

Degree of Doctor of Philosophy Ordinance 3 – 2025
(Applicable to Full Time and Part-Time Ph.D. Programmes)

(As per the UGC Regulation, 2022)

(w.e.f. AY 2021-22)



Madras School of Economics

(Recognized as Institution 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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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, 2022)

(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., July and January in the odd and even semester respectively. The advertisement will be on MSE website during the months of March/April (and September/October based on seat availability for January semester) every year for admitting the candidates. 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 June/December and candidates will be intimated and acceptance to be received within a week of announcement of results. At the time of admission, the provisional registration for Ph.D. shall be completed along with joining letter and payment of fee by the candidate. After the completion of this process, Provisional Registration number shall be assigned.

(2) ELIGIBILITY

2.1 Educational Qualifications

(i) 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 candidates shall have passed 10+2+UG Degree (3 or more years) or 11+1+ UG Degree (3 or more years) before joining the master's degree. The master's and professional degrees are as indicated below.

(ii) 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.

(iii) 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.

(iv) 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.

(v) 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.

(vi) 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.

(vii) 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.

(viii) 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 OBC-non creamy layer, MBC, SC, ST and PWD. 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 Ph.D. 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 Ph.D. 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 Ph.D. 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 Ph.D.

(iii) Conversion of full-time to part-time and vice-versa is possible after the completion of coursework 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/any NTA conducted Ph.D. entrance test 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 Ph.D. admission.

(ii) The candidates 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 Ph.D. 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%.

(iii) 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.

(iv) 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.

(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 will 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 CGPA of 7.0/10 required to appear for the comprehensive assessment as followed by MSE currently.

(4) Ph.D. COORDINATION COMMITTEE

Dean (Research) will be in-charge of Ph.D. program. He/she is the Chair in the Ph.D. coordination committee with Dean (Academics) and Controller of Examinations as the two other members. The Ph.D. 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 Ph.D. thesis examiner
- (iv) A copy of the minutes of all such meetings will be with the Ph.D. 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 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 specified fee). 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. The research scholar will re-register if the PhD thesis is not submitted within five years for the full-time and within six years for the part-time registration. Re-registration fee (exclusive of semester fee) will be 65% of the semester fee if by then the synopsis is submitted and the equivalent of the semester fee if the synopsis is not submitted by then

(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 full-time Ph.D. scholars could avail 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/ Management. The Professor or Associate Professor or Assistant Professor shall have at least two years of teaching / research experience in their respective posts after obtaining Ph.D.

(ii) Professors/Associate Professors/Assistant Professors shall have respectively at least five/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.

(iii) The faculty members who have completed their probationary period and confirmed as regular faculty of MSE but are yet to fulfil other criteria to be a Ph.D. supervisor may be considered for inclusion as internal RAC member or co-supervisor as per the UGC guidelines.

(iv) A supervisor with Ph.D. in Economics or Management is eligible to guide students working to get Ph.D. in Economics or Management respectively. 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.

The faculty members from non-economics or non-management PhD who satisfy the eligibility criteria to be PhD supervisors (as per rules above) will need an additional criterion that they should have published two research articles in refereed journals (UGC-CARE / ABDC / SCOPUS / WOS / Pub Med/SCI lists) in either of the two disciplines or interdisciplinary journals overlapping with either of these disciplines. Until then they may be considered as co-supervisor as well as RAC member.

(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 approval has to be replaced for the internal RAC member. If any of the RAC member 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.

(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 minimum eligibility as mentioned in (6). The external faculty has to be from a teaching/research institute.

(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 Methodology (4 credits)

Course II: An advanced course that will aid in Ph.D. research (4 credits)

Course III: A course, preferably self-study relating to the scholar's Ph.D. work (4 credits)

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

(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 of courses for the MA/PGDM/MSc/M.B.A. program and more advanced courses from these programs are recommended. For self-study course, in III 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 are compulsory in all the courses. Same rules will apply for attendance shortage as in 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. Grade sheet/transcript will be issued after the completion of coursework.

(vi) Minimum CGPA of 7.0/10 is required to appear for the comprehensive assessment and the research proposal seminar.

(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 Ph.D. 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 comprehensive assessment inclusive of the courses completed by the scholar followed by a research proposal seminar.

(iv) If performance in comprehensive assessment 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 for Comprehensive assessment and/or (c) cancellation of admission and dismissal from the Ph.D. 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) PROGRESS REPORT AND ANNUAL Ph.D. SEMINAR

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

(ii) 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.

(iii) Annual Seminar for Ph.D. research scholars will be conducted. It is mandatory to all Ph.D. scholars to present their work in an annual open seminar. (Including MSE faculty and all Ph.D. Scholars.)

(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 2nd journal publication has to be attached by the time of thesis submission. Finally, at the time of Ph.D. viva, at least two journal publications should be displayed along with the copy of the Ph.D. thesis.

12.2 Synopsis

- (i) Synopsis seminar to be held closer to the final submission of the thesis.
- (ii) The synopsis 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 one copy 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 Ph.D. 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 Ph.D. 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.
- (vii) The research scholar gets a maximum of six months to submit the thesis from the date of synopsis. Further delays in submission will involve late fees as suggested in the PhD handbook.

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 are mentioned in Ph.D. Handbook.
- (ii) The plagiarism certificate to be issued by the Librarian should be submitted along with the hard copies of the thesis to the Ph.D. 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 two printed/typed soft bound copies of his/her thesis, mentioning the name of the scholar, supervisor, etc., along with two soft copies (one complete pdf document and one chapter-wise pdf document) of the thesis on 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 one-inch margin on all four sides. For other details, the research scholar shall adhere to the Ph.D.Handbook.

(iv) The title page of Ph.D. thesis will be in the prescribed manner and the template of the same is prescribed in the handbook. The certificate page with the following matter in the Ph.D. thesis will be signed by the PhD Supervisor and Dean Research.

“I certify that the thesis entitled “TITLE” submitted for the degree of Doctor of Philosophy (Ph.D.) by Name is the record of research work carried out by her/him during the period from.... to..... under my guidance and supervision, and that this work has not formed the basis for the award of any Degree, Diploma, Associateship, Fellowship or other titles in this university or any other University or institution of Higher Learning”.

(iv) The Ph.D. thesis shall include a declaration signed by the research scholar,

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 or Deemed to be University or College/Institution of National Importance. References from other works have been duly cited at the relevant places. The manuscript has been subjected to plagiarism check by _____ software (Signature of the scholar with date)

(13) PANEL OF EXAMINERS

(i)The supervisor will submit (in confidence) names of six examiners one month prior to or at the time of the thesis submission by the candidate.

(ii) The list of examiners could include at most two from foreign universities and at most two from institutions based in this city. The examiners have to be Assistant Professor or Associate Professor or Professor in academic institutions.

(iii) The Director and Dean Research (or Controller of Examinations when the Dean Research is the supervisor) will select two from the list of six examiners to evaluate the PhD thesis. One of the examiners based in India would be invited for the viva examination. The viva examiner if not based in this city can attend either via online or offline mode for the public viva-voce.

(iv) No examiner’s name should be repeated within one year of the previous submission.

(v) The task of contacting the examiners and sending the thesis etc. shall be performed by the PhD office in confidence and the details of this procedure is notified in a separate document to the concerned 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 Ph.D. Office. 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 Research Supervisor(s) to prepare a summary report for conduct of viva-voce.

(v) In case of any 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 request to 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) 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 consolidated 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 displayed 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 viva-voce examiner.

(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 scholars holding fellowship or non-stipendiary format and part-time research scholars. 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 1st-5th and January 1st-5th every year. The hostel fee is as per the prevailing MSE rules.

(ii) The candidate has to submit the joining letter, fee payment challan to the Ph.D. 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 fellowships constituted by MSE from time to time as mentioned in the Ph.D. handbook and at the time of advertisement.

(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 Ph.D. 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 final registration, the scholar will be assigned teaching assistantship (guidelines in Ph.D. 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 to be awarded at the time of convocation shall incorporate the title of the thesis along with the name(s) of the faculty/faculties and discipline(s).

(iii) In 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 Ph.D. office has to notify the convocation section and the final degree certificate will be awarded in the upcoming convocation.

Date: 03-03-2025