

DR. SHYAMA PRASAD MUKHEJEE UNIVERSITY, RANCHI

Guidelines for M.Phil/Ph.D. Programme

(As per M.Phil/Ph.D. Regulation, 2018 of Dr. Shyama Prasad Mukherjee University, Ranchi)

Procedure for Admission to M.Phil./Ph.D. Programme :

1. Candidates shall be selected and admitted to M.Phil./Ph.D. Programme on the basis of two step selection procedure : (a) Their performance in written M.Phil./Ph.D. Entrance Test which shall be qualifying & (b) Selection of Candidate through Interview and discussion on the Topic of Research.
2. For Admission in M.Phil/Ph.D. Programme, the Head of various departments shall determine the number of vacant seats in consultation with prospective supervisors of the concerned Department and report the same to the Dean of their Faculty and the Dean shall report to the Registrar so that the University shall notify it on the website.

It will be the responsibility of Head of the Department to provide Research Topic and supervisor to all the candidates selected against the vacant seats.

3. The Registrar shall invite applications against the vacant seats for M.Phil./Ph.D. Entrance Test to determine eligibility of the candidate Vide Notification in the University Website & News Paper.
4. For Entrance Test, eligible candidates shall be required to submit their application online in the University Website : www.dspmuranchi.ac.in against the Notification issued by the University along with online payment of Examination Fee (inclusive of cost of application form) @ Rs. 4,000/- for General and B.C. & Rs. 3000/- for ST/SC or as prescribed by the university. The Entrance Test will be conducted once in a year.
5. The Admit Card for M.Phil./Ph.D. Entrance Test can be downloaded from the University website within specified period. The Entrance Test will be conducted online and will be of 2 hours duration containing 80 multiple choice type questions of 1 marks each comprised of 20 questions based on fundamental

- concept of Research Methodology (Common for all candidates of a given faculty) & 60 questions related to their specific subject.
6. The Controller of Examinations or In-Charge of I.T. Centre shall send the Result of M.Phil./Ph.D. Entrance Test to each of the concerned Department.
 7. The Heads of the Department shall shortlist the candidates on the basis of marks obtained in the Entrance Test subject to availability of vacant seats keeping in mind the minimum qualifying marks which is 50%. The concerned Heads of the Department will display the list of shortlisted candidates on the Notice Board and also send the same to the In-Charge I.T. Centre so that the result will be displayed in the University website & message will be sent to selected candidates.

2nd Step of Selection Process:

8. 2nd step of selection process shall include candidates shortlisted through Ph.D. Entrance Test and also those candidates who are exempted from Ph.D. Entrance Test under provisions in clause No. 5.3 of M.Phil./Ph.D. Regulation-2018 of DSPMU, Ranchi (Candidates with M.Phil./NET, JRF, working teachers etc).

Application shall be invited from those candidates who are exempted from Ph.D. Entrance Test vide Notification displayed in University Website and published in News Papers. Eligible candidates are required to submit their application online in the University Website www.dspmuranchi.ac.in on e-payment of processing fee (Rs. 600/- for General and B.C. and Rs. 400/- for ST/SC).
9. After the last date of submitting applications, the portal shall be closed. The In-Charge of IT Centre shall send the hard copies of the applications to the concerned Heads of the Departments.
10. Candidates short listed through Ph.D. Entrance Test as well as Candidates eligible without Entrance Test shall be screened through interview conducted by concerned DRC. The date of Interview will be determined by the concerned Head and will be displayed on Notice Board of the Department as well as in the University Website and will also be communicated to the candidate through email/message.

11. The Interview will be organized by the DRC where the candidates are required to discuss their research interest area. The DRC shall also consider the candidates competence for the proposed research work, suitability of the research work with regards to available infrastructure and equipments and whether the proposed research work will contribute new or additional knowledge.
12. The interview will carry 20 marks. The candidates will finally be selected based on marks obtained in the interview.
13. A panel of finally selected candidates shall be displayed on the Notice Board of the Department and also in website after approval of the DRC in order of merit. The panel will also display candidates of waiting lists. The panel will remain valid for one year or date of next notification for next Entrance Test, whichever ever earlier. The Head of the Department shall send the list of selected candidates to In-Charge of I.T. Centre to display the result in the Website.
14. The DRC reserves the right not to selected candidates against all vacant seats advertised or to select additional candidates if any supervisor has vacant seats.
15. The Head of Department shall allot Supervisors to each of the selected candidates. The selected candidates are required to prepare synopsis with consultation with their supervisor. The candidates are also required to submit the duly filled-in application form (Annexure-A) along with six (06) copies of synopsis to the respective Heads of the Departments.
16. The candidate shall apply to Head of the Department for fixing date of Pre-Registration Seminar. The Head of the Department shall determine the date of Pre-Registration Seminar in consultation with Dean of the Faculty concerned. On the fixed date the candidate is required to present his synopsis before the DRC Members, Dean and other Faculty Members. Suggestion from the faculty member, if any, shall be incorporated in the synopsis.
17. The minutes of the meeting of DRC for the said Pre-Registration Seminar will be recorded in a Register. The Heads are advised to spare 9 blank pages for each students to record his half-yearly progress report seminar I, II, III, IV & V, Pre-Submission Seminar and Viva-Voce Examination. Head of the Department shall maintain record of each of the above mentioned events.

18. The Head of the Departments shall Generate a file for each candidate which will contain the following :
- i. Duly filled in Application Form (Annexure- A) for Admission in Ph.D. Programme.
 - ii. Marks Sheet of Masters Degree of the Candidate (Minimum requisite marks for General & BC-55% for ST/SC/OBC 50%)
 - iii. Any one of the following :
 - Mark Sheets of Ph.D. Entrance Test.
 - Mark Sheet of UGC-NET/UGC-JRF/UGC-CSIR NET/CSIR JRF/DBT-JRF/ICMR-JFR etc.
 - Mark Sheet of M. Phil.
 - Certificate of two years UG/PG Teaching Experience as regular Teacher in the University.
 - Certificate of two years continuous research experience as Research Fellow.
 - iv. Supervisor's Mark sheet of Masters Degree
 - v. Supervision's result of Ph.D. Degree
 - vi. Reprints of Research Papers (Five for Professor and Two for Associate Professor or Assistant Professors) published in referred journals.
 - vii. Six copies of Synopsis. (One each for Candidate, Supervisor, Co-Supervisor, Head, Dean & Registrar)
 - viii. Copy of resolutions of Pre-Registration Seminar in prescribed format (Annexure-B)
 - ix. Declaration by the candidates for Registration in following format :

I, ----- hereby declare that currently I am not enrolled or registered for M.Phil./Ph.D. Degree in any University and so long as I have been registered for M.Phil./Ph.D. programme at this University, I shall not get registered at any other University if not pursuing any joint Doctorate Degree Programme of this University.
19. The Application Form shall be forwarded by DRC, HoD & shall be transmitted to Dean of the Faculty. It shall be duty of the DRC to ensure that the candidate & supervisor fulfil all the requisite criteria.

20. The Dean shall transmit all the Application Form along with all enclosed documents to the Registrar.
21. After receipt of the Application Forms for Registration in Ph.D./M.Phil. Programme, the Registrar will prepare a list of all Application in following format and call a meeting of the University Research Council of concerned faculty.

Sl. No.	Name and Address of Candidate	Topic of Research	Name and Address of Supervisor	Qualification, Class & Year of Passing of candidate	Effective Date of Registration	Remarks

22. The Research Council shall consider all the applications and decide finally, whether permission for registration shall be granted or denied.
23. The candidates whose applications are approved by the Research Council will be intimated by the Registrar by post or through email/message to deposit the Registration Fee Rs. 5000/- or as specified the University time to time. Then the candidate shall deposit the fee online and submit the copy of the transaction/receipt to the Registrar within 15 days.
24. After deposition of Registration Fee, the topic of the candidate shall be registered and the University (Registrar) will then notify a list of registered candidates. A copy of this shall be provided to the candidate also.
25. The University shall maintain a record of all the M.Phil./Ph.D. Registered candidates on its website on yearly basis.
26. All candidates admitted to M.Phil./Ph.D. Programme shall be required to complete the Course-Work as prescribed by the RAC during initial one or two Semester. M.Phil. Degree holders will be exempted from Course-Work.

It is the responsibility of the DRC to constitute RAC for each research scholar . The first meeting of RAC shall be convened immediately after its constitution for recommendation of Course Work for the concerned M.Phil./Ph.D. students.

27. Candidates are required to deposit the Course-Work Fee Rs. 5000/- or as specified by the University through e-payment.
28. At the end of 1st Semester, Examination shall be conducted. To be successful, candidates are required to obtain 55% Marks in aggregate whereas the qualifying marks will be 50% in each paper.

If a candidate obtains 50% marks in each paper but fails to obtain 55% marks in aggregate, she/he shall be eligible to appear in the next semester examination. She/he may opt for appearing in one or all papers in qualifying examination surrendering the marks obtained by him/her in that/those paper/papers & the marks obtained in the qualifying examination shall be final.

29. Monitoring Progress of the Candidate :

The Research Scholar shall prepare a progress report of his/her research work in consultation with supervisor & RAC in prescribed format (Annexure-C). The supervisor who is also Member-Secretary of RAC shall arrange for the candidate to make presentation of his/her work twice in a year before the DRC and other faculty members of the Department. Suggestion or corrective majors if any, from the members of DRC and faculty present in the Semester will be incorporated in the work. The DRC will record the progress report . A copy of progress report with remarks will be given to the research scholar.

30. Submission of Thesis :

A registered candidate is eligible to submit his thesis provided the thesis is complete in all respect and the candidate has worked for a minimum period of three years from the date of registration.

Before submission of thesis the candidate shall be required to present his/her research findings in an open Pre-Submission Seminar organized by the concerned Head of the Department on request of the candidate and supervisor that the research is complete as per proposed synopsis. The candidate will be required to furnish the following :

- Five copies of the summary of completed Research-Work.
- Draft copy of the thesis complete in all respect.
- Three copies of reprints of published/accepted research papers based on the work embodied in the thesis.

- At least two papers presentation certificates in conferences/seminars (Three copies)
- A 'Declaration of Attendance' from the candidate and supervisor about attendance at the place of work (Annexure-D)
- A "Certificate" from the Supervisor in prescribed format (Annexure -E) stating that the subject matter of his/her thesis is a record of work done by the candidate himself/herself independently under his guidance without plagiarism and that the contents of his/her thesis didn't form a basis of the award of any previous degree to him/her or to any body else to the best of his knowledge. The Supervisor will also certify that the candidate, in habit and character, is a proper person for the award of Ph.D. Degree.
- Certificate of Course Work from Supervisor and Head (Annexure-F)
- Certificate of Procedure in Ph.D. Programme from Dean and Head. (Annexure -G)
- The Head of the concerned Department, after the receipt of the above documents, shall fix a date for Pre-Submission Seminar in consultation with the concerned Dean of the faculty during the working days of the Department to ensure the presence of Dean of the Faculty, Supervisor, and Members of RAC & DRC, Faculty Members, Research Scholars and Students. The Pre-Submission Seminar will be open to all. The feedback & suggestions obtained from them may be suitably incorporated in consultation with RAC.

31. General Composition of Thesis:

- A thesis for the Degree of Ph.D. Shall :
 - i) be composed of some special portion of the subjected stated in the candidates synopsis.
 - ii) Embody the result of research.
 - iii) Show evidence that it is a piece of research work characterised by the discovery of new facts or an attempt at a fresh interpretation of known facts and theories. It shall also reveal the candidates capacity for originality,

critical analysis and judgement. It shall be satisfactory in presentation, so far as language, style and form are concerned.

- iv) Include an abstract and exceeding 700 words. The abstract should concisely slate was done, how it was done, principal results & their significance.
- A candidate shall indicate clearly and extensively in the preface to his/her thesis and especially mention the following :
 - i) The source from which the information is taken,
 - ii) The extent to which he/she availed himself/herself of the works of others and the portion of the thesis which he claims to be original and
 - iii) Whether his/her research has been conducted independently, or under advice, or in co-operation with others.

32. Thesis Format :

A thesis composed as per the guidelines above must be presented for examination in a printed form on A-4 size paper with 12 font size and 1.5 line spaced, containing approximately 350 words with one inch margins all around & be in hard-bound form. Illustration & tables should be preferably placed exactly where they are to appear within the text.

33. Submission of Thesis :

- The candidate shall apply to the Vice-Chancellor through proper channel for permission to submit the Thesis. The concerned Head of the Department shall forward the application for submission of thesis along with the reports of Pre-Submission Seminar to the concerned Dean of the Faculty within a week from the date of Pre-Submission Seminar.
- The Dean shall forward the same to the Registrar of the University. The Registrar will present the above mentioned relevant documents before the Vice-Chancellor for his order for submission of the Thesis.
- After obtaining order of the Vice-Chancellor, Registrar will issue a letter to the candidate to submit the Thesis along with thesis submission fee (as prescribed by the University) to the Controller of Examinations within a month from the date of receipt of letter. A copy of the letter shall also be sent to supervisor, concerned Head of the Department and Dean of the faculty.

- On receipt of the letter, the candidate shall submit five hard copies of thesis, duly forwarded by Head of the Department and Dean of the concerned faculty, along with one electronic copy of thesis, five copies of abstract and copy of receipt of examination free paid to the Controller of Examinations.

34. Evaluation of the Thesis :

- After submission of thesis, the Supervisor shall submit a panel of 12 subject experts in prescribed format (Annexure-H) not below the rank of Reader, preferably Professor as examiner names who are well known authorities on the subject. The panel shall contain name of six (06) examiners from outside the state or country and 6 examiners from outside the University.
- The DRC/HOD shall approve the name of 6 persons, at least 3 of whom must be outside the state for appointment as examiners and submit the panel to the Vice-Chancellor.
- The Vice-Chancellor shall nominate three examiners, one internal and two external examiners form the panel submitted by DRC. One of the Examiner must be from outside the State/Country. The Vice-Chancellor shall have the option to nominate the examiners who will ordinarily be the person under whom the candidate had done the research work.
- The examiners so nominated by the Vice-Chancellor shall be appointed by the Examination Board.
- The thesis shall be evaluated by a Board of three Examiners.
- The Controller of Examinations shall take such steps as deemed necessary to enable the evaluation report of examiners to be received as quickly as possible on the prescribed format (Annexure-I).

35. Viva-Voce Examination :

- The Viva-Voce Examination of the Research Scholar shall be conducted only if the evaluation reports of the external examiners on the thesis is satisfactory and include a specific recommendation for conducting the Viva-Voce Examination.
- From the panel of the external examiners, the Vice-Chancellor shall nominate one person as external and one person as internal examiner for the Viva-Voce

Examination. In case the supervisor is not available, the Vice-Chancellor shall appoint another teacher in his/her place.

- The date of Viva-Voce Examination will be fixed by Controller of Examination in consultation with the head and external examiner(s). The examination will be held in the Department during the working days to ensure the participation of all faculty members.
- There shall be an open Viva-Voce Examination for which notice should be issued 15 days before the examination and teachers of all faculties shall be invited to attend the examination. DRC, all faculty members and other interested persons may also attend the Examination.
- In case of exigency, on the basis of written application by the supervisor of Research Scholar concerned, the Dean of the Faculty concerned may allow Viva-Voce Exams to be conducted after 7 days from the date of issue of notice for them same.
- The Viva-Voce Examination report of Examiners shall be submitted to Examination Board in format provided (Annexure-J)
- The Viva-Voce Examination report of the examiners who conducted Viva-Voce Examination with the DRC shall send it the Examination Board on the prescribed format (Annexure-J).
- The Examination Board with its opinion shall then place the report before Research Council whose recommendation will be placed before Academic Council. The Vice-Chancellor on behalf of the Academic Council, if the Academic Council is not in the session, shall approve the Ph.D. Degree to the candidate and shall cause his/her name be published with the subject, and title of his/her thesis. A degree under the seal of the University shall be subsequently delivered to the candidate.
- It is an requirement for the award of the Degree one copy of the successful thesis is placed in the University Central Library and one copy in the Library of the Concerned Department.
- Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. Degree the University shall submit an Electronic Copy of the Ph.D. thesis to the INFLIBNET for hosting the same so as to make it accessible to all the institution and Colleges.