



OFFICE OF THE CONTROLLER OF EXAMINATIONS
MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY
(ERSTWHILE- NORTH ORISSA UNIVERSITY)
SRIRAM CHANDRA VIHAR, TAKATPUR, BARIPADA, MAYURBHANJ- 757003, ODISHA

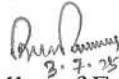
No. 2109 /MSCBU/PhD

Dt. 03/07/25

NOTIFICATION

In pursuance of the decision of the Academic Council meeting held on 26.06.2024 and in supersession of all previous guidelines for Ph.D., the “**Regulation for Doctor of Philosophy in the Faculties of Arts , Science, Commerce & Management , Education etc. of Maharaja Sriram Chandra Bhanja Deo University, Baripada (Erstwhile North Orissa University) prepared in accordance with “the U.G.C. Minimum Standard and Procedure for Award of Ph.D. Degree Regulation. 2022” and common Research policy and procedures for State Universities of Odisha formulated by Odisha State Higher Education Council (OSHEC).2021** is hereby notified for implementation from the Academic year 2024-25.

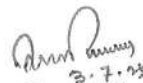
By order of Vice-Chancellor


3.7.25
Controller of Examinations
MSCB University, Baripada

Memo No. 2110 (10)
Copy to :

Date : 03/07/25

1. The Secretary University Grant Commission, Bahadur Shah Zafar Marg, New Delhi-110002.
2. The OSD cum Addl. Secretary to the Chancellor, Raj Bhavan, Bhubaneswar-751008.
3. The Special Secretary to Govt. , Department of Higher Education, Govt. of Odisha, Bhubaneswar.
4. The Registrar of all Indian University.
5. The Secretary General , Association of Indian Universities
6. The Principals of all colleges, affiliated to MSCB University.
7. The Chairman, P.G. Council/PA to VC/PA to Registrar for information.
8. Prof. In-charge web site MSCBU with a request to upload the Regulation in University website.
9. Chairman, SRC of all subjects for information and necessary action.
10. Vice Chairman, Odisha State Higher Education Council(OSHEC). for information.


3.7.25
Controller of Examinations
MSCB University, Baripada



(Accredited with Grade-A by NAAC)
MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY
SRIRAM CHANDRA VIHAR, TAKATPUR, BARIPADA

(Erstwhile North Orissa University)

**REGULATION FOR DOCTOR OF PHILOSOPHY IN THE FACULTIES OF ARTS, SCIENCE,
COMMERCE & MANAGEMENT, EDUCATION ETC.**

(Approved by the Academic Council in its meeting held on 26.06.2024)

1. Short title and Commencement:

- (i) These regulations shall be called '**Regulation for Doctor of Philosophy**' in **Faculties of Arts, Science, Commerce & Management, Education etc. of M.S.C.B. University, 2024** *(prepared in accordance with the U.G.C. Minimum Standards and Procedure for Award of Ph. D. Degree Regulations, 2022)*
- (ii) They shall come into force from the Academic Session 2024-25

2. Introduction:

Maharaja Sriram Chandra Bhanja Deo (MSCB) University, Baripada offers academic programme leading to the award of Ph.D. degree. The award of Ph.D. degree shall be in recognition of high academic achievements, independent and original research, characterized either by the discovery of facts, or by fresh approach towards the interpretation and application of existing theories and facts, or development of innovative products, techniques, ideas, and technologies for its applications to the solution of technical and scientific problems in the subjects of Sciences, Management, Humanities, Social Sciences and such other subjects as may be deemed fit by the University / State Government from time to time. The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate who has submitted a

thesis on the basis of the original research carried out by him or her in any one particular discipline or involving more than one discipline (inter-disciplinary research) that makes a contribution to the advancement of knowledge, which is approved by duly constituted Board of Examiners and prerequisites as per the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022.

3. Outline:

The academic programme leading to the Ph.D. degree is broad-based that involves successful completion of a mandatory Course work, research work presentations, and a submission of research thesis. To streamline this program, Ph.D. regulations are framed with the objective to produce quality research work from the University. There shall be three major committees for regulating and monitoring Ph.D. Programme. These are:

(a) University Research Committee (URC)

(b) Department Research Committee (DRC)

(c) Research Advisory Committee (RAC)

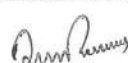
(a) University Research Committee (URC):

University Research Committee shall be the apex research body of the University for interpreting and arbitrating on any kind of dispute pertaining to these Ph.D. regulations. In addition, this body shall be competent to propose amendments/addendum to these regulations as per the need and to comply with UGC guidelines from time to time and place it before the Academic Council for approval. URC shall be constituted by the Vice Chancellor.

(b) Department Research Committee (DRC):

There shall be a Department Research Committee (DRC) for each subject covered under this Regulation.

- i. The DRC member must have Ph. D. degree with minimum *five* years of P.G. teaching and Research experience in reputed institution after award of Ph. D. Degree.



- ii. The DRC shall consist of Teachers Council who are regular faculty members of the P.G. teaching department of MSCB University, faculty members from affiliated college having P.G. course in the subject concerned in regular mode recognized by MSCB University and external experts outside University within and/or outside Odisha.
- iii. In case of non-availability of sufficient faculty members from the concerned P.G. teaching departments, qualified faculty members from allied discipline/self-finance departments of MSCB University can be nominated as members by Vice chancellor.
- iv. The tenure of the members of DRC shall ordinarily be for one year from the date of its notification. However, DRC may be reconstituted when more than one-member ceases to function due to some reason or the other with the approval of Vice-Chancellor.
- v. The DRC meeting shall be convened as and when required.
- vi. The CoE through Head of the P.G. Department/ Chairman P.G. Council (in which there is no P.G. teaching department in the University) of MSCB University is authorized to convene the meeting of the DRC with the approval of the Vice-Chancellor.
- vii. The **Chairperson of each DRC shall be the senior-most faculty member** of the concerned Subject/Department of MSCB University. Subjects in which there is no P.G. teaching department in the University, Chairman P.G. Council, MSCB University will act as Chairman of the DRC.
- viii. In the absence of the Chairperson in any meeting, the senior-most members present on the date shall chair the meeting.
- ix. The presence of **one-third of DRC members (including at least one external DRC members) shall form the quorum.**
- x. The TA/DA and sitting charges shall be paid to the external DRC members only.

Functions of DRC:

- i. Shall scrutinize the application and recommend the names of supervisors / Co-supervisors to CoE for approval.
- ii. Shall scrutinize the applications and select the candidates for Ph.D. registration considering the proposed topic of research, synopsis and presentation made by the candidate.
- iii. Shall consider for ratification of partial modification of the thesis and/or any other agenda placed by the COE.

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- iv. Shall evaluate the progress of the research work of a Ph. D candidate through presentation and recommend (if approved) the name for final submission Ph.D. thesis.
- v. Shall recommend extension of registration after reviewing of progress of the research work and approve change of supervisor and co-supervisor applied by the Ph. D. scholar.

(c) Research Advisory Committee (RAC):

- (i) There shall be a Research Advisory Committee (RAC) for each Ph.D. Scholar. The Research Supervisor of the Ph.D. Scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:
 - To review the research proposal proposed by student and finalize the topic of the research.
 - To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course (s) that he/she may have to do.
 - To periodically review and assist in the progress of the research work of the Ph.D. Scholar.
 - To help the scholar in absence of guide facilitating the research work.
- (ii) Each year, a Ph.D. scholar shall submit a brief report on the progress of his / her work to the Research Advisory Committee for assessment and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the CoE.
- (iii) In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

Composition of Research Advisory Committee (RAC):

- The Research Advisory Committee (RAC) shall consist of three subject experts for each Ph.D. Scholar.
- The Research Supervisor shall be the Convener and other two subject experts from DRC shall be the members of the RAC.

- The Convener and the members of RAC shall be approved by the Vice Chancellor

4. Subjects Approved by the University:

The following subjects under Faculties of Arts, Science, Commerce & Management, Education are approved by the University for the Ph. D. Programme:

Anthropology and Tribal Studies, Biotechnology, Botany, Chemistry, Commerce & Management, Computer Science and Computer Application, Economics, Education, English, Geology, History, Mathematics, Odia, Philosophy, Psychology, Physics, Political Science, Sanskrit, Santali, Wild Life & Biodiversity Conservation (WLBC) and Zoology.

However, the University may also approve any other subject from time to time.

5. Eligibility Criteria for Admission to Ph. D. Programme:

The following are eligible to seek admission of the Ph.D. Programme:

(a) Candidates who have completed:

A 1-year/2-semester Master's Degree programme after a 4-year/8-semester Bachelor's Degree programme or a 2-year/4-semester Master's Degree programme after a 3-year Bachelor's Degree programme or qualifications declared equivalent to the Master's Degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed

Or equivalent qualification from a foreign educational institution accredited by 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 to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer) /Differently-Abled, and other categories of candidates as per the decision of the UGC or State Govt. from time to time.



- (b) Candidates who have completed the M.Phil. programmed with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

6. Duration of the Programme:

- (a) Ph.D. Programmed shall be for a **minimum duration of three (3) years**, including course work, and a **maximum duration of six (6) years** from the date of admission to the Ph.D. programme. A maximum of an additional two (2) years can be given through a process of re-registration as per this regulation; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.
- (b) A candidate who fails to submit thesis within **six (6) years** from the date of admission, is required to apply for extension. The candidate has to apply for extension annually in the appropriate form (**Appendix-III**), which shall be available in the office of the COE or can also be downloaded from the University website www.nou.nic.in before **one month of the date of completion of the six (6) years** from the date of registration. He/ She will have to pay requisite fees as per Table-1 after his/ her recommendation by the DRC.
- (c) On the recommendation of the DRC, **two annual extensions** can be given to a candidate on **payment of requisite fees as per Table-1**, provided, however, that the total period for completion of a Ph.D. programme should not exceed **eight (8) years** from the date of admission in the Ph.D. programme. This will be applicable for candidates, who have evidences/progress of being involved in Ph. D. work.



Publications and regular submission of progress reports accepted by DRC shall be the evidence of progress. Mere deposit of fees cannot be considered. Without the progress reports, fees cannot be accepted by the office.

- (d) After **eight (8) years** from the date of admission, if the candidate fails to submit Ph.D. thesis, the **registration shall be automatically cancelled**.

Provided further that, **female Ph.D. scholars and Persons with Disabilities** (having more than 40% disability) may be allowed an additional relaxation of **two (2) years on payment of requisite fees as per Table-1**; however, the total period for completion of a Ph.D. programme in such cases should **not exceed ten (10) years** from the date of admission into the Ph.D Programme

- (e) Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to **240 days** in the entire duration of the Ph.D.programme.

7. Procedure for Admission:

The admission shall be based on the following criteria, with due consideration to the Reservation Policy of the State Government from time to time.

- (a) Admission to the Ph.D. programme shall be made by the University adopting the following methods:

- i. The University will admit students who qualify for fellowship/ scholarship in UGC-JRF/NET), UGC-CSIR (JRF/NET), GATE/ CEED and similar National Level Tests based on an interview.

And/or

- ii. The University will admit students through an Entrance Test called Ph. D. Eligibility Test. The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be subject-specific.
- iii. Students who have secured 50% marks in the entrance test are eligible to be called for the interview.
- iv. A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ ST/ OBC/ differently-abled category, and other categories of candidates as per the decision of the UGC from time to time.



- v. The University will decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available, with eligible guides.
 - vi. The selection of candidates will be made on the basis of the performance of the candidate in interview/ viva voce. The full mark of viva voce will be 50 and candidates shall have to secure 50 per cent mark in viva voce to be eligible for being considered in the merit list.
- (a) For admission into the Ph.D. Programmes, the University shall:
 - i. Notify a prospectus well in advance on the institution's website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates;
 - ii. The Reservation Policy accepted by the State shall be applicable for admission into Ph.D.
 - (b) The University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the Department/School/Centre/College), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his /her research and the date of admission) admitted under them on the website and update this list every academic year.
 - (c) A provisional synopsis shall be submitted by the candidate for consideration of his candidature for Ph.D. Programme.

8. Eligibility Criteria of Research Supervisor/Co-supervisor:

Eligibility criteria to be a Research Supervisor, Co-Supervisor, number of Ph.D. scholars permissible per supervisor, etc. are as follows:

- (a) **Permanent faculty members** working as **Professor/Associate Professor** in the University/ affiliated College with a **Ph. D., and at least five research publications in peer-reviewed or referred journals after award of Ph. D.** and **permanent faculty members** working as **Assistant Professors** in the University/ College with a Ph.D., having a minimum of **three (3) years teaching/ research (excluding Ph. D. period)** and **at least three research publications in peer-reviewed or referred journals after award of Ph. D.** shall be recognized as a Research Supervisor in the

University where the faculty member is employed or in its affiliated Under-graduate Colleges having Hons teaching facilities/ Post-graduate Colleges /institutes and preference shall be given to teachers having publications in SCOPUS Indexed and Web of Science Journals. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors.

- (b) Research Scientists from Institutes having MoU with MSCBU shall be considered as independent guides.
- (c) Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- (d) Permanent Faculties of Government and Aided Colleges who are recognized as supervisors by any State University will remain as supervisors with the existing university on transfer to any other college within the state for those scholars already registered under him/her. However, they cannot be allowed to take new scholars.
- (e) In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor may be appointed.
- (f) An eligible **Professor/Associate Professor/Assistant Professor and Scientists of equal grades** can **guide up to eight (8) / six (6) / four (4) Ph.D. scholars**, respectively, at any given time as a research supervisor/co-supervisor.
- (g) Maximum number of scholars for a supervisor is inclusive of co-guidance. However, *one additional research scholar can be allotted to each supervisor over and above the allotted number* provided the Research Scholar has qualified for Fellowship, Mukhyamantri Research Fellowship/ UGC /CSIR NET/ JRF. This special case will not be applicable for co-supervisor.
- (h) The prospective supervisors are required to apply in prescribed form (**Appendix-IV**), which shall be available from the office of the CoE or can be downloaded from the University website www.nou.nic.in. Research experience and publications of the prospective supervisors, shall be considered by DRC for eligibility for guidance of a Ph. D. scholar.
- (i) The recommendation of DRC, duly approved by the Vice-Chancellor shall be



notified by the Controller of Examinations.

- (j) Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 and 65 years, if the retirement age is 65 and 60 years respectively.
- (k) Any near relation of the Ph.D. student cannot act as Supervisor/ Co-supervisor.
- (l) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholar.
- (m) The University may decide its own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time

Co-Supervisor: A research scholar may prefer to take a co-supervisor, in addition to a supervisor, if the work is of interdisciplinary or multidisciplinary nature.

- i. The justification of a co-supervisor must be given at the time of application
(Appendix-I)
- ii. The DRC shall scrutinize all such applications and recommend whether it is essential to take a co-supervisor for that particular research project. However, a student can take only one co-supervisor, if necessary.
- iii. If both the scholar and the supervisor feel the necessity of a co- supervisor, at any stage of work after registration, and if the candidate does not have a co- supervisor already, the candidate can apply through the supervisor stating the justification of a co-supervisor, to the CoE for approval. The CoE, however, shall place the matter before the next DRC for ratification. If the DRC does not ratify, the matter may be placed before the Vice-Chancellor, whose decision shall be final on this regard. However, RAC needs to recommend the above to SRC.

9. Allocation of Supervisor:

- (i) The allocation of the supervisor for a selected student may be decided by the DRC in a formal manner depending on the number of student(s) per faculty member, the



available specialization among the faculty supervisors, and the research interest of the student as indicated during interview by the student. However, the allocation of supervisor shall not be left to the individual student or teacher, nor because of mere vacancy, but based on competency and specialization of the Supervisor.

- (ii) If the candidate wants to change supervisor/co-supervisor, at any stage during the work after registration but before thesis submission, the candidate has to apply in **Appendix-V** with justification. However, the allocation of a new supervisor for a registered scholar shall be decided by Departmental Research Committee. After approval of the DRC proceedings by the Vice Chancellor, the allocation of a new supervisor shall be intimated to the candidate by CoE. However, this will be allowed ordinarily getting the consent of supervisor or due to death of supervisor or due to his migration to other places.

10. Functions of the Supervisor and Co-Supervisor:

- i. Supervisor shall not accept, at any given point of time, more than the maximum number of scholars as specified under Clause 8 (f) of this regulation.
- ii. The supervisor shall give a certificate, along with the application for Registration (**Appendix-II**), that the applicant is a befitting person, who is well conversant with the work she/he intends to undertake for Ph.D.
- iii. The supervisor and/or the co-supervisor is required to remain present at the time of presentation of synopsis for registration and pre-submission.
- iv. The supervisor/ co-supervisor is required to forward the half-yearly progress report, along with publications, of the scholar to the CoE which it will be placed before DRC for assessment.
- v. They are also required to forward the application of the scholar citing proper reasons, while the scholar submits his/her application for extension of registration beyond the stipulated period.
- vi. The supervisor and/or the co-supervisor shall inform the Controller of Examinations his/her inability to guide a registered scholar giving reasons thereof when such a case arises. The CoE shall place the matter before the DRC for a decision. If DRC fails to take any decision, then the matter shall be referred to the

URC/ Vice Chancellor for decision.

- vii. A certificate must be given by the supervisor(s) stating that:
- a. The work done by the scholar is within the area of research and the registered topic.
 - b. The research conducted by the scholar is original in nature and plagiarism is within the approved limit. The plagiarism report may be done by the Central Library and the teacher in-charge needs to certify it in Turnitin.
 - c. The content of the thesis has not been submitted previously in the form of thesis or dissertation to this or any other University/ institute for award of any Degree or Diploma. (This certificate should be incorporated in the thesis). A separate set of certificates may be submitted to be in the file, to be placed before the Vice-Chancellor for his knowledge and necessary action.
 - d. The University reserves the right to cancel the Ph.D. Degree, when any violation of the above is found, even after declaration of the result.
- viii. The supervisor shall submit a list of names, in the prescribed format (**Appendix-VI**) of **ten examiners drawn exclusively from outside the state of Odisha** (except for Oriya, in which at least two names will be from outside the state of Odisha). The supervisor should ensure that **not more than two examiners** should be from a **particular state and not more than one examiner** should be from a **particular University/ organization**. While preparing the list of examiners, care should be taken on the seniority, experience and expertise of proposed examiners. The supervisor shall intimate the following information of all proposed examiners:
- a. Area of specialization
 - b. Years of experience (Research/Teaching)
 - c. E-mail id
 - d. Any one or more telephone number(s) of Office, Residence, and Mobile
 - e. Complete postal address with pin code.
- The BoS must recommend the names for approval of the Vice-Chancellor. The BoS and Vice-Chancellor have the right to alter/add/change the names in the list.
- ix. The supervisor shall be the Chairperson of the Board of Examiners for viva-voce. In

case of unavailability of the supervisor, the co-supervisor shall discharge all such responsibilities. The viva-voce shall be held after getting reports from two external examiners and the supervisor. Rejection by any examiner shall lead to fresh registration.

- x. The supervisor shall request the Chairman DRC to invite the members of DRC to attend viva-voce examination and the HoD/Coordinator of the concerned Department to invite the faculty members, scholars and students to attend viva-voce examination. This should be an open viva voce and for that a notification shall be made with subject, date, time and topic mentioned in it.
- xi. If required, the supervisor shall recommend, with reasons, for a partial modification of the title of the thesis (**Appendix-VII**) to the CoE, for approval. The CoE shall place it before the next DRC for consideration, which if recommended shall be done after the approval of the Vice-Chancellor.
- xii. All recognized supervisors shall give declaration that that the candidate is not a near relative, as defined for other examinations of the University.
- xiii. All supervisors, not waiting for any communication from the CoE, shall intimate (**Appendix-VIII**) the CoE by the month of April of each year regarding number of candidates s/he is intend to take Ph.D.scholars for the coming academic session. This is only when vacancy arises.

11. Place of Research and Place of Course work:

- (i) A candidate can carry out research for a Ph.D. degree in the concerned or allied P.G. Teaching Department of MSCB University or its affiliated colleges having P.G. teaching Department with adequate research facility or any Research Institute with which the University has MoU.
- (ii) A candidate can also carry out research for a Ph.D. degree in any of the following places:
 - a. Autonomous Colleges and affiliated Colleges under MSCB University imparting P.G. teaching in that subject with required infrastructure and supporting administrative and research promotion facilities, provided the concerned guide works in that institution. This is for the subjects not available in the university



campus.

- b. Research laboratories of Government of India/ State Government with qualified scientists along with required infrastructure, supporting administrative, and research promotion facilities as per these Regulations shall be considered eligible.
 - c. Any institute recognized by the M.S.C.B. University, provided that, the Syndicate of M.S.C.B. University has approved the University, College or Research Institute as a Recognized Place of Research of M.S.C.B. University. However, any reputed and recognized research institute of the country, on its consent, can be approved by the Vice-Chancellor as a recognized center of research, which needs to be ratified in the Syndicate. Such recognition process shall be initiated by the Controller of Examinations upon getting a request from the Head of the Institute concerned. The Controller of Examinations shall communicate the final decision of the authority to the concerned institute.
- (iii) The concerned or allied regular P.G. teaching Departments of M.S.C.B. University shall be the place of research for those approved subjects, in which there is P.G. teaching Department on the University campus. Multidisciplinary researches can also be done in the Departments using their infrastructure.
- (iv) For the subjects in which there is no P.G. teaching in the University campus, the University can recognize any University, College or Research Institute, as a place of course work. However, upon the request of the Head of the Institute, the Vice-Chancellor shall appoint a committee to inspect the concerned institute. Upon getting recommendation from the Committee the matter shall be placed for approval. The Controller of Examinations shall communicate the final decision of the authority to the concerned institute.
- (v) The University shall organize such course works in the respective institutes, as per University norms.

12. Ph. D. Course Work:

- (1) The candidate has to successfully complete the Ph. D. coursework of one year conducted by MSCB University or any other University/ Institution recognized as

equivalent by MSCB University for this purpose.

(2) A research scholar must obtain 55% or equivalent grade (in UGC 10 point scale) to be eligible to continue in the programme.

i. Duration and place of Ph. D Course Work:

(1) The selected candidates will have to undertake a coursework of two semesters in the discipline concerned. The course work shall be conducted in the respective P.G. Teaching Departments and in the recognized Nodal Centers of the University (for subjects where there is no P.G. Teaching Department on the University campus). The list of recognized PG Departments/ Centers for course work with number of seats will be reflected in the Information Brochure/website of the university by the Chairperson of P.G. Council. This period is included in the total period (3 years) of the Ph.D. Programme.

(2) A provisional synopsis shall be presented during viva-voce examination for selection of the candidate.

(i) Credit requirements and syllabus:

(3) The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O.No.F.1-1/2018 (Journal/CARE) in 2019 and a Research Methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

(4) All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching/education/ pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

(ii) Attendance:

The Ph.D.scholars has to secure at least 75 per cent attendance to be eligible for appearing Ph. D. Course work examination.



(iii) Written Examination for Course Work:

On completion of course work, there shall be a written examination conducted by the respective DRC to assess the performance of the candidates, to be assisted by CoE. The mode of examination for theory shall include written examination at the end of the Ph. D. Course work. Duration of examination for each theory paper having four or more than four credits shall be of 3 hours. Duration of the practical examinations if any shall be 4-6 hours.

(iv) Notification for Written test/interview:

The notification for written test / interview followed by admission will be notified by the Chairperson of P.G. Council, MSCB University in consultation with the DRCs and the Controller of Examinations (CoE), MSCB University. The admission procedure will be completed in the office of the Chairperson of P.G. Council, MSCB University like other courses.

(v) Course Structure

Paper	Name of the Paper	Credit	Mark
801	Research Methodology	10	100
802	Research and Publication Ethics	10	100
803	Literature Review	10	100
804	Report (Final Synopsis)	10	100
Total		40	400

- (vi)** A provisionally selected candidate shall be issued the Registration Number during admission into Ph.D. programme; which shall continue as his /her Ph.D. Registration Number, till he/she continues in the programme.
- (vii)** The list of selected candidates shall be approved by the Vice-Chancellor on recommendation of SRC to CoE.
- (viii)** The final list shall be published in the website.

13. Ph. D through part-time Mode

- (i) Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
- (ii) The candidate shall submit a *“No Objection Certificate”* for pursuing the part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:
 - a. The candidate is permitted to pursue studies on a part-time basis.
 - b. His/ her official duties permit him/her to devote sufficient time for research.
 - c. If required, he/she will be relieved from the duty to complete the course work.
- (iii) University shall not conduct Ph.D. programmes through distance and/or online mode.

a. Submission and Presentation of Synopsis:

- i. An eligible candidate, after completion of Ph. D. Course Work , shall apply for presentation/ defense of the synopsis before DRC applied in the prescribed form (**Appendix-II**), which can be downloaded from the University website www.nou.nic.in. The completed application along with final synopsis may be forwarded to COE by the Chairman, SRC. The Registration Number issued provisionally before the Course Work shall be the number issued to the candidate.
- ii. The Chairman, DRC shall convene the Department Research Committee (DRC) on date(s) approved by the Vice-Chancellor. However, letters to the members of DRC concerned shall be communicated by the Controller of Examinations (CoE) and all DRC meetings shall be coordinated by the Controller of Examinations/ the person authorized by the CoE, for above recommendation.
- iii. The Applications shall be placed before the DRC. A candidate has to give a presentation in support of her/his proposed work. The presentation shall include objective of the work, review of literature, materials and methods to be used, possible outcome of the proposed work and tentative time frame.
- iv. In addition to DRC members, faculty of P.G. Department and faculty of allied subjects, those who are interested, may attend this presentation. It is the responsibility of the candidate/Supervisor and Chairman, DRC to invite her/his



supervisor(s) to remain present at the time of his synopsis presentation. If any DRC member is the supervisor, she/he shall participate in the decision making of her/his candidate.

- v. The DRC may accept, suggest necessary changes, or reject any application. If the DRC recommends /not recommended/suggest modifications, if any, a candidate may present his/her synopsis again for once. If the scholar is not found suitable, his/her synopsis will be rejected and the candidate will be informed accordingly.
 - vi. The DRC shall record the suggestions/suggested changes/ reasons of rejection to the CoE. If the DRC recommends for revision of synopsis, the candidate is required to resubmit a revised synopsis to the Controller of Examinations. If the candidate fails to resubmit the revised synopsis within the scheduled time, as suggested by DRC, his/her registration will be automatically cancelled.
 - vii. After receiving the revised synopsis, the CoE shall forward the same to the person as suggested by the DRC, who will take a decision acceptance or rejection of the revised synopsis. In case the DRC rejects the synopsis and does not recommend for registration, the same shall be communicated by the CoE to the candidate, in writing, with reasons. Further, the candidate may apply afresh for fresh presentation if s/he desires.
 - viii. If the candidate fails to defend his/her thesis properly after two chances his/her registration shall be cancelled.
- b. Registration for Ph. D:**
- i. After approval of DRC proceedings by Vice Chancellor, the final list of candidates eligible for admission into Ph.D. Programme will be notified by the CoE.
 - ii. The candidates selected for admission into Ph.D. Programme will have to deposit requisite fee (Table1) through online payment gateway to the Comptroller of Finance, MSCB University, Baripada.
 - iii. The candidate shall give an undertaking that s/he has not been registered for Ph.D, under MSCB University or any other University. However, if a person has already been awarded a Ph. D., s/he may apply for a new registration in a

different subject if otherwise eligible.

- iv. The supervisors must be within the academic jurisdiction of M.S.C.B. University, Baripada
- v. **The date of admission into Ph.D. Course Work shall be treated as the date of admission into Ph.D. programme.**
- vi. However, the **date of admission into Ph. D. programme for the candidates who have already completed Ph.D. Course Work, shall be from the date of submission of application form for Ph.D. Registration.** They shall be eligible to submit their Ph.D. Dissertation after completion of **two years**, from date of submission of application form for Ph. D. Registration.

14. Submission of Thesis:

- i. Every registered candidate is eligible to submit her/his thesis on completion of **Three (3) years** from the date of registration.
- ii. A candidate through her/his supervisor may apply (**Appendix-IX**) for Ph.D. pre-submission presentation to the Controller of Examinations (CoE) six months before the minimum period of Thesis Submission
- iii. The Chairman DRC shall invite the members of DRC to attend viva-voce examination and the HoD/Coordinator of the concerned Department shall invite the faculty members, scholars and students to attend viva-voce examination.
- iv. At the time of submission of application for Pre-submission of Ph. D thesis, Plagiarism Check Certificate should be submitted by the candidate.
- v. After Pre-submission, in case any modification(s) is/are recommended, once again **fresh Plagiarism Check at University Certificate is required to be submitted** after making necessary modification at the time of submission of Ph. D thesis.
- vi. A scholar is required to submit **Plagiarism Check Certificate** at the time of submission of the thesis.
- vii. The CoE will forward the application to the Chairperson of concerned DRC for pre-submission presentation of the candidate before the DRC and supervisor(s). The presentation is open to all faculty members and other research scholars. The



HoD/Coordinator of the concerned Department shall invite the faculty members, scholars and students to attend pre-submission presentation.

- viii. For Self-financing Department/Subjects not persuaded at university, regular senior faculty of the allied Department will be the Chairperson of the Board of the pre-submission *viva voce*. For non-allied Department, the Chairperson of PG Council, M.S.C.B. University will act as Chairperson of the *viva voce* Board.
- ix. The Chairperson of the DRC has to submit the report to the CoE in the prescribed format (**Appendix-X**) within 15 days of date of application of the candidate.
- x. The DRC will decide about the suitability of the thesis for submission. DRC may accept as it is or suggest for modifications. Thesis suggested for modification may be submitted after necessary modifications within six months' time from the date of its presentation.
- xi. The Chairperson of DRC shall also issue a copy of report (**Appendix-X**) to the candidate for submission of Ph.D. thesis after satisfactory presentation and/ or necessary correction(s) if any, of the pre-submission presentation.
- xii. The Ph.D. candidate should have two publications in referred journals one of which shall be in **Scopus Indexed Journal (if available)** based on findings of her/his research in the before the submission of the thesis.
- xiii. The scholar needs to mention the affiliation/ acknowledgement of the University while publishing any paper based on the topic of research.
- xiv. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the supervisor attesting to the originality of the work, plagiarism certificate from the University and that the work has not been submitted for the award of any other degree/diploma of the same University/ Institute where the work was carried out, or to any other University /institute.
- xv. A candidate has to submit Ph.D. thesis with a forwarding letter (**Appendix-XI**) strictly in the prescribed layout as given in **Appendix-XII**.
- xvi. At the time of submission, the following documents has to be submitted: -

- (a) 3 copies (4 copies if there is Co-supervisor) of thesis in soft bound form and one hard bound copy (for library) with both side printing (usually within 300 pages in numbering excluding bibliography and appendices along with soft copy in PDF format of the same in pen drive.
- (b) Five copies of the abstract (within 2000 words) soft bound with soft copy in PDF format in pen drive.
- (c) The original letter of Registration issued by the CoE.
- (d) Any other letter issued by the CoE, with regard to extension of registration or modification.
- (e) Report (**Appendix-X**) issued by the Chairperson of DRC of Pre-Submission Board
- (f) One hard-bound copy of the thesis for the library. If the examiner(s) specifically suggest some modifications of the thesis, the candidate shall incorporate modifications and resubmit only one hard bound copy of the thesis, to the CoE, for the library. These modifications must also be incorporated, by the candidate, in Pen Drive.
- (g) Two publications in referred journals at least one of which being published in **Scopus Indexed Journal (if available)** based on the findings of the thesis must be submitted. The candidate needs to be first author (with affiliation to MSCBU) of the published paper.

15. Language of the Thesis:

The language of the entire thesis shall be in English. However, in case of language subjects like Odia, Hindi, Sanskrit, Santali, candidate can write the thesis in that particular language or in English.

16. Responsibility of the Candidate:

The research data generated by a scholar are considered as the property of the University. If a candidate leaves the University any time, s/he is required to seek permission of the University before taking any data.



17. Evaluation and Assessment Methods, Minimum standards/credits for award of the Degree, etc.

- i. Upon satisfactory completion of course work and obtaining the marks/grade, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.
- ii. Before submitting the dissertation/thesis, the Ph.D. scholar shall make a pre-Ph. D. presentation before the Departmental Research Committee (DRC) of concerned subject, which shall also be open to all faculty members and other research scholars/students.
- iii. The scholar has to submit the Plagiarism Check Certificate at the time of pre-submission presentation.
- iv. A Ph.D. scholar shall submit the thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.
- v. The Ph.D. thesis submitted by a Ph.D. scholar shall be **evaluated by his/her Research Supervisor and at least two external examiners** who are experts in the field. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The **viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners**. The viva-voce shall be open to the members of DRC/Research Advisory Committee/faculty members/research scholars, and students.
- vi. The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them.
- vii. If both the external examiners recommend rejection of the Thesis, then the Ph.D. scholar shall be declared ineligible for the award of Ph.D. Degree
- viii. If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of examiners

under the approval of Vice Chancellor and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D. Degree.

- ix. The University shall try to complete the entire process of evaluating a Ph.D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

18. Evaluation of Thesis and Examiner's Report:

- i. The Board of Examiners shall be as follows:

Examining Thesis

- a. Supervisor
- b. Co-supervisor, if any
- c. Two External Examiners (From outside the State except for Odia)

Viva-voce (Open to Department teachers, scholars and students)

- a. Supervisor-Chairperson
 - b. Co-supervisor-Member
 - c. One out of two external examiners who has examined the thesis-Member
- ii. The Controller of Examinations shall seek the consent (**Appendix-XIII**) from two (2) external examiners by email/Speed Post, after the list of examiners is approved by the Vice-Chancellor. If the examiner does not respond within **Two (2) weeks**, then a reminder may be sent. Even after reminder, if there will be no reply, the Controller of Examinations may seek the consent from the 3rd Examiner from the approved list of examiners with prior approval of the Vice-Chancellor by email/ Speed Post.
 - iii. The **soft copy or** hard copy thesis must be dispatched to the examiner for valuation within **four weeks** of receiving consent from the concerned examiner. The examiners must be requested to return the evaluated thesis, their recommendation and Examiner's report (**Appendix-XV**) within **four (4) weeks**, in the format provided by the University. The report of the examiner, through e-



mail (examphd@gmail.com) or **Speed post** may also be accepted, provided the report bears the signature (scanned) of the examiner.

- iv. If any examiner does not respond within **four (4) weeks**, the CoE shall request reminding him/her to expedite the valuation. If the examiner still does not respond s/he may be politely requested to return the thesis. In case of no response, the thesis may be sent for valuation to the 3rd examiner from the approved list of examiners with prior approval of the Vice-Chancellor.
- v. If any examiner suggests any kind of modification, the candidate must be communicated to incorporate modifications and resubmit the thesis within **four (4) weeks**.
- vi. After getting favorable examiners reports, the name of the external examiner to conduct the open public viva-voce will be approved by the Vice-Chancellor.
- vii. The open public *viva-voce* of the research scholar to defend the thesis is mandatory for the award of Ph.D. degree. The viva-voce board shall consist of the Research Supervisor and **at least one of the two external examiners**. The viva-voce shall be open to the members of the Research Advisory Committee, DRC members, faculty members, research scholars, and post graduate students. The Chairman, DRC shall invite the DRC members, faculty members, research scholars, and post graduate students to attend the Ph. D. viva voce.
- viii. The CoE in consultation with the supervisor and approved external examiner shall fix a date, time and venue for the conduct of viva-voce of the scholar.
- ix. If both the external examiners do not recommend for award of Ph. D. Degree, then the Ph.D. Thesis will be rejected and the candidate may be intimated accordingly.
- x. If any one of the examiners fails to attend the viva-voce, on the scheduled date which has already been fixed, due to unavoidable circumstances, alternative arrangements may be made by the CoE with the approval of the Vice-Chancellor.
- xi. If any one of the external examiners in the public viva-voce does not recommend then the matter may be referred to the URC. On the basis of the report of URC, the CoE will intimate the supervisor and candidate accordingly.

19. Role of the Controller of Examinations (CoE):

- i. Take steps for the formation of URC, DRC and RAC in the beginning of the academic year under approval of the Vice-Chancellor.
- ii. Intimating the date, time and venue of DRC meetings by giving a prior notice of at least one week.
- iii. Notify the call for vacancy position of Ph.D. supervisor in January every year and will intimate the same to the Chairperson P.G. Council.
- iv. Receive application (**Appendix-VIII**) from the supervisor for their vacancy position to accommodate research scholar within the prescribed maximum limit.
- v. Place the applications of candidate and supervisor, received by the office, before the DRC for consideration.
- vi. Intimate the candidate the status of her/his registration on the basis of the DRC recommendation and subsequent approval by the Vice-Chancellor to apply for Ph.D. registration in **Appendix-II**. Take steps for uploading the list of candidates recommended by DRC for Ph.D. registration in the University Website through Prof. In-charge University Website.
- vii. Receive and process the application of the candidate (**Appendix-VII**) for partial modification of the title of thesis if justification is given by the Supervisor(s) and place before the next DRC. If the DRC does not ratify, then the matter be placed by the COE before the Vice-Chancellor, whose decision is final on the matter.
- viii. Receive the application for pre-submission of Ph.D. thesis presentation from the candidate (**Appendix-IX**) and forward the same to DRC.
- ix. Place the **list of examiners as proposed by Supervisors (Appendix-VI) in the BoS** and place the proceedings of the BoS before the Vice-Chancellor for approval.
- x. Request consent of examiners for examination of thesis in **Appendix-XIII**, from

Handwritten signature

the panel approved by the Vice-Chancellor, send the thesis to the examiners after receiving consent in **Appendix-XIII**, receive examiner's report (**Appendix-XV**), approve it from the Vice-Chancellor, schedule the public *viva-voce*. Receive report (**Appendix-XVI**) from Board of Examiners and notify the result accordingly.

- xii. Request the BOS to submit another panel of 8 to 10 names to be selected as examiners of the thesis, if nobody from the approved list agrees to be examiner. The COE shall place the fresh list before the Vice-Chancellor for approval and follow subsequent steps of evaluation.
- xiii. Constitute the Board of Examiners for public *viva-voce* examination of Ph.D., if required.
- xiv. Communicate any adverse comment from the examiner immediately to the Supervisor(s) and the candidate after getting approval by the Vice-Chancellor for compliance by the candidate. The COE shall not wait for reports of all examiners to communicate the adverse report, if any. The candidate may be allowed by the CoE to offer clarification, if any, carryout the suggested changes and resubmit the thesis within six months from the dispatch of the adverse comment/report. The matter may be placed by the COE before DRC for final decision.
- xv. Take steps for uploading the soft copy of Ph.D. thesis to the UGC within 30 days of notification of award for hosting the same in INFLIBNET, which will be accessible to all.
- xvi. Carryout any other function related to Ph.D. as per the direction of the Vice-Chancellor.

20. Issuing Provisional certificate:

Prior to issue of original Ph.D. degree certificate, the University shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.

21. Award of Ph.D. degrees prior to Notification of these Regulations:

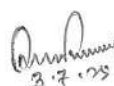
Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016. Nothing in these Regulations shall impact the M.Phil. degree programmes commencing prior to the enactment of these Regulations.

22. Depository with INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

23. Conferring and withdrawal of P.D. Degree will be as per the provisions of Odisha University Act, 1989 and Odisha University First Statutes, 1990

Any doubts/queries arising out the Regulation or anything not covered under the above Regulation should be referred to the Controller of Examinations and necessary decision shall be taken under approval of the competent authority.



**Controller of Examinations
M.S.C.B. University, Baripada**