

DOCTOR OF PHILOSOPHY (Ph.D) PROGRAMMES

2.1 Introduction

The Doctoral Degree Programmes aims at training professionals and teachers in the skills and competencies related to the systematic investigation of various issues and problems in the area of their study. At this level, the study is expected to provide new and original insights into the problem or the area under investigation. The University offers Ph.D programmes in 38 disciplines for July 2009 session.

2.3 General Eligibility Criteria

- a) A candidate will be eligible for admission and registration for the Ph.D programme provided he/she qualified:
 - i) for the award of the Master's Degree of any recognized University/Higher Learning Institution in the relevant discipline or any other qualification recognized as equivalent their to in such fields of study as notified for the purpose from time to time by the University; and
 - ii) In an entrance examination conducted by the University at the national level on the pattern of UGC/CSIR.

OR

- b) Talented graduates in a discipline, through laid down procedures will be eligible for admission into a full-time Integrated Doctoral Programmes offered in collaboration with institutions of repute

However, candidates holding an M.Phil. Degree or those candidates who have cleared JEST of DAE, or UGC-NET, or GATE of IIT, or those having 5 (five) years of relevant teaching/practical/industry/professional experience will be exempted from appearing at the Entrance Examination.

Provided further that candidate who are employees of the University shall have completed at least two years of service in the University on the date they submit the application for admission.

The candidates to be registered for Ph.D programme shall be placed in two categories, and accordingly shall apply for registration of Ph.D.

Category A: Candidates having M.Phil. or 5 years relevant teaching/practical/industry/professional experience, who can directly undertake dissertation work for Ph.D

Category B: Candidates who have to undergo basic Course Work before or alongside undertaking dissertation work.

Candidates under 'Category A' above shall make a presentation of their research proposal to the Doctoral Committee of the School/Institute/Centre concerned. The procedure to be

followed for the selection of these candidates is given in subsequent paras. The candidates who fall under the category specified above under a, b, of 2.3 will undergo the Course Work before/alongside undertaking dissertation work. The faculty concerned, with the help of the Doctoral Committee shall decide the curriculum of the Course Work to be assigned to candidates..

The Course Work could be assigned to Category A candidates also. It will be based on the discipline he/she studied and of the Doctoral Committee recommendations. The process of assigning Course Work and related details are placed in subsequent paras.

2.4 'Duration of the Programme

As per the Ordinances and Regulations of the University, the minimum and the maximum time for completing the Ph.D programme shall be 3 years to 5 years from the date of registration of the programme. However, the duration of the Ph.D programme for candidates with M.Phil or 5 years teaching/practical/industry/professional experience (with/without course work) is of 2 years minimum and 5 years maximum. The details are given below:

- a) Ph.D programmes with the Course Work are of 3 years minimum and 5 years of maximum. (Category B)
- b) Candidates with M.Phil or 5 years teaching/practical/industry/professional experience (Category A) without Course Work will directly undertake dissertation work for Ph.D and the duration of the programme will be 2 years to 5 years.
- c) Candidates with M.Phil or 5 years teaching/practical/industry/professional experience (Category A) who will be prescribed Course Work by the Doctoral Committee are required to pay additional fee for Course Work. The programme duration of this category is also of 2 years minimum and 5 years maximum.

2.3 Entrance Examination

The University conducts an Entrance Examination for all eligible candidates. However, the School/Centre/Institute/Unit concerned will look into applications received for the Ph.D and the School/Centre/Institute/Unit will decide about conducting or not conducting or giving effect to any other criteria (duly approved by the Vice Chancellor) for selecting Ph.D candidates out of the applications they receive.

Proposed dates for Entrance Examination and Admission Cycle

- i) Applications received upto 30th June-Entrance Exam will be conducted during August of the year and will be considered for admission to the January session of the year.

- ii) Applications received upto 31st December-Entrance Exam will be conducted during February of the year and will be considered for admission to the July session of the year.

The Research Unit with the support of the School concerned, will conduct the Entrance Examination.

The Research Unit will declare the results and inform candidates with an Offer Letter asking the candidate to submit the application within in 2 months along with the Ph.D Proposal/synopsis to the Research Unit of the University.

2.6 Ph.D Registration Procedures

i) Submission of filled-in Ph.D Application Form

Qualified/eligible candidates will submit filled-in proforma for admission to the Ph.D programme along with the Offer Letter, other related documents and Research Proposal (about one thousand words) on a selected theme for thesis work to; The Director, Research Unit, Indira Gandhi National Open University, Room No 3, Block No 6 3, Block No5, Maidan Garhi, New Delhi-110068

ii) Scrutiny and Process of Ph.D Application Forms

After initial scrutiny, the Research Unit will forward filled-in Ph.D forms along with research proposals to the School/Institute/Center concerned of the University. The research proposal in the prescribed proforma should clearly state the problem, objectives, hypothesis, methodology which may include sampling design, sources of data, data analysis, etc and expected outcome of the study.

iii) Research Supervisors

Lists of approved supervisors made available by the Schools/Centers/Institutes concerned are placed in the Prospectus for use by the candidates. The list placed in the Prospectus are for information (of the candidates) subject to Ph.D vacancies available under a specific supervisor and subject to expertise availability in a particular discipline (for example, proposals which do not match the research areas of the faculty/ supervisors may not be accepted).

In addition, the candidate can also suggest a person to supervise his/her research work, provided the person is qualified as per the norms laid down by the School Board concerned approved by the Research Council of the University. In case any candidate proposes an external supervisor he/she is required to enclose an Acceptance Letter and a brief CV of an external supervisor stating his/her willingness to supervise the candidate.

iv) Acceptance Letter and CV from External Supervisors

- a) Attach a duly signed Acceptance Letter from the External Research Supervisor stating that he/she would guide/supervise the candidate as an external guide/supervisor for Ph.D Programme.

- b) Enclose a brief CV of the External Supervisor giving details viz., name of the supervisor, date of birth, academic qualifications, name of the university/Institution with which he/she is/was working, present position and occupation, years of teaching/ professional/industry experience, academic/research credentials in terms of books, research publications etc, address of the supervisor, telephone number, fax, email. etc., (for contact).
- v) In case a candidate finds the list of internal and external supervisors inadequate or no names of supervisors (internal & external) placed in the prospectus, yet the candidate could submit his/her filled-in Ph.D application form to the University. The Director of the School/Centre/Institute will do the needful with support of his/her faculty in arranging research supervisor(s) (internal/external). In case, the School/Institute/ Centre is not being able to arrange for research supervisor, the application will be returned to the candidate stating the reasons.

vi) Processing of Research Proposals for Ph.D Registration

- a) If the School/Centre/Institute concerned will ask the candidate to present her/his research proposal before the Doctoral Committee of the School/Centre/Institute concerned.
- b) Based on the Doctoral Committee recommendation. The Doctoral Committee may recommend the candidate for direct admission on the basis of her/his research proposal. However, proposals not pertaining to the research interest/area of the faculty/external supervisor will be returned.
- c) Doctoral Committee could suggest the candidate necessary modifications/changes, (if required) in her/his proposal and, on carrying out the same to the satisfaction of the School/Centre/Institute concerned, recommend her/his candidature for registration. In such situation the Director of the School/Centre/Institute concerned will prepare the Report of the Doctoral Committee and communicate it to the candidate and the Research Supervisor(s) concerned with appropriate advice asking the candidate to resubmit the Proposal. Based on the Report, proposed research supervisor(s) or faculty of the discipline will help the candidate if necessary, to resubmit the research proposal to the School/Centre/Institute concerned.
- d) All first time proposals/modified proposals rejected by the Doctoral Committee will be intimated to the candidate stating the reason(s) by the School/Institute/Centre concerned.
- e) The Director of the School/Centre/Institute concerned will forward minutes of the Doctoral Committee through the School Board and relevant documents for consideration and approval of the Research Council.

Candidates recommended by the Research Council/Research Council's Standing Committee will be registered for the Ph.D. Programme (provisionally) by the Research Unit of the University either for January or July. cycle depending upon the completion of all formalities for registration. All eligible Ph.D candidates shall be notified by the Research Unit based on the recommendations of the Doctoral Committee, approved by the School Board and Research Council. The Director, Research Unit will intimate the candidate and issue notification about his/her selection asking the candidate to fill-in and submit the Performa of Ph.D registration along with prescribed Programme Fee and other documents if any to: **The Director, Research Unit, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068**

vii) Course Work for Ph.D Programmes

The Course Work shall be prescribed by the respective School Board or the Area Committee (discipline) concerned based on the recommendations of the Doctoral Committee. Provided that where such Course Work is deemed unnecessary, a prescription to that effect of exemption shall be made by the School Board or the Area Committee concerned to be approved by the Research Council.

A candidate may be exempted (partially or fully) from the requirement of the Course Work by the concerned School Board or the Area Commktee and endorsed by the Research Council.

The Course Work in all cases may be completed within one year from the date of registration.

viii) Timelines for Ph.D Registration

A candidate who has been offered registration (under category A or B) shall deposit the prescribed Programme Fee within a period of three months. If the candidate fails to submit the fee, the offer of registration shall be treated as cancelled. However, under special circumstances, an extension up to six months may be given by the Vice Chancellor. A written request with mention about the compelling reason(s) to this effect will have to be made to the Director, Research Unit for formal approval of the Vice-Chancellor.

2.7 Ph.D Programme Fee

2.7.1 For Indian Candidates

- i) Selected candidate without M.Phil/5 years teaching/practical/industry/professional experience (under category B) is required to pay Programme Fee Rs. 7,000/- per year for three years (i.e., 1st years Rs 7,000/- (1st registration); second year Rs. 7,000/ and third year Rs. 7,000/ under re-registration respectively)

- ii) Selected candidate who is exempted from the Course Work (under the Category 'A') with M.Phil or 5 years (teaching/practical/industry/professional experience) is required to pay Programme Fee Rs. 7,000/- annually for 2 years i.e 1st year Rs. 7,000/- for first registration and Rs. 7,000/- for 2nd re-registration.
- iii) Selected Candidate who is prescribed Course Work (under the Category A) with M.Phil or 5 years teaching/practical/industry/professional experience by the Doctoral Committee is required to pay Programme Fee Rs 7000/- additionally for Course Work besides Programme Fee of Rs 7000/- in the first year and Rs 7000/- in the 2nd year for re-registration.

The remittances are to be made through a Demand Draft only in favour of Indira Gandhi National Open University, payable at New Delhi.

The details of Programme Fee and duration of the Programme category wise (A or B) is given below;

Duration and Programme Fee

Candidate Status

The Ph.D programme of IGNOU can be pursued full-time as well as on part-time basis. All those candidates who are offered a fellowship by the University or any other agency shall register with the University to pursue a Ph.D programme of the University on a full-time basis and comprise the category of 'full time candidates'.

In exceptional cases, the Research Council, on the recommendation of the School Board/Area Committee concerned may allow candidates without a fellowship to register as full-time candidates. All full-time candidates shall work towards their Ph.D programme full-time at the University headquarters or at its Regional Centres or at any other institution recognized by the University for the purpose.

Persons employed in any organization and desirous of pursuing the Ph.D programme may register as part-time candidates, if they want to pursue their research studies at their own place of work. However, they will work at the University headquarters or at any Regional Centre as and when needed. The Research Guide(s), Programme Coordinator and Director of the School concerned will take such decisions and advice the candidate accordingly.

All registrations to Ph.D programme shall be provisional and the same would be confirmed only on approval/ratification by the Research Council.

2.8 Quality of the Ph.D Thesis

A candidate shall be required to submit a thesis in the format as prescribed by the Research Council. The thesis must be a piece of original research work characterized

either by the discovery of new facts, new invention, formulation of new theories, new interpretations of existing theories, or the development of innovative instructional processes, models and systems.

2.9 Medium of Instruction

The language in which the thesis and other related work would be carried out shall be normally English or Hindi. In cases where the study pertains to regional languages, the thesis work could be in that language.

2.10 Research Supervision

Every candidate registered for a research degree programme shall be required to pursue the programme under the supervisor(s) recognized by the University. Supervision/Joint Supervision for candidates shall be assigned by the School Board/Area Committee (discipline) concerned in accordance with their choice from among the panel of supervisors recognized by the University. In case there are joint supervisors, one of the supervisors shall be from the University.

The internal supervisor shall be responsible for providing the necessary link between the candidate and the University for academic, administrative and organizational matters. Supervisory responsibility, however, will be shared jointly in case of joint supervision.

All the Professors and the Readers of IGNOU shall be eligible to be research supervisors in the discipline concerned of the University. All IGNOU teachers/academics including lecturers/ARDs, with a Ph.D degree and with at least five years of post-doctoral teaching/research experience shall be eligible to be recognized as research supervisors.

The School Board concerned/Area Committee shall recommend to the Research Council, a panel of experts to be recognized as research supervisors who may or not belong to the University. The School Board concerned/Area Committee may also recommend for consideration and approval of the Research Council, a retired teacher identified by the candidate to act as her/his supervisor(s), provided the teacher is qualified to do so as per the norms laid down by the University.

The University may allow a change of supervisor under exceptional circumstances, on the recommendation of the Research Council.

List of Internal Supervisors of the University and some of the External Supervisors who are willing to guide supervise research candidates are placed separately. Candidates can opt for any of the supervisor(s) subject to vacancy/availability and expertise in the area/discipline of research being pursued by the candidate.

At any time, a research supervisor shall not guide more than the number prescribed for Ph.D candidate by the University taking into consideration independent supervision/joint supervision of candidates to be taken for research guidance.

2.11 Cancellation of Registration

The registration of a candidate may be cancelled for among of the following reasons:

- i) Non-payment of fees
- ii) Unsatisfactory progress
- iii) Non-compliance with the provisions of the Ordinances and other Regulations of the University.
- iv) Failure to complete Course Work and/or submit the thesis within the prescribed time limit.

The Research Council may, however, consider requests for re-registration. The application for re-registration must be made within a period not exceeding six months from the date of cancellation of a registration and should be recommended by the supervisor(s) and the School Board concerned. All candidates re-registered shall pay full fees annually on re-registration as per University rules prevailing at that time and shall submit all such queries/filled in application forms to: The Director, Research Unit, UIGNOU, New Delhi-110068.

2.12 Library Facility

The University shall extend the library facility as per University rules for all registered Ph.D candidates. For membership, the candidate may contact; The Librarian, IGBOU, Maidan Garhi, New Delhi-110068. Similarly, the facilities at the Regional centre libraries may also be availed of. The Library and reading hall facilities of ICWA, Sapru House, Barakhamba Road and other libraries, New Delhi are also available for research scholars/candidates of the University on producing a letter of introduction as a proof of registration in the University.

2.13 Progress of Candidates

Once the candidate registers for the Ph.D programme, he/she shall be assigned one (or more) research supervisor(s). During the programme period, the candidate shall carry out the study and related research tasks under the supervision of the research supervisor(s).

Monitoring the routine progress of the Ph.D candidate shall be the responsibility of the supervisor(s). The Six Monthly Progress Reports are to be submitted to his/her supervisor(s) in the prescribed format. The Director concerned shall report the recommendations of Research Supervisor(s) to the School Board and also forward the same to the Research Unit for placing before the RCSC/Research Council.

Each candidate shall give at least two Seminars during the whole duration of the programme before the Doctoral Committee, which may not necessarily be conducted at the HQs. However, pre-presentation if any, to be made outside the University Headquarters will need prior permission of the competent authority.

Every candidate has to clear Course Work on Research Methodology and other courses, if any, prescribed and designed by the Doctoral Committee of the discipline/area. The candidate will do the Course Work and dissertation work simultaneously.

The Research Unit with support of the School/Institute/Centre concerned monitors all activities relating to Ph.D candidates. However, in case of international candidates, all information will be routed through the International Division of the University.

2.14 Submission of the Thesis

After the research supervisor(s) is/are satisfied that the candidate has acquired a sound understanding of the substance of the thesis and the relevant research approaches, the research supervisors will permit the candidate to proceed with the submission of her/his thesis. The submission of the thesis will include the following:

- i) Before the pre-submission seminar at least one research paper in the area of the study for Ph.D should be published/accepted for publication in a peer reviewed/referred journal.
- ii) The candidate will present her/his thesis work in a 'pre-submission seminar' to be convened exclusively for this purpose by the Director of the School/Centre/Institute concerned. The audience of the 'pre-submission seminar' any remain the same as that of the Doctoral Committee.
- iii) After the seminar, the candidate and Research Supervisors will consider the reactions and observations expressed by the participants. The Director of the School concerned and supervisor(s) will then assess whether the candidate has attained the expected level in conceptualization and quality of research work. If their assessment is in the affirmative, the candidate will be allowed to submit the thesis to the University. However, if it is realized that the expected level has not been reached, the supervisor(s) will suggest to the candidate specific tasks to be accomplished before submission of the thesis. On satisfactory completion of the assigned tasks, he/she will be allowed to submit the thesis.
- iv) The candidate shall submit a copy in electronic form and 5 hard copies of the Summary of the dissertation (3000-5000 words) duly approved by the supervisor(s) at least 45 days before the submission of the thesis to the School concerned and the same would be sent to the Director, Research Unit of the University.

- v) Four spiral bound copies of the final thesis and one in the electronic form shall be submitted to the Director, Research Unit through the Director of the School/Division/Institute/Centre concerned. The thesis will include a certificate signed by the supervisor(s) about the originality of the work.

2.15 Evaluation of Ph.D Candidates and Award Degrees

Evaluation of Course Work

The School Board concerned or the Area Committee, as the case may be, shall prescribe an evaluation scheme for the Course Work to be done by the research candidate. Depending on the nature of the course and the specific needs, the evaluation methodologies may include:

- i) Evaluation system or a comprehensive examination as applicable to the prescribed credit-based courses
- ii) A term paper on a theme or presentation of an assignment at a seminar
- iii) Oral examination
- iv) Any combination of these methods.

Evaluation Methodology for Course Work consists of Assignments, Seminars, Term Paper, etc. under Continuous Assessment and Term-End Examination and Practical if any under Term-End Assessment. The tools of assessment under Continuous Assessment and Terminal Assessment will be decided by the faculty of the School and School Board to be approved by the Research Council of the University.

A Candidate shall be deemed to have completed his/her Course Work successfully if he/she obtains at least 'C' Grade (measured on a five point scale) or 50% of the maximum score in the Course Work of the programme.

Examination Procedures

- i) The Thesis shall be examined by three external experts nominated by the Vice-Chancellor from a list of 7-10 experts submitted by the supervisor(s) through the School Board concerned.
- ii) The examiners will submit their Evaluation Reports to the University individually.
- iii) On the recommendation of the examiner for the award of a Ph.D degree, an open defense of the thesis shall be conducted at the place of research by a panel comprising one of the external examiners, to be nominated by the Vice-

Chancellor, and one of the supervisor(s) of the candidate. The Director of the School/Division/Institute/Centre convened would be the Chairperson of the panel. The supervisor will be the Convener of the panel. The defense shall be open to all interested participants.

- iv) In case any examiner suggests certain modifications and re-submission of the thesis, the same should be communicated to the candidate, who will be asked to resubmit the thesis with all the modifications within six months. The research supervisor(s) will ensure that the suggestions of the examiner(s) are adequately addressed before resubmission of the thesis. The modified thesis shall be referred again to the examiner(s) concerned for re-evaluation.
- v) If one of the examiners does not recommend the thesis for the ward of Ph.D Degree, the thesis shall be referred to mother examiner for independent evaluation. If the fourth examiner recommends the thesis for the award of a Ph.D. Degree, the Viva-Voce examination shall be organized by the Director of the School/Centre/Institute concerned. However, if fourth examiner also rejects the thesis, the shall be rejected by the University.
- vi) The examiners' reports will be shown to the candidate before hand to enable her/him to address the issues raised their in while preparing to defend to thesis during the op0en defence.
- vii) The date, time and venue of the open defence, along with a one-page abstract of the thesis, shall be notified to all concerned by the research Unit.
- viii) The report of the open defence, prepared by the external examiner, the supervisor(s) and the Director of the School/Division/Insitutie/Centre concerned, shall be placed brfore the Vice-Chancellor for approval.

Award of Ph.D Degrees

A candidate shall be awarded the Ph.D Degree, with the approval of the Academic Council The Registrar, Student Evaluation Division of the University shall issue the Provisional Degree and Doctoral Degree to all qualified candidates.

2.16 Removal of Difficulties

Notwithstanding anything in the above document, the Vice-Chancellor may take such measures as may be necessary in respect of candidates registered with the University for Ph.D

The University reserves the right to change the rules from time to time and only the latest rules will be applicable to all the candidates irrespective of the year of registration.