

**Degree of Doctor of Philosophy Ordinance 3 – 2024  
(Applicable to Full Time and Part-Time Ph.D. Programmes)**

**(As per the UGC Regulation, 2022)**

**(w.e.f. AY 2024-25)**



**Madras School of Economics**

**(Recognized as Institute of Special Importance by the Government of TN)  
(Included by UGC in the list of Institutions established under State Legislature Act)**

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The ordinance gives the broad guidelines for the PhD program and more details of the rules are available in the PhD handbook that will be shared with the research scholars when their admission process is completed.

## TABLE OF CONTENT

<b>(1) ADMISSION TO PH.D. PROGRAMME</b> .....	<b>2</b>
<b>(2) ELIGIBILITY</b> .....	<b>2</b>
2.1 <i>Educational Qualifications</i> .....	2
2.2 <i>Relaxation of Marks:</i> .....	3
2.3 <i>Discipline for Ph.D. degree:</i> .....	3
2.4 <i>Full time/ Part-time</i> .....	3
<b>(3) PROCEDURE FOR ADMISSION</b> .....	<b>4</b>
<b>(4) PHD COORDINATION COMMITTEE</b> .....	<b>5</b>
<b>(5) DURATION OF PH.D. PROGRAM</b> .....	<b>5</b>
<b>(6) RESEARCH SUPERVISOR</b> .....	<b>5</b>
<b>(7) RESEARCH ADVISORY COMMITTEE (RAC)</b> .....	<b>6</b>
<b>(8) COURSEWORK</b> .....	<b>7</b>
<b>(9) RESEARCH PROPOSAL SEMINAR</b> .....	<b>7</b>
<b>(10) FINAL REGISTRATION</b> .....	<b>8</b>
<b>(11). BIENNIAL SEMINAR AND PROGRESS REPORT</b> .....	<b>8</b>
<b>(12). GUIDELINES FOR THE SUBMISSION OF THESIS</b> .....	<b>8</b>
12.1 <i>Conference Presentation and Journal Publication</i> .....	8
12.2 <i>Synopsis or Pre-Thesis submission Seminar</i> .....	8
12.3 <i>Plagiarism Check</i> .....	9
12.4 <i>Thesis Format</i> .....	9
<b>(13) PANEL OF EXAMINERS</b> .....	<b>10</b>
<b>(14) EVALUATION OF THE THESIS</b> .....	<b>10</b>
<b>(15) VIVA VOCE</b> .....	<b>11</b>
<b>(16) FEE FOR. PH.D. PROGRAMME, FELLOWSHIP AND TEACHING ASSISTANTSHIP</b> .....	<b>12</b>
<b>(17) FORMAT FOR AWARD OF THE DEGREE</b> .....	<b>13</b>



**Madras School of Economics**

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**ORDINANCE No. 3**

**AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)**

**(In accordance with the UGC Minimum Standards and Procedure for Award of Ph.D.**

**Degree Regulations, 2016)**

**(Effective from the Academic Session 2021-22)**

**(1) ADMISSION TO PH.D. PROGRAMME:**

(i) Admission for Ph.D. programme can be made two times in a year, i.e., June and December. The advertisement will be on MSE website during the months of April/May (based on requirement, October also) every year for admitting the candidates for two sessions. Candidates should follow the advertisement to complete the application form with supporting documents (list) and submit the same as per the last date mentioned in the advertisement.

(ii) Admission to Ph.D. programme shall be completed in May/November and candidates will be intimated and acceptance to be received within a week of announcement of results. Provisional Registration for Ph.D. shall be completed along with joining letter and payment of fee from the candidate in the 1<sup>st</sup> week of June/December. Registration number shall be assigned after the completion of provisional registration.

**(2) ELIGIBILITY**

**2.1 Educational Qualifications**

(i) Passed 10+2+UG Degree (3 or more years) or 11+1+ UG Degree (3 or more years).

(ii) Master's degree or a professional degree with at least 55% marks in aggregate or conversion of the equivalent grade to percentage or an equivalent degree from a foreign educational Institution as per UGC guidelines. The master's and professional degrees are as indicated below.

(iii) Master's and M.Phil Degree in the faculties of Arts, Sciences, Fine Arts, Languages, Commerce, Education, Management Science from UGC/AICTE/approved institutions including institutes of national and state importance.

(iv) Master's Degree in the faculties of Law, Engineering, Technology, Architecture and Medicine including the Degree of Doctor of Medicine (M.D. or M.R.C.P), or Master of Surgery (M.S. or F.R.C.S./M.R.C.S.), Indian Medicine, Veterinary Science, M.Pharm. and Agriculture of this University or equivalent thereto.

(v) M.B.B.S. Degree with two years of Senior House Surgeon /Special training or equivalent thereof recognized by the Medical Council of India or competent authority.

(vi) Bachelor's Degree in Veterinary Science, Ayurveda, Siddha, Homeopathy, Unani Medicines etc., with two years Senior House surgeon/equivalent special training in related disciplines of two years duration.

(vii) ACA, FCA, AICWAI, ACSI qualifications of the Institute of Chartered Accountants of India, Institute of Cost and Works Accountants of India, and Institute of Company Secretaries of India, with pass of marks and four years of Professional experience in reputed firm/organization after passing out in the above mentioned examinations.

(viii) Candidates from the National Defence Academy (NDA), National Defence College, New Delhi, Defence Services Staff College (DSSC) Wellington with M.Sc. Defence and Strategic Studies / M.Phil. Degree are eligible for Ph.D. (both full-time and part-time) admission and they are exempted to submit HSC or PUC Certificates.

(ix) Candidates outside of Indian higher educational system without a Master's degree will not be considered.

**2.2 Relaxation of Marks:** A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/MBC/OBC/Differently-Abled. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

**2.3 Discipline for Ph.D. degree:** A candidate can apply for Ph.D. degree in

(i) Economics if the scholar has economics background and this also includes thesis topics in Finance

(ii) Management if the scholar has a management or a non-economics background (e.g., engineering) and desires to work on issues related to finance; or

(iii) Inter-disciplinary between Economics and any other social science.

**2.4 Full time/Part-time:** (i) Full time scholar should follow the attendance and related rules prescribed in the PhD handbook.

(ii) Part-time scholar: Admission letter will be issued only if the research scholar submits the 'no objection certificate (NOC)' from the employer either at the time of the PhD application but no later than the selection results of the candidates are announced. With change of job a new NOC has to be submitted. 65% attendance during coursework is mandatory. Part-time research scholars should attend the Research Methodology and one course by attending on campus classes. One self-study course and the RPE course for the part-time research scholars can be completed under the supervisor's guidance. After successful completion of coursework the rules mandated for submission of six-monthly reports and periodic meeting with supervisor as mentioned in the PhD handbook are to be followed.

The part-time scholar should not be more than 55 years at the time of applying to MSE or is not likely to superannuate within the five years of pursuing PhD. The part-time scholar should obtain a new NOC from the new organisation if they are changing their job while pursuing their PhD.

(iii) Conversion of full-time to part-time and vice-versa is possible after the completion of course-work subject to the approval of the Research Advisory Committee. For UGC-JRF fellowship holders, the rules as prescribed therein will be considered. Dean (Research) and the RAC members shall approve the conversion after taking into consideration the valid reasons given by the scholar.

### **(3) PROCEDURE FOR ADMISSION**

(i) Applicants will have to provide the valid scores in any one of the following tests: UGC-JRF/NET/SET/GATE/CAT in the application form. In case the applicant does not have any of the scores then candidate must appear for a written test conducted by MSE; the details of this test shall be notified along with the advertisement for PhD admissions.

(ii) Shortlisted applicants will be called to appear for an interview at MSE. The candidates will be interviewed in the core courses of their area of last degree and the statement of research proposal submitted along with the application.

(iii) Before the interview all supporting documents will be verified with the originals. In case there is any discrepancy, the candidate shall be barred from attending the interview. Decision of the selection committee will be final and candidates will be selected as per supervisor availability in the area of their research interest.

(iv) The candidate shall be considered eligible for shortlisting if they have (a) minimum of 55% (50% for SC/ST) in the last qualifying degree and (b) who have entrance exam score from any of these JRF/NET/SET/GATE/CAT/any NTA conducted PhD entrance test score. In the absence of a national/state level entrance test score the candidate shall appear for a written test conducted at MSE. The shortlisted candidates based on ranking in (b) shall appear for an interview and the final ranking will be on the interview scores with a minimum of 50%.

(v) Special admission category: (a) Government Secretaries who apply for part time Ph.D. may be given an exemption in writing entrance examination and interview with other candidates. A specially constituted committee comprising, Director, Dean (Research), proposed supervisor can review and decide the admission.

(b) In case of government secretaries an exemption may be given to admit at any time of the year without an advertisement. However, the research advisory committee should ensure the coursework completion and all Ph.D. regulations as per MSE rules will be followed.

(c) Corporate sector officials may also be considered for special admission category provided they have a minimum of five years of work experience.

(d) Upper age limit of 55 years for such Ph.D. applicants may also be relaxed as per the review committee.

(e) They could be exempted from attending classes for completing the coursework. The supervisor will conduct all the coursework and the evaluation of the courses. The RAC members

will review the performance at the time of the comprehensive assessment and the question paper and answer scripts shall also be shared with them for an overall review.

(f) There will be no change in the existing coursework pattern, course code format and the minimum GPA of 7.0/10 required to appear for the comprehensive assessment as followed by MSE currently.

#### **(4) PhD COORDINATION COMMITTEE**

Dean (Research) will be in-charge of PhD program. He/she is the Chair in the PhD coordination committee with Dean (Academics) and Controller of Examinations as the two other members. The student office will assist the Dean (Research). All financial matters will have to be approved by the director.

This committee would be involved with the following tasks:

- (i) Review and finalise the list of shortlisted candidates
- (ii) Approve the selection committee members for interview board
- (iii) Decisions regarding supervisor allocation and PhD thesis examiner
- (iv) A copy of the minutes of all such meetings will be with the PhD office.
- (v) In case of Dean (Research) being a supervisor for a scholar then Controller of Examinations will take that position for that scholar when certain decisions like finalisation of RAC member, examiner choice etc. have to be taken.

#### **(5) DURATION OF Ph.D. PROGRAM**

(i) Maximum of five years for full-time scholars and maximum of six years for part-time scholars (including the coursework). An extension may be possible up to one year as approved by the RAC (with a fee specified by the committee). Further, a research tenure of minimum of three years for both Full-time and Part-time scholars could also be considered based on exemplary research output. There is NO provision for either Extension or Re-Registration and NO scholar shall be permitted to submit the thesis beyond the maximum duration mentioned above.

(ii) In the first year, the leave rules will be the same as mentioned in the academic calendar but only up to the completion of end term examinations of their coursework. The PhD scholars could avail of the 30 days of leave (i.e., 10 C.L + 20 ODL). These 20 days on duty leave is for attending conference and seminars (with the approval of their respective Supervisor). When on medical leave, medical certificate has to be produced. For all the leaves (except medical leave), the research scholar has to inform supervisor in advance.

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

#### **(6) RESEARCH SUPERVISOR**

(i) Only a full-time regular faculty of MSE can be a Supervisor. This is applicable to faculty with Ph.D. in Economics or Ph.D. in any other social-science.

(ii) Professor and Associate / Assistant Professor in the University Department or Affiliated Research Institution shall have at least two years of teaching / research experience in their respective posts after obtaining Ph.D.

(iii) Professors shall have at least five research publications and Associate/Assistant Professors shall have three/two research publications in refereed journals of the relevant discipline/subjects in the UGC CARE list / SCOPUS / WOS/ Pub Med/SCI lists. Such publications should be after the award of the Ph.D. and should not be an outcome of Ph.D. research work.

(iv) A supervisor with Ph.D. in Economics is eligible to guide students working to get Ph.D. in Economics. A supervisor with Ph.D. in any other social science discipline is eligible to guide Ph.D. in respective area. For a scholar registered for inter-disciplinary Ph.D., a Co-Supervisor can be allowed in inter-disciplinary areas from MSE or from any other related research institution, with the approval of the Ph.D. Coordination Committee.

(v) An approved supervisor can guide up to a maximum of six (6) Ph.D. scholars including part-time scholars at any given point of time. The allocation of Research Supervisor for a selected research scholar shall be decided by MSE depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of selection interview.

(vi) A Supervisor shall not guide his/her immediate or close relative and to this effect he/she shall furnish a declaration in the column provided in the application form for admission. A Supervisor shall not be permitted to register/re-register candidates for Ph.D. in the last two years of his/her service or less than 5 years in the case of re-employed faculty or faculty who have joined in a new institution. Retired teachers are not permitted to guide under any capacity or positions like Emeritus, or guest faculty, or visiting faculty etc.

(vii) If the supervisor is going on a long leave, then the internal RAC member will be added as a co-supervisor. If the supervisor resigns then the internal RAC member will be reassigned as the supervisor. In both these instances another MSE faculty member who has the supervisor approval has to be replaced for the internal RAC member. If any of the RAC members is on a long leave, then to the extent possible a replacement may be found or else online session with the existing RAC member can be explored for interaction.

## **(7) RESEARCH ADVISORY COMMITTEE (RAC)**

(i) The supervisor should form the research advisory committee consisting of supervisor, co-supervisor (if applicable), one MSE faculty and one faculty external to MSE in the area of proposed work. The primary supervisor will be the convener for this committee. The members of the RAC should have the same minimum eligibility as the research supervisor mentioned in (6). The external faculty has to be from a teaching/research institute based in Chennai.

(ii) The RAC should be formed within the first month of allotment of provisional registration number.

(iii) The RAC will approve the courses suggested by the supervisor to be completed by the scholar for the coursework. (The list of courses is provided in the Ph.D. handbook)

(iv) Coursework comprises of following courses

Course I: Research and Publication Ethics (RPE) (2 credits) [mandated by UGC]

Course II: Research Methodology (4 credits)

Course III: An advanced course that will aid in PhD research (4 credits)

Course IV: Self-study course relating to the scholar's Ph.D. work (4 credits)

## **(8) COURSEWORK**

(i) All rules to apply uniformly to full-time and part-time students regarding completion of coursework.

(ii) Coursework duration is a minimum of one semester and maximum of two semesters.

(iii) The courses can be considered from the list courses for the MA/PGDM program and more advanced courses from these programs are recommended. For self-study in course IV, above, the supervisor and the research scholar can have a tailor made reading list and then approved by RAC.

(iv) 75% attendance for full time and 65% attendance for part-time is compulsory in all the courses. Same rules will apply for attendance shortage as the MA/PGDM courses.

(v) Two mid-term examinations that could include written exams or assignments or projects or presentations to be part of the coursework with 40% weightage. The end-term examination has to be a written examination for the same duration as MA/PGDM programs and will have 60% weightage. The scholar should get 50% in the end semester and 50% overall to pass the course. The grade ranges for the marks is same as MA/PGDM courses and is listed along with the list of courses in the handbook.

(vi) Grade sheet/transcript will be issued after the completion of coursework.

(vii) In addition to the mandated coursework, the research scholar will be assigned a maximum of three courses over the first two semesters after joining. This will help in attaining some proficiency in topics that will aid in PhD research and teaching assistantship.

## **(9) RESEARCH PROPOSAL SEMINAR**

(i) The exploration of a thesis topic and preparation for proposal should happen simultaneously along with the coursework.

(ii) The proposal seminar should take place no later than four months of the completion of coursework.



(iii) The first RAC meeting will comprise of a proposal seminar followed by a comprehensive viva inclusive of the coursework completed by the scholar.

(iv) If comprehensive viva is not satisfactory or the proposal is not adequate or both then RAC will suggest (a) reduction/stoppage of fellowship for a short period, and/or (b) additional time of one given for resubmission of proposal, and/or (c) **cancellation** of admission and dismissal from the PhD program.

#### **(10) FINAL REGISTRATION**

After the successful completion of the coursework by the scholar, the final registration will be processed and the scholar will be allotted a registration number.

#### **(11) BIENNIAL SEMINAR AND PROGRESS REPORT**

(i) After the proposal and up to the synopsis seminar there will be progress seminars every six months. The scholar should submit a write up one week in advance of this seminar to the respective RAC members.

(ii) The respective external RAC members, other Ph.D. supervisors and all the Ph.D. scholars should attend. Any expert member can also attend as a special invitee.

(iii) Apart from the regular review per six months, special review may be called for by supervisor for any issues w.r.t research scholars in research / academic performance or attendance at any stage of research progress. Measures similar to that suggested in (9)-(iv) above can be invoked for any action against the research scholar.

#### **(12). GUIDELINES FOR THE SUBMISSION OF THESIS**

No scholar shall be permitted to submit his/her thesis for the Ph.D. degree, unless he/she has pursued research at MSE for not less than three years after his/her admission to the Ph.D. programme.

##### **12.1 Conference Presentation and Journal Publication**

(i) At least two presentations in a national or international conference before the synopsis submission.

(ii) At least two publications in UGC CARE list / SCOPUS / WOS/ Pub Med/SCI journal is mandatory for full-time /part-time research scholars with or without fellowship.

(iii) One journal publication has to be attached at the time of the synopsis submission and at least an acceptance letter from the 2<sup>nd</sup> journal publication has to be attached by the time of thesis submission. Finally, at the time of PhD viva, at least two journal publications should be displayed along with the copy of the PhD thesis.

##### **12.2 Synopsis or Pre-Thesis submission Seminar**

(i) Synopsis seminar or pre-thesis seminar to be held three months before the final submission of the thesis.

- (ii) The seminar is open to MSE faculty, RAC members and other MSE Ph.D. scholars. The feedback and comments shall be suitably incorporated into the draft thesis under the advice of the supervisor.
- (iii) Synopsis should be between 10 to 20 pages and three copies to be submitted in hard copy and a soft copy should also be submitted.
- (iv) Copy of the synopsis and the list of documents to be submitted by the supervisor to the PhD office and verified by Dean (Research)/staff. The covering letter should include the synopsis date.
- (v) After verification by the Dean (Research) the announcement of synopsis date will be made by the PhD office.
- (vi) Any gaps in the documents submitted shall be notified to the supervisor for resubmission within the specified date of synopsis seminar. Any delay in resubmission of the document will have to be notified along with a revised date for synopsis seminar.

### **12.3 Plagiarism Check**

- (i) One week before the final submission of the thesis, the student should submit the electronic version of the thesis to the library for plagiarism check. (Rules for threshold level and management of the plagiarism software is mentioned in PhD handbook).
- (ii) The plagiarism certificate to be issued by the librarian should be submitted along with the hard copy of the thesis to the PhD office.

### **12.4 Thesis Format**

A scholar shall submit his/her thesis for the Ph.D. degree in the manner prescribed as under:

- (i) The research scholar shall submit four printed/typed soft bound copies of his/her thesis along with the copy of synopsis, mentioning the name of the scholar, supervisor, etc., along with two soft copies of the thesis on separate CDs and/or Pen drives.
- (ii) The typing/printing of thesis should be done on both sides of the paper (instead of the single-side printing), on A-4 size paper, in font size 12” in Times New Roman font with 1,5 line-spacing and 1 inch margin on all four sides. For other details, the research scholar shall adhere to the APA style sheet/manual.
- (iii) The title page of Ph.D. thesis will be in the prescribed manner and the template of the same will be shared by the PhD office before the synopsis seminar. Thesis shall be accompanied by a declaration from the scholar countersigned by the Supervisor and Dean (Research) /Controller of Examinations in the following format:

#### **Declaration:**

This is to certify that the material embodied in the present work, entitled “\_\_\_\_\_”, is based on my original research work. It has not been submitted, in part or full, for any other diploma or degree of any University/Institution Deemed to be University and College/Institution of National Importance. References from other works have been duly cited at the relevant places. (Signature of the scholar with date) (Countersigned by Supervisor and Dean (Research) /Controller of Examinations with date).

### **(13) PANEL OF EXAMINERS**

(i) Supervisor must submit a list of six examiner names one month before the final hard copy submission in a prescribed format. The supervisor could consult the RAC members while finalizing the list of examiners.

(ii) The list should consist two each from: (a) foreign country, (b) a state other than Tamil Nadu and (c) from Tamil Nadu. The list should not include any faculty from MSE.

(iii) The thesis will be examined by one foreign examiner and one examiner from a state other than Tamil Nadu. The viva examiner from Tamil Nadu will review the comments and conduct the public viva-voce.

(iv) The Dean (Research) will first finalize the list of two examiners and further approved by the director. After receipt of the review from the examiners, the viva examiner will be identified. In case the Dean (Research) is the supervisor then Controller of Examinations will take over his/her charge in this matter. The process of contacting the examiners and sending the thesis etc shall be performed by the PhD office in confidence and the details of this procedure will be notified in a separate document for the administrative staff.

### **(14) EVALUATION OF THE THESIS**

(i) The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners.

(ii) Each examiner, after examining the thesis, shall submit a report within four to twelve weeks to the Controller of Examinations (COE). The examiners will be asked to submit the hard copy of the report to Controller of Examinations (COE) and the electronic version should be sent to the Research Supervisor and the COE. The report should contain a clear recommendation whether, in his/her opinion:

(1) The thesis be accepted for the award of the Ph. D. degree

(2) The thesis is acceptable for the award of the Ph. D. degree subject to the clarification of certain points at the time of viva-voce. (Please enclose the points)

(3) The thesis is acceptable for the award of the Ph. D. degree subject to some minor corrections to be verified by the Supervisor. (Please enclose the points)

(4) The thesis is not acceptable in the present form but may be accepted subject to modification/ clarification/ revision. (Please enclose your suggestions for modification etc.)

(5) The thesis is rejected with no recommendation for re-submission (Please enclose your comments).

(iii) The examiner shall not recommend that the viva-voce be held unless he/she is satisfied,  
a. that the thesis constitutes a contribution to knowledge characterized either by reinterpretation of known facts or development of new knowledge and/or techniques and,  
b. that the methodology pursued by the candidate is sound, and, that its literary presentation is satisfactory.

(iv) If the Dean (Research)/CoE is satisfied that the external examiners have unanimously recommended either (1) or (2) in point (ii) above that the viva-voce examination of the candidate be held, he/she shall accordingly refer it to the Dean (Research) to prepare a summary report in consultation with the supervisor(s) concerned for conduct of viva-voce.

(v) In case of examiner's recommendation (3) or (4) in point (ii) above Dean (Research)/CoE shall notify the supervisor to take action as mentioned in the respective points and submit a report with the changes notified in a separate sheet. The format of the sheet is given in the Ph.D. handbook. The report should be submitted by the supervisor countersigned by the research scholar to Dean (Research) to prepare a summary report in consultation with the supervisor(s) concerned for conduct of viva-voce.

(vi) Dean (Research), shall, if the recommendation of one external examiner is positive and that of the second is negative, recommend to the Director for the appointment of a third external examiner from the submitted panel of examiners to examine the thesis and act according to the recommendation of the third external examiner. A report by an examiner is considered negative if (5) is recommended in point (ii) above.

(vii) If the report of the latest examiner is positive then the consolidated reports should be submitted to Dean (research) to prepare a summary report in consultation with the supervisor(s) concerned for conduct of viva-voce. If the report of the latest examiner is also negative, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

(viii) Along with the reports of at least two external examiners the Dean (Research)/CoE will also request for a review report from research Supervisor.

(ix) **Important:** No thesis shall earn a degree unless there are three positive recommendations including that of the Research Supervisor.

(x) On satisfactory evaluation of the report, the Dean (Research)/CoE shall identify the viva examiner and inform the supervisor for the conduct of viva-voce. From the time of this notification to the supervisor the viva-voce should be conducted within four weeks.

(xi) Supervisor shall not correspond with the examiners under any circumstances while the thesis is in the evaluation process. Any violation will lead to debarring the faculty member from guiding Ph.D. thesis and face disciplinary action. Similarly, any attempt by the student to contact the examiners will lead to **withholding/withdrawal** of degree.

## **(15) VIVA VOCE**

(i) On satisfactory evaluation of the report the student shall undergo a viva voce, which shall be openly defended by the research scholar.

(ii) The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis

is/are satisfactory and includes a specific recommendation for conducting the viva-voce examination.

(iii) The viva voce, based on, among other things, the critiques given in the evaluation report, shall be conducted by the viva-voce examiner and shall be open to be attended by the then Members of the Research Advisory Committee, all faculty members of MSE, other research scholars and other interested experts/researchers.

(iv) Where the Supervisor is unable to be present within a reasonable time to participate in the viva voce, the Ph.D. Coordination Committee may recommend another member of the faculty in his/her place.

(v) A copy of the thesis of the scholar appearing for the public viva-voce examination shall be deposited in the departmental library for perusal of those interested in the thesis before the conduct of the public viva-voce examination, together with appropriate public notice issued by the Supervisor for the purpose.

(vi) The Supervisor shall convey to MSE, the result of such public viva-voce examination duly endorsed by the external examiner, together with a list of participants in the examination with their signature, designation and address. A scholar who is also successful at the public viva-voce examination shall be declared to have qualified for the Ph.D. degree by the Ph.D. Coordination Committee.

(vii) A scholar, who is not successful at the public viva voce examination, may be permitted to take the same on a second occasion, after the expiry of THREE months. If he/she is not successful even on the second occasion at the public viva-voce examination, the degree will not be awarded to him/her.

(viii) No scholar shall be permitted to submit a thesis or to appear for the public viva-voce examination on more than TWO occasions.

(ix) MSE shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

#### **(16) FEE FOR. Ph.D. PROGRAMME, FELLOWSHIP AND TEACHING ASSISTANTSHIP**

(i) Uniform fee structure would be followed for full-time / part-time research scholars holding Fellowship, Non-stipendiary format. Scholars under SC/ST category would be granted 50% exemption in the semester fee. The total fee per semester is INR. 8000 including all infrastructural support. Semester fees should be paid between July 1<sup>st</sup>-5<sup>th</sup> and January 1<sup>st</sup>-5<sup>th</sup> every year.

(ii) The candidate has to submit the joining letter, fee payment challan to the PhD office and the provisional registration including supervisor allocation will be completed within the first two weeks of joining.

(iii) The fellowship will be given to the student as per the UGC rules for the UGC-JRF recipients and the MSE fellowship as mentioned in the PhD handbook.

(iv) The scholar has to register every semester along with semester fee payment and a copy of the semester fee challan should be submitted to PhD office. Additionally, the scholar will be permitted to register every semester only if the previous RAC review is satisfied with the progress as recorded in the minutes.

(v) From the date of joining the scholar will be assigned teaching assistantship (guidelines in PhD handbook).

### **(17) FORMAT FOR AWARD OF THE DEGREE**

(i) Within a fortnight of completion of the viva voce, a provisional certificate shall be awarded in accordance with the provisions to the regulations of the UGC.

(ii) The Ph.D. degree certificate shall incorporate the title of the thesis along with the name(s) of the faculty/faculties and discipline(s).

(iii) In the case of the award of the Ph.D. degree for inter-disciplinary research, the degree certificate shall bear both the subjects of the scholar's previous degree and the discipline of the department in which the scholar has conducted his/her Doctoral research mentioning them as "inter-disciplinary".

(iv) The PhD office has to notify the convocation section and the final degree certificate will be awarded in the upcoming convocation.

**Amended on 13<sup>th</sup> March 2024.**