



MANIPUR UNIVERSITY OF CULTURE

Palace Compound, Imphal East, Manipur-795001

MEMORANDUM

Imphal, the 15th April, 2025

No.1/MUC-PhD/Regltn-2024: In pursuance of the decision taken by Academic Council in its meeting held on 18th November, 2021, "*Rules and Regulations for Award of Doctor of Philosophy (Ph.D.) Degrees of Manipur University of Culture*" is hereby published.

(Laishram Radhakanta)
Registrar
Manipur University of Culture,

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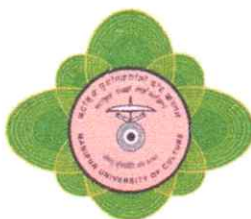
1. P.A. to Vice-Chancellor, MUCC
2. Registrar, MUC
3. Finance Officer, MUC
4. Controller of Examination, MUC
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RULES AND REGULATIONS FOR AWARD OF DOCTOR OF PHILOSOPHY (Ph.D.) DEGREES



(Approved by the 7th Academic Council Vide No.9/1/16-MUC (Teach-Admn)
Resolution No. 2, held on 18th November, 2021)

(Based on the University Grants Commission's Minimum Standards and
Procedures for Award of Ph.D. Degree)



MANIPUR UNIVERSITY OF CULTURE

PALACE COMPOUND, IMPHAL EAST, MANIPUR-795001



1. Introduction

1.1 In accordance with the power and functions of the Academic Council exercise under Section (12) and (13) of the Statute of the Manipur University of Culture Act, 2015, the University has to frame and implement regulations relating to the conduct of academic programmes and examinations leading to the award of Doctor of Philosophy Degrees (Ph.D.) and recognition of teachers in higher educational institutions as Research Supervisors and recognition/affiliation of Research Departments and Institutions. Accordingly, these Regulations are framed with the approval of 7th Academic Council, MUC in its Meeting held on 18th November, 2021 Vide No. 9/1/16-MUC(Teach-Admn), Resolution No. 2 of the Meeting. These regulations come into force from the Academic Session January / July, 2022-23. The following Regulations, namely: -

1.1.1. Short title, Application, and Commencement.

- (1) These Regulations may be called "Manipur University of Culture Rules and Regulations" (For Minimum Standards and Procedure for Award of Ph.D. Degree), 2022.
- (2) They shall apply to the university established or incorporated by or under a State Act, or every affiliated college under section 12 and 13 the Statue of the Manipur University of Culture Act, 2015.
- (3) They shall come into force from the date of their publication by the University.

2. Definitions.- (1) In these Regulations, unless the context otherwise requires,-

- a) "Act" means the Manipur University of Culture Act, 2015,
- b) "Adjunct Faculty" means a part-time or contingent instructor, but not full-time faculty member hired to teach by a Higher Educational Institution;
- c) "Cumulative Grade Point Average (CGPA)" means a measure of the 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 semesters. It is expressed up to two decimal places;
- d) "Credit" means the number of hours of instruction required per week over the duration of a semester. A twenty-credit course in a semester means 300-hours of lectures, with each fifteen-hours lecture counted as one credit within the courses;



- e) "College" means an institution engaged in higher education and/or research, either established by a University as its constituent unit or is affiliated with it;
- f) "Course Work" means courses of study prescribed by the School/Department/ Centre to be undertaken by a student registered for the Ph.D. Degree;
- g) "Degree" means a degree awarded by a Higher Educational Institution in accordance with the provisions of section 22 (3) of the University Grants Commission (UGC) Act;
- h) "External examiner" means an academician/ a researcher with published research work who is not part of the Higher Educational Institution where the Ph.D. scholar has registered for the Ph.D. programme;
- i) "Foreign Educational Institution" means—(i) an institution duly established in a foreign country that is legally recognized in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country, and (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;
- j) "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;
- k) "Guide/Research Supervisor" means an academician/ researcher recognized by the university to supervise the Ph.D. scholar for his/her research;
- l) "Higher Educational Institution" means a university or institution specified under UGC Guidelines;
- m) "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines;
- n) "Open and Distance Learning Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- o) "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020;
- p) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;
- q) "Programme" means a higher education programme pursued for a degree specified by the University Grants Commission under sub-section (3) of section 22 of the Act;



r) "Prospectus" means any document, whether in print or otherwise, issued for providing fair and transparent information relating to a Higher Educational Institution and programmes to the general public (including to those seeking admission in such Higher Educational Institutions) by the Higher Educational Institutions;

s) "Research Proposal" means a brief write-up giving an outline of the proposed research work of which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme;

t) "University" means a Higher Educational Institution established or incorporated by or under a Central Act, a Provincial Act, or a State Act, and shall include any institution for higher education deemed to be a University under Section 3 of the Act.

(2) Words and expressions used and not defined in these Regulations but defined in Act and not consistent with these Regulations shall have the meanings assigned to them in that Act.

1.2 The Chapter of these Regulations are divided into Two Chapters:

Chapter 1: Regulations relating to Admission, Conduct of
Ph.D. programme, Evaluation of Thesis and Award of
Ph.D. Degree.

Chapter2: Regulations relating to Eligibility for Research Supervision
(Ph.D.) and recognition of Research Departments and
Institutions.

1.3 Unless and otherwise specified, the Office of the Dean Research shall assist the Registrar and the Vice-Chancellor in implementing these regulations and the smooth conduct of research programmes and examinations.

1.4 The Academic Council by a resolution can reallocate the functions of conducting course work examination and evaluation of thesis relating to research studies to the Controller of Examinations.



REGULATIONS RELATING TO ADMISSION, CONDUCT OF PH.D. PROGRAMME, EVALUATION OF THESIS AND AWARD OF PH.D. DEGREE

1. Preamble

1.1 The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate who, as per these regulations, submits a thesis on the basis of original and independent research in any particular discipline or involving more than one discipline (inter-disciplinary) that makes a contribution to the advancement of knowledge, which is approved by the Board of Examiners as required.

2. Eligibility Criteria for Admission to the Ph.D. Programme

2.1 Admission to the Ph.D. programme can be made two times in a year, i.e., January and July. The online / offline application form will be available during the months of December and June every year for admitting the candidates for the two sessions. Candidates shall submit the hard copy of their applications on or before the first working day of January and July to the University's Department / Affiliated College / Research Institution where they propose to do their Research. Admission to the Ph.D. programme shall be completed at the earliest, preferably within 30 days from the last date of the submission of application form in each session. Thereafter, the University shall ratify the admission and grant temporary registration for the Ph.D. candidate.

2.1 Minimum Educational Qualification

2.1.1 Candidates for admission to the Ph.D. programme shall have passed SSLC (10th or 11th Class/ Grade and PUC or higher secondary (12th Grade) before joining Under Graduate (UG) programme (3 or more years) and UG before joining Post Graduate (PG) degree programme. That is, the candidate should have completed PG degree programme after completing UG degree in the format 10+2+UG Degree (3 or more years) or as prescribed by the UGC's norms from time to time.

2.1.2 Candidates for admission to the Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in



aggregate or its equivalent grade 'B' in the UGC 7- point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

2.1.3 A PG degree or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational Institutions. Candidates should have satisfied 55% or its equivalent grade in the PG degree or its equivalent degree. If the transcript of marks and degree certificates are in languages other than English, an authorized translation should be provided by the candidate.

2.1.4 (i) Master's Degree holders satisfying the criteria stipulated under Clause 2.1.1, 2.1.2 and 2.1.3 above.

(ii) The candidates who have completed undergraduate courses of minimum four-years duration in Engineering, Science, Law, Architecture, Social Sciences, Humanities and others approved by the appropriate bodies.

2.1.4.1 For students coming out of existing four-year UG institutions, a Minimum credit threshold is prescribed (preferably equivalent to a conventional first class. For example, CGPA of (3.0/4.0) or (7.5/10.0)).

2.1.4.2 Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph.D. Degree in the same Institution in an integrated programme. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC/EWS (non-creamy layer) /differently-abled and other categories of



candidates as per the decision of the University Grants Commission (UGC) from time to time.

2.1.4.3 They should come through a national/state/ university level entrance test that measures research aptitude, analytical skills, writing skills, comprehension and reasoning beyond the subject competency with the appropriate thresholds [with due relaxation for reserved category and other candidates similar to that in 2.2] being met. Institutions may conduct the interviews to select the candidates from the eligible applicants.

2.1.4.4 A person whose M.Phil. dissertation has been evaluated and recommended for award of the degree, before the viva voce, may be admitted to the Ph.D. programme in any Institution.

2.1.4.5 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.

2.1.5 Candidates should produce the conversion table issued by the University / Institution to convert grades into percentage of marks. This will be used for processing the application for admission to the Ph.D. degree programme.

2.1.6 PG Degrees in the faculties of Arts, Fine Arts, Languages, Cultures, Performing Arts, Arts, Humanities, Social Sciences, Tourism and Hospitality Management, Vocational Streams, Science, Commerce, Education, Physical Education and Management/ Hospitality & Tourism Management of this University or equivalent thereto.

2.1.7 Candidates from the National Defence Academy (NDA), National Defence College, New Delhi, Defence Services Staff College (DSSC) provided by the Institute of National Importance, Government of India / M.Phil. Degree or Other P.G. Equivalent Degrees are eligible for Ph.D. (both full-time and part-



time) admission and they are exempted from Submitting Council of Higher Secondary School or 10+2 Certificates.

2.1.8 Each Board of Studies shall provide a list of PG degrees issued by the Manipur University of Culture in the disciplines / subjects eligible for admission to Ph.D. in that discipline / subject and approved by the Academic Council. Candidates with PG degrees from other Universities shall obtain eligibility certificate from the Manipur University of Culture. The Admission is ratified only after obtaining eligibility certificate.

2.2 Relaxation of Marks

2.2.1 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their master's degree prior to 19th September 1991. 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 Criteria for Admission in Different Modes of Ph.D.

2.3.1 University offers two modes of Ph.D. programmes, namely, Ph.D. Full-Time and Ph.D. Part-Time. Candidates shall apply for admission to the Ph.D. Degree Programme in any one of these two modes.

2.3.1 Ph.D. Full-time

2.3.1.1 The eligibility conditions for Full-time and Part-time candidates are same, as given in 2.1 and 2.2. In addition, Research fellows / Research Assistants / Technical Assistants /Project Fellows/ Project Assistants / Training Officers in extension departments approved by the University, appointed in the research projects funded by recognized agencies / Government are also eligible to register for Ph.D. on a full-time basis in the same department provided they satisfy the eligibility criteria stated in Regulation 2.1 above.



2.3.2 Ph.D. Part-time

Candidates possessing educational qualifications as stated in paragraph 2.1 and 2.2 above whose place of work is within the jurisdiction of the University and falling under any of the following categories, are eligible for admission in Part-Time mode.

2.3.2.1 A regular (permanent) teacher working in the Department of the University or in an affiliated College of the University after two years of service.

2.3.2.2 A regular (permanent) PG Assistant of Higher Secondary Schools, a teacher of College recognized by the Department of Higher Education, of Central or state governments, with four years of total experience after obtaining PG Degree.

2.3.2.3 Full-time Guest lecturers with four years of continuous teaching experience in the same affiliated college or research institution or stand- alone institution.

2.3.2.4 A non-teacher candidate working for four years after the qualifying degree as a regular employee in a registered firm/ Institution and satisfying the rules framed separately by the Academic Council from time to time.

2.3.2.5 Administrative staff members and non-teaching professionals working as regular employees in the state and central government offices, government owned autonomous organizations, subject to satisfying other conditions such as four years of service after the qualifying degree and jurisdictional restriction of place of employment.

2.3.2.6 Research Assistants / Technical Assistants appointed on a permanent basis by the University after confirmation of service.

2.3.2.7 Candidates with M.L. Degree practicing as an advocate in any Court of Law or serving as a Legal Advisor to / in a registered firm / Institution within the territorial jurisdiction of the University with a minimum of four years of total working experience after obtaining the qualifying degree.

2.3.2.8 Officers of Armed Forces and Paramilitary Forces of Government of



India are eligible irrespective of the place of employment.

2.3.2.9 All applicants shall produce certificates from their employers about duration and nature of employment and No Objection Certificate from the employer.

2.3.2.10 Candidates shall produce employment certificate from the employer every year along with the application for continuation of registration. If the candidate is transferred after Ph.D. admission / registration to a place outside the jurisdiction of the University, such candidate will lose the admission / registration and should apply again as and when required.

2.4 Duration of the Programme

2.4.1 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years/as per UGC guidelines from time to time.

2.4.2 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned.

2.4.3 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

3. Procedure for Admission

3.1 Admission shall be based on the criteria notified in this set of regulations taking into account on the reservation policy of the State Government from time to time until the University is under State Government as State University.

3.1.1 University Departments / Affiliated Colleges / Research Institutions shall admit Ph.D. students through an Entrance Test conducted at the level of University Departments / Affiliated Colleges / Research Institutions.



- 3.1.2 Candidates with fellowships such as UGC-JRF, CSIR-JRF, project fellow in funded projects, teacher fellowships or such other fellowships for pursuing Ph.D. programme may be admitted directly to the Ph.D. full-time programme subject to availability of vacancies within the quota of seats fixed for each Supervisor under the term & condition laid down by the university from time to time.
- 3.1.3 The University / Affiliated Colleges / Research Institutions shall decide and notify well in advance in the Institutional website the subject / discipline- wise number of seats available and schedule for tests and interviews for admission, etc.
- 3.1.4 Candidates applying for inter-disciplinary research study shall apply only in the Department of a discipline / subject in which he / she has been awarded the PG degree. The co-supervisor is not mandatory and it is based on the recommendation of the Departmental Research Committee.

3.2 Selection Procedure for Institutions

- 3.2.1 Admission shall be made purely on merit basis. The candidates who have qualified UGC- JRF/NET/SLET or CSIR/DBT-JRF/NET or any other similar National level test or foreign national candidates shall be allowed to appear in the interview directly, without written test examination.
- 3.2.1 Maximum marks in the entrance test for admission to PhD degree programme will be 100 marks. The syllabus of the Entrance Test shall consist of 50% of questions from research aptitude, while 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any, also to be notified well in advance) at the level of the individual Institute; and provided that a relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-creamy layers) /Differently-abled category in the entrance examination conducted by the Universities.
- Provided further that, in spite of the above relaxation, the seats allotted to SC/ST/OBC (Non-creamy layers)/ Differently- abled categories remain unfilled, the concerned Universities shall launch a Special Admission Drive, for that particular category within one month from the date of closure of



admissions of General Category. The University will devise its own admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled. Further admission procedures shall be given in detailed in the admission prospectus from time to time.

3.2.2 An interview/viva-voce to be organized by *the University/Institute* as mentioned in clause 2 *wherein* the candidates are required to discuss their research interest/area through a presentation before a duly constituted *Departmental Selection Committee (DSC)*. *The final selection shall be made based on the performance of Viva-voce/ Personal Interview and a Research proposal Presentation, which comprises of two components, viz, a presentation on the research proposal of their choices (20 marks), and a personal Interview/viva-Voce (30 marks).*

3.2.2.1 The interview/ viva-voce shall also consider the following aspects, viz. whether:

- (1) The candidate possesses the competence for the proposed research;
- (2) The research work can be suitably undertaken at the Institution/ College;
- (3) The proposed area of research can contribute to new/additional knowledge.

3.2.3 The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/ co-supervisor and date of enrolment/registration.

3.2.4 The admission process shall be completed by the Departmental Selection Committee of the University Departments / Affiliated Colleges / Research Institutions adhering to the Ph.D. regulations.

3.2.5 The Departmental Selection Committee shall be constituted by the Head of the Department with all recognized supervisors in the department as members. The Research Supervisor shall be the convener. The Departmental Selection Committee shall have at least three members; if not, a recognized research supervisor from related disciplines in the institution / neighbouring institution shall be included as a member.

3.2.6 The Departmental Selection Committee shall conduct the entire process



of admission - conduct of Entrance Examination, preparation of merit list, list of selected candidates and verification of certificates. The minutes of the selection process duly signed by the Departmental Selection Committee shall be forwarded by the Head of the Institution / University Department to the University.

- 3.2.7 With regard to a candidate proposing to work on the contribution of living author(s) / person(s), a brief research proposal for conducting Ph.D. and a self-declaration duly certified by the Supervisor shall be forwarded along with necessary permission obtained from the concerned author(s) / person(s).
- 3.2.8 Based on the selection list recommended by the Departmental Selection Committee, the Head of the Institution / University Department shall issue the Ph.D. admission letter. However, the provisional registration shall be issued by the University after ratifying the admission.
- 3.2.9 The Head of Institution shall assign a Supervisor to each candidate admitted to the Ph.D. programme based on the mutual consent of the Supervisor and the candidate.
- 3.2.10 The Head of the Institution / University Department shall communicate to the University the list of students admitted in the Ph.D. programme along with a list of documents as required by the University. The University will provide a check-list for this purpose.
- 3.2.11 The University shall ratify admission and provide provisional registration on perusal of records submitted by the Head of the Institution.
- 3.2.12 The ultimate responsibility of admission rests only with the Heads of the Departments of the University / Principals of the Colleges / Directors of the Research Institutions concerned. If it is observed at a later stage that the admission accorded by the University Department / Affiliated College / Research Institution is incorrect, the same will be cancelled by the University at any stage of the Ph.D. Programme. The Heads of the Departments of the University / Principals of the Affiliated Colleges / Directors of the Research Institutions shall certify that the selections are

made on the basis of guidelines issued by the University.



3.3 Procedure for Conduct of Entrance Examination

3.3.1 The entrance examination shall be conducted by the respective Department / Affiliated College / Institution and shall carry a maximum of 100 marks as detailed below: (a) Written examination 70 marks, and (b) Oral examination 30 marks. The Entrance Examination should test the candidate's research aptitude and knowledge in the subject and research methodology. The candidate shall secure at least 50 marks out of 100 marks in the entrance test (Written and Oral). A relaxation of 5% of marks (from 50% to 45%) shall be given for the candidates belonging to SC / ST / OBC(Non-Creamy layers)/ Differently-abled category in the entrance test examination conducted by the University.

However, based on the result of Entrance Test the best candidate shall be selected.

3.3.2 The candidate shall take the examination only in the subject for which he / she has applied for admission to the Ph.D. programme. The Head of the Department / Affiliated College / Institution in consultation with the Supervisor(s) of the concerned subject may design the question paper for the entrance test. The question paper has to be set and valued by the respective selection committee of the Department / Affiliated College / Institutions only.

3.3.3 The Departmental Selection Committee shall prepare a list of applicants who appeared for Entrance Examination, along with marks obtained in the Entrance Examination, and prepare the merit list as per paragraph 3.1.

3.4 Admission of International Students in Ph.D. programme:-

3.4.1 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specific in clause 2.1.5 and 2.1.12 of Chapter-2.

3.4.2 The HEIs may decide their own selection procedure for Ph.D.. Admission of International students keeping in view the guidelines/norms in this regard issued by statutory/ regulatory bodies concerned from time to time.



4 COMPOSITION OF THE RESEARCH COUNCIL, BOARD OF RESEARCH STUDIES AND DEPARTMENTAL RESEARCH COMMITTEE

4.1 RESEARCH COUNCIL (RC)

The Research Council shall ensure uniform implementation of the Ordinance and advises on all matters related to research. The composition of the Research Council shall include a Chairperson and Deans of Research from all subject areas such as Performing Arts, Music, Fine Arts, Theatre, Arts, Humanities & Social Sciences, etc. In case, there is no suitable position of Dean is held in a/some/all subject/s, the Vice-chancellor may appoint a suitable person from the University from time to time for offering the Ph.D. degree programmes in the university.

4.2 BOARD OF RESEARCH STUDIES (BRS)

Each Faculty and the Cluster Innovation Centre shall have a Board of Research Studies. The registration of students by each Department of the Faculty shall require ratification by the respective BRS. The records of registration and the progress of research work done by the Ph.D. students shall be maintained by the BRS.

All members of the BRS must be qualified to be Supervisors. The composition of BRS in a Faculty having more than one Department shall be as follows:

- a) Dean of the Faculty/Director /Chairperson (Ex-officio)
- b) Heads of all Departments under the Faculty (Ex-officio)
- c) One Professor from each Department
- d) One Associate Professor from each Department
- e) One Assistant Professor from each Department
- f) One Professor (a nominee of the Vice Chancellor)

The selection under category(c), (d), and (e) above shall be by rotation as per seniority.

The composition of the BRS for a single Department based faculty shall be as follows:

- a) The Dean of the Faculty/Director /Chairman (Ex-officio)
- b) Two Professors nominated by the Vice-Chancellor from an allied Department



- c) Three Professors
- d) Two Associate Professors
- e) Two Assistant Professors

The selection under category (c), (d), and (e) above shall be by rotation as per seniority.

The composition of the Board of Research Studies at the Cluster Innovation Centre will be as follows:

- a) Director of the Centre- Chairperson (Ex-officio)
- b) Coordinators of each programme (Ex-officio)
- c) Two Professors to be nominated by the Vice-Chancellor from an allied Department
- d) Three Professors
- e) Two Associate Professors
- f) Two Assistant Professors qualified to be Supervisor(s)

The selection under category (d), (e) and (f) above shall be by rotation as per seniority.

Four members of the Board shall form the quorum.

4.3 DEPARTMENTAL RESEARCH COMMITTEE(DRC)

Each Department and the Cluster Innovation Centre shall have a Departmental Research Committee (DRC). All members of the DRC must be qualified to be Supervisors. The DRC shall comprise the following:

- a) Head of the Department/Director /Chairperson (Ex-officio)
- b) One Professor (a nominee of the Vice- Chancellor)
- c) Professors in the Department (maximum of four)
- d) Two Associate Professors
- e) Two Assistant Professors

The members in category (c), (d), and (e) above shall be chosen by rotation as per seniority.

The Departmental Research Committee at the Cluster Innovation Centre will comprise of the following:

- a) The Director – Chairman (Ex-officio)



- b) One Professor (a nominee of the Vice- Chancellor)
- c) Professors at Centre subject to a maximum of four
- d) Two Associate Professors at the Centre
- e) Two Assistant Professors at the Centre qualified to be Supervisor(s)

The selection under category (c), (d) and (e) shall be by rotation as per seniority. Provided that in the case of the Centre having strength of less than ten teachers, all teachers qualified to be Supervisor(s), shall be members of the Departmental Research Committee. Five members of the DRC or 50% of the total strength of the Committee shall form the quorum in the case of Cluster Innovation Centre.

The term of membership of all members of BRS and DRC, other than ex-officio members will be for a period of two years. Unless otherwise provided, one-third of the members of the BRS and DRC shall form the quorum.

The meetings of the DRC and the BRS shall be held at least once every three months. It may be held earlier, depending on urgency of individual cases.

4.4 Research Advisory Committee (RAC) and Its Functions:

4.4.1 There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the Institution concerned, for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee and along with two other supervisors from the same department as members of the committee (if not available within the department, may appoint from other department of the university). This Committee shall have the following responsibilities:

4.4.2 To review the research proposal and finalize the topic of research;

4.4.3 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

4.4.4 To periodically review and assist in the progress of the research work of the research scholar.

4.5 A research scholar shall appear before the Research Advisory Committee once in a six month to make a presentation and submit a brief report on the progress



of his/her work for evaluation and further guidance. The six- monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/College with a copy to the research scholar.

- 4.6 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend cancellation of registration from the programme.

5 Registration Process and Continuation of Registration

- 5.1 At the time of admission a candidate is given provisional registration. To obtain permanent registration, the institution should ensure that the following regulations and academic works are successfully carried out with respect to each Ph.D. candidate admitted in the institution:
- 5.2 The Supervisor shall be concerned with Research Advisory Committee as stipulated in Section 4.4.
- 5.3 The institution shall complete the process of conducting course work and examination as stipulated in Section 6.
- 5.4 The University shall declare the results of the course work examination and grant the permanent registration to the Ph.D. programme.
- 5.5 Annual report with details of progress of course work and research work assessed in the two DRC meetings during the year, seminars attended and papers published by the candidate shall be prepared by the candidate and submitted through Supervisor and Head of Institution along with fees for continuation of registration in July every year. If the candidate is admitted in the January session, then the first annual report will cover a one and half year period.
- 5.6 Failure to submit reports for continuation of registration shall be deemed as discontinuance from the Ph.D. programme and the University shall declare that the admission / registration of the candidate as cancelled without notice.



6. Course Work: Syllabi, Teaching and Examination

6.1 The 20-credit course work shall be treated as pre-requisite for Ph.D. registration. Normally, the entire course work shall be completed in one-semester (6 months). However, in case, any candidate failed to complete/pass the course work during the stipulated time, the candidate may be given another one semester (6 months), altogether one year time, to complete the course entire work. If he/she is not able to pass/clear all the courses entitled during the course work programme, his/her admission/provisional admission shall be automatically treated as 'Cancel' from the university.

6.2 The curriculum design:

Course	Course Title	Credit	Teaching hours/week
I	Research Methodology	6	90 Hours
II	An Advanced Course in the Subject	6	90 Hours
III	Research and Publication Ethics	4	60 Hours
IV	A Course Relating to Research Theme	4	60 hours

6.3 The syllabus for Course-III "Research and Publication Ethics" has been suggested by the UGC and the same has been approved by the Academic Council of the University. The syllabus for Course I shall be obtained from the University.

6.4 The Institution / University Department shall facilitate the preparation of the syllabi for the three courses, that is, Course I, II and IV. Course I shall be common for all the disciplines in a school. Course III shall be common for all the Ph.D. candidates in a Department. Course II and IV shall be specific for each subject/Ph.D. candidate.

6.4.1 The primary responsibility of teaching these four courses is with the Supervisor with regard to his / her Ph.D. candidates. The Institution/ Department can conduct classes along with PG Degree programmes if the syllabi (wholly or partly) are common for the two programmes. Common classes for these courses at the Institutional / School/ Department level shall also be conducted.

6.5 The DRC may also stipulate a Massive Open Online Course (MOOC) up to



20 per cent of the total credits, that is, 4 credits.

- 6.6 The examination for each course shall be of 3 hours and valued for 100 marks. The course work examinations should be conducted only during the first week of January and July every year. Examination for all the courses shall be conducted on consecutive working days.
- 6.7 The DRC shall approve the question papers with care to see whether the questions have been fairly distributed across all the modules/ units from the syllabus. The course work examination is to evaluate the higher level of learning, research aptitude and research skills of the students in the specific discipline and research theme.
- 6.8 The Supervisor shall conduct the examination under intimation to the Head of the Institution / Department well in advance. The Supervisor shall value the answer scripts and call for the DRC meeting within two weeks to pass the results.
- 6.9 The DRC shall scrutinize the answer scripts and approve the scheme of evaluation and pass the results.
- 6.10 A candidate has to obtain a minimum of 55% of marks (or an equivalent grade in the UGC 7 point scale or an equivalent grade /CGPA in a point scale wherever grading system is followed) in the course work in order to eligible to continue in the programme and submit the Ph.D. thesis.
- 6.11 If a candidate has to reappear for a course, then the arrear examination shall be conducted after six months.
- 6.12 Soon after the DRC meeting is held, the Institution / Department shall send the syllabi, question papers, answer scripts, mark sheets and the minutes of the DRC meeting to the University.
- 6.13 Candidates who completed the course work examination in M. Phil. Before admission to Ph.D. in the same subject are exempted from taking courses I, III and IV.
- 6.14 Candidates who completed the course work examination in M. Phil. Before

admission to Ph.D. and admitted to a related subject are exempted from Course I and III alone.



- 6.15 Candidates who opt for inter-disciplinary research work shall take all the course work in a Department where they are admitted for Ph.D. even if they have completed course work in M. Phil. in a related subject before admission to Ph.D.
- 6.16 Candidates with professional degrees that are not offered by the Manipur University of Culture shall appear for all the courses in course work.

7. Duration of Ph.D. Programme, Attendance and Leave Rules

- 7.1 The Ph.D. programme of the two modes mentioned in Section 2.3 is for a minimum period of 3 (three) years and a maximum period of 6 (six) years from the date of admission. The academic year of a candidate starts from January or July depending upon the session in which the admission is granted. Candidates, admitted after successful completion of M. Phil. Programme, that is, after submission of M. Phil. dissertation shall submit the synopsis followed by the thesis after 2 years from the date of admission and completed the registration process.
- 7.2 The candidate shall attend the Institution till he / she submits the thesis. The Supervisor shall maintain a daily attendance register and send a monthly attendance certificate with leave account for each candidate to the Head of the Institution.
- 7.3 Extension of time after six year-period is not granted to any specific candidate. However, the Academic Council of the University shall extend the duration for all candidates based on certain exigencies like a natural calamity or pandemic.
- 7.4 Women candidates who availed of maternity leave as per rule 7.5 and differently-abled persons (more than 40% disability) shall be given an extension of two years after the six-year-period.
- 7.5 A non-stipendiary woman candidate shall be granted maternity leave up to 240 days only once during the entire duration of the Ph.D. programme



including the casual leave in that academic year. A stipendiary woman candidate shall follow the maternity leave rules stated in the fellowship agreement or these regulations will apply.

- 7.6 A non-stipendiary candidate shall avail of 30 days casual leave in an academic year. Stipendiary candidates shall follow the leave rules stated in the fellowship agreement or these regulations will apply.
- 7.7 The Supervisor shall sanction casual leave to his / her Ph.D. candidate. The maternity leave should be granted under intimation to the Head of the institution and DRC with proper supporting documents.

8. Academic and Residential Requirements during the Research Study Period

- 8.1 A Ph.D. candidate shall show continuous progress in the course work and research work as directed by the Supervisor from time to time.
- 8.2 A Ph.D. candidate shall present the research work done (progress report) before the DRC once in a six month and follow the recommendations of the DRC in improving or amending the course of research work.
- 8.3 A Ph.D. candidate should follow all the ethical rules and regulations in force in regard to collection of data, conduct of experiments and publication of research findings.
- 8.4 A candidate registered on a part-time internal basis in all the subjects except in those involving laboratory works shall work at least for two months in every academic year during the course of research at the institution where the Supervisor is attached. The Supervisor shall issue the attendance certificate through the Head of the Institution at the time of applying for continuation of registration.
- 8.5 A candidate, who has been permitted to register in a part-time programme in subjects involving laboratory work in an Institution other than where they are working, shall be required to work for a minimum total period of eight months in the Institution directly under Supervisor. If required, the period of eight months of residency may be spent in four spells of not less than two months each during an academic year in the course of their research.



9. Conversion of Registration and Re-registration

- 9.1 The University may permit conversion of Ph.D. registration from full-time mode to part-time mode for a candidate who obtained permanent registration and completed two years (non-stipendiary) or one year (stipendiary) from the date of admission and satisfy the employment and other rules in the respective modes of part-time admission, that is, internal.
- 9.2 The University may permit conversion of Ph.D. registration from part-time mode to full-time mode any time after obtaining Ph.D. admission, provided the candidate satisfies the related regulations.
- 9.3 If the candidate is unable to submit the thesis within six years from the date of admission, then the candidate shall apply for re-registration in the same institution under the same Supervisor with the same topic, provided the Supervisor is eligible to supervise Ph.D. students as per guidelines given in Chapter-2 of these regulations. Re-registration under a new supervisor is feasible only with No Objection Certificate obtained from the current research Supervisor.
- 9.4 Application for re-registration shall be sent to the University within one month from the date of completion of six years of the Ph.D. programme. Applications received later than 30 days will not be considered.
- 9.5 After re-registration, the candidate shall submit the thesis soon after re-registration but not later than three years after re-registration. Re-registration for the second time is not feasible.

10. Change of Supervisors and Grievance Redressal

Ph.D. candidate shall represent any grievance to the Head of the Institution. Depending upon the nature of grievance, the Head of the Institution shall refer the complaint to the DRC or an appropriate grievance redressal committee in the institution and resolve the issue within 30 days from the date of receipt of the complaint from the student.

- 10.1 If the Supervisor of a Ph.D. candidate has to be changed, based on recommendation of the DRC or grievance redressal committee or transfer of



Supervisor outside the University jurisdiction or demise of the Supervisor or by mutual consent of the present and proposed Supervisors, then the same shall be approved by the Head of the Department / Institution and intimated to the University for Ratification.

- 10.2 In extraordinary cases, if there is a need to change the research Supervisor just before submission of thesis or thereafter, then the candidate shall be allowed to submit the thesis under a research coordinator who will work with DRC to facilitate the candidate to submit the thesis. The research coordinator will be nominated by the University and it will not be counted as candidate under the research coordinator.
- 10.3 If the change of Supervisor involves two different Institutions, then proposal for the change along with the consent letters of two Heads of Department / Institutions and the two Supervisors shall be sent to the University for ratification. All the records shall be given to the Department / Institution where the present Supervisor is working and the candidate is deemed to be a student of that Institution.
- 10.4 Since a candidate is admitted for the Ph.D. programme in an Institution/ Department, it is the responsibility of the Institution/Department to resolve all disputes and assign suitable Supervisors to candidates admitted in the Institution. However, if the Department / Institution is unable to find an alternative Supervisor then with the help of the other Departments from the University shall be sought to get the list of available Supervisors in the discipline.
- 10.5 The rarest of rare cases of unresolved disputes shall be referred to the University with all details and institutional processes followed. The Vice-Chancellor's decision is final in such cases.
- 10.6 In case of relocation of a Ph.D. woman scholar due to marriage or similar reasons, the research data shall be allowed to be transferred to the department to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent Institution / Supervisor from any funding agency. The scholar will however give due



credit to the parent supervisor and the Institution for the part of research already done.

11. Change of Supervisor(s) and Appointment of Caretaker Supervisor for Ph.D. Students:

11.1 In case of long leave of less than 12 months

A faculty member appointed as a Ph.D. Supervisor(s) is expected to be available to a research student/ candidate in the Institute till the thesis is submitted. However, under unavoidable circumstances, in case the supervisor is not available for a period upto six months due to any reason (extendable upto one year in special circumstances based on recommendation of DRC) then a caretaker supervisor will be assigned by the supervisor who will take care of all administrative work of the student, while the student will continue to take academic inputs from the supervisor through email etc. The supervisor can ask the HOD to act as the caretaker supervisor, if he/ she so desires. On return of the supervisor, the caretaker will cease to be part of the DRC of the Ph.D. candidate (if he/ she was not a member initially).

11.2 In case of long leave of more than 12 months

- a) Where there are more than one Supervisors of a research student/ candidate, if one of the supervisors proceeds on long leave for more than 12 months, the other(s) may continue to be the Supervisor(s).
- b) Where only one Supervisor exists for a research student/ candidate, another supervisor may be appointed by the DRC in consultation with the student in cases where DRC has not yet found his/ her research work fit for submission of thesis in the chosen area of research work.
- c) If DRC has recommended the research work for submission of thesis before the supervisor proceeds on leave, only a caretaker supervisor will be appointed.
- d) If the thesis has been submitted before the supervisor proceeds on leave, only a caretaker supervisor will be appointed.
- e) Further, if a major revision of the thesis becomes necessary and the supervisor is on leave, he/she should be asked to specifically state whether he/she would



- effectively help the Research Scholar in carrying out the major revision within a reasonable period. In case the supervisor expresses his/ her inability due to one reason or the other, the caretaker supervisor, if he/she provides the required help in carrying out the major revision, will automatically be treated as a supervisor of that candidate.
- f) If a supervisor proceeds on leave for a period of less than 12 months initially, but later extends his leave beyond 12 months, the above procedure as applicable for leave beyond 12 months, will be followed. The extension granting authority will inform the Dean and Academic Affairs accordingly.
 - g) If the supervisor proceeds on leave for more than 24 months during the Ph.D. registration of a research student/ candidate, and in the opinion of DRC, he/ she has not contributed significantly to the thesis before proceeding on leave, he/ she will cease to be the supervisor(s).

11.3 A Supervisor retiring

A faculty member who is due to retire within the next two years may be appointed as an additional supervisor and may continue to be the supervisor even after his retirement provided the DRC is convinced of his availability/ continued guidance to the student. In other cases, a faculty member on retirement may continue as a supervisor, if reemployed or appointed Emeritus Fellow; or, if DRC has recommended the research work for submission. Appointment of another supervisor/ caretaker supervisor may be done in such circumstances as in 'A' above.

11.4 A Supervisor Resigning

A new supervisor will be appointed, if necessary, in such circumstances as in '11.1' above.

11.5 Death of Supervisor

A new supervisor will be appointed, if necessary, on the Recommendation of DRC.

11.6 Supervisor declining to supervise

In case a Supervisor declines to supervise a research student, another faculty member, qualified to be Supervisor and actively engaged in the same area of



research, who consents to supervise the research student, may be appointed as the new Supervisor (as per the choice of the student) on the recommendation of the remaining members of DRC. After that, DRC may be reconstituted by replacing the earlier Supervisor with the new Supervisor and retaining the other internal and external experts.

11.7 Change/drop of Supervisor(s) by the search candidate

If a research student before admission to candidacy wants to drop one of the supervisors, or wants to change the Supervisor(s), a new Supervisor(s) will be appointed by Dean, Academic Affairs, on the recommendation of DRC. In case the research student wishes to change the area of research with new supervisor(s), the entire SRC shall be constituted afresh.

12. Cancellation of the Ph.D. Registration

- 12.1 If the candidates do not complete the process of obtaining permanent registration within 12 months from the date of admission in the Ph.D. programme, then the temporary registration and enrolment are deemed to be terminated.
- 12.2 The registration and enrolment of a candidate in the Ph.D. programme may be terminated at any point of time on the recommendation of the Head of the Institution for the wilful violation of the rules of the Institution or the Ph.D. regulation and for moral / ethical misconduct of the candidate.
- 12.3 The registration and enrolment shall be cancelled by the University on the recommendation of the DRC and forwarded by the Head of the Institution as stipulated in Section 4.

13. Submission of Synopsis and Thesis

- 13.1 After completing six months of course work research study from the date of admission, the candidate is eligible to apply for submission of synopsis for permanent registration.
- 13.2 The synopsis shall not be more than 6000 words. The synopsis shall be presented before the DRC, and RAC on its recommendation within a period of 1 (one) month of the completion of 6-Month Course Work. If not, it will be submitted within 6 months as maximum. If she/he cannot submit within these 6 months his/her eligibility for registration to Ph.D. degree programme shall be automatically cancelled. The synopsis in triplicate and



a soft copy shall be sent to the University with certification from the Supervisor and Head of the Department/ Institution.

- 13.3 The candidate shall publish at least one research paper in the UGC CARE List / SCOPUS / WOS/ Pub Med/SCI / peer-reviewed/ refereed / other standard journals approved by the university before the submission of Ph.D. thesis.
- 13.4 The soft copy of the thesis shall be submitted to the University library for plagiarism check. A certificate will be issued about the level of similarity detected based on authorized software. The thesis will be permitted for submission if the level of similarity is deemed acceptable as per the rules framed by the Academic Council from time to time.
- 13.5 The application for submission of soft copy of thesis for plagiarism check and the relevant rules is obtained from the Librarian, Manipur University of Culture Library and from the Libraries of other Campuses of any University which have officially known by the MUC.
- 13.6 One month after viva-voce/ presentation of pre-submission of Ph.D. thesis and not later than six months after the viva-voce/ presentation of pre-submission of Ph.D. thesis, the candidate shall submit the thesis in 4 (four) copies and 3 (three) soft copies: accordingly prescribed in the Ordinance/ statute of examinations.
- 13.7 If the candidate is unable to submit the thesis within six months from the date of viva-voce/ presentation of pre-submission of thesis, then shall apply permission from DRC & BRS for extension of time to submit the thesis for another 6 months or completion of 6-year-period whichever is earlier. In other words, submission of thesis beyond 6-year-period is not allowed.

14. Synopsis and Thesis Format

- 14.1 The synopsis and the thesis shall be in the format detailed in these rules/ stated in the Ordinance/statute of the Ph.D. Examinations.
- 14.2 The synopsis and thesis shall be written in English. However, synopsis and thesis written in *Manipuri Languages, old Literatures or Performing Arts* may be opted for multilingual- either in English or in the respective languages based on the mediums of examinations which have been



conducted so far by the concerned department in B.A. and M.A. Courses.

14.3 Candidates who shall submit the Synopsis and Thesis in Manipuri language, he/she shall be written in Meetei/Meitei Mayek Script. However, those scholars who had appeared 10+2/UG examinations in Bengali script may chooses to write in Bengali script for a period of 10 years with effect from the commencement of date of Order issued by the Government of Manipur or from time to time.

14.4 The Title page shall contain:

- (a) Title of the Thesis,
- (b) Degree and Subject for which the thesis is submitted. For inter-disciplinary research, discipline of the PG degree and the discipline of the department where the research work is carried out shall be mentioned.
- (c) Candidate's Full Name,
- (d) University Logo
- (e) Address of the Institution, and
- (f) Month and Year of Submission

Note: The details are prescribed in the Statute or Ordinance along with a format as Sample copy of each certificate/document.

14.5 The Certificates to be attached before the contents page

- (a) A certificate from Head of the Institution or University Department that the candidate underwent the research study during the period in that institution under the supervision of the assigned Supervisor.
- (b) A certificate from the Supervisor that it is the original work of the candidate and free of plagiarism. In the case of inter-disciplinary research study, both Supervisor and Co-supervisor shall give this certificate.
- (c) A Plagiarism Certificates issued by *Turnitin*, *iThenticate*, *Urkund*, *DrillBit* or other checker software which is approved by the University.

14.6 An undertaking from the candidate that the thesis is his / her original research work and is not submitted for the award of any other degree either



in full or a part thereof. Other required additional certificates/documents are fully prescribed in the Statute / Ordinance.

- 14.7 The style of presentation shall be decided by the Supervisor in consultation with the DRC and in accordance with the best articles in the specific discipline.
- 14.8 The type set should be in 1.5 line space, and Times New Roman- 12 font size. Artistic fonts should be avoided. Print on both sides (back to back side) of the paper. A well stitched soft binding is suggested. Further: it shall refer to the Ordinance/Statute of Ph.D. examinations.

15. Panel of Examiners and Process of Evaluation

- 15.1 It is the responsibility of the Supervisor to submit a panel of at least 6 (six) foreign/external examiners and 6 (six) Indian examiners at the time of submission of thesis by the candidate/supervisor but not later than 15 days from the date of submission of the thesis.
- 15.2 The Panel of Examiners shall be submitted with all the details and in the format approved by the Vice-Chancellor.
- 15.3 The examiners shall not be close relatives of the candidate or Supervisor or Head of the Institution or a member of the DRC.
- 15.4 The Vice-Chancellor shall select one Foreign/ External Examiner and one Indian Examiner from the Panel of Examiners submitted by the Supervisor.
- 15.5 If the Vice-Chancellor exhausts the panel or rejects the panel for any reason, or the Supervisor fails to submit the panel within 15 days from the date of submission of thesis, the Vice-Chancellor shall either ask for a fresh panel to be submitted within another 15 days by the Supervisor, or shall create a new panel from the list of examiners who have already evaluated the theses in the specific or relevant discipline for the University.
- 15.6 The thesis will be evaluated by at least two external examiners and the Supervisor. In the case of languages, literature and certain branches of Arts, humanities, Social Science, Performing Arts, Visual Arts, the foreign examiner may be replaced by an Indian examiner from a reputed institution by the Vice-Chancellor. A copy of communication to the external examiners shall be sent



to the Chairperson, BRS, but Chairperson, BRS must keep the identity of the external examiner/s confidential to ensure an unbiased evaluation process.

- 15.7 The examiners shall submit the evaluation report in the prescribed format while placing the thesis in one of the FOUR categories – (i) ACCEPTED/ APPROVED, (ii) ACCEPTED WITH MINOR CORRECTIONS, (iii) MAJOR REVISION REQUIRED/ RESUBMISSION, and (iv) REJECTED/ NOT APPROVED.
- 15.8 If either the Foreign Examiner or the Indian Examiner has submitted the report under “REJECTED/ NOT APPROVED” category, then the thesis shall be sent to another Foreign or Indian examiner whose report will be final and accordingly the decision will be taken by the Vice- Chancellor.
- 15.9 If both Foreign and Indian Examiners have submitted the evaluation report under “REJECTED/NOT APPROVED” category, then the candidate has to resubmit the thesis after re-registration following the procedures of re-registration.
- 15.10 If both the Foreign and Indian Examiners have recommended for the award of degree, then the Supervisor as convener of the viva- voce examination shall be asked to prepare a consolidated report of the three reports from the examiners and submit to the University.
- 15.11 The Vice-Chancellor shall appoint a recognized Supervisor in the same discipline / subject within the State to be the external examiner in the viva-voce examination.
- 15.12 The Supervisor shall conduct the viva-voce examination with the approval of the Head of the Institution and the external examiners under intimation to the University.
- 15.13 The communication for the conduct of viva-voce examination should be sent to all related departments in the Institution and neighbouring institutions at least 15 days in advance, with a note about the placement of thesis in the Institution’s library. A copy of the communication shall be placed in the Notice Boards of the Department, Institution and Library.
- 15.14 The viva-voce examination shall be conducted in a class or seminar room



which is easily approachable to the visitors. The candidate shall be given time to present his/her research work followed by soliciting his/her answers/clarifications raised by the examiners and the participants in the viva-voce examination.

- 15.15 A joint report of the Supervisor and the external examiner certifying that the candidate has successfully defended the thesis and carried out all the corrections suggested by the two external examiners along with the corrected copy of the thesis and the list of participants in the viva-voce examination shall be sent to the University on the same day or the next working day.
- 15.16 The Dean of the School/ Chairperson, BRS based on the reports of the examiners about the thesis and viva-voce examination shall recommend for the award of the degree and issue of provisional degree certificate.
- 15.17 If the thesis is found to be a plagiarized work or the candidate is found to have indulged in malpractices and unethical process of conducting the research study at a later stage, then the Dean of the School/ Chairperson, BRS shall withdraw the degree awarded.

16 Evaluation and Assessment

- 16.1 Progress report of the students must be submitted to the DRC and the BRS on an annual basis.
- 16.2 Prior to submission of the thesis, the student shall make a Pre-Ph.D. presentation in the Department, open to all faculty members and research students. For getting feedback and comments, this may be suitably incorporated in the draft thesis.
- 16.3 In case of issues related to Intellectual Property Rights, necessary patents shall be filed before disclosure in the seminar. The Supervisor and the student shall provide an undertaking that they will maintain the confidentiality of the research till patents are filed.
- 16.4 Students shall be eligible to submit their thesis after 30 months (2 and half years) of the registration, but maximum five years of registration. A six-month extension for submission can be granted by the Dean/Chairperson, BRS on a



written request by the student and recommendation of the Supervisor and the Chairperson, DRC. Any extension beyond this shall require a written justification for the delay by the student and the Supervisor. The justification provided by the student and the Supervisor, along with the recommendation of the DRC shall be forwarded to the BRS and the Research Council for recommending the extension as a special case to the Vice-Chancellor for approval. The total span period from the initial registration shall be six years. Only in exceptional cases, with specific recommendation and justification from the Supervisor, DRC and BRS, the Vice Chancellor may recommend the extension beyond the total span period specified.

- 16.5 The thesis must be a piece of original research work characterized either by the discovery of new facts, or by a fresh interpretation of facts or theories. In either case, it should show the student's capacity for critical examination and judgment. It must be satisfactory capacity for critical examination and judgment. It must be satisfactory as far as its language and presentation are concerned.
- 16.6 The student may incorporate in the thesis the contents of any work published on the subject during the course of his/her Ph.D. and shall indicate the same in the thesis. However, the student shall not submit as his/her thesis any work for which a degree has been conferred on him/her by this or any other University.
- 16.7 The Supervisor of the student shall, eight weeks in advance of the submission of thesis, forward 4 (four) copies of abstract, table of contents of the thesis including a forwarding letter written by the supervisor self to the Head of the Department for consideration by the Departmental Research Committee. The Head of the Department shall convene a meeting of the DRC within one month of submission of the abstract with Supervisor of the thesis as invitee to recommend a panel of a minimum of 6 (six) foreign/external examiners and 6 (six) Indian examiners who shall be eminent scholars and specialists in the area of the thesis. The concerned BRS shall review the recommendations of the DRC and forward them to the Examination Branches within one month of the submission of the thesis. The Vice-Chancellor shall appoint three examiners out of the panel so approved for evaluation of each thesis. At least one of the experts shall be from outside the State.



- 16.8 Each thesis will go through a Plagiarism Check before submission that will be verified by the University library. The Certificate of Verification given by the library has to be submitted along with the thesis at the time of submission in the examination branch. The student shall attach a Certificate of Originality to the thesis certifying the work is free of any kind of plagiarism and he/she shall be solely responsible for any dispute or plagiarism issue arising out of the doctoral work in later stage. The Supervisor shall certify that the thesis is worthy of submission and for the award of Ph.D. degree. The work of the thesis must be certified to have been carried out at that place and not been submitted elsewhere for another degree. The Head of the Department shall countersign the application for submission of the thesis. In case of resubmission, the same procedure may be followed. The student shall also attach a Student Approval Form in the format provided by the UGC for grant of non-exclusive worldwide license for hosting and distributing their thesis in digital format in 'Shodhganga' repository or any other server designated for this purpose by UGC.
- 16.9 The student shall submit 4 (four) copies of double-sided printed and typed soft bound copies of the thesis to the Examination Branch of the University. The soft copy of the thesis must be submitted in specified media (CD/DVD/Pendrive) and in specified formats (MS office Document Format, (if necessary in LaTeX for figures, diagram, etc.) or other standard Format) that are convertible to PDF file categorically, such as Synopsis, Abstract, Titles, Contents, Chapter Wise (separately for each Chapter), Bibliographies, Glossary, etc. for further details may refer to University's Ordinance/Statute for Examinations of Ph.D. degree.
- 16.10 The examiners may (i) recommend that the degree be awarded; (ii) recommend degree be awarded subject to corrections to be made in consultation with the Supervisor before viva voce; (iii) ask for resubmission of the thesis or (iv) reject the thesis.
- 16.11 In the event that all the three examiners (one external/foreign examiner, one internal/Indian examiner, and one supervisor examiner) unanimously recommend the award of degree, the degree will be awarded subject to successful completion of viva-voce.



- 16.12 If the examiner(s) recommends minor corrections, the corrections must be incorporated before the Viva-voce examination in consultation with the Supervisor. Once the corrections have been made, the Supervisor shall certify the same. This may be stated in the reports of the Ph.D. thesis to be sent to the Vice-Chancellor for appointment of examiners for examination.
- 16.13 If the corrections are major and resubmission has been recommended, the student may resubmit the revised version in consultation with the Supervisor.
- 16.14 If two or more examiners reject the thesis, the thesis shall be rejected and registration of the students shall be closed.
- 16.15 If two of the three examiners recommend the award of degree and the third examiner recommends rejection, the thesis shall be referred to a fourth examiner to be selected by the Vice-Chancellor from the original panel of examiners.
- 16.16 The recommendation of the fourth examiner shall be final. Such a thesis, if rejected by the Fourth Examiner, shall not be resubmitted or marked to any further examiner and the registration of the student shall be closed.
- 16.17 The student shall undergo a viva-voce Examination after receiving a satisfactory evaluation report that shall be openly defended.
- 16.18 The Examination Branch may send all communications to the examiners viz. Request for consent, ending of Ph.D. thesis for evaluation and receiving report electronically through e-mail also.
- 16.19 The open viva voce and the defence by the student may also be done through Skype/ Audio-Video conferencing, if required.
- 16.20 Four CDs/Pendrives of the Ph.D. thesis must be submitted to the Exam branch with a copy of the result notification within thirty days of the notification, one of which has to be forwarded to the library. The Examination branch will check whether the CD/Pendrive of the Ph.D. thesis is operational and issue an accession code to each CD/Pendrive. In order to ensure that the soft copy is



complete and exact replica of the print version accepted for award of Ph.D., the Department Supervisor/HOD must authenticate the CDs/Pendrives submitted by the student.

- 16.21 Following successful completion of the evaluation process and the announcement of the award of the Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET (or upload the same in INFLIBNET though the ETD lab of the University), accessible to an Institution/University.
- 16.22 The University shall issue a Provisional Certificate along with the Degree certifying to the effect that the Degree has been awarded in accordance with the provisions of UGC regulations.
- 16.23 Any issues concerning procedure or interpretation of the provisions contained in the Ph.D. Regulations/ Ordinance/Statute shall be referred to the Vice-Chancellor whose decision shall be final. All such cases shall report to the Academic Council.
- 16.24 The overall minimum credit requirement, including credit for the course work, for the award of Ph.D. Degree shall not be less than 20 credits.
- 16.25 Upon satisfactory completion of course work and obtaining the marks/grade prescribed in Sub- clauses 6 above, as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations.
- 16.26 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee/DRC of the Institution concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee (RAC).
- 16.27 It is desirable that the research papers of Ph.D. scholars are published in peer reviewed or refereed journals or jourrrrrnals/publications approved by



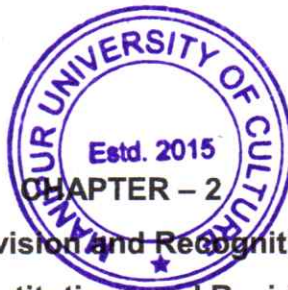
the university and presented in conferences/ seminars. The quality assessment of Ph.D. degrees should be the responsibility of the Institutions. The Institutions/ Departments are free to evolve guidelines in this regard, if needed. Quality assessment of Ph.D. degrees should be the responsibility of the Institutions/Universities.

- 16.28 The Board of Research Studies (BRS) or its equivalent body of the Institution shall evolve 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 Research Supervisor 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.
- 16.29 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are expert in the field and not in employment of the Institution/College. Examiner(s) should be academics with good record of scholarly publications in the field. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.
- 16.30 The comments of the examiners should be given to the student well in advance and the response of the student should be reviewed by the supervisor.
- 16.31 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 recommends acceptance. If one of the evaluation reports of the external examiner recommends rejection, the Institution shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected, and the



research scholar shall be declared ineligible for the award of the degree (it has been mentioned in 15.1 to 15.16).

- 16.32 All the procedures for evaluations and assessment of PhD Thesis must adhere to the entire process of evaluation and assessment of Ph.D. thesis based on the prescribed format and instructions given by the university in its Ordinance.
- 16.33 After the thesis has been examined and approved, the examiners' names and institutional addresses may appear in the final copy of the publication of the thesis in book or other forms, subject to prior consent of the examiners.



Eligibility for Research Supervision and Recognition/ Affiliation of Research Department/ Institutions and Residual Matters

This chapter deals with eligibility for Research Supervisors, Co-Supervisor, number of Ph.D.. Scholars permissible per Supervisor and recognition / affiliation to research departments and institutions and all other matters relating to academic research programmes.

2.1 Eligibility for Research Supervision

2.1.1 A permanent faculty members working as Professor/Associate Professor of the Higher Educational Institutions with a Ph.D. and at least five research publications in *peer-reviewed or refereed journals* and any permanent faculty members working as Assistant Professor in Higher Educational Institutions with a Ph.D. degree and at least three research publications in *peer-reviewed or refereed journals* may be recognized as Research Supervisor in the University where the faculty member is employed or in its affiliated Post Graduate Colleges/Institutes. Provided that in areas/disciplines where there is no or only a limited number of peer-reviewed /refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing; subject to journals/publications recognised by Sahitya Academi, Manipur/New Delhi/ the university.

Provided that only a full-time regular teacher of the concerned University/Institution Deemed to be a University/College can act as a supervisor. Adjunct faculties are not permitted to be recognised as research supervisors. However, Co-Supervisors from within the same department or other departments of the same institution or sister institutions may be permitted with the approval of the Research Advisory Committee (RAC)/ Board of Research Studies (BRS). In specific cases of a formal institutional collaboration based on an MoU, UGC may approve faculty supervisors for Ph.D. candidates in the collaborating institutions.



OR

As a university policy for promoting Manipuri language, literature, Art and Culture, and traditional performing art forms of Manipur, any regular Grade-A administrative officer (not less than Pay Band at Level-10 as per UGC Pay Matrix) of the University who has significant R&D experiences in the field of Manipuri Language, Languages & Literature, Manipuri Culture, Performing Art, Dance, Music, Sankirtana, Thang-Ta, Theatre, and Visual Arts/Fine Arts with a Ph.D. degree and having at least three research publications in peer-reviewed or refereed journals may be recognized as Research Supervisor and Co-Supervisor attached/ inducted to a teaching Department of the University, where, there is wide scope of research in the interest of state/national importance. Provided that in areas/ disciplines where there is no or only a limited number of peer-reviewed/ refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing as recognised by the Sahitya Academi, Manipur/New Delhi/ the university.

Number of allocation of students for the research supervisor/s shall be decided by the DRC & BRS with the approval of Vice-Chancellor, MUC based on the seniority of the staff or its equivalent scale of Pay Level as per UGC Pay Matrix and as per its necessity of the concerned Department.

2.1.1.1 In case of relocation of a female Ph.D. Scholar due to marriage or otherwise, the data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institutions/Supervisor by any funding agency. Such scholar shall, however, give due credit to the institution and the supervisor for the part of research already undertaken.

2.1.1.2 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars



under their supervision. However, such faculty members can continue to supervise Ph.D. Scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

- 2.1.2 External Supervisors are not allowed. Co-Supervisor who is a recognized Ph.D. supervisor may be allowed in inter-disciplinary areas from other departments of the same institute or from other related Institutions within the jurisdiction of the University and with the approval of the Research Advisory Committee (RAC).
- 2.1.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Departmental Research Committee (DRC) concerned 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 interview/viva voce.
- 2.1.4 In the case of topics which are inter-disciplinary/ multidisciplinary research works and where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution any on such terms and conditions as may be specified and agreed upon by the DRC & BRS of MUC may be appointed.
- 2.1.5 An eligible research supervisor/co-supervisor across all levels (Professor, Associate Professor and Assistant Professor) can guide a maximum of Eight (08), Six (06), Four (04) Ph.D. students counted together respectively, at any given time.

Note: The supervisor should declare the number of Ph.D. students registered with him/her periodically to the University/ Institution. He/she cannot increase the number by using recognition from multiple Universities/ Institutions.



- 6 If a recognized Ph.D. Supervisor offers to be a co-supervisor for an inter-disciplinary studies that will *not be counted as Ph.D. guidance* under paragraphs 1.15 to 1.19 above. However, the number of candidates under co- guidance be restricted to three.
- 2.1.7 University teachers after superannuation may continue as co-guides for research students with the consent of the concerned authorities. Retired Professors holding an official position (such as Professor Emeritus / Distinguished Professor / Scientist Emeritus) may continue as Supervisors till they continue in the official position. Later they may act as a Co- Supervisors with the concurrence of the Research Committee (RC) and the new Research Supervisor.
- 2.1.8 Professor and Associate / Assistant Professor in the University Department or Affiliated Research Institutions shall have at least two years of teaching / research experience in their respective posts after obtaining Ph.D.
- 2.1.9 Professors and Associate / Assistant Professors in affiliated colleges should have obtained qualification approval to teach PG programmes and completed two years of PG teaching experience.
- 2.1.10 A Research Supervisor shall not be permitted to get eligibility for research supervision from other Universities with the exception of centrally funded research institutions like ICCR, CLRI, CECRI, NITTTR, CSIR, CIPET, etc. However, the research supervisors shall indicate the list of students working in other Universities under their guidance. In any case, the maximum students shall not exceed the UGC norms.
- 2.1.11 A Research Supervisor/ Co-Supervisor who is a Professor / Principal of an Affiliated Institution and in the rank of a Professor or its equivalent, at any given point of time, cannot supervise more than Eight (8) Ph.D. scholars. An Associate Professor or its equivalent as Research Supervisor can supervise up to a maximum of Six (6) Ph.D.



scholars and an Assistant Professor or its equivalent as Research Supervisor can supervise up to a maximum of Four (4) Ph.D. scholars.

- 2.1.12 Research supervisors are permitted one additional candidate above the maximum limit, in order to admit candidates working in their research project funded by the State / Central Government or International Funding Agencies. This is against any future vacancy which may arise when any candidate submits the thesis.
- 2.1.13 For Research Institutions: Senior Principal- Senior Artists/ Experts/ Scientists (Scientist- F)/ Chief Scientist (Scientist-G) working in research institutes in the cadre of professor are permitted to supervise 8 (eight) Ph.D. Scholars.
- 2.1.14 Associate Professors/Artists/Experts/ in Self-financing Colleges / Self-supporting Departments in Aided Colleges with 12 years of teaching experience in UG and PG Degree Programmes and for the Research Institutions the Principal Scientist (Scientist-E-II) will be permitted to supervise 6 (six) scholars as under the cadre Associate Professor.
- 2.1.15 Scientist (Scientist-C) / Senior Scientist (Scientist-E-I) /Senior Artists/ Senior Experts in the cadre of Assistant Professor are permitted to supervise 4 (four) Research scholars.
- 2.1.16 A Supervisor shall not supervise 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.
- 2.1.17 A Supervisor shall not be permitted to register candidates for Ph.D. in the last two years of his/her service. Since the retirement age varies between types of institutions, it is the responsibility of the Supervisor to not recommend admission of doctoral students under his/her supervision two years before his/her retirement. The Head of the Institution should monitor and certify that the research supervisor has more than three years of service before retirement while recommending for ratification of admission of doctoral students.



2.1.18 If a Supervisor is found to be involved in plagiarism, moral turpitude with fraudulent academic accomplishments and other activities prejudicial to the reputation of the University, etc., his/her eligibility for research supervision will be summarily withdrawn without assigning any reason thereof.

2.2 Recognition of Department/ Institution for offering Ph.D. Programme

2.2.1 Affiliated Colleges may be considered eligible to offer Ph.D. programmes only if they satisfy the availability of two eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.

2.2.2 Approved University Departments/ Centres/ Chairs of the University/ Post-Graduate Departments of Affiliated Colleges, R&D Institutes, Research Laboratories of Government of India / State Government recognized by the University within the jurisdiction of the Manipur University of Culture with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations, stipulated under sub-clause 3, shall be considered eligible to offer Ph.D. programmes. Affiliated Colleges shall additionally have:

- (i) successfully sent out two batches of PG students before applying for recognition, and
- (ii) the necessary recognition by the authorities under which they operate to offer Ph.D. programmes.

2.2.3 Affiliated Colleges with adequate facilities for research as mentioned below alone shall offer Ph. D. programmes:

- (a) In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate rooms for research scholars along with computer facilities and essential



software, and uninterrupted power and water supply;

- (b) Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;

2.3 Award of Ph.D. Degree

- 2.3.1 Ph.D. is awarded in the discipline / subject of the Department in which the candidate is registered for Ph.D. and not in the discipline /subject to the PG Degree of the candidate.
- 2.3.2 In the case of Inter-disciplinary research study, the Ph.D. is awarded in Department in which the candidate is registered for Ph.D. and the related discipline/subject from which the co-supervisor is employed and not in the discipline/subject of the PG Degree of the candidate.
- 2.3.3 Award of degrees to candidates registered for the Ph.D. programme on or after July 31, 2019 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of Ph.D. Degree) Regulation, 2019. Provided that in future the university may update these Regulations from time to time as per its conveniences and policies for the interest of the university.
- 2.3.4 If the similar kind of Ph.D. degree is awarded by a Foreign University, the Indian Institution considering such a degree shall refer the issue to a Standing Committee constituted by the concerned Institution for the purpose of determining the equivalence of the degree awarded by the foreign University.

2.4 Depository with Inflibnet

- 2.4.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the



Institution concerned 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 Departments/ Institutions/Affiliated Colleges.

- 2.4.2 Prior to the actual award of the degree, the University shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations from time to time.

2.5 Publication of the Thesis

- 2.5.1 A thesis, whether approved or not, shall not be published in full without the permission of the University and the Vice-Chancellor may grant permission for the publication under such conditions as it may impose;
- 2.5.2 Provided that a candidate may during the course of his/her research, publish papers in standard and research journals, as advised by his/her Supervisor, but the thesis as a whole shall not be published without obtaining permission from the Academic Council mentioned supra.
- 2.5.3 Permission for publication of the whole thesis should be obtained after award of the degree.

2.6 The Supervisor's Obligations

It shall be the responsibility of the Ph.D. Supervisor to ensure that all formalities and procedural requirements as prescribed in the Ph.D. Regulations of the university are strictly fulfilled and complied with by the scholar throughout the duration of the programme.

The supervisor is also expected to guide the Ph.D. scholars in other related issues of teaching skills and career guidance. The supervisor's responsibilities include information and advice to scholars on all aspects related to the Ph.D. programme while focusing on guidance on academic aspects of research activities. This may include regular meetings with a



scholar (typically once a week unless restricted due to reasons otherwise). The supervisor should ensure relevant and adequate advice on important aspects such as involvement of additional supervisors where deemed appropriate, whether the proposed Ph.D. project is feasible within the given time frame, whether the project has the potential to lead to new result of significantly high standard of an international level Ph.D. thesis, whether the scholar has sufficient time to enable him to have a realistic opportunity for submission of thesis. It is envisaged that an ideal Ph.D. programme necessitates a good working relationship between the student and the supervisor from the beginning of the Ph.D. programme and they have reached an agreement on the demands and expectations from each other. The responsibilities of the supervisor include:

- (i) Regular contact with the Ph.D. Scholars, and discuss to see if the ideas are good for the research project
- (ii) Guiding the scholar about the choice of relevant courses and conferences related to the field
- (iii) Advising the scholar for contacting relevant national and international organisations in the area of research
- (iv) Assisting the scholar on incorporation of knowledge dissemination element course of study
- (v) Regular review and feedback on the Ph.D. project
- (vi) Preparation of the final statement from supervisor summarising the overall Ph.D. programme at the time of Ph.D. thesis submission
- (vii) Active participating in the assessment and Ph.D. defence

An overall plan of the mutual demands and expectations during the supervision process which includes expectations of the contours and extent of supervision – should normally be included in the Ph.D. research plan. The tasks of co-supervisors, if any, should also be agreed upon and should normally include academic discussions in decided relevant parts of the research project.
