

All concerned

On the recommendations, of Senate (Agenda No. 8.4 & 8.5), BoG has in its 34th meeting held on 7th June, 2018 decided the following:

Agenda No. 34.5

Resolution: *Ordinances for Ph.D. and PG & UG programmes : Approved. The provisions of Ph.D, PG and UG Ordinances will be applicable to the prospective scholars/students as also to the current scholars/students on the rolls of the School.*

Approved copies of the Ph.D Ordinance and PG and UG Ordinance are forwarded to you for implementation.


(Rajesh Moza)
Registrar



School of Planning and Architecture, Bhopal

Ordinance for Doctoral Programmes (Amended) 2018

(Approved in 34th meeting of BOG held on 7th June, 2018)

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Ordinance for Doctoral Programmes (Amended) 2018

Preamble

School of Planning and Architecture Bhopal (SPAB), established in 2008 under an Act of Parliament as an autonomous institute of national importance by the Ministry of Human Resource Development, Government of India is mandated to promote education and research in planning and architectural studies. Given its mandate, SPAB intends to be the preeminent public research and teaching academy in architecture and planning in the country and aspires to attain (a) international standard by integrating teaching and learning, (b) advancement of the knowledge base through research and scholarship and (c) leadership in service and outreach.

SPAB aspires to emerge as an international academy whose academic portfolio, research agenda, and educational model align with the shifting needs of the society. It strives for built sustenance through sustainable architecture, social sustenance through universal design, cultural sustenance through conservation, and human settlement sustenance through habitat planning and design. The school is committed to train planners and architects for the nation who could exhibit high academic standards and take up the challenges of physical and socio-environmental development of the country. SPAB aspires to engage in meaningful research on topical themes in the areas which inter alia include sustainable architecture, urban planning, heritage conservation, urban design, universal design, regional planning, transport and logistics planning, landscape architecture and design. SPAB shall make all endeavours to:

- promote a cadre of high caliber faculty devoted to teaching, research and consultancy in all disciplines pertaining to Planning and Architecture.
- create a national repository of data base and decision support centre for the preparation and implementation of various habitat development programmes.
- emerge as a socially responsible institution providing research feedback to the Government for holistic development of human settlements through Architectural and Planning interventions.



With the above aim and objectives, SPAB offers doctoral programme leading to the award of Ph.D. degree. The broad objectives of the Ph.D. programme are not only to keep pace with the expanding horizons of knowledge, but also to contribute to the present needs of the society in relation to social, cultural and environmental sustenance through the research findings. The Ph.D. programme at SPAB intends to encourage analytical investigations into the areas of research applying qualitative or quantitative approach with the ultimate objective of culminating into a creative and productive enquiry into the domain of Architecture and Planning.

The academic programme leading to the Ph.D. degree is broad-based and involves a minimum course credit requirement and a research dissertation. SPAB strongly encourages research in interdisciplinary areas through a well coordinated interdepartmental academic collaboration. The presence of a dedicated pool of faculty in SPAB provides excellent opportunities for carrying out research in diverse fields of Architecture and Planning.

Definitions

I.	'SPAB' shall mean School of Planning and Architecture, Bhopal
II.	'Applicant' shall mean an individual who applies for admission to the Ph.D. programme of SPAB on a prescribed Application Form
III.	'Ph.D. scholar' shall mean an individual registered for the Ph.D. Programme in SPAB
IV.	'Senate' shall mean Senate of School of Planning and Architecture, Bhopal
V.	'DRC' shall mean Departmental Research Committee
VI.	'SRRC' shall mean Scholar Research Review Committee
VII.	'DAC' shall mean Doctoral Advisory Committee
VIII.	'DoAA' shall mean Dean of Academic Affairs
IX.	'AR (A)' shall mean Assistant Registrar (Academics)
X.	'RG' shall mean Regulation

Ordinance

- a) SPAB awards the PhD in various specializations under Architecture and Planning to a registered PhD scholar who has successfully completed the PhD Programme.



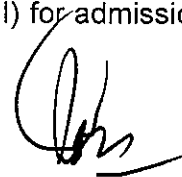
- b) The PhD Programme with the governing regulations is formulated by the Senate of SPAB. The Senate can modify regulations from time to time as and when warranted.
- c) A PhD scholar to be awarded the PhD degree has to submit a dissertation report incorporating the findings of his/her research carried out under this programme. The dissertation should make an original contribution of high quality to the advancement of knowledge as judged by the experts in the relevant area.
- d) A PhD scholar becomes eligible for the award of the PhD degree after fulfilling all the academic requirements prescribed by the Senate.
- e) The award shall be made upon the recommendation of the Senate of SPAB and its ratification by the Board of Governors of SPAB.
- f) The PhD degree shall be awarded in the discipline of the Department which registers the PhD scholar for the PhD programme.

Regulations

The degree of Doctor of Philosophy, abbreviated as Ph.D., shall be awarded to a PhD scholar upon the completion of his / her writing the dissertation which exhibits a high quality critical and analytical investigation into the assigned area of research that leads to original contribution to the existing knowledge. The PhD degree of SPAB shall be conferred on a PhD scholar who fulfils all the requirements specified in the Regulations (RG). The PhD programme of SPAB will be coordinated by the Dean, Academic Affairs (DoAA) appointed by the Chairperson, Senate from amongst the faculty of SPAB with Ph.D., who has considerable research experience and successfully guided at least one Ph.D. scholar. DoAA shall be assisted by a Coordinator to be nominated by the Chairperson, Senate from amongst any regular SPAB faculty having a doctoral degree. The Coordinator of Doctoral programme shall assist the DoAA to conduct the PhD programme smoothly.

Regulation 1: Admission to the PhD Programme

- a) DoAA shall issue the Admission Notice for the PhD Programme offered under different departments of SPAB.
- b) An applicant shall apply in prescribed format (Annexure I) for admission to the



PhD Programme within the stipulated time mentioned in the Admission Notification made under RG 1 (a).

- c) DoAA shall constitute Interview Panel (s) with prior approval of the Chairperson, Senate to oversee the admission process to the PhD programme.
- d) An applicant shall indicate his / her choice of department under which s/he wishes to carry out his / her PhD research. However the DAC reserves the right to allocate a department to a PhD scholar other than the department s/he opts for based on his/her proposed area of research.
- e) The Admission to the PhD programme shall usually be made at the beginning of each Academic session with the provision of having bi - annual admission subject to the number of applications received, number of vacant seats available with prior permission of the Chairperson, Senate.
- f) Admission to the PhD programme shall be conducted through an entrance test by the Admission Committee to be constituted by DoAA with prior approval of the Chairperson, Senate. The entrance test shall have two parts: Part - A carrying fifty marks shall be a written test common to all applicants to judge the analytical ability and knowledge of the concerned Core Subject of the candidate. Part – B carrying fifty marks shall be a viva voce conducted by the respective Interview Panels on the basis of a short PowerPoint presentation by the candidate on his / her area of research interest. The Admission Committee may relax the criteria of in-person appearance at the entrance test and viva voce and instead conduct an interview through Skype in the case of Foreign Nationals and highly qualified and vastly experienced candidates.
- g) Office of AR (A) shall verify the documents before issuing an Admit Card to the applicant to sit for the entrance test.
- h) AR (A) shall cause to send the marks scored by the applicants in the written part of the entrance test to the office of DoAA soon after the evaluation of answer scripts. DoAA shall send the marks sheet to the respective Interview Panels for conducting the viva voce part of the entrance test.
- i) The format of entrance test may be altered by the Admission Committee as and when warranted subject to the approval of Chairperson, Senate.



- j) Admission of an applicant to the PhD programme shall be made after due consideration to written test, the utility of the research area indicated by the applicant at the viva voce, consistently good academic performance, score in MHRD recognized scholarship(s), availability of qualified faculty at SPAB to supervise the research, availability of required infrastructure at SPAB and extent of external assistance required.
- k) Upon qualifying himself/herself at the entrance test, an applicant shall be provisionally admitted to the PhD programme on payment of prescribed fees and shall be registered under the Department preferably as per the choice of the applicant if not otherwise decided by the DAC.
- l) Once admitted to the PhD programme under respective Department, the respective DRC shall facilitate and review the research work of the PhD scholar.
- m) Although, it is not plausible to have identical number of PhD scholars across the Departments, allocation of PhD scholars across each Department shall depend on the availability of Supervisor in each department and taking into consideration the maximum number of PhD scholars a permanent fulltime faculty of SPAB in that department can supervise / co-supervise.
- n) Selected applicants who are in employment elsewhere must produce a No Objection Certificate from their respective institute / employer at the time of admission to the PhD Programme.
- o) Reservations for SC/ ST/ OBC/ Persons with Disabilities and other categories shall be as per Government of India norms.
- p) A PhD scholar shall normally be admitted to the PhD programme in the odd semester. However, a waitlisted PhD scholar may be admitted to the PhD programme in the even semester as well subject to vacancy of seats.
- q) The total number of seats under the PhD programme shall be revised by the Senate from time to time and the admission to the PhD programme shall be restricted to the maximum number of seats so approved.
- r) An applicant registered to the PhD programme shall continue to be a PhD scholar until the official notification towards the conferment of PhD degree to him/her.



Regulation 2: Educational and Professional Eligibility for Admission to PhD Programme

An applicant shall be eligible to apply for the Ph.D. programme of SPAB provided s/he

1.
 - (a) has qualified for the award of Masters degree of a recognized institution or university in various specialization of Architecture or Planning or allied subjects with 60% marks (55% for reserved categories) or equivalent grade.

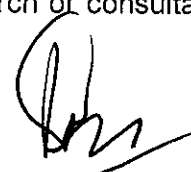
OR

2.
 - (a) has qualified for the award of Bachelors degree of a recognized institution or university in Architecture or Planning with 75% marks (70% for reserved categories) or equivalent grade.
 - (b) has professional / research experience for a minimum period of five years after obtaining the Bachelors degree.

Regulation 3: Categories of Admissions

Applicants will be admitted to the Ph.D. programme of SPAB under any one of the following categories:

- a) Full-time PhD scholars with MHRD Scholarship / Fellowships.
- b) Full-time PhD scholars under the Quality Improvement Programme (QIP) with fellowships.
- c) Full time PhD scholars with other Government / Quasi Government / Institutional Fellowship or Scholarship.
- d) Self-financed Indian (including OCI, PIOs) and Foreign full time or part time PhD scholars.
- e) Full time / part time PhD scholar under international collaboration including ICCR.
- f) Part time PhD scholar who is a permanent Faculty / Research Assistant / Technical Assistant or any other duly approved category of SPAB staff and has the minimum educational qualifications as prescribed under RG 2 and has an experience of more than five years.
- g) Part time PhD scholar who is attached to any SPAB research or consultancy



project. An applicant admitted to the PhD programme under this category must submit his/her application form through the Dean (R&D) of SPAB.

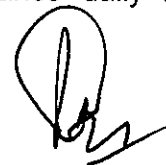
- h) Full time or part time PhD scholars sponsored by any institution / organization recognized by SPAB. Such sponsored candidate must have at least five years of professional / research experience and must submit his/her application through his/her employer with suitable endorsement that s/he shall be granted leave for the mandatory residency period required under the PhD programme
- i) Full time PhD scholars registered earlier in other UGC recognized institutions / universities and transferred to SPAB as per UGC norms.
- j) Irrespective of the award of any Scholarship / Fellowship / Sponsorship, an applicant must have the minimum educational qualification and experience as prescribed under RG 2 and must qualify at the entrance test conducted under RG 1 (f) to be eligible for admission to the PhD programme.
- k) A full time PhD scholar may apply in prescribed format (Annexure) to carry out the research as part time PhD scholar to DoAA only after the successful completion of coursework and topic finalization. S/he shall cease to draw any fellowship / scholarship from the date of his / her application.
- l) No PhD scholar can revert to full time once his / her application has been accepted by DoAA except under extra ordinary circumstances as approved by the Chairperson, Senate.

Regulations 4: International Students

Foreign nationals can register as full time PhD scholars. Foreign Nationals with degree from Indian Universities will be treated at par with Indian nationals for admission purpose and their eligibility would be as per RG 2. Foreign Nationals with foreign degrees must meet the minimum educational requirements as given in RG 2. SPAB reserves the right to ask for valid scores in GATE / CEED / GRE or equivalent and TOEFL/ IELTS/ PTE, if warranted. Irrespective of his / her obtaining the degree from either Indian / Foreign university, a foreign national must qualify at the entrance test as given under RG 1 (f).

Regulation 5: Daily Attendance and Guidelines for Availing Scholarship /Fellowship

- a) A full time PhD scholar shall record his / her attendance daily in the



- Attendance Register available with the office of DoAA during the entire period of his/ her studentship as a fulltime PhD scholar.
- b) A part time PhD scholar shall record his / her attendance daily in the Attendance Register available with the office of DoAA till the mandatory residency period.
 - c) A PhD scholar admitted to the PhD programme under any scholarship / fellowship / sponsorship must produce the valid award letter issued by the respective scholarship / fellowship / sponsorship agency.
 - d) No PhD scholar shall be permitted to receive any emoluments, salary, stipend or any other scholarship / assistantship during the tenure of any scholarship / fellowship / sponsorship under which s/he has been admitted to the PhD programme.
 - e) SPAB reserves the right to grant the Scholarship / Fellowship under GATE, JRF etc. to a PhD scholar provided s/he possesses a score that is above the cut off level as decided by the competent authority from time to time.
 - f) Continuance of the scholarship / fellowship / sponsorship shall be contingent upon the progress of the research made by the respective PhD scholar as evaluated by the respective DRC and shall be withdrawn if so warranted on grounds of poor or no progress.
 - g) No PhD scholar shall normally be allowed to change the category under which s/he is enrolled to the PhD programme.

Regulation 6: Nature of Work against Scholarship / Fellowship

Full-Time PhD scholars getting Scholarship / Fellowship shall be required to assist in the following activities assigned by DoAA:

- a) Assisting in the research work / Projects of SPAB
- b) Assisting in a laboratory course (not more than one laboratory course at the bachelors or masters level in a semester)
- c) Assisting in the tutorial / studio (no more than the tutorial of one theory course at the bachelors or masters level in a semester)
- d) Assisting in the maintenance of SPAB website
- e) Assisting in the maintenance of SPAB library
- f) Assisting in the maintenance of SPAB laboratories



- g) Assisting in academic and other events of SPAB, CoA / ITPI visits

The Work Schedule will be intimated to the PhD scholars through the office of DoAA at the beginning of every semester. In no case, the work load should exceed eight hours per week. The PhD scholars shall not be assigned a complete theory course to teach at the bachelors or masters level. Preferably they may be attached only to tutorials/ studios. The PhD scholars shall not be involved in setting of question papers and evaluation of answer scripts of bachelors or masters courses. During the leave of absence of a PhD scholar, as admissible under RG 29, the work assigned to him/her shall be re-allotted to other PhD scholars, if need be.

Regulation 7: Registration

- a) An applicant having qualified himself / herself at the entrance test shall be admitted to the PhD programme upon the payment of requisite fees.
- b) A PhD scholar shall renew his/her registration for each academic year by paying the requisite fees till the academic year during which she defends her dissertation report in the viva voce.
- c) A PhD scholar shall confirm the amount of fees payable from the office of AR (A) before tendering it.
- d) A PhD scholar shall pay the prescribed Examination Fees at the time of submitting the dissertation report.
- e) Failure to renew registration for subsequent academic year for two consecutive academic years shall lead to the cancellation of registration from the PhD programme.
- f) Foreign PhD scholar shall pay equivalent amount of all prescribed fees from time to time in Indian rupees.

Regulation 8: Cancellation of PhD Registration

Registration of a PhD scholar shall stand cancelled for any of the following reasons:

- a) Giving false information at the time of application / admission.
- b) Not conforming to the regulations of the PhD programme.
- c) Failure to successfully complete the prescribed coursework.
- d) Consistent lack of progress in research.
- e) Violation of discipline and conduct rules of SPAB.
- f) Not submitting the dissertation report within the stipulated period.



- g) Submission of plagiarized report.
- h) Non submission of progress report to DRC at least a fortnight before the DRC meets for three consecutive occasions.
- i) Not enrolling for academic session / semester by paying prescribed fees within the stipulated dates.
- j) Rejection of dissertation report by external examiners.
- k) Failure to defend the viva voce satisfactorily.
- l) Remaining absent beyond the period as granted under RG 29.

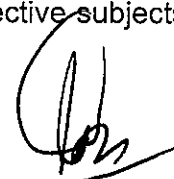
Regulation 9: Conferment of PhD Degree

The Ph.D. degree shall be conferred to a registered PhD scholar subject to the fulfillment of following conditions:

- a) Successful completion of the coursework within the prescribed residency period as given under RG 10 and RG 11.
- b) Finalization of dissertation topic within the prescribed period from the date of registration to the PhD Programme as given under RG 12.
- c) Successfully carrying out the research under the guidance of approved supervisor(s) for at least two years from the date of topic finalization.
- d) Publication / presentation of paper in peer reviewed journals and seminars / conferences respectively as given under RG 25.
- e) Satisfactory performance at the Pre-Thesis-Submission seminar as given under RG 24.
- f) Affirmative concurrence to the dissertation report by the external examiners as given under RG 27.
- g) Successful defense of the dissertation at the viva voce as given under RG 28.

Regulation 10: Conducting the Coursework

- a) Respective DRC shall propose an appropriate coursework for the PhD scholar taking into consideration the PhD scholar's intended area of research immediately after the registration of the PhD scholar.
- b) The coursework shall comprise of three subjects and two seminar presentations. While one subject will be Research Methodology to be conducted by the office of DoAA, two other subjects will be from theory subjects to be chosen from either the compulsory or elective subjects offered



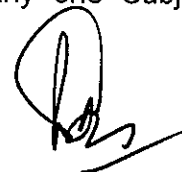
by respective departments at the Masters level. All the three Subjects and Seminar presentations shall be awarded grade / marks.

- c) Respective DRC shall forward the recommended subjects for a PhD scholar to the concerned Head of Department (s) through the office of DoAA.
- d) Coordinator of Doctoral Programme shall ensure that the concerned PhD scholar is enrolled to the particular class on the subject.
- e) The evaluation of transfer of knowledge against the two theory Subjects and the Subject on Research Methodology (as given under RG 10 b) shall be decided by the respective Subject Coordinator and / or the DRC / Committee set up by the Chairperson of Senate.
- f) Coordinator of Doctoral Programme shall maintain a Register for entering the Subjects successfully completed by the respective PhD scholar.
- g) A PhD scholar will be required to make two seminar presentations before the concerned DRC on the topics approved by the latter as part of his / her coursework. A PhD scholar shall have to submit a write up on the seminar topic within 3000 – 5000 words with a proper title, objectives, literature survey, methodology, findings / observations and a brief bibliography.
- h) A PhD scholar shall present a PowerPoint presentation on approved topics in both Seminar 1 and 2. The PowerPoint presentation should ideally be restricted to twenty slides. The PowerPoint presentation shall be completed within thirty minutes following which there would be a twenty minute question – answer session.
- i) Distribution of credit across the coursework would be as follows:

Coursework	Credit	Remarks
Subject 1	3	Any theory subject offered by any department at masters level
Subject 2	3	Any theory subject offered by any department at masters level
Subject 3	3	Research Methodology
Seminar 1	3	To be presented within the given time period
Seminar 2	3	To be presented within the given time period

N.B. Credit(s) for Subject 1 and 2 are subject to changes from time to time as decided by the respective department

- j) A PhD scholar may take all the three Subjects or any one Subject (as



mentioned under RG 10 i) offered by any other institute (recognized by SPAB) subject to the approval of concerned DRC.

- k) The Subject – part of the coursework (Subject 1, 2 and 3) must be completed within a year (i.e., within two consecutive semesters) from the date of registration to the PhD programme.
- l) A PhD scholar shall normally present only one seminar in each semester subject to the condition that s/he shall not be allowed to present any seminar in the first semester. A PhD scholar however must complete presenting his / her both seminars within a maximum period of two years (i.e., within four consecutive semesters) from the date of registration to the PhD programme.
- m) Registration of a PhD scholar, availing semester drop, shall stand cancelled if s/he fails to complete the coursework within three years (i.e., within six consecutive semesters) from the date of registration to the PhD programme.

Regulation 11: Requirement of Minimum Residency Period and Semester Drop (Withdrawal Period)

- a) The minimum residency period for successfully completing the prescribed coursework for a Ph.D. scholar shall be twelve months from the date of registration to the PhD programme.
- b) The minimum residency period shall not apply in the case of those PhD scholars who choose to study all the three Subjects as mentioned under RG 10 (i) offered by any other institute (recognized by SPAB) subject to the approval of concerned DRC.
- c) A PhD scholar will not be allowed to withdraw temporarily from the PhD programme before the completion of the coursework.
- d) A PhD scholar may be granted semester drop upto a maximum of two semesters on bonafide grounds by the Chairperson, Senate. Except on medical grounds or extra ordinary circumstances, semester drop is not permissible before successful completion of coursework and finalization of topic within the prescribed period. A PhD scholar applying for semester drop shall apply in prescribed format (Annexure) and submit his / her application to the Chairperson of respective DRC through his/her Supervisor. The DRC shall examine the gravity of the case and send its observation to DoAA who will

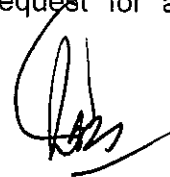


forward the same to the Chairperson, Senate with his/her observation. Cases of semester drop shall be reported to the Senate and no scholarship / fellowship shall be admissible during the period of a semester drop. The period of semester drop will not be counted in the prescribed time limit for completion of the PhD Programme.

- e) After the minimum residency period as prescribed in RG 11 (a), a Ph.D. scholar shall be permitted to carry out part or whole of his/ her research work outside SPAB in any laboratory, workshop, worksites and other research centres recognized by SPAB.

Regulation 12: Finalization of the Dissertation Topic

- a) The PhD scholar in consultation with his / her Supervisor shall finalize the dissertation topic.
- b) Once the PhD scholar and his / her supervisor agree with the topic, the Supervisor shall request the concerned DRC to examine it. DRC shall conduct the Topic - finalization seminar. Chairperson of concerned DRC shall ensure the participation of at least one external expert of the DRC to the topic finalization seminar.
- c) The PhD scholar shall submit a synopsis on the proposed topic of dissertation and give a PowerPoint presentation before the DRC.
- d) The synopsis should be typed within a minimum of 8000 or a maximum of 10000 words in Arial, 11 font, 1.5 line spacing.
- e) The PowerPoint presentation should ideally not have more than twenty slides and should be completed within thirty minutes. The presentation shall be followed by thirty minute question – answer session between the PhD scholar and the DRC.
- f) Upon satisfying itself with the proposed dissertation topic, the concerned DRC shall recommend approval to the topic to the Chairperson, Senate through DoAA.
- g) DoAA shall recommend approval to the topic in prescribed format (Annexure) to the Chairperson, Senate for approval of Senate. DoAA may seek DAC's endorsement to the proposed topic, if warranted, before recommending it to the Chairperson, Senate for approval of Senate.
- h) DoAA may also seek DAC's endorsement to the request for additional



Supervisor from the concerned DRC and shall recommend the same to the Chairperson, Senate if additional supervision is found necessary.

- i) On receipt of approval from the Chairperson, Senate, DoAA shall inform the DRC and the PhD scholar and the latter shall proceed with the research work on receipt of such communication from DoAA in prescribed format (Annexure).
- j) In case the Senate does not meet within two months of the submission of topic finalization recommendation by DoAA, the Chairperson, Senate may approve the topic, pending the endorsement by the Senate.
- k) Any change in the title of the dissertation by the Senate at any subsequent stage is permissible at the request to be made by a PhD scholar in the prescribed format (Annexure) if such change is agreed to by the Supervisor and endorsed by the concerned DRC. Chairperson of concerned DRC shall send the application to DoAA who shall forward the same to the Chairperson, Senate for approval.
- l) Dissertation topic must be finalized within four semesters from the date of registration to the PhD Programme.
- m) Registration of a PhD scholar, availing semester drop, shall stand cancelled if s/he fails to finalise the topic within three years (i.e., within six consecutive semesters) from the date of registration to the PhD programme.
- n) A PhD scholar shall get three chances to get his/her PhD topic finalized within the stipulated period as given under RG 12 (l and m).
- o) If the PhD scholar fails to defend his/her topic for the third time, his/her PhD registration shall stand annulled.

Regulation 13: Definition of Supervisor / Co-Supervisor / External Guide

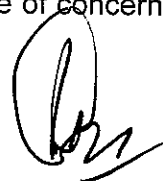
'Supervisor' shall mean a permanent fulltime faculty of SPAB, holding a PhD and having expertise in the proposed area of research of the respective PhD scholar to supervise latter's research / academic work. S/he will be considered as the main guide and shall be consulted in all matters related to the research works of the PhD scholar after his /her appointment. 'Co – Supervisor' shall mean a permanent fulltime faculty of SPAB or any other recognized institution, holding a PhD and having expertise in the proposed area of research of the respective PhD scholar to co - supervise the research / academic work of the PhD scholar. 'External Guide'



shall mean an expert in the concerned research area of the respective PhD scholar from outside SPAB to co - supervise the research / academic work of the PhD scholar. The Co-Supervisor / External Guide (if any) shall undertake joint supervision of the research work of the PhD scholar through mutual consultations with the Supervisor. Minimum years of experience required for a permanent fulltime faculty of SPAB to be eligible to become Supervisor or Co-Supervisor shall be two years and one year respectively from the date of award of PhD degree to him / her.

Regulation 14: Choice of Supervisor

- a) Taking into consideration the research profile of the permanent fulltime faculty of SPAB, a PhD scholar shall give his /her choice for Supervisor in prescribed format after obtaining the consent of the particular faculty of SPAB. The Supervisor Choice form (Annexure) duly signed by the concerned faculty of SPAB and the PhD scholar must be submitted to the Chairperson of concerned DRC within first six months of registering into the PhD programme.
- b) A PhD scholar may choose a Supervisor / Co-Supervisor from any department other than the department s/he is assigned to subject to the condition that the Supervisor / Co-Supervisor has the requisite expertise and concerned DRC endorses such choice of concerned PhD scholar in view of the interdisciplinary nature of the research work.
- c) Each PhD scholar shall have one Supervisor from SPAB who will be the internal as well as main guide.
- d) A PhD scholar can request for a Co- Supervisor in the prescribed format (Annexure) duly signed by the PhD scholar and the Co-Supervisor respectively and submit the same to the Chairperson of concerned DRC. It would be the prerogative of concerned DRC to accept or reject such request from the PhD scholar.
- e) There shall not be more than two Supervisors (Supervisor and Co-Supervisor) for a PhD scholar from amongst the permanent fulltime faculty of SPAB.
- f) A PhD scholar can request for an External Guide in the prescribed format (Annexure) duly signed by the PhD scholar and the External Guide respectively and submit the same to the Chairperson of concerned DRC. In such case, the PhD scholar will be required to submit a brief bio-data of the External Guide to the DoAA. It would be the prerogative of concerned DRC to



accept or reject such request from the PhD scholar.

- g) Co-Supervisor and / or External Guide may be appointed at any stage of the research work but the PhD scholar shall not be allowed to submit the final dissertation within one year of making such appointment.
- h) At any point of time, a PhD scholar shall not have more than three persons guiding him/her.

Regulation 15: Change of Supervisor / Co-Supervisor/ External Guide

Upon the request of the Ph.D. scholar or upon the request of the Supervisor / Co-Supervisor / External Guide, the concerned DRC may recommend appointment of new Supervisor / Co-Supervisor / External Guide to the DoAA. DoAA shall refer the matter to the Chairperson, Senate and recommend the subsequent appointment of new Supervisor / Co-Supervisor / External Guide as the case may be. Such change of Supervisor / Co-Supervisor / External Guide shall be admissible only once during the entire period of studentship of a PhD scholar. A PhD scholar shall not be allowed to submit final dissertation report within one year of making such change of Supervisor / Co-Supervisor / External Guide. No change of Supervisor / Co-Supervisor / External Guide shall be entertained in less than one year from the date of submission of final dissertation report.

Regulation 16: Appointment of Supervisor / Co-Supervisor / External Guide

- a) Appointment of Supervisor / Co-Supervisor / External Guide shall be made by the Chairperson, Senate on the recommendation of DRC.
- b) Appointment of 'Co-Supervisor' and 'External Guide' shall be contingent upon the written endorsement of the Supervisor in the prescribed format (Annexure) and subsequent approval by the concerned DRC.
- c) Recommendation of DRC to the appointment of Supervisor / Co-Supervisor / External Guide under RG 16 (a to b) shall be sent to DoAA who shall forward the same to the Chairperson, Senate.
- d) Continuance of retired faculty of SPAB as Supervisor / Co-Supervisor
 - i. When a SPAB faculty member, who has guided a PhD scholar for at least three years as Supervisor, retires, s/he shall be allowed to continue as the



- Co-Supervisor. In such cases, DRC shall recommend the appointment of a permanent full time SPAB faculty as the Supervisor to the Chairperson, Senate through DoAA.
- ii. When a SPAB faculty member, who has guided a PhD scholar for less than three years as Supervisor, retires, s/he may be allowed to continue as the External guide. In such cases, DRC shall recommend the appointment of a permanent full time SPAB faculty as the Supervisor to the Chairperson, Senate through DoAA.
 - iii. When a SPAB faculty member, who has guided a PhD scholar as Co-Supervisor retires, s/he may be invited in the meeting of DRC as an external expert.
- e) In case a faculty member of SPAB who is the Supervisor goes on leave for a period exceeding six month, another faculty member of SPAB having the eligibility as per RG 13 will be appointed as Co-Supervisor by the Chairperson, Senate on the recommendation of DRC (Annexure). A faculty so appointed shall continue to be the Co-Supervisor during the rest of the period of studentship of the PhD scholar.
 - f) In case a faculty member of SPAB who is the Supervisor resigns from SPAB, s/he may be allowed to act as Co-Supervisor. In such case, a new Supervisor from amongst the faculty members of SPAB having the eligibility as per RG 13 shall be appointed by the Chairperson, Senate on the recommendation of DRC within three months (Annexure).
 - g) At one point of time, number of Ph.D. scholars under a SPAB faculty shall not be more than five. In case of joint supervision the number would be counted as one for Supervisor and half for Co-Supervisor. The tenure of a Supervisor/Co-Supervisor/External Guide shall be counted from the date of his / her appointment as Supervisor/Co-Supervisor till the date of Notification of PhD degree conferment.
 - h) If by oversight, any SPAB faculty is found to be exceeding the maximum number of PhD scholars s/he can supervise, s/he shall act as a mentor to the PhD scholar till such time a Supervisor is allocated to the PhD scholar. The concerned DRC shall have to find a Supervisor for the PhD scholar as early as possible in such cases.



Regulation 17 A: Constitution of Departmental Research Committee (DRC)

The Chairperson, Senate shall constitute Departmental Research Committee (DRC) for each department of SPAB offering PhD Programme. The composition of DRC shall be as follows:

- i. Head of Department – Chairperson (ex-officio)
- ii. Three fulltime permanent faculty of SPAB having a PhD degree to be nominated by the Chairperson, Senate – Members
- iii. Two External Experts – Members
- iv. Dean (Academic Affairs) – Member (ex-officio)
- v. Coordinator, Doctoral Programme – Member (ex-officio)
- vi. PhD Supervisors / Co- Supervisors of the Department - Members

Members of faculty under RG 17 (ii) shall be drawn from the concerned department as well as other departments of SPAB. Professor, Associate Professor as well as Assistant Professor shall be eligible to be nominated to the DRC. While nominating members of faculty from other departments, it shall be ensured that the profile of the faculty so nominated aligns with the research thrust of the concerned DRC. The quorum for the meeting of DRC shall be three fifth of total number of members of DRC. The tenure of all members under RG 17 (ii) and (iii) shall be three years from the date of Notification of constituting the DRC which is however renewable as decided by the Chairperson, Senate.

In the event of Head of Department not having doctoral degree, senior most faculty of the department with doctoral degree shall be the chairperson of DRC. In the event of senior most faculty of the department not having doctoral degree, Programme Coordinator of the department having doctoral degree shall be the chairperson of DRC. In the event of Programme Coordinator of the department not having doctoral degree, Head of any other department with doctoral degree shall be nominated as the chairperson of DRC. Chairperson, Senate reserves the right to reconstitute the DRC before the expiry of its tenure, if warranted.



Regulation 17 B: Constitution of Scholar Research Review Committee (SRRC)

On the recommendation of respective DRC, Chairperson, Senate shall constitute a three member Scholar Research Review Committee (SRRC) for each registered PhD scholar whose research topic has been duly finalized by the DRC. SRRC shall comprise of the Chairperson of the concerned DRC, Supervisor of the PhD scholar and one of the external members of the DRC. The external member may be any other external expert other than the external members inducted in the DRC if the topic of dissertation necessitates such expertise to guide the PhD scholar. The tenure of SRRC shall be from the date of its constitution (post topic finalization) till the Notification of conferment of PhD degree. An External member of DRC nominated to SRRC shall continue to be on the SRRC till the Notification of conferment of PhD degree to the particular PhD scholar irrespective of his/her renomination to the DRC. Chairperson, Senate reserves the right to reconstitute the SRRC before the expiry of its tenure, if warranted.

Regulation 18 A: Functions of Departmental Research Committee (DRC)

Functions of DRC shall be as follows:

- i. DRC shall recommend and approve the coursework for the PhD scholar besides conducting Seminar 1 and 2 as given under RG 10.
- ii. DRC shall examine the cases of semester drop and give its recommendation to DoAA as given under RG 11(c).
- iii. DRC shall conduct the Topic – finalization seminar to approve the topic of dissertation.
- iv. Chairperson of concerned DRC shall ensure the participation of at least one external expert of the DRC to the topic finalization seminar.
- v. Chairperson, DRC may invite any member of SPAB faculty to the meeting of DRC if the latter's expertise is warranted to finalize any matter related to the research work of a PhD scholar.
- vi. Once approved, the DRC shall recommend approval to the topic to the Chairperson, Senate through DoAA.
- vii. DRC shall recommend the appointment of Supervisor/ Co-Supervisor / External Guide of a PhD scholar as given under RG 16.



- viii. DRC shall review the SRRC report and forward the progress report to DoAA periodically.
- ix. DRC shall examine the dissertation report and satisfy itself with the research work before conducting the Pre-Thesis-Submission seminar.
- x. DRC shall forward the panel of external examiners for evaluation of the dissertation report to the Chairperson, Senate through DoAA as required under RG 27 (b).
- xi. Upon the receipt of communication from DoAA about the acceptance of the dissertation report by the external examiners, DRC shall seek approval from the Chairperson, Senate through DoAA for the conduct of viva voce as given under RG 28.
- xii. Chairperson, DRC shall request the Coordinator, Doctoral Programme to convene meeting of DRC from time to time or whenever warranted.
- xiii. Coordinator, Doctoral Programme, shall record the minutes of the meeting and cause to send the same to all concerned.
- xiv. Any other functions as and when directed by the Chairperson, Senate.

Regulation 18 B: Functions of Scholar Research Review Committee (SRRC)

- i. SRRC shall conduct periodic reviews to ascertain the PhD scholar's progress in his/her research work as given under RG 21.
- ii. SRRC shall forward the progress report of the PhD scholar to the Chairperson of concerned DRC who shall forward the same to DoAA from time to time as given under RG 21.
- iii. SRRC shall suggest suitable remedial action to the Chairperson of concerned DRC which shall forward the same to the Chairperson, Senate, through DoAA if the PhD scholar's progress is not satisfactory for any reason as given under RG 21.
- iv. SRRC shall examine the comments of external examiners and do the needful as warranted under RG 27 (j).

Regulation 19: Constitution of Doctoral Advisory Committee (DAC)

The Chairperson, Senate shall constitute a Doctoral Advisory Committee (DAC) at the institute level. The composition of DAC shall be as follows:



- i. Dean, Academic Affairs – Chairperson (ex-officio)
- ii. All Head(s) of Departments - Members (ex-officio)
Two external experts to be nominated by the Chairperson, Senate – Members
- iii. Coordinator, Doctoral Programme – Member (ex-officio)

The quorum for the meeting of DAC shall be three fifth of total number of members of DAC. The tenure of all non ex-officio members of the DAC shall be two years from the date of Notification of constituting the DAC. Chairperson, Senate reserves the right to reconstitute the DAC before the expiry of its tenure, if warranted.

Regulation 20: Functions of Doctoral Advisory Committee

Functions of DAC shall be as follows:

- i. DAC shall recommend amendments to the PhD Regulations from time to time.
- ii. DAC shall facilitate inter departmental coordination in conducting the PhD programme.
- iii. DAC shall allocate the department to a PhD scholar in the event of disagreement amongst departments to decide the department under which the PhD scholar shall carry out his / her research.
- iv. DAC may ask for reconducting of Topic – Finalization Seminar and / or Pre – Thesis – Submission Seminar, if warranted.
- v. DAC shall resolve issues brought to it by the respective DRC pertaining to the PhD programme.

Regulation 21: Review of the Research

- a) SRRRC shall periodically review the research work of the PhD scholar and send its Report to the Chairperson of the concerned DRC.
- b) A PhD scholar shall be required to submit a written report in the prescribed format (Annexure) every six month to the respective DRC s/he is assigned to.
- c) The report should be forwarded through the respective Supervisor of the PhD scholar.
- d) The progress made by a PhD scholar shall be reviewed by the DRC, preferably every six month, till the final submission of the dissertation report.
- e) DRC shall forward the progress report to DoAA periodically.



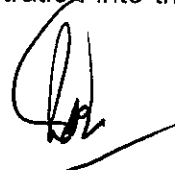
- f) DRC shall examine the remedial actions proposed by the concerned SRRC and send its recommendation to the Chairperson, Senate, through DoAA if the PhD scholar's progress is not satisfactory for any reason.
- g) Continuance of registration to the PhD programme and the continuance of the scholarship / fellowship / sponsorship shall be contingent upon the satisfactory progress of the research made by the respective PhD scholar as evaluated by the respective SRRC and DRC.
- h) Unsatisfactory progress as reported by the concerned DRC in three consecutive reviews shall disqualify a PhD scholar and s/he shall be deregistered from the PhD programme.

Regulation 22: Acceptance of Employment - Temporary Relief from Ph.D. Programme

- a) A full time PhD scholar who has been offered an employment may accept the same while keeping his/ her registration active on payment of the requisite fees every year / semester as the case may be, provided s/he:
 - i. Has successfully completed the course work
 - ii. Has got the research topic finalized
- b) The registration for such PhD scholars in subsequent semesters shall however be contingent on the satisfactory progress to the satisfaction of the concerned DRC.
- c) The PhD scholar who gets employed shall cease to receive the scholarship / fellowship awarded to him / her prior to the employment from the day s/he is released from the PhD programme.
- d) Such PhD scholars would not be allowed any extra time for completion of PhD programme.
- e) Such PhD scholar shall cease to be a full time PhD scholar.

Regulation 23: Duration of PhD Programme

- a) A full time PhD scholar shall have to submit his/her final dissertation report within a maximum period of six years from the date of registration into the PhD programme, excluding the withdrawal period as provided under RG 11.
- b) A part time PhD scholar may however submit his/her final dissertation report within a maximum period of seven years from the date of registration into the



- PhD programme, excluding the withdrawal period as provided under RG 11.
- c) However a full time / part time PhD scholar may submit his/her final dissertation report after two years from the date of topic finalization.
 - d) Failure to submit the final dissertation report within the stipulated period shall result into the cancellation of registration of the PhD scholar from the PhD Programme.
 - e) The duration of the PhD programme shall be calculated from the date of registration to the PhD programme to the date of submission of the final dissertation report.

Regulation 24: Pre -Thesis - Submission Seminar

- a) On satisfactory completion of the prescribed coursework as given under RG 10 and the research work as given under RG 9 (c), the PhD scholar shall submit draft copy of the dissertation report (typed and spiral bound) to the concerned DRC through his/her SRRC and request the concerned DRC to conduct the Pre-Thesis-Submission seminar (Annexure).
- b) DRC shall hold a meeting and satisfy itself with the research work before intimating DoAA about conducting the Pre-Thesis-Submission seminar of the PhD scholar. Presence of at least one of the external members of concerned DRC, external expert of SRRC and if warranted, an eminent expert in the concerned field (to be nominated by the Chairperson, Senate) in the Pre-Thesis-Submission seminar must be ensured.
- c) In the event of there being no necessity of any modification, DRC would recommend the final evaluation of the dissertation report by the external examiners to DoAA.
- d) From the date of receipt of communication from DoAA, the PhD scholar shall submit three A4 size paperback or spiralbound copies (preferably in acid free paper) of the dissertation report along with one digital PDF copy in prescribed format (Annexure) together with a plagiarism checking report to the office of DoAA within one month and pay the prescribed Examination Fees.
- e) In the event of DRC not being satisfied with the dissertation report, Chairperson of DRC would send a Report to the Supervisor of the PhD scholar as well as the PhD scholar detailing out the weaknesses and errors in the dissertation report.



- f) The PhD scholar shall get three months' time from the date of receipt of the Report from the Chairperson of DRC to incorporate necessary modification in the dissertation in the light of the Report and shall reappear in the Pre – Thesis – Submission seminar before the DRC as fixed by the latter.
- g) DRC shall recommend final evaluation of the dissertation report by external examiners to DoAA if it finds the revised dissertation report acceptable.
- h) From the date of receipt of communication from DoAA, the PhD scholar shall submit three A4 size paperback or spiralbound copies (preferably in acid free paper) of the dissertation report along with one digital PDF copy in prescribed format (Annexure) together with a plagiarism checking report to the office of DoAA within one month and pay the prescribed Examination Fees.
- i) On receipt of the final dissertation report as given under 24 (d or h), the examination process will be initiated by DoAA.
- j) On the recommendation of DRC, the PhD scholar may be given an additional three month time by the DAC in addition to the one provided under 24 (f) to incorporate the necessary modification / correction failing which his /her PhD registration shall stand cancelled.
- k) Chairperson of concerned DRC may invite members of faculty and interested students to the Pre-Thesis-Submission seminar.

Regulation 25: Publication of Research Work

Before the submission of final Dissertation Report, a PhD scholar shall get atleast one research paper by him / her published in peer reviewed SCI / SSCI indexed journal where s/he is the main author. S/he must also get atleast two papers presented at any conference / seminar / workshop etc. In both the cases, the paper may be coauthored by any other person(s). Upon the conferment of PhD degree, a PhD scholar, while publishing his / her PhD research partly or fully, shall duly acknowledge SPAB.

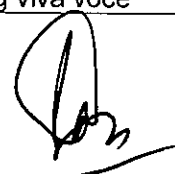
Regulation 26: Submission of Dissertation Report

- a) The Dissertation Report shall be a factual record of the PhD scholar's research work characterized by discovery of new facts, or fresh interpretation of known facts and theories. It should bear evidence of the scholar's objective judgment and ability to carry out independent investigation.



- b) A PhD scholar shall submit three A4 size paperback or spiralbound copies (preferably in acid free paper) of the dissertation report along with one digital copy in prescribed format (Annexure) together with a plagiarism checking report within one month from the date of successfully presenting the Pre – Thesis – Submission seminar to the office of DoAA. S/he shall ensure that all corrections, revisions, modifications have been made to the dissertation report as suggested in the Pre-Thesis-Submission seminar.
- c) The Dissertation Report shall begin with a Declaration (Annexure), followed by a Certificate (Annexure), Acknowledgement (not exceeding two pages), Abstract (no less than 3000 and no more than 5000 words), List of tables with page no., List of figures with page no., List of images/photographs with page no., List of abbreviations, Contents indicating Chapters with sections / sub sections with page no., Glossary, Annexure(s), References and Bibliography.
- d) There shall be zero tolerance against Plagiarism. Each Dissertation Report shall be filtered through plagiarism checking software and the DRC shall impose the following penalty on a PhD scholar in the event of being found guilty of plagiarism considering its severity.
- i. Level 1: Similarities above 10% to 25% - Such PhD scholar shall not be given any credit for the plagiarized script and shall be asked to submit a revised Dissertation Report within a stipulated time period not exceeding three months.
 - ii. Level 2: Similarities above 25% to 50% - Such PhD scholar shall not get any credit for the plagiarized script and shall be asked to submit a revised Dissertation Report within a stipulated time period not exceeding six months.
 - iii. Level 3: Similarities above 50% -Such PhD scholar shall not be given any credit for the plagiarized script and his/her registration for PhD programme shall stand cancelled.
- e) The writing of the Dissertation Report shall follow the specification indicated below:

Sl. No.	Subject	Specifications
I.	Cover	Hardbound Navy Blue for Final Submission during viva voce



II.	Sequencing of pages	(i) Certificate (Annexure), (ii) Acknowledgement (not exceeding two pages), (iii) Abstract (no less than 3000 and no more than 5000 words), (iv) List of tables with page no., (v) List of figures with page no., (vi) List of images/photographs with page no., (vii) List of abbreviations, (viii) Contents indicating Chapters with sections / sub sections with page no., (x) Main texts spread across chapters, (xi) Reference, (xii) Bibliography	
III.	Printing	Back to back , double spaced	
IV.	Paper size	A4	
V.	Paper quality	Executive bond/minimum of 75 gsm acid free paper	
VI.	Page margins	Left 1.25", other margins 1"	
VII.	Text	Arial (11), except for chapter names, tables and footnotes	
VIII.	Numbers in running text	For 0 to 9, write in words. Above nine, use numbers	
IX.	Spacing	1.5, except for text in tables	
X.	Header	Chapter name (centre align), Arial, 10	
XI.	Footer	Thesis title (centre align), Arial, 10	
XII.	Footnote	Arial (10)	
XIII.	Heading Style	Chapter 1 (Arial, 16, Bold, Uppercase)	
		Main Heading (Arial, 14, Bold) to being with 1.0	
		Side Heading (Arial, 12, Bold) to being with 1.1	
		Side Sub Heading (Arial, 12) to being with 1.1.1	
XIV.	Page no.	Bottom centre	Arial, 10
		Preliminaries (pages before Chapters)	Roman, small numbers (i, ii, iii.....) (Please note: Declaration and certificate will be without page numbering)
		Body	Page numbers (1, 2, 3.....)
XV.	Maps	A4 size (coloured, scaled maps with proper title panel including map title, legend, north point, scale, source, key map/location map, notes, etc.) at appropriate locations.	
XVI.	Tables	Text in Table	Arial, 11, single spacing
		Table No. and Heading	Arial, 12, Top Left Eg. Table No.1:Population, Bhopal (2011)
		Sources	Arial, 10, Italics, Bottom Left Eg. <i>Source: Directorate of Economics and Statistics (2001).</i>
XVII.	Figures (Illustrations/ Photographs/ Maps/Graphs/ Charts, etc.)	Heading	Arial, 12, Bottom Left Eg. Fig. No.1:Landuse, Bhopal (2011)
		Source	Arial, 10, Italics, Bottom Left Eg. <i>Source: Directorate of TCP (2001)</i>
		Note: Source to be mentioned for borrowed material	

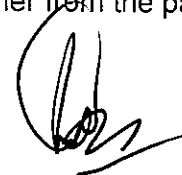
- f) All tables, figures, images, photograph should be readable, properly titled and numbered and should quote the source(s).
- g) All Chapters, Sections and Sub Sections should be properly titled and numbered.
- h) There is no word limit for the dissertation report, but ideally it should not exceed three hundred pages (including bibliography, annexure, references,

images and photographs)

- i) Harvard style referencing shall preferably be followed in the Dissertation Report.

Regulation 27: Appointment of External Examiners and External Evaluation of Dissertation Report

- a) The Dissertation Report shall be sent for external evaluation to three external examiners, one of whom must be from abroad.
- b) DRC shall recommend the panel of external examiners (separately for Indian and foreign) for evaluation of the dissertation report to the Chairperson, Senate through DoAA. DRC shall satisfy itself about the eminence of the external examiners before recommending the panel to the Chairperson, Senate.
- c) The Chairperson, Senate shall choose external examiners from the panel and communicate the same to DoAA for further necessary action. The names of external examiners nominated by the Chairperson, Senate shall be kept strictly confidential and shall not be shared with the DRC and Supervisor until the receipt of the external examiner's report.
- d) The Chairperson, Senate may nominate any other external examiner(s) other than the ones from the panel submitted to him/her.
- e) An external examiner shall not be appointed if s/he has examined any dissertation of SPAB in the preceding twelve months.
- f) No one will be appointed as external examiner, if s/he has coauthored any paper with the PhD scholar and / or the concerned PhD scholar's Supervisor / Co-Supervisor prior to the submission of final dissertation report by the PhD scholar.
- g) External examiners are expected to send their evaluation report in prescribed format (Annexure) within three months from the date of receipt of the dissertation report to DoAA.
- h) If an external examiner does not send his/her evaluation report within three months, DoAA shall send one reminder. If external examiner's comments are not received within one month from the date of sending the reminder, the Chairperson, Senate shall nominate another external examiner from the panel.



- i) If two of the external examiners recommend the dissertation for award of PhD degree, the concerned DRC shall propose the conducting of viva voce to the Chairperson, Senate through the DoAA.
- j) If two of the external examiners suggest resubmission of the dissertation report, the PhD scholar shall do the needful within a time period stipulated by the DRC. The DRC shall ask the concerned SRRC to ensure that the PhD scholar has complied with all the suggestions made by the external examiners and shall ensure the resubmission of the dissertation report.
- k) The DoAA shall send the revised dissertation report to the two external examiners as required under RG 27 (j) and request them to send their evaluation reports within two months. Reminders would be sent to the external examiners if the evaluation reports are not received in time.
- l) In the event of second time rejection by both the two external examiners, the PhD scholar shall not be awarded the PhD degree and his/her registration shall stand cancelled.
- m) All correspondences with external examiners shall be made by DoAA only.

Regulation 28: Final Defense of Dissertation Report and Award of PhD Degree

- a) On receipt of the affirmative concurrence of external examiners to the Dissertation Report, DoAA shall inform the concerned DRC.
- b) Concerned DRC shall seek approval from the Chairperson, Senate (through DoAA) for arranging the viva voce as early as possible.
- c) The concerned PhD scholar shall present four hard bound copies of the dissertation report before the Viva Voce board.
- d) Viva Voce Board shall be constituted as follows:
 - Chairperson of concerned DRC – Chairperson
 - One Indian external examiner of the dissertation report to be nominated by the Chairperson, Senate – Member
 - One external member of the concerned DRC to be nominated by the Chairperson, Senate - Member
 - Supervisor of the PhD scholar – Member
 - External member of the concerned SRRC / External expert nominated



by the Chairperson, Senate - Member

- e) Co-Supervisor and / or External Guide shall be special invitees to the viva voce.
- f) In a viva voce, a PhD scholar shall make an oral presentation on his/her dissertation. The presentation is open to all.
- g) The PhD scholar is expected to answer the queries of the examiners satisfactorily. In case of difference of opinion amongst the members of Viva voce Board as regards the performance of the PhD scholar, majority decision shall prevail. In case of equality of votes, the Chairperson shall exercise his/her casting vote.
- h) In the event of complete unanimity towards the unsatisfactory performance, the PhD scholar will be asked to reappear for another viva voce at a later date (not earlier than a month and not later than three months from the date of first viva voce).
- i) If the Board of Examiners finds the performance of the PhD scholar still unsatisfactory on the second occasion also, then the matter will be referred to the Senate for a decision.
- j) Under such circumstances, the concerned DRC shall recommend to the Senate the revisions to be made in the final version of the dissertation after taking into consideration the suggestions of the examiners at the viva voce.
- k) On receipt of Senate's approval, the PhD scholar shall work upon the suggestions of the examiners at the viva voce and incorporate the same in the dissertation report. The Chairperson of concerned DRC shall certify that the PhD scholar has complied with the directives and recommend DoAA to refer the matter to the Chairperson, Senate for approval of Senate. The PhD degree shall be awarded to the PhD scholar on receipt of Senate's approval.

Regulation 29: Leave Admissible for a Full Time PhD Scholar

- a) Ordinary Leave: A full-time PhD scholar shall be eligible for thirty days' leave for every completed year (calculated in terms of two consecutive semesters, from the time of his/her joining the PhD programme). Saturdays, Sundays or holidays during the leave period shall be counted towards leave, except for prefixed or suffixed holidays.



Of the thirty days' leave, a maximum of fifteen days' of leave is permitted in a semester. However, a PhD scholar can accumulate leave, and avail a maximum of 30 days' leave at a time in a year. The maximum number of carried-over leave, from one completed year to another, is fifteen days.

Chairperson of concerned DRC shall sanction the leave on recommendation of the Supervisor. The office of DoAA shall maintain the Leave Register. A PhD scholar shall sign the Leave Register both before proceeding for leave and after availing the leave.

- b) Maternity/Paternity Leave: A full-time PhD scholar shall be eligible for four months' maternity leave or fifteen days of paternity leave as the case may be and as applicable only once during the PhD Programme.

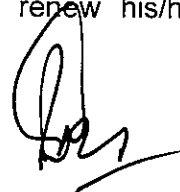
Chairperson of concerned DRC shall sanction maternity / paternity leave on the recommendation of the Supervisor and on the submission of a certificate from a registered medical officer. The office of DoAA shall maintain the Maternity / Paternity Leave Register. A PhD scholar shall sign the Maternity / Paternity Leave Register both before proceeding for leave and after availing the leave.

- c) Academic Leave: A full-time PhD scholar shall be eligible for academic leave upto a maximum of six weeks during a calendar year on the following grounds.

- i. Attending conferences/seminars/workshops/trainings/short-term courses.
- ii. Field trips for data collection, survey work, etc.

A part time PhD scholar may also avail academic leave as above only after the completion of coursework. Chairperson of concerned DRC shall sanction the academic leave on recommendation of the Supervisor. The office of the DoAA shall maintain the Academic Leave Register. A PhD scholar shall sign the Academic Leave Register both before proceeding for leave and after availing the leave. Academic leave to a full time PhD scholar exceeding six weeks upto a maximum of sixty days in a calendar year is subject to the approval of Chairperson, Senate on the recommendation of Chairperson of concerned DRC.

A PhD scholar granted any of the aforesaid leave shall renew his/her



registration in every semester. If a registration date falls during the period of leave, the PhD scholar shall register himself/herself after the expiry of his/her leave. Full fellowship / scholarship shall be given to a full time PhD scholar during the leave of absence as indicated under RG 29 (a to c).

Regulation 30: Legal and Other Matters

- a) Notwithstanding anything stated above, the Senate has the right to modify any of the above Regulations from time to time.
- b) All other cases, not covered by the above, shall be referred to the Senate.
- c) The maximum time fixed for various matters provided under the Regulations may be relaxed upto a period of ninety days subject to the approval of Chairperson, Senate on the recommendation of DoAA. However, such relaxation shall not mean any extension to the time allotted for submission of final dissertation report as given under RG 23 (a and b).
- d) Any legal matter relating to Regulations under 1 to 29 shall be subjected to jurisdictions of Court(s) in Bhopal only.

