: (a) Clearance in Sessional Evaluation, and (b) Clearance in his/her dues including the prescribed examination fees, if any.
- 12.7.12 Results at the end of each semester shall be forwarded by the Dean to the University administration.

## **12.8 Grade Point Requirement/Minimum Standard**

- 12.8.1\* In order to register for the second semester, a student should have passed at least 50% of courses he/she had offered in the first semester. Thereafter, in order to register in the third and fourth semesters, a student **must** have passed at least 50% of the courses he/she had offered in the previous semester and must have secured a minimum CGPA of 3.0 at the end of the second and third semester respectively.
- 12.8.2\*# In order to be declared passed in the Master's programme, a student must have passed in all individual courses and secured a minimum FGPA of **4.0**.
- 12.8.3 The final results of Master's Degree would be approved by the President before the results are announced.

## **12.9 Courses of Study and Framing of the Syllabi**

- 12.9.1 Over-all framing and modification of the course structure will be proposed by a committee of teachers to be constituted by the Dean, and will be discussed in the Faculty Committee/Departmental Committee before a consensus document is sent to the Board of Studies for approval.
- 12.9.2 The course content of individual courses shall be framed by the Course-in-charge and approved by the Board of Studies after due consideration. The Board of Studies can return the course contents to the Course-in-charge with specific suggestions for modifications.
- 12.9.3 Final approval of the course structure along with course contents would require the approval of the Academic Council.

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\* Amended vide Resolution No.18/EC/23.12.2011 & No. 10/GB/09.03.2012.

\* #Amended vide Resolution No.18/AC/2015, 20/EC/16.11.2015 & No. 9/GB/09.02.2016.

## **12.10 Removal of the Name of a Student from a Programme**

- 12.10.1 The name of a student may automatically get deleted from the rolls of the University if:
- 12.10.1.1 He/she fails to fulfill the CGPA requirements as specified under Regulation 12.8.
- 12.10.1.2\* He/she has already exhausted the maximum period of six semesters for the M.A./M.Sc. program and eight semesters for MCA program, without fulfilling the minimum essential requirements for the degree.
- 12.10.2 Notwithstanding what is contained in this Regulation, the Academic Council may, in exceptional circumstances and on the recommendations of the Board of Studies of a Faculty as well as on the merits of each individual case, consider relaxation of any of the provisions at its discretion and for reasons to be recorded.
- 12.10.3 No candidate shall be eligible to register for the programme/courses if he/she is already registered for any full-time programme of study in this University or in any other University/Institution.
- 12.10.4 The provisions made in this Regulation will be further discussed and finalized by the Boards of Studies and Academic Council to suit the needs of individual Faculties.

## **REGULATION 13: Doctor of Philosophy/Master of Philosophy Programme**

### **13.1 Definitions:**

- 13.1.1 “Course” means a Semester Course.
- 13.1.2 “Credit” (C) is the weightage assigned to a course in terms of contact hours.
- 13.1.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 13.1.4 “Grade Point” (G) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 13.1.5\*\*# “Cumulative Grade Point Average” (CGPA) for a semester where a student has taken “N” number of courses, and obtained  $G_i$  grade point for a course with total weightage of  $C_i$  credits, a cumulative index grade point average of a student can be calculated in the following manner:
- $$CGPA = \frac{[\sum_i^N [G_i \times C_i]]}{[\sum_i^N [C_i]]}$$

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\* Amended vide Resolution No. 18/EC/23.12.2011 & No. 10/GB/09.03.2012

\*\*Amended vide Resolution No.15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No.7C/5GB/24.12.2013

\*\*\*Amended vide Resolution No.19 /AC/07.10.2015 & 21/EC/16.11.2015 & No.10/GB/09.02.2016

13.1.6 “Final Grade Point Average” (FGPA) is the final index of a student in the courses and will be calculated as a weighted average of all credit courses taken by the student.

13.1.7# For calculation of CGPA/FGPA, grades in individual courses will have following numerical weightage :

A + : 9 Points      B + : 6 Points      C + : 3 Points

A : 8 Points      B : 5 Points      C : 2 Points

A - : 7 Points      B - : 4 Points      C - : 1 Point

F (Fail) 0 Point

13.2\* A candidate shall be eligible for admission to a course of research leading to the award of Degree of Doctor of Philosophy (Ph.D.)/Master of Philosophy (M.Phil), if he/she has passed : 12 years of regular Schooling + 3-years Bachelor’s Degree (e.g. B.A./B.Com./B.Sc./BCA etc.) plus Post-graduate education leading to MA/M.Sc./M.C.A/MS/M.Tech/LL.M. degree from a recognized University/Institution with minimum 50% marks or equivalent grade for admission to Social Sciences and Law; and minimum 55% marks or equivalent grade for admission to Science subjects.

Candidates, who have undergone integrated Bachelor and Master degrees, will be eligible for admission provided they have at least 5 years of College/University education leading to a Master’s degree after completing 12 years of Schooling. Degrees obtained from Government recognized Universities/Institutions will only be acceptable.

Degrees obtained on the basis of work experience will not be acceptable for admission at SAU.

13.3\* The procedure for receiving applications for admission to the Ph.D. course shall be laid down from time to time by the Central Admission Committee (CAC). On the recommendation of respective Faculty Admission Committee (FAC), yearly intake of Ph.D. students will be fixed by the Central Admission Committee.

13.4\* Candidates will be selected for admission to the Ph.D. programme on the basis of their performance in an entrance test followed by an interview. Candidates will be called for interview based upon their performance in the entrance test and the final merit-list for selection will be drawn on the basis of combined marks obtained in the entrance test and the interview. Total marks in the entrance test and the interview will be 100 out of which the entrance test shall carry 50 to 70 marks. A successful candidate would have to separately secure at least 50% marks in the entrance test as well as in the interview.

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# Additional clause vide Resolution No. 15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

\* Amended vide Resolution No.15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.



Interview marks may include marks assigned for research proposal etc. to be laid down by the Central Admission Committee (CAC).

Merit Lists will be drawn keeping in view the reservation of seats for candidates from different SAARC countries, defined under Rule 26 of SAU's Rules.

In order to encourage students already awarded National Scholarships in different SAARC countries on the basis of their respective National Entrance tests, for the purpose of pursuing Ph.D studies, to join the SAU Ph.D programme, Central Admission Committee may evolve mechanisms to admit such students on the basis of interview alone.

Admission to M.Phil./Ph.D. programme can also be made without going through the common entrance test but based upon the academic performance of the applicants at Master level and their prior research and teaching experience. Candidates shortlisted on the basis of qualifying criteria to be defined by the Central Admission Committee (CAC) of SAU, will be interviewed and selected according to the procedure laid down by the CAC. Candidates admitted to the M.Phil./Ph.D. programme without having to go through the common admission test, would be accommodated within the number of M.Phil./Ph.D. seats and the country-wise-quotas announced for various academic programmes in any given academic year, and no extra seats will be created for candidates under this category of admissions. Academic activities and award of M.Phil./Ph.D. degree to candidates admitted to the M.Phil./Ph.D. programme will be governed by Rules, Regulations and Bye-laws applicable to the regular M.Phil./Ph.D. programme.

- 13.5\* Selected Ph.D. students will be assigned Ph.D. Supervisors through a procedure to be laid down by the Faculty Admission Committee (FAC). Each case of Supervisor assignment will be considered and approved by the Board of Studies.
- 13.6\* No teacher will have more than six registered Ph.D./M.Phil. students at any given time.
- 13.7\* The assigned Supervisor may recommend up to two Co-Supervisors for the student whose names will have to be approved by the Board of Studies. Co-supervisor(s) may be from within SAU or outside SAU, but will not be paid any honorarium/fee for this purpose.
- 13.8\* All registered students will be required to complete a minimum of 16 credits course work which will include a minimum of 14 credits of pre-Ph.D. course work, one Seminar and one Term Paper of one credit each, within the first two semesters of their registration.

At the end of the second semester, candidates securing CGPA of less than 5.00 will be deemed to have “**failed**” and will not be eligible to continue in the program.

- 13.9\* In addition, a **non-credit course** on “Introduction to South Asia”, (equivalent to a 2- credits course), will be compulsory for all students to pass so as to earn Ph.D./ M.Phil. Degree.
- 13.10# For every Credit Course, there will be periodic evaluation in the form of (i) Seminar(s) / Term Papers / mid-semester examination; and (ii) final end-semester examination, each one having 50% weightage. The pattern of evaluation and schedule of each course of a semester shall be made known to the students by the Course In-charge at the commencement of each semester.

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# Additional clause vide Resolution No.15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

\* Amended vide Resolution No. 15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

13.11#After compiling marks of mid-semester and end-semester examinations, the teacher In-charge of each course, will assign grades by using the following general guidelines :

Aggregate marks above 75%	A + grade
Aggregate marks upto 70%	A grade
Aggregate marks upto 65%	A - grade
Aggregate marks upto 60%	B + grade
Aggregate marks upto 55%	B grade
Aggregate marks upto 50%	B - grade
Aggregate marks upto 45%	C + grade
Aggregate marks upto 40%	C grade
Aggregate marks upto 30%	C - grade
Aggregate marks < 30%	F (Fail)

Provided that these guidelines may be modified, to some extent, by the Course In-charge keeping in view the overall level of difficulty of the question paper.

13.12# A Course In-charge shall show the graded answer-sheets to the students and if any discrepancy is detected, the same will be corrected by the Course In-charge after due discussion with the student. The Course In-charge shall keep the Answer Sheets intact for a period of six months.

13.13# For any specific purpose, FGPA obtained by the student shall be equated with the following percentage of marks :

Between 8.5 and 9.0	A +	75% and above
Between 8.0 and 8.49	A	Between 74 and 70%
Between 7.0 and 7.99	A -	Between 69 and 65%
Between 6.0 and 6.99	B +	Between 64 and 60%
Between 5.0 and 5.99	B	Between 59 and 50%

13.14#All mid-semester and end-semester examinations will be conducted under the direction of the Dean of the Faculty and will follow a time-table announced by the Dean's Office.

13.15# Results at the end of each semester shall be forwarded by the Dean to the University Administration.

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# Additional clause vide Resolution No. 15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

13.16\*\*Students will be considered for confirmation to the Ph.D. programme after him/her successfully completing a minimum of 16 credits course work (as prescribed under 13.8 above) subject to fulfilling the following condition:

Candidates securing CGPA of 6.50 and above will be considered for provisional registration to the direct Ph.D. program w.e.f. third semester of the M.Phil/Ph.D programme. Candidates with CGPA of 5.00 and above but less than 6.50, will go to the M.Phil. stream. Students entering the M.Phil stream, will be required to submit a dissertation within a period of one year (two semesters) carrying a minimum of 8 Credits. Any student entering the M.Phil stream will be assigned M.Phil supervisors through a procedure to be laid down by the Faculty Committee and the Dean and each case of assignment of the supervisor will be considered and approved/ratified by the Board of Studies.

After successful completion of M.Phil., students securing an overall FGPA of 6.50 and above (including the grade obtained in M.Phil. dissertation), will be considered for confirmation to the Ph.D. programme. Such a student will be confirmed to the Ph.D. program from the date of award of M.Phil degree to him/her, provided that the student has secured an overall FGPA of 6.50 or above including the grade of his/her M.Phil dissertation and successful defence of his/her Ph.D Synopsis. If a student who has obtained a CGPA of 6.50 or above in his/her course work wishes to pursue M.Phil degree rather than Ph.D. degree, he/she will be permitted to do so.

Those candidates securing FGPA of 5.00 and above but less than 6.50 (including the grade obtained in M.Phil. dissertation), will be awarded an M.Phil. degree and will leave the University.

Provided further that the name of the student who fails to submit his/her M.Phil dissertation within one year / two semesters from the date of entering the M.Phil stream(i.e. from the beginning of the third semester of M.phil/Ph.D programme) will be removed from the rolls of the University unless he/she has been given extension of time on serious medical grounds by the Academic Council as per the recommendations of Supervisor and the Dean based on valid medical documents.

13.17\* Students who fail in any of the courses, or get a CGPA of less than 5.00 in pre-Ph.D. Course work, or show lack of interest and motivation for research after completion of course work, will NOT be permitted to continue in the Ph.D. or M.Phil program and their names will be struck off from the rolls of the University. 'Repeat' or 'Re-test' of any course will not be permitted.

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\* Amended vide Resolution No. 15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

\*\*Amended vide Resolution No. 17/AC/29.04.2014 & 13/EC/05.08.2014 & 8/GB/29.10.2014

13.18\* Courses which are pre-requisites for confirmation to the Ph.D. programme shall be prescribed by the Faculty/Department and shall carry such credits as may be approved by the Board of Studies. After having registered in a semester, a student may, with the permission of the Dean, be allowed to add, drop or substitute a course(s) within the period to be specified by the Dean.

13.19 A\*\* : M.Phil synopsis: After completing his/her course work under the M.Phil stream as per Clause 13.16, the student will be required to submit a topic of his/her M.Phil dissertation along with a synopsis and bibliography duly approved by his/her supervisor, within a period of four months . The proposed topic and outline of research will be considered by the Dean of the Faculty as Chairperson of the Board of studies and finally ratified by the Board of Studies. The student will be required to carry all those changes that are suggested to him by his/her supervisor/Dean/Faculty/Board. After the submission of his/her MPhil dissertation and before the confirmation to the PhD programme , the student may register himself/herself as Provisional PhD student.

13.19 B\*\* : Ph.D. Synopsis: After provisional registration , to the Ph.D. programme, the student will be required to submit a topic of his/her Ph.D. thesis along with a synopsis and bibliography duly approved by his/her Supervisor, within a period of six months from the date of award of M.Phil degree to him/her or from the date of his/her provisional registration to the Ph.D programme in case of those registered for Ph.D programme with a CGPA of 6.5 and above in the pre-Ph.D course work.. The proposed topic and synopsis will be considered by the Dean of the Faculty as Chairperson of the Board of Studies for confirming the student for the Ph.D programme and, upon the Dean's approval, ratified by the Board of Studies..

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\* Amended vide Resolution No. 15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

\*\*Amended vide Resolution No. 17/AC/29.04.2014 & 13/EC/05.08.2014 & 8/GB/29.10.2014

- 13.20\* For thesis work, if required, a student will be permitted to visit other Institutions/ Universities for field work. For visits involving duration of less than a month, permission of the Supervisor and Dean of the Faculty would suffice. For visits of longer duration, approval of the Board of Studies will be required.
- 13.21A\*\* Submission of M.Phil dissertation. No candidate shall be permitted to submit his/her M.Phil dissertation unless he/she has pursued M.Phil dissertation work for two semesters from the date of entering the M.Phil stream as per Clause 13.16. Provided in exceptional cases on the recommendation of the Supervisor and the Dean, student shall be permitted to submit his/her M.Phil dissertation up to three months earlier than the end of the fourth semester of his/her M.Phil programme.
- 13.21B\*\* Submission of Ph.D. Thesis. No candidate shall be permitted to submit his/her Ph.D. thesis unless he/she has pursued the Ph.D. programme at the University for at least two years from the date of his/her confirmation to the Ph.D. programme.
- 13.22#\* However, after having pursued the Ph.D. programme at the University for a period of at least two years from the date of his/her **admission to the M.Phil./Ph.D. programme**, the Board of Studies, on the recommendation of the Dean, may permit a student to de-register from the course. Subsequently, such a student will be permitted to re-register himself/herself within a maximum period of five years from the date of de-registering from the course, to submit his/her Ph.D. thesis. Such a student will be required to submit his/her thesis within a maximum period of one year from the date of his/her re-registration. No extension beyond the permissible period of one year will be permitted.
- 13.23#^ Students, who will be permitted to **de-register** under the above clause shall:
- i) Not be entitled to any scholarship during the period they remain **de-registered**;
  - ii) Not be entitled to hostel accommodation during the period they remain **de-registered**.
- 13.24\*The name of the student shall be removed from the rolls of the University if he/she fails to submit his/her thesis within a period of six years (12 semesters) from the date of his/her initial admission to the Ph.D. program (excluding the period of de-registration, if any).
- 13.25\* If a Ph.D. student, on medical grounds/hospitalization, is unable to submit his/her thesis by the end of the 12<sup>th</sup> semester, the student will have to make a special application well before the close of the 12<sup>th</sup> semester to the Board of Studies, through the Dean of the Faculty, to seek further extension, as a special case. The Board of Studies will constitute a four-member sub-committee with the student's Supervisor as a member and the Dean as its Chairperson, to review the progress of the student. The sub-committee will make specific recommendations to the Board of Studies about the grant of extension that will be considered by the Board. The decision of Board of Studies about granting the extension will be final.

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# Additional clause vide Resolution No. 15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

\* Amended vide Resolution No. 15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

\*\*Amended vide Resolution No. 17/AC/29.04.2014 & 13/EC/05.08.2014 & 8/GB/29.10.2014

## Amended vide Resolution No. 15 /AC/07.10.2015 & 17 /EC/16.11.2015 & 06/GB/09.02.2016

#^ Amended vide Resolution No. 19/AC/07.10.2015, 21/EC/16.11.2015 & 10/GB/09.02.2016

- 13.26 A student enrolled in the Ph.D. programme will not be permitted to take up a job except part-time jobs within the University under the Work-Earn Programme. In exceptional circumstances, permission for a part-time job outside the University campus may be permitted with due approval of the Ph.D. Supervisor and the Dean. Additionally, in such exceptional cases, for students from SAARC countries other than India, a valid work permit will be needed to take up the job. Failure to comply with this rule will invite punitive action including possible expulsion from the University.
- 13.27\* After the completion of research work, the student will prepare his/her Ph.D. thesis in a prescribed format and submit to the Dean six hard copies of the thesis along with soft copies of all original files and a PDF version of the final manuscript, duly certified by the Supervisor. The Dean will arrange to forward four copies of the thesis to the University Administration for initiating further action.
- 13.28\*The thesis submitted by the student for the award of the Ph.D. degree, shall be examined by two examiners appointed by the Academic Council, on the recommendation of the President from amongst a panel of six Experts recommended by the Board of Studies of the Faculty. The Board of Studies shall recommend only such Experts, who are not on the staff of the University and/or are not member(s) of the Board of Studies.
- 13.29\*Each examiner, after examining the thesis submitted by the candidate for the award of the Ph.D. degree, shall submit a report to the University containing a clear recommendation whether, in his/her opinion: (a) the thesis is worthy of acceptance and viva-voce examination of the candidate should be held; or (b) the thesis should be referred back to the candidate for revision along with the comments of the examiner(s); or (c) it should be rejected.
- 13.30 The examiner shall not recommend that the viva-voce examination be held unless he/she certifies that the thesis constitutes a contribution to knowledge characterized either by the discovery of new facts or by reinterpretation of known facts or development of new techniques and that the methodology pursued by the candidate is sound and its literary presentation satisfactory.
- 13.31 If the Dean of the Faculty is satisfied that the examiners have unanimously recommended that the viva-voce examination of the candidate be held, he/she shall accordingly arrange to hold it. In case the Dean notes that the examiners of the thesis have not recommended unanimously that the viva-voce examination of the candidate be held or if he/she is satisfied that in either or both the reports, an adverse opinion of a substantive nature has been expressed, materially affecting the validity of the same examiner's otherwise positive recommendation, then the Dean shall place the reports of the examiners before the Board of Studies for further action.

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\* Amended vide Resolution No. 15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

13.32\* The Board of Studies may, at its discretion, if the recommendation of one examiner is positive and that of the other negative, recommend to the Academic Council for the appointment of a third examiner, one not in the service of the University and/or is not a member of the Board of Studies, to examine the thesis and act according to the recommendations of the third examiner.

Provided that the recommendation is not to be considered negative, if a revision is recommended and the thesis, after its revision, is accepted by the examiner.

Provided further, that if the thesis, after revision, is not accepted by the examiner, the original and the revised versions of the thesis shall be sent to the third examiner to be appointed in the manner as specified in Clause 13.20 above, and the version approved by the third examiner shall be considered as final.

13.33\* No thesis shall earn a degree unless there are two positive recommendations from external examiners of the thesis. In case any of the examiners of the thesis is unable to conduct the viva-voce examination, another examiner in his/her place shall be appointed by the President on the recommendation of the Dean of the Faculty.

13.34\* The Supervisor of the student shall also participate in the viva-voce examination. If the Supervisor, due to compelling reasons, is unable to participate in the viva-voce examination, the Dean may nominate a co-supervisor or any other member of the faculty in his/her place.

13.35 In cases where, after having consented to the scheduled date and time on which the viva-voce examination has to be held, one of the external examiners fails to be present for the viva-voce, the Dean may permit the viva-voce examination to be conducted with one external examiner being present.

13.36 At the viva-voce examination, the viva-voce Board shall satisfy itself; (i) that the thesis submitted by the candidates is his/her own work, and (ii) that the grasp of the candidate of the broad field of his/her study is satisfactory.

13.37 The viva-voce Board may, on the basis of the unanimous opinion of its external members, recommend either: (i) that the candidate be awarded the Ph.D. degree; or (ii) that the thesis be referred back to the candidate for revision; or (iii) that the thesis be rejected and the candidate not be awarded the Ph.D. degree.

13.38 The manner in which the viva-voce examinations are to be conducted in a given Faculty shall be prescribed by the Board of Studies.

13.39 If the Board of Studies is satisfied with the viva-voce Board's recommendation that the candidate be awarded the Ph.D. degree, it shall recommend to the Academic Council that the Ph.D. degree may be awarded to the candidate.

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\* Amended vide Resolution No. 15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

- 13.40\* A candidate whose thesis has been referred back for revision shall be permitted to re-submit it for the award of the degree not later than one year from the date of intimation of the University's decision to him/her. Provided that, in exceptional cases, the Academic Council may, on the recommendations of Board of Studies, extend the period for a maximum of one more year.
- 13.41\* A thesis, which has been re-submitted, shall normally be examined by the original examiner(s) unless any one of them is, or both of them are, unable or unwilling to act as such, in which case another examiner(s) may be appointed by the Academic Council in the manner as specified under clauses 13.20 above, and the revised version of thesis will be sent to him/her for evaluation.
- 13.42 No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree more than once.
- 13.43\* Notwithstanding what is contained in the Regulation, the Academic Council may, in exceptional circumstances, and on the recommendations of Board of Studies of the concerned faculty, as well as on the merit of each individual case, consider relaxation of any of the provisions, at its discretion, and for reasons to be recorded.
- 13.44 No candidate shall be eligible to register for the Ph.D. programme if he/she is already registered for any full-time programme of study of this University or in any other University/Institution.

13.45#\*\* **Procedure for evaluation of M.Phil dissertation**

The procedure for evaluation of M.Phil dissertation shall remain the same as prescribed for evaluation of Ph.D. thesis. Clauses 13.26 to 13.39, 13.43 and 13.44 of Ph. D regulations are applicable to M.Phil students also and for M.Phil students these clauses may be read by replacing M.Phil in place of Ph.D. However, M.Phil. dissertation will be evaluated by two examiners, one of them being the M.Phil. dissertation supervisor and the other one an external expert to be appointed by the President from the panel of three examiners, whose names will be recommended by the Dean in consultation with the supervisor. Revision option of the thesis as per Clause 13.29, 13.32 and 13.37 will not be permitted for M.Phil. dissertation. Each examiner while recommending the approval of the dissertation for the award of M.Phil degree shall also grade the dissertation as per the ten point grading system indicated in Clause 13.1.7. The final grade for the dissertation shall be determined by taking the average of the grades awarded by the two examiners. This final grade shall be considered for the calculation of FGPA of M.Phil including the grades obtained in the Course work.

- 13.46 The provisions made in this Regulation will be further discussed and finalized by the Boards of Studies and the Academic Council to suit the needs of individual Faculties.

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# Additional clause vide Resolution No. 15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

\* Amended vide Resolution No. 15/3AC/31.07.2013 & 10C/6EC/10.10.2013 & No. 7C/5GB/24.12.2013.

\*\* Amended vide Resolution No. 17/AC/29.04.2014 & 13/EC/05.08.2014 & 8/GB/29.10.2014