



**DHANAMANJURI**  
**UNIVERSITY**

**DHANAMANJURI UNIVERSITY**  
**MANIPUR**

**“THE DHANAMANJURI UNIVERSITY (MINIMUM  
STANDARDS AND PROCEDURES FOR AWARD OF PH.D.  
DEGREE) REGULATIONS, 2022”.**

**DHANAMANJURI UNIVERSITY, MANIPUR**  
**Ph. D. Degree Regulations, 2022**

**A. Definition:**

Unless otherwise repugnant to the Act, the Statutes and the Ordinances of the University, the terms used in this Regulation shall mean as follows:

- i. 'Candidate' means a person who applies for Ph.D. registration as well as registered Ph.D. Student;
- ii. 'Supervisor' means a teacher of Dhanamanjuri University/Constituent colleges or a member of other Universities/Institutions, recognized by the University as a Research Guide;
- iii. 'Teacher' means a person who is holding a substantive teaching post who has been selected by a duly constituted selection committee;
- iv. 'Co-supervisor' means the second supervisor or guide;
- v. 'Constituent college' means a constituent college of Dhanamanjuri University;
- vi. 'Allied subjects' mean subjects, which are considered related and classified by the University as allied subjects;
- vii. 'Extension' means extended period of registration beyond four years;
- viii. 'Registration' means registration of a student for pursuing research in a subject leading to Ph.D.;
- ix. 'Examiner' means an expert nominated by the University for examination of the thesis and the supervisor concerned;
- x. 'BSS' means Board of Studies of the School;
- xi. 'DRC' means Departmental Research Committee;
- xii. 'Academic Council' means the Academic Council of the University;
- xiii. 'Act' means the Dhanamanjuri University Act, 2017;
- xiv. 'Statutes' means the Statutes of the University;
- xv. 'M. Phil.' means Master of Philosophy;
- xvi. 'Ph. D.' means the Doctor of Philosophy.
- xvii. 'Part-time Ph.D. student' means a full-time regular teacher who registered as supernumerary/extra numerary Ph.D. student.

## **B. Application:**

These regulations shall apply to all the supervisors, the examiners and the candidates.

### **1.0 Short title, Application and Commencement:**

- 1.1 These Regulations may be called “The Dhanamanjuri University (Minimum Standards and Procedures for award of Ph.D. Degree.) Regulations, 2022”.
- 1.2 They shall apply to Dhanamanjuri University, Manipur with its five Constituent colleges from the academic session 2022-23.

### **2.0 Eligibility criteria for admission to Ph. D. Programme:**

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. Programme:

- 2.1 Candidates for admission to the Ph.D. Programme shall have a Master's degree from a recognized institution or a professional degree declared equivalent to the Master's degree in the concerned subject and allied subject 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.
- 2.2 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/ Economically Weaker Section (EWS) and other categories of candidates as per the decision of the University Grants Commission from time to time, or for those who had obtained their Master's degree before 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 Candidates who have completed the M.Phil. Course 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) shall be eligible for the Ph.D. programme. A relaxation of 5% of marks, from 55% to 50%, or, an equivalent relaxation of grade of M.Phil., may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-abled and other categories as per the decision of the UGC from time to time.
- 2.4 Candidates possessing a Degree equivalent to M. Phil. Degree of an Indian Institution, 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, shall be eligible for admission to Ph.D. Programme.
- 2.5 An in-service full-time regular teacher of Dhanamanjuri University/Constituent colleges of Dhanamanjuri University may be given direct registration without taking the entrance test and assessed by DRC as supernumerary/extranumerary under a supervisor subject to the presentation of seminar and approval thereof with the permission from the competent authority such as NOC / Release Order, etc. However, they will be treated as part time Ph.D. student.

- 2.6 A regular teacher in a Constituent college who has taken leave under the Faculty Improvement Programme of the UGC may also be admitted directly against a vacant seat under a supervisor.
- 2.7 The proceeding of the Departmental Research Committee shall be submitted to the Dean of the school concerned for consideration in the Board of Studies of the School (BSS).

### **3.0 Duration of the Programme:**

- 3.1 Ph.D. Programme shall be for a minimum duration of three years, including course work and for those candidates having M.Phil. Degree shall be of a minimum duration of 2 (two) years if the Ph.D. work is in continuation of the M.Phil course. After fourth year, the research scholar needs to extend his or her term of research for one year each up to the maximum of six years.
- 3.2 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statutes/Ordinances of Dhanamanjuri University. This extension is allowed only for those candidates whose works are already completed and ready for submission of the thesis. A maximum of six months may be allowed in this case of extension.
- 3.3 Application for extension of the period of registration shall be submitted in triplicate to the HOD concerned after getting due recommendation of the Supervisor/Co-Supervisor. The extension shall be granted by the Dean of the School on the recommendation of the concerned Departmental Research Committee.
- 3.4 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. as 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.

### **4.0 Procedure for admission:**

- 4.1 Dhanamanjuri University shall admit Ph.D. students through an Entrance Test conducted at the level of the University. The candidates who qualified in the Written Entrance Test will appear in an interview/seminar/viva-voce conducted by the concerned department. Those candidates who qualified UGC-JRF/NET /SLET/GATE/other equivalent tests, Women Scientist under DST, Teacher fellowship holder/INSPIRE fellowship/other similar fellowships holder and who have passed M.Phil. course shall be exempted from appearing the written entrance test. However, such candidates shall also appear in the personal interview/viva-voce/seminar.
- 4.2 To encourage students from abroad who fulfilled eligibility criteria shall be considered for direct admission to the Ph.D. program subject to appearing at the personal interview/viva-voce/seminar. However, such students must also complete course work in the department (one semester).
- 4.3 The department concerned will decide on an annual basis through their academic bodies a predetermined and manageable number of Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated in Para 6.6), laboratory, library and such other facilities. Supernumerary seats for candidates having fellowship or sponsored shall be kept and allotted to the Research Supervisor wherever applicable.
- 4.4 Notification for admission shall be uploaded well in advance in the institutional website and through advertisement in at least two Local newspapers, of which one (1) shall be in the English language.

- 4.5 The admission shall be based on the criteria notified by the Institution, keeping in view the guidelines /norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy of the State Government from time to time.
- 4.6 Qualifying marks for Written Entrance test shall be 50% of the total marks conducted for the test. For the SC/ST/OBC/DAP Category, it is relaxed to 45%. The questions of the Written Entrance Test should be set in the ratio of 80:20 with 80 marks of MCQ and 20 marks of short answers (descriptive).
- 4.7 An interview/*viva-voce* shall be organized by the concerned department where the candidates are required to discuss their research interest/area of interest through a presentation before a duly constituted Departmental Research Committee (DRC). Weightage of marks secured in their PG courses may be considered while assessing their final result of entrance test in case of tie (same score).
- 4.8 The interview/*viva-voce* shall also consider the following aspects, viz. whether:
- 4.8.1 The candidate possesses the competence for the proposed research;
- 4.8.2 The research work can be suitably undertaken at the Institution/College;
- 4.8.3 The proposed area of research can contribute to new/additional knowledge.
- 4.9 The panel of candidates recommended for admission by a selection committee set up by the chairperson, DRC shall be submitted to BSS for approval in the Academic Council.
- 4.10 The selected candidates shall be notified by the Registrar through website, etc. for admission into the Ph.D. Programme.
- 4.11 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, date of enrolment/registration, etc.
- 4.12 Advertisement/Notice for Admission into the programme shall be issued by the Registrar.
- 4.13 60% of the total number of seats of the academic year for a Ph.D. programme shall be filled by UGC-NET/JRF qualified students. The remaining 40% shall be filled up through the Entrance Test. However, in case of an unfilled vacancy in either of the category, candidates from another category can be requisitioned to fill up the vacant seats in order of merit and following State Reservation norms.

#### **5.0 Attendance:**

Every Ph.D. student shall record his/her attendance by signing in an Attendance Register maintained in the concerned Department.

#### **6.0 Recognition of Research Guide-ship and Allocation of Ph.D. Students:**

- 6.1 A full time regular teacher of Dhanamanjuri University/Constituent Colleges of Dhanamanjuri University with a Ph.D. degree having 2 (two) years of PG/4 (four) years of UG teaching experience after getting Ph.D. degree with at least two research publications in reputed/indexed professional journals or UGC-CARE listed journals from 2019 July (after getting Ph.D.), will be eligible to become a supervisor after assessment by the BSS on the recommendation of the DRC.

An experienced teacher of Dhanamanjuri University/Constituent Colleges of Dhanamanjuri University at the rank of Associate Professor with Ph.D. and 4 years of PG/8 years of UG teaching experience having two research publications in reputed / indexed professional journals will be eligible to become a supervisor after assessment by the BSS on the recommendation of the DRC.

- 6.2 In the case of inter-disciplinary areas, Co-Supervisor (s) from other departments of the same institute or from other related institutions outside Dhanamanjuri University may be allowed with the approval of the BSS on the recommendation of the Departmental Research Committee.
- 6.3 A full-time regular teacher of Dhanamanjuri University/Constituent Colleges of Dhanamanjuri University who is already recognized by the Manipur University as research supervisor shall continue to be recognized as research supervisor of Dhanamanjuri University.
- 6.4 The allocation of Research Supervisor for a selected Ph.D. student shall be decided by the Department 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*.
- 6.5 In case, the service of the Supervisor is not available to the candidate for some reasons, the candidate may apply to the Chairman, BSS through the DRC for appointing another Supervisor/Co-Supervisor.
- 6.6 A Research Supervisor/Co-supervisor who is a Professor cannot guide more than eight (8) Ph.D. students. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. students and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. students. For supernumerary case, a Professor/Associate Professor can take up to a maximum of 2 (two) while an Assistant Professor can take only 1 (one).
- 6.7 In case of relocation of a Ph.D. woman student due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided 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 student shall however give due credit to the parent guide and the institution for the part of research already done.
- 6.8 In case of retirement of a Supervisor, a Co-Supervisor may be appointed on the recommendation of the DRC.
- 6.9 In case of death of a Supervisor or if he/she leaves the University permanently, a supervisor may be appointed on the recommendation of the DRC.
- 6.10 In case of a supervisor who leaves the University on lien, a Co-Supervisor may be appointed on the recommendation of the DRC.

**7.0 Course Work (Credit Requirements, Number, Duration, Syllabus, Minimum Standards for completion, Registration, Attendance, etc.):**

- 7.1 The credit assigned to the Ph.D. course work shall be a minimum of 12 (twelve) credits and a maximum of 16 (sixteen) credits.
- 7.2 The course work shall be treated as prerequisite for Ph.D. program. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative and qualitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be subject specified courses preparing the students for Ph.D. degree. Once the DRC decides on the nature of the course work, a student shall register for the courses by submitting the course registration form in the prescribed format.

- 7.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Academic Council.
- 7.4 The Department where the student pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Departmental Research Committee, as stipulated under sub-Clause 8.1 below.
- 7.5 All candidates admitted to the Ph.D. program shall be required to complete the course work prescribed by the concerned Department in one semester/6 months failing which only one chance will be given in the next session for completion of the said course.
- 7.6 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Departmental Research Committee and the final grades shall be communicated to the Controller of Examinations.
- 7.7 A Ph.D. student has to obtain a minimum of 45% marks in each paper and a minimum of 55% marks or its 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 aggregate in order to be eligible to continue in the program and submit the thesis. During the course work, the attendance of the student shall be 75% for all the categories of students.
- 7.8 A Synopsis/plan of research work is to be submitted after the successful completion of the Ph.D. course work. DRC will assess the synopsis strictly.
- 7.9 A candidate with M.Phil. degree may be exempted from the course work. However, such a student shall be required to give at least two seminars on the areas related to his/her area of research prior to the submission of synopsis/plan of research. Those who have carried out research at other university and completed the course work of equivalent standard/credits may be exempted from the course work at the university and credits earned by the student may be transferred. DRC may recommend to the chairperson of the BSS for approval.

## **8.0 Departmental Research Committee (DRC) and its Functions:**

- 8.1 There shall be a Departmental Research Committee (DRC) for Ph.D. students of each department having at least one representative of each specialization. One of the Research Supervisors/Senior teachers of the concerned department shall be the Convener of this Committee. This Committee shall have the following responsibilities:
  - 8.1.1 To review the research proposal and finalize the topic of research;
  - 8.1.2 To guide the Ph.D. student to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
  - 8.1.3 To periodically review and assist in the progress of the research work of the Ph.D. student.
- 8.2 A Ph.D. student shall appear before the Departmental Research Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the student to the Departmental Research Committee through Head of the department.
- 8.3 A supervisor may apply to the Departmental Research Committee of the concerned Department to drop a student working under him/her stating reasons. The DRC will consider his/her request and submit their recommendation to the BSS for consideration

and decision. The recommendation to the DRC should be comprehensive and may include possible alternative arrangement for the student. The decision of the BSS shall be final and binding on the student.

On the recommendation of the DRC, the BSS may cancel the registration of a student in serious case of not reporting for work for a prolonged period or not making satisfactory research progress.

#### **9.0 Modification of title of the thesis:**

- 9.1 In case a candidate wishes to change the topic of research, he/she should do so within one year from the date of his/her final registration, with the consent of the supervisor who would be guiding him/her on the new topic. The modified or new research proposal should be submitted to the BSS through the DRC for its consideration and approval.
- 9.2 Minor modifications in the title of the thesis may be allowed by the BSS 6 (six) months prior to the pre-submission of seminar, provided such changes help in conveying the content of the thesis better and are within the broad areas of the registered topic. Such changes are subject to the approval of the BSS on the recommendation of the DRC.

#### **10.0 Evaluation and Assessment Methods, Minimum Standards/Credits for Award of the Degree, etc.:**

- 10.1 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clause 7.7 above, as the case may be, the Ph.D. student shall be required to undertake research work and produce a draft thesis within a reasonable time, as stipulated by the Department concerned based on these Regulations.
- 10.2 The Academic Council of the University shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the student 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. Plagiarism upto 10% (excluding review literature, bibliography and index) is admissible after a competent authority certifies it. Both sides of a leaf of the thesis are to be printed.
- 10.3 A pre-Ph.D. submission Seminar is to be presented by Ph. D. Scholar 6 (six) months before the submission of the Ph. D. thesis before the faculty members with research supervisor and students of the concerned department.
- 10.4 An Abstract of the Ph. D. thesis is to be submitted before submission of the Ph. D. thesis: 5 (five) hard copies and 1 (one) soft copy.
- 10.5 The Ph.D. student should submit 6 (six) hard copies of Ph. D. Thesis 5 hard copies and 1 soft copy. One in the book form may be submitted for the library.
- 10.6 The Supervisor of each Ph.D. student shall submit a panel of 6 (six) experts (not below the rank of Associate Professor with Ph.D. related with the Ph.D. thesis) to the Controller of Examinations through the Dean of the concerned school from which the Vice-Chancellor has to select two External Examiners for assessment of the Ph.D. thesis.



10.7 The Ph.D. thesis submitted by a student shall be evaluated by his/her Supervisor and at least two external examiners, of whom one examiner may preferably be from outside the state. Panel of Examiners should not be more than 1 (one) from the same University. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report shall be conducted by a board of examiners comprising of the concerned dean of school, the concerned HOD, the Supervisor/ Co-Supervisor and at least one of the two external examiners, and shall be opened to be attended by Members of the DRC, all faculty members, other research scholars, interested experts and students. If the external examiner is not in a position to attend the viva-voce even after two best level of attempts of invitations, the Vice Chancellor may nominate one local expert and continue the viva-voce with the Dean of School, Head of the concerned Department, members of DRC and Research Supervisor.

10.8 The Supervisor certifying the thesis for submission and subsequently being the Internal Examiner shall be given the task of evaluation after the receipt of the comments of the External Examiners.

10.9 (i) Once the Ph.D. thesis is sent to an examiner for evaluation, the time period allowed shall be limited to four calendar months with the provision of two month's grace period. If the thesis evaluation report is not received within this period, by the seventh month, the thesis shall be sent to the next examiner in the panel.

(ii) The University shall have to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of the submission of the thesis.

(iii) If both the external examiners reject the thesis, the candidate and the supervisor shall be intimated accordingly. The candidate may be allowed to register afresh. In that case he/she is not required to do the course work already completed. He/she shall be expected to submit his/her thesis within a period not exceeding three years.

(iv) If one of the external examiners rejects the thesis, it shall be sent to a third examiner approved by the Vice-Chancellor. If the third examiner also rejects the thesis, then Regulation 10.9 (iii) shall apply.

(v) If amendments are made in the thesis, the Controller of examinations shall send copies of the examiners' reports without their name to the Supervisor/Co-supervisor for advising the student to incorporate necessary corrections.

(vi) It is desirable that the Ph.D. student may publish research papers in peer reviewed or referred journals in the area of his/her research work. It is also desirable to present research related papers in conferences/seminars.

10.10 The viva-voce of the research scholar to defend the thesis shall be conducted only when the examiners have given positive remarks in their reports.

### **11.0 Academic, Administrative and Infrastructure requirement to be fulfilled by Constituent Colleges for getting recognition for offering Ph.D. programmes:**

11.1 Constituent Colleges with adequate facilities for research as mentioned below shall offer Ph.D. Programmes:

11.1.1 In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply,

- 11.1.2 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 and
- 11.1.3 Constituent Colleges may also access the required facilities of the neighboring Institutions/Colleges, or of those Institutions/Colleges/ R&D laboratories /Organizations which have the required facilities.

**12.0 Depository with INFLIBNET/Institutional Electronic Archive:**

- 12.1 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 Institutions/Colleges.
- 12.2 Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the Dhanamanjuri University Ph. D. Regulations.

**13.0 Fees and Mode of Payment:**

A Ph. D student shall have to pay the prescribed fees within the stipulated time to be fixed by the University. No application for extension of the period of registration or submission of thesis shall be entertained unless the student has produced the proof of having paid all the dues.

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