



Examinations Manual

For

M.A. (Economics), M.Sc. Programmes,
B.Sc. (Economics), and Ph.D. Programme

Rules and Procedures

(Approved by Board of Management (BOM), Board of Studies (BOS), Academic Council (AC), Research Staff Meeting, Admission Committee, Internal Committee, and Board of Examinations and Evaluations (BEE) from time to time)





GOKHALE INSTITUTE OF POLITICS AND ECONOMICS
(Deemed to be University u/s 3 of the UGC Act, 1956)

Credits System

Master of Arts (M.A) in Economics and Master of Science (M.Sc.) Programmes

(Approved by Board of Studies on 10-9-2015 and 5-7-2016 and Academic Council on 1-10-2015 and 6-7-2016 and Board of Examination and Evaluation from time to time)

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
2. **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 working days. The odd semester may be scheduled from July to Mid-December and even semester from Mid-December to May.
3. **Programme:** The Institute offers two-year Post Graduate Programmes: Master of Science in Economics -- M.Sc. (Economics), Master of Science in Financial Economics -- M.Sc. (Financial Economics), Master of Science in Agribusiness Economics -- M.Sc. (Agribusiness Economics) and Master of Science in International Business Economics and Finance -- M.Sc. (International Business Economics and Finance)
4. **Course:** Usually referred to as 'Paper', a course is a component of the M.Sc. programme. All courses carry equal weight. The objective of the course and learning outcomes are defined in the detailed syllabus of the programme. A course may be designed to comprise lectures/ tutorials/field work/outreach activities/vocational training/viva/seminars/term papers/ assignments/ presentations/ self-study etc. or a combination thereof.
5. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial). At GIPE all Core (compulsory) courses and Elective courses shall have 4 credits each. For each Course there will be 4 hours of teaching in a week and 60 contact hours during a semester of 15 weeks. Contact hours shall include classroom instruction, remedial teaching and time spent on all forms of continuous assessment including tutorials.
6. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students. For M.Sc. Programmes at the Institute, the student has to complete 80 credits. All students admitted to M.Sc. programmes shall be required to register for **sixteen compulsory and four elective courses. Each course shall carry 4 credits.**
7. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C and F.



8. **Letter Grade and Grade Points:** It is a numerical weight allotted to each letter grade on a 10-point scale. For M.Sc. programmes each course will be evaluated for 100 marks. Continuous internal assessment during the semester based on periodical tests/ assignment will account for 40 marks and the semester end examination 60 marks. The Institute follows absolute grading system for conversion of marks to grade, where grades are assigned as

Marks	Grade	Grade Point
90 and above	O (Outstanding)	10
80 to 89.9	A+ (Excellent)	9
70 to 79.9	A (Very Good)	8
60 to 69.9	B+ (Good)	7
50 to 59.9	B (Above Average)	6
40 to 49.9	C (Average)	5
Below 40	F (Fail)	0
Absent	Ab (Absent)	0
Not Eligible	Ne (Not Eligible)	0

9. **Passing a course:** A student shall pass a course only if he/she has appeared for at least two periodical tests out of three periodical tests and appeared in the semester-end examination and secured a weighted grade higher than "F" in the course.
10. **Credit Point:** It is the product of grade point and number of credits for a course.
11. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
12. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
13. **Transcript or Grade Certificate:** Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester. At the completion of the programme a consolidated transcript indicating the performance in all semesters along with CGPA will be issued to the student.
14. **Conversion of CGPA to Percentages:** Conversion of CGPA to percentages can be done by multiplying the CGPA by ten.
15. **Award of degree:** A student in order to be eligible for the award of the Master's Degree of GIPE must meet the following requirements within a period of four years from the date of admission.
- (i) **Clear all the sixteen compulsory and four elective course (carrying 4 credits each)**
 - (ii) **Must have a CGPA of 5 or more at the end of the programme.**
 - (iii) **Must have obtained certification of professional agencies as may be prescribed for that programme.**



The results of the successful candidates will be classified as indicated below on the basis of CGPA

S. No.	CGPA	Class/ Division
1	CGPA of 8 and above	High First Class
3	CGPA of 7.0 and above, less than 8.0	Middle First Class
4	CGPA of 6.0 and above, less than 7.0	Lower First Class
5	CGPA of 5.0 and above, less than 6.0	Second Class

Computation of SGPA and CGPA

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA} (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undertaken by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the Transcripts.

Illustration for computation of Semester Grade Point Average (SGPA)

Course	Grade	Grade Point	Credits	Credit Points
Course 1	B+	7	4	28
Course 2	A	8	4	32
Course 3	A	8	4	32
Course 4	B	6	4	24
Course 5	A+	9	4	36
Total			20	152

Semester Grade Point Average (SGPA) = $152/20 = 7.6$

Illustration for computation of Cumulative Grade Point Average (CGPA)

Semester	Credits	SGPA
Semester I	20	7.6
Semester II	20	6.7
Semester III	20	7.8
Semester IV	20	5.9
Total Credits	80	

Cumulative Grade Point Average (CGPA) = $(20 \times 7.6) + (20 \times 6.7) + (20 \times 7.8) + 20 (5.9) / 80 = 7.0$



Rules governing the M.Sc./ M.A. (Economics) Programmes

1. The two-year all M.Sc./ M.A. (Economics) Programmes is spread over four semesters. All students admitted to the M.Sc. / M.A. programmes shall be required to register for **sixteen compulsory papers and four optional papers** within two years, spread over four semesters, from the date of admission during that academic year.

The course structure **of 16 compulsory papers and 4 optional papers** shall be standardized for all M.Sc. / M.A. programmes. Any additional paper offered by a student shall be treated as a Certificate Course, and the student shall be required to pay the requisite fees for such Certificate Course. Consequently, the consolidated statement of marks shall display only 20 papers, and a Certificate shall be issued for additional paper/s offered by the student, if any, upon successful completion of the Course.

However, where an additional paper is offered as a compulsory paper with due approval of the Board of Studies and the Academic Council and notified accordingly, the students will not be charged extra fees.

2. Each student shall be required to complete the programme within a maximum period of three years **(or as prescribed by the Institute / as per UGC guidelines/direction from time to time)** from the date of admission. Failure to register for the required number of compulsory and optional papers during the specified time will automatically lead to termination of the student's tenure in the programme at the end of three years from the date of admission.
3. At the time of admission, the student shall be required to indicate his/her preference for the optional papers in the prescribed format.
4. On the basis of preference of optional papers, the Institute will announce the optional papers on offer at the beginning of each semester. The choice of optional papers in the semester will be limited to those announced by the Institute. If the optional paper preferred by a student is not offered in that semester, the student will be required to opt for another paper on offer in that semester, in the order of preference indicated by him/her.

The optional papers will be offered subject to preference by minimum 15 students and at the discretion of the Institute, and subject to the availability of suitable faculty. However, no student shall be entitled to change his preference of optional papers.

5. Each paper will be of 100 marks. Continuous internal assessment during the semester (based on periodical tests/assignments) will account for 40 marks, and the semester-end examination 60 marks.
6. Fractional marks shall be rounded off in the case of all examinations, including periodical tests.
7. Continuous internal assessment shall comprise three periodical tests of 20 marks each (of 1 hour duration each) for every paper in each semester. Of the three tests, two best performances will be counted to arrive at total periodical test marks for each paper.

Attendance in 2 out of 3 periodical tests/assignments in a paper is an essential pre-requisite for eligibility to take the semester-end examination in that paper

Of the three periodical tests, the first and the third shall be tests, while the second examination shall be either a test or an assignment.



8. Attendance in at least 75% of the lectures delivered in each paper, including the qualifying paper/s and **appearance for at least two out of three periodical tests/assignments is compulsory, failing which the student shall not be allowed to appear for the semester-end examination for the paper/s.** In this case, the consolidated statement of marks will carry the remark **“Not Eligible”** against the said paper.
9. Students of M.Sc./ M.A. Part I shall be required to take papers (of one semester duration) in Basic Mathematics and Statistics (or directed and prescribed by the Institute from time to time regarding this subject). Marks obtained in this paper shall not be included in the total marks for award of class. However, every student shall be required to pass the qualifying examination in this paper in maximum three attempts during the 1st year. Failure to pass in Basic Mathematics and Statistics will lead to termination of the student’s tenure in the programme.

The qualifying paper in Basic Mathematics and Statistics shall commence immediately after the last date of admission (or directed and prescribed by the Institute from time to time regarding this subject). Examinations of 10 marks each shall be held after every 6-8 lectures. The students shall be required to pass the qualifying paper with minimum 40% marks in the aggregate.
10. The hostel admission of students who fail to fulfill the requirement of 75% attendance or answer at least two of the three tutorials/assignments in any paper during any semester, is liable to be cancelled.

Award of Degree

For the award of the M.Sc. / M.A. degree, a student shall be required to complete all the course requirements (i.e., **sixteen compulsory and four optional courses**) within a period of three years from the date of admission.

Performance Improvement Scheme:

A student shall be offered an opportunity to improve performance if he/she has secured minimum passing marks, but less than 60 per cent marks in an individual paper only.

- a) A student shall be given a chance to improve his/her performance in the papers offered by him/her in each semester.
- b) When a student chooses to improve his/her performance in any paper, he/she will be required to surrender the marks earlier obtained by him/her in the semester-end examination of that paper. Thus, only the marks obtained by him/her in the improvement examination for the paper shall be considered for the award of the degree, even if his/her earlier marks in the paper are higher than the marks obtained by him/her in the improvement examination. The marks obtained by him/her in the internal assessment for the paper shall, however, remain unchanged.
- c) If a student appears for the improvement examination in a paper but fails in that improvement examination, he/she will not be allowed to appear again and he/she will be treated as failed.



- d) After registering for improvement examination in a paper, if a student remains absent at the time of the improvement examination of that paper for any reason, his/her earlier marks will be retained; however ***he/she shall not be eligible for another attempt at improvement in that paper.***
- e) In the case of a paper where a student has opted for improvement, ***the caption 'Improvement' will appear in the remarks column against the said paper*** in the consolidated statement of marks of all four semesters.
11. **Rule for Passing:** A candidate must obtain minimum **40% marks** in the aggregate; taking together the marks obtained in the periodical tests and the semester-end examinations, in a paper, in order to pass in that paper.
12. The scheme of audit and taking extra paper is no longer available. In lieu thereof a student can apply for a certificate course in any paper of his/her interest, which does not form part of his/her regular sixteen papers.
13. A student shall be eligible for ***maximum two attempts for each paper*** to clear the semester-end examination, i.e. the main examination, and **second time as backlog (or prescribed by the Institute or UGC guidelines from time to time)**. Under any circumstances the student shall not be eligible to answer the semester-end examination in a paper more than two times (**or prescribed by the Institute or UGC guidelines from time to time**). Students shall appear for Backlog papers in the next immediate semester.
14. **Gracing Rule:** In case a candidate fails to get an ***aggregate of 40 per cent marks*** in a paper, he shall be given not more ***than three grace marks by the Examination Committee to enable him to pass in that paper.*** The grace marks will be added to the marks obtained by him/her in the end semester examination. The consolidated statement of marks will carry the remark "Grace Marks" against such paper, in the remarks column (**or prescribed by the Institute or UGC guidelines from time to time**).
15. **Grace marks for getting Higher Grade:** A candidate ***who passes in all papers but falls short of 10 marks or less for getting the next higher grade shall be awarded the requisite grace marks by the Examination Committee*** to enable him/her obtain the next higher grade. Such grace marks will not be indicated separately in the statement of marks of the candidate. However, such marks will be adjusted in the papers for which the candidate appeared in the *last* semester.
16. **Condonation:** If a candidate fails only in one paper, having passed in all the remaining papers, his/her deficiency of marks in that ***paper up to a maximum of 10 marks will be condoned and these marks will be added to the concerned paper.*** The consolidated statement of marks will carry the remark "Condonation" against such paper, (**or prescribed by the Institute or UGC guidelines from time to time**), in the remarks column.
17. No candidate shall be eligible for benefit under Grace Marks for getting higher grade, as well as Condonation simultaneously.
18. ***The provisions under Rule 14, 15, 16 are not a matter of right of the student.*** The cases of grant of grace marks for passing, grace marks for higher grade, and condonation shall be considered by **the Examination Committee or Board of Examinations and Evaluation (BEE)** in that Semester. The decision of the Committee in this regard shall be final and binding to all.



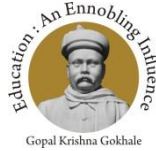
The proposal for award of grace marks for passing, grace marks for grade improvement, and condonation shall be considered by the **Examination Committee or Board of Examinations and Evaluation (BEE)** upon recommendation by the respective Course Coordinator.

Rules of Revaluation

- 1) Revaluation includes the process of verification. If, upon verification of marks, it is found that the marks shown in the original mark-list issued to a candidate have changed, the new marks shall be considered as original marks for the purpose of revaluation.
- 2) The revaluation of answer-book(s), however, shall not be permitted in respect of periodical tests/assignments.
- 3) A candidate shall apply for revaluation in the prescribed form (**or such manner prescribed by the Institute from time to time in this regard**) to the Controller of Examinations of the Institute within three weeks from the date of declaration of the result, along with a non-refundable fee of Rs. 500/- per paper (**or the fee prescribed by the Institute from time to time in this regard**).
- 4) No application for revaluation will be entertained unless original statement of marks in the examination concerned is enclosed with the application.
- 5) The result of the revaluation of a candidate's answer-book(s) shall be binding on him/her and that ***he/she shall accept the revised marks as final.***
- 6) If a candidate, whose answer-book has been reassessed, becomes eligible for ***any prize or any other award, the same shall be granted to him/her and the award previously announced shall be cancelled.*** If as a result of revaluation, a candidate becomes eligible for the provision of condonation of deficiency, the same shall be given to him/her.







Approved Examination Manual For B.Sc.(Economics)



GOKHALE INSTITUTE OF POLITICS AND ECONOMICS

(Deemed to be University u/s 3 of the UGC Act, 1956)

Pune 411004

Rules governing the B.Sc. (Economics) Programmes

(Approved by Academic Council on 01-12-2018 and the Board of Studies on 03-01-2019)

Program: The Institute offers a three-year Undergraduate Program: B.Sc. (Economics).

Academic Year: Two consecutive semesters constitute one academic year.

EVALUATION AND CREDIT SYSTEM

B.Sc. (Economics)

1. Each student shall be required to complete the program within a maximum period of **five years** from the date of admission.
2. **Semester:** Each semester will consist of 12-14 weeks of academic work equivalent to 60 working days. The odd semester may be scheduled from July to Mid-December and even semester from Mid-December to May.
3. **Course:** Usually referred to as 'Paper', a course is a component of the B.Sc. programme. The objective of the course and learning outcomes are defined in the detailed syllabus of the programme. A course may be designed to comprise lectures/ tutorials/field work/outreach activities/vocational training/viva/seminars/term papers/ assignments/ presentations/ self-study etc. or a combination thereof.
4. Each course will be of 100 marks. Continuous internal assessment during the semester (based on periodical tests/assignments) will account **for 50 marks**, and **the semester-end examination 50 marks**.
5. Continuous internal assessment shall comprise **three periodical tests of 25 marks each** (of 1-hour duration each) for every course in each semester. **Of the three tests, the two best performances will be counted to arrive at total periodical test marks for each course.**
6. **Unfair Means Practice:** Adoption of unfair means in tests/examinations and other components of evaluation are strictly punishable and may lead to disqualification in the examination.



7. **Eligibility to appear Semester end exam: Students must appear / write at least two out of three periodical tests/assignments, failing which the students will not be eligible to appear/write semester end examinations for the course/s.**
 - In this case, a student has to stay back in the same semester and complete the requirements mentioned above.
 - **Unless a student completes the basic requirement of appearing at least two periodical tests, nobody will be promoted to next semester.** The statement of marks will carry the remark “Not Eligible” against the said course / paper.
8. Of the three periodical tests, the third shall be tests, while the first and second examination shall be either a test or an assignment.
9. **Passing a course: A candidate must obtain minimum 50 % marks in the aggregate;** taking together the marks obtained in the periodical tests and the semester-end examinations, in a course, in order to pass in that course.
10. Fractional marks shall be rounded off in the case of aggregate of periodical tests and semester-end examinations.
11. **Attendance:** Attendance in at least 75% of the lectures delivered in each course.
12. **Attempt to appear each course:** A student shall be eligible for *maximum three attempts for each course to clear the semester-end examination, i.e. the main examination, and two times as backlog, provided the same should be cleared within the next two consecutive semesters.*
13. **Syllabus for Backlog exam:** The Syllabus for the backlog examination should be as per the prevailing Syllabus at the time of appearing the backlog examination. Under no circumstances shall the student be eligible to answer the semester-end examination in a course more than three times.
14. **Grades and Credit System:**
 - **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial). For each Course there will be 4 hours of teaching a week and 40 contact hours during a semester of 15 weeks. Contact hours shall include classroom instruction, remedial teaching and time spent on all forms of continuous assessment including tutorials.
 - **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students. For B.Sc. Programs at the Institute, the student has to complete 144 credits. All students admitted to B.Sc. programs shall be required to register for Forty One courses. Each course shall carry either 2 or 4 credits.
 - **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by the letters O, A+, A, B+, B, C and F.



- **Letter Grade and Grade Points:** It is a numerical weight allotted to each letter grade on a 10-point scale. For B.Sc. programs each course will be evaluated for 100 marks. Continuous internal assessment during the semester based on periodical tests/ assignments will account for 50 marks and the semester end examination 50 marks. The Institute follows absolute grading system for conversion of marks to grade, where grades are assigned as

For course with 4 credits

Marks	Grade	Grade Point
90 and above	O (Outstanding)	10
80 to 89.9	A+ (Excellent)	9
70 to 79.9	A (Very Good)	8
60 to 69.9	B+ (Good)	7
55 to 59.9	B (Above Average)	6
50 to 54.9	C (Average)	5
Below 50	F (Fail)	0
Absent	Ab (Absent)	0
Not Eligible	NE	0

For course with 2 credits

Marks	Grade	Grade Point
45 and above	O (Outstanding)	10
40 to 44.9	A+ (Excellent)	9
36 to 39.9	A (Very Good)	8
31 to 35.9	B+ (Good)	7
28 to 30.9	B (Above Average)	6
25 to 27.9	C (Average)	5
Below 24.9	F (Fail)	0
Absent	Ab (Absent)	0
Not Eligible	NE (Not Eligible)	0

15. Passing a course: A student shall pass a course only if he/she has appeared for at least two periodical tests out of three periodical tests and appeared in the semester-end examination and secured a weighted grade higher than “F” in the course.



- 16. Credit Point:** It is the product of grade point and number of credits for a course.
- 17. Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 18. Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 19. Transcript or Grade Certificate:** Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester. At the completion of the programme a consolidated transcript indicating the performance in all semesters along with CGPA will be issued to the student.
- 20. Conversion of CGPA to Percentages:** Conversion of CGPA to percentages can be done by multiplying the CGPA by ten.
- 21. Award of degree:** A student in order to be eligible for the award of the Bachelor's Degree of GIPE must meet the following requirements within a period of five years from the date of admission.
1. Clear all the forty-one courses (carrying either 2 or 4 credits each).
 2. Must have a CGPA of 5 or more at the end of the program.

The results of the successful candidates will be classified as indicated below on the basis of CGPA

S. No.	CGPA	Class/ Division
1	CGPA of 8 and above	High First Class
3	CGPA of 7.0 and above, less than 8.0	Middle First Class
4	CGPA of 6.0 and above, less than 7.0	Lower First Class
5	CGPA of 5.5 and above, less than 6.0	Second Class
6	CGPA of 5.0 to 5.49	Average

End







Approved Examination Manual For Ph.D. Programme



GOKHALE INSTITUTE OF POLITICS AND ECONOMICS

(Deemed to be University u/s 3 of the UGC Act, 1956)

Rules and Regulations governing the Ph. D. Programme

Incorporating provisions of UGC (Minimum Standards and Procedure for Award of M.Phil/Ph. D Degrees) Regulations, 2016 (Approved by the Board of Studies, 22-2-2017_13-11-2017)

Subjects	1.	The Institute shall offer the Degree of Doctor of Philosophy (Ph.D.) in Economics, Population Studies, Agricultural Economics, Law and Economics, Political Science and Sociology
Eligibility	2.	Master's Degree in Economics/Agricultural Economics/Population Studies/Law and Economics/Political Science/Sociology with at least 55 percent marks (50 percent for reserved category candidates i.e. SC/ST/OBC/VJNT/DTNT) from a recognized University/Institute.
Number of Seats	3.	The number of candidates to be admitted for the Ph.D. programme shall depend upon the availability of eligible faculty/guides in the Institute. The number of candidates to be admitted to the Ph.D. programme shall be notified on the website of the Institute and through advertisement in at least two national newspapers, of which at least one shall be in the regional language.
How to Apply	4.	A candidate seeking admission to the Ph.D. programme after notification shall download the application form from the Institute's website www.gipe.ac.in and submit the same to the Ph.D. section at the Institute along with the prescribed application fee.
Entrance Examination	5.	Admission to the Ph.D. programme of the Institute shall be through an Entrance Examination to be conducted on annual basis as per the schedule recommended by the Internal Ph.D. Committee. The Entrance Examination shall comprise Written Test and Interview.
Written Test	6.	The Institute shall conduct a Written Test, the schedule and structure of which shall be duly notified in advance.
Exemption from the Written Test	7.	The following candidates shall be eligible for exemption from the Written Test and shall be eligible to appear for Interview: <ul style="list-style-type: none">i. Candidates who have obtained M.Phil Degree of a recognised University through regular and not distance modeii. Candidates who have qualified at the UGC-NET (including JRF)/SLET/teacher fellowship holders
Interview	8.	Candidates who pass the Written Test and candidates who are exempted from the Written Test shall be required to appear for an interview to present/discuss their research proposal/area of interest.



Registration	9.	<p>a) Provision Registration: Candidates admitted to the Ph. D. programme shall be granted Provisional Registration. The date of Provisional Registration of a candidate shall be the date on which the candidate joins the Ph.D. programme in the Institute. The date of the Provisional Registration of a foreign candidate shall be the date of joining after obtaining valid student/study visa.</p> <p>b) Confirmation of Registration: The Provisional Registration shall be confirmed upon successful completion of the prescribed pre-Ph.D. course work.</p>
Ph. D. Committee	10.	<p>There shall be a Ph.D. Committee constituted for a period of two years, comprising the following:</p> <ul style="list-style-type: none"> i) The Director (ex-officio Chairperson) ii) Coordinator of the Ph.D. programme iii) Two faculty members of the Institute to be nominated by the Director, for a period of two years iv) Two subject experts from outside the Institute, to be nominated by the Director from the list of experts approved by the Academic Council, for a period of two years. <p>The powers and duties of the Ph.D. Committee shall be:</p> <ul style="list-style-type: none"> i) To recommend admission to the Ph.D. programme of the Institute ii) To recommend the subjects/topics of research for Ph.D. scholars iii) To recommend the award of fellowships, if any. <p>The Ph.D. Committee shall ordinarily meet two times a year. The Chairperson of the Committee may convene extra meetings, if required.</p>
Internal Ph. D. Committee	11.	<p>There shall be an Internal Ph.D. Committee comprising:</p> <ul style="list-style-type: none"> i) The Director (ex-officio Chairperson) ii) Coordinator of the Ph.D. programme iii) Two Research Guides of the Institute nominated by the Director for a period of two years. <p>The powers and duties of the Internal Ph.D. Committee shall be:</p> <ul style="list-style-type: none"> i) To recommend the Research Committee for students admitted to the Ph.D. programme ii) To recommend change of Principal Research Guide, if required iii) To recommend change of Research Committee, if required iv) To recommend change of research topic on the advice of the Principal Research Guide/Research Committee. v) To evaluate the progress of the Ph.D. thesis work based on the half yearly presentation of the students. For this purpose Internal Ph.D. Committee may co-opt experts. vi) To recommend extension of the period of Ph.D. registration on the advice of the Principal Research Guide/Research Committee. vii) To recommend submission of the thesis before completion of the stipulated period.



Research Committee	12.	<p>A candidate shall be required to complete his/her doctoral research under the supervision of a Research Committee appointed by the Internal Ph.D. Committee.</p> <p>The Research Committee shall comprise the following:</p> <p>(a) Principal Research Guide who shall be a faculty member of the Institute</p> <p>(b) Two members, of which one shall be a faculty member of the Institute, and the other from academia/research or industry.</p> <p>Though all members of the Research Committee are expected to give their comments and suggestions to the Ph.D. student at the time of submission of the Ph.D. thesis, approval shall be required only from the Principal Research Guide.</p>
Allocation of Guide	13.	<p>All faculty members of the Institute holding a Ph.D. degree shall be eligible to be research guides. However, the allocation of research guides will be made by the Internal Ph.D. Committee after taking into account (i) number of students per faculty member, (ii) available specialization among the faculty members, (iii) research interest indicated by the student during the interview, and (iv) inclination of both, the student and the research guide.</p>
	14.	<p>As Principal Research Guide a Professor shall not have at any given point of time more than eight Ph.D. scholars; Associate Professor not more than six Ph. D. scholars, and Assistant Professor not more than four Ph. D. scholars.</p>
Duration	15.	<p>The Ph.D. programme shall be for a minimum duration of three years including course work and a maximum of six years.</p>
	16.	<p>If a candidate's thesis is not ready after the lapse of six years she/he may be allowed to submit his/her thesis within a grace period of up to two years by re-registration and payment of the prescribed fees for re-registration.</p>
Coursework	17.	<p>All students admitted to the Ph.D. programme are required to undertake coursework for one year which will be treated as pre-Ph.D. preparation. The coursework shall comprise Research Methodology, Literature Review and other preliminary courses as may be recommended by the Internal Ph.D. Committee.</p> <p>Students shall be required to score minimum of 55 percent marks or its equivalent grade in UGC 7-point scale in the course work to be eligible to proceed further to write the dissertation.</p>
Progress Report	18.	<p>Each candidate shall be required to submit to the Director, through the Principal Research Guide, his/her half-yearly progress report, in the prescribed format, which will be evaluated by the Internal Ph.D. committee of the Institute.</p>
	19.	<p>Each candidate shall be also required to present every six months his/her research work to the Internal Ph.D. Committee of the Institute, including the Principal Research Guide. It is compulsory for all Ph.D. scholars registered for the Ph.D. programme to attend these presentations.</p> <p>The Internal Ph.D. Committee shall recommend continuation of the candidate in the programme on the basis of (i) Report of the Principal Research Guide and (ii) progress shown in the half yearly presentation of the thesis work. In this regard, the decision of the Internal Ph.D. Committee will be final. The date and time of the half yearly presentation will be communicated to the candidates in advance.</p>
	20.	<p>A candidate for the Ph.D. degree must have worked for his/her thesis for a minimum of three years, including course work and, in the normal course, he/she shall not be allowed to submit his/her thesis before completion of three years from the date of his/her registration for the Ph.D. programme.</p>



	21.	However, as a very special case, the Internal Ph.D. Committee may, on the recommendation of all members of the candidate's Research Committee, permit him/her to submit his/her thesis before completion of three years.
	22.	Upon satisfactory completion of coursework, the Ph.D. scholar shall undertake research work and produce a draft thesis within the stipulated time.
	23.	Prior to submission of the draft thesis, the student shall make a pre-Ph.D. presentation which shall be open to all faculty members and research students for their comments and feedback. The comments obtained may be suitably incorporated into the draft thesis under the advice of the guide.
	24.	Ph.D. candidate shall publish one research paper in a refereed journal and present his/her research work in two national/international conference/seminar before the submission of draft thesis for adjudication, and produce evidence of acceptance letter or the reprint.
	25.	The Academic Council of the Institute shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Principal Research Guide attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
	26.	In case of relocation of a woman Ph. D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided that all other conditions stipulated in these Rules and Regulations are followed in letter and spirit and the research work does not pertain to a project secured by the Institute or the Principal Research Guide from any funding agency. The scholar shall, however, give due credit to the Principal Guide and the Institute for the part of research already conducted.
Presentation of Thesis	27.	Before submitting the draft thesis, the candidate shall forward to the Registrar of the Institute, through his/her Principal Research Guide, five copies of a statement giving the title and the synopsis of the thesis. The draft Ph.D. thesis shall be submitted within six months of the date of submission of the synopsis of the thesis, failing which the candidate shall submit a revised synopsis and shall again pay his/her examination fees.
	28.	A candidate for the Ph.D. degree shall submit to the Registrar of the Institute four copies of his/her draft thesis in spiral bound form. All copies of the draft thesis shall be presented in a permanent and legible form in print or photocopy.
	29.	A significant extension of research work done by the student for a previous degree can be submitted as a Ph.D. thesis; however such thesis shall not be a reproduction of the earlier work.
	30.	Along with four copies of the draft thesis to be submitted by the candidate in the manner prescribed above, the candidate shall also submit two copies (or more if required) of a summary of the thesis highlighting the findings and original contributions of the research.



Appointment of Examiners	31.	The synopsis of the thesis submitted by the candidate shall be forwarded to the Board of Studies, which shall recommend to the Academic Council a panel of external examiners for evaluation of the thesis. The Principal Research Guide of the candidate shall be the internal examiner. The Director shall select two external examiners from the panel approved by the Academic Council. Of the two external examiners, at least one should be outside the state/country.
Defense of Thesis	32.	After the candidate submits the draft thesis and the Director appoints two external examiners, the Director/Registrar shall invite the examiners to evaluate the draft thesis. A copy of the summary of the thesis shall be sent to the examiners along with the letter of invitation. When an examiner accepts the invitation to evaluate the thesis, the Director/Registrar shall forward the thesis to him/her within two weeks of the receipt of the letter of acceptance.
	33.	The draft thesis produced by the Ph.D. scholar and submitted to the Institute shall be evaluated by at least two experts, out of which one shall be from outside the state/country.
	34.	Upon receipt of satisfactory evaluation reports, the Ph.D. student shall undergo a viva voce examination which shall also be openly defended.
	35.	The examiners shall report on the acceptability of the draft thesis or otherwise within a period of 90 days from the date of receipt of the thesis. If both the external examiners report that the draft thesis is acceptable, the candidate will be invited for the open defence of his/her thesis. If both the external examiners report that the thesis is not acceptable, there will be no defence of the thesis and the candidate will be declared to have failed. In case of difference of opinion between the two external examiners about the acceptability of the thesis, the Director shall appoint a third external examiner out of the Panel approved by the Academic Council. The decision about the acceptability of the thesis shall be based on the majority opinion of the three external examiners' opinion. If the majority finds the thesis to be acceptable then the candidate will be asked to undertake the defence of his/her thesis.
	36.	The date and the time when the candidate will defend his/her thesis shall be duly notified by the Director. The candidate shall be provided with the copies of the reports of the external examiners at least seven days prior to defence of the thesis.
Ph. D. Defense Committee	37.	The Ph. D. Defense Committee shall comprise the following members: Director of the Institute or his nominee (Chairperson) Ph. D. Coordinator Principal Research Guide One external examiner The presence of one internal examiner and one external examiner shall be mandatory at the viva voce.
	38.	The defense of the thesis shall be open to faculty/students of the Institute. The Chairperson shall exercise his/her discretion to allow or not to allow a question. However, the members of the audience at the defense shall have no say in the final decision regarding the award of the Ph.D. degree.



	39.	The examiners present for the defence shall submit to the Director/Registrar their final consolidated report about the award of the Ph.D. degree immediately after the defence is over. Their recommendations shall be specific and they shall recommend either that the Ph.D. degree be awarded to the candidate OR that candidate re-submit his/her thesis after due revision as suggested and undertake a fresh defence OR that the candidate be not awarded the Ph.D. degree. A work that has been rejected may be re-submitted after due revision subject to the payment of the prescribed fees.
Depository of the Thesis with the Institute and the UGC	40.	Upon successful completion of the evaluation process and announcements of the award of Ph.D., the candidate shall submit six copies of the final hardbound thesis to the Institute within a period of 30 days. The first copy of the thesis will be deposited in the library of the Institute, the second copy will be returned to the candidate, the third copy will be retained by the Principal Research Guide, fourth copy will be retained by the examination section of the Institute and fifth and sixth copies will be sent to the external examiners.
	41.	Along with a final hardbound copy of the thesis, the candidate shall also submit a soft copy of the thesis to be forwarded to the UGC, for hosting the same in INFLIBNET, which is accessible to all Institutions/Universities.
	42.	Along with the Degree, the Institute shall issue a Certificate certifying that the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedures for Award of M.Phil. /Ph.D. Degree) Regulations, 2016.
Part-time Ph. D. programme	43.	The part-time Ph. D. programme shall be open to candidates working in academia / industry / research organizations, who are unable to pursue the doctoral programme in full-time mode.
	44.	For candidates admitted to the Ph. D. programme under part-time mode, the pre-Ph. D. coursework shall be prescribed by the Internal Ph. D. Committee.
	45.	Candidates admitted to the Ph. D. programme under part-time mode shall be governed by all other rules and regulations governing the Ph. D. programme.

