



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

Ref. No. DU/DR-A/8-1/23/264

Date: 11.04.2023

NOTIFICATION

In supersession of the notification issued vide No. DU/DR-A/8-1/23/224 dated 28.03.2023, it is notified for information of all concerned that the Dibrugarh University Regulations for the Research Council and for the Degree of Doctor of Philosophy (Ph.D.), 2023 shall be effective from **01.07.2023 (2023-2024 academic session)**. The other terms and conditions of the aforementioned Regulations shall remain same.

A copy of the Regulations is attached as **Annexure – A**.

Issued with due approval.

Alazanta
11/04/2023

Deputy Registrar (Academic)
Dibrugarh University

Copy to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of information.
2. The Deans, Dibrugarh University, for favour of information.
3. The Registrar i/c, Dibrugarh University for favour of information.
4. The Controller of Examinations, Dibrugarh University for information and needful.
5. The Director, IQAC, Dibrugarh University, for information
6. The Heads / Chairpersons of the Teaching Departments and Centre for Studies, Dibrugarh University, for information and needful please.
7. The Chairpersons of the DRCs, Dibrugarh University for information and needful please.
8. The Programmer, Dibrugarh University, for information and with a request to upload in the Dibrugarh University Website.
9. File.

Alazanta
11/04/2023

Deputy Registrar (Academic)
Dibrugarh University



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

Ref. No. DU/DR-A/8-1/23/224

Date: 28.03.2023

NOTIFICATION

As recommended by the 15th Meeting of the Research Council, Dibrugarh University held on 15.02.2023, the 126th meeting of the Academic Council, Dibrugarh University held on 22.02.2023 vide Resolution No. 27 has approved the Dibrugarh University Regulations for the Research Council and for the Degree of Doctor of Philosophy (Ph.D.) 2023, giving effect from 22.02.2023.

A copy of the Regulations is attached herewith as Annexure – ‘A’.

Issued with due approval.

Deputy Registrar (Academic) i/c
Dibrugarh University

Copy to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of information.
2. The Deans, Dibrugarh University, for favour of information.
3. The Registrar i/c, Dibrugarh University for favour of information.
4. The Controller of Examinations, Dibrugarh University for information and needful.
5. The Director, IQAC, Dibrugarh University, for information
6. The Heads / Chairpersons of the Teaching Departments and Centre for Studies, Dibrugarh University, for information and needful please.
7. The Chairpersons of the DRCs, Dibrugarh University for information and needful please.
8. The Academic Officer, Dibrugarh University, for information.
9. The Programmer, Dibrugarh University, for information and with a request to upload in the Dibrugarh University Website please.
10. File.

Deputy Registrar (Academic) i/c
Dibrugarh University



OFFICE OF THE REGISTRAR:: DIBRUGARH UNIVERSITY:DIBRUGARH

**DIBRUGARH UNIVERSITY REGULATIONS FOR THE RESEARCH COUNCIL
AND FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) 2023**

(Recommended by the 15th Meeting of the Research Council, Dibrugarh University held on 15.02.2023 and approved by the 126th Meeting of the Academic Council, Dibrugarh University held on 22.02.2023)

(Notified vide Memo No.: DU/DR-A/8-1/23/264 dated 11.04.2023)

Effective from 01.07.2023 (2023-2024 academic session)

A. REGULATIONS FOR THE RESEARCH COUNCIL

1. The Research Council is the apex body that administers the research programmes of the University. The Research Council shall consist of the following:
 - (a) The Vice-Chancellor -Chairperson
 - (b) The Deans -Members
 - (c) The Registrar -Member
 - (d) The Controller of Examinations -Member
 - (e) The Director, Internal Quality Assurance Cell -Member
 - (f) One Professor/ Associate Professor from the Teaching Departments/ Centres for Studies offering Ph.D. Programmes, which are not represented by the Deans as a Professor of the concerned Department/ Centre for Studies nominated by the Vice-Chancellor -Members
 - (g) Deputy Registrar (Academic) – Member SecretaryThe tenure of the nominated members shall be of 3 (three) years.

**Functions
of the
Research
Council**

2. The Research Council shall be mainly responsible for the following functions:
 - a) It shall scrutinize and approve the recommendations of the Faculty Boards related to the research programmes.
 - b) The Research Council shall advise, observe and suggest on the functioning of the Faculty Boards on the research matters.
 - c) It shall advise, observe and suggest on the functioning of the Office of the Dean, Research and Development.
 - d) It shall review the Policy Matters/Regulations pertaining to research leading

to Ph.D.

- e) It shall explore for promotion of innovative research by the students and faculty members and work out policy initiatives for these.
- f) It shall work out policy initiatives such as Industry-Academia research, Collaborative research, etc.
- g) It shall explore for extensive research activities by the students and faculty members.
- h) It shall consider applications recommended by the Office of the Dean, Research and Development for the award of Research Fellowship offered by the University.
- i) On behalf of the Research Council, the Chairperson of the Research Council shall examine the Reports of the Examiners of the Ph.D. Theses and advise the Controller of Examinations for the necessary action under-report to the Executive Council.
- j) It shall receive Annual Report(s) from the Principal Investigator(s) of the ongoing Research Project(s) in various departments irrespective of the sources of funding through the Dean, Research and Development.

Faculty Boards

3. The Faculty Board is the intermediate body to examine and coordinate the research programmes leading to the Ph.D. Degree. It shall consist of-
- a) The Dean of Faculty concerned -Chairperson
 - b) The Dean, Research and Development -Member
 - c) The Heads of Departments/ Chairperson - Members
Centres for Studies of the Faculty concerned
 - d) All Professors/ Associate Professors of the
Departments/ Centres of the Faculty concerned -Members
 - e) Assistant Professors having Ph.D. proposals as Supervisors -Special Invitees
 - f) Deputy Registrar (Academic) -Ex-Officio Secretary

Functions of the Faculty Board

4. The Faculty Boards shall mainly deal with the following functions related to the research programmes leading to the Ph.D. Degree relevant to the Faculty concerned-
- a) It shall consider the recommendations of the respective Departmental Research Committees (DRCs) before forwarding the same to the Research Council.
 - b) It shall consider the recommendations of the respective Departmental Research Committees with regard to applications of the candidates as indicated in the Ph.D. Regulations.
 - c) It shall scrutinize and recommend for approval the Ph.D. Research proposals as recommended by the DRCs for registration to the Ph.D. Programmes.
 - d) It shall consider the applications for the Ph.D. Supervisorship on the basis of recommendations of respective Departmental Research Committees and forward the same to the Research Council.
 - e) It shall receive and forward the Panel of Examiners for the Ph.D. Thesis along with the quadruplicate copies of the abstracts of the thesis to the Controller of Examinations for further necessary action.
 - f) It shall also propose for new thrust area of research to the Research Council

**Departmental
Research
Committee
(DRC)**

5. (i) The Departmental Research Committee (DRC) is the Research Committee of a teaching department/centre of the University. There shall be a Departmental Research Committee (DRC) constituted as below in each Department/ Centre for Studies-
- a) Head of the Department/ Chairperson of the Centre - Chairperson*
 - b) All eligible Ph.D. Supervisors of the subject concerned -Members
- (ii) Any other member may also be nominated to the DRC by the Dean of the Faculty concerned as and when necessary.
- (iii) In case, the Head of the Department/ Chairperson of the Centre is not an eligible Ph.D. Supervisor, the Dean of the Faculty concerned shall be the Chairperson of the DRC concerned. He/She shall function until the Head of the Department/Chairperson of the Centre of Studies acquires eligibility to be a Supervisor.
- (iv) Provided that in the case of Departments where the Head of the Department being a single eligible recognized Supervisor, at least two members for the DRC of such Departments shall be nominated by the Dean of the Faculty concerned from the allied Departments in consultation with the Chairperson, DRC.
- (v) Provided further that the Vice-Chancellor shall constitute appropriate DRCs for the subjects in which there is no Post Graduate teaching Department in the University.

**Functions of
the DRC**

6. (I)The DRC shall consider all matters related to the research works in the subject(s) concerned. The functions of the DRC are-
- a) It shall look after all activities related to entrance test and admission to the Ph.D. programme including Course Work as per the prescribed admission criteria and procedure.
 - b) It shall conduct and do the needful for evaluation of the Ph.D. programme including Course Work.
 - c) It shall consider the recommendations of the Research Advisory Committee (RAC) related to the registration of the Ph.D. research Scholars. It shall recommend a Ph.D. proposal (synopsis) for registration only after its presentation before the DRC by the concerned Scholar.
 - d) It shall convene the periodical seminars/presentations for the Ph.D. Scholars from time to time.
 - e) It shall scrutinize the progress reports of the Ph.D. research Scholars at regular intervals and recommend the same to the Office of the Dean of the Faculty concerned.
 - f) The DRC shall organize the Pre-submission seminars of the Ph.D. Scholars and receive the abstracts along with the panel of examiners from the Research Advisory Committees (RAC) and recommend to the Dean of the Faculty concerned for further needful.
 - g) The DRC shall consider any other issues relevant to the Ph.D. works of the scholars

**Functions of
the Multi-
Disciplinary
Research**

- (II) Primarily, the MDRC shall have the following functions:
- a) It shall promote, guideand regulate the multi-disciplinary research works undertaken by it or through different DRCs of the University.
 - b) It shall coordinate, examine and suggest the DRCs and Faculty

**Committee
(MDRC)**

- Boards for promotion of inter-disciplinary research works.
- c) It shall develop integrated research projects having multi-dimensional perspectives and coordinate the DRCs and faculty members for execution of such projects.
 - d) It shall coordinate and monitor the major research projects having inter-disciplinary involvements.
 - e) It shall endeavor to translate the research outputs into actions addressing the various contemporary societal and academic issues.
 - f) It shall identify broad areas of multi-disciplinary research as Thrust Areas of research for the University.

**Research
Advisory
Committee
(RAC)**

- 7. The formation of the RAC will be initiated by the supervisor (s) to monitor the progress of each of the research students. The RAC shall consist of supervisor(s) and a minimum of two faculty members of the Department/Centre concerned in which the research student pursues his/her research work, with the supervisor as the chairperson. A maximum of two members may be from allied Department(s)/Centre(s) of the University to this Committee. The number of members of the RAC shall not exceed 5 (five).

The formation of the RAC shall be notified by the Chairperson of the DRC concerned and the copies of it shall be sent to the Offices of the Dean of the Faculty concerned, Dean, Research and Development and Deputy Registrar (Academic).

**Functions
of the
Research
Advisory
Committee
(RAC)**

- 8. The Research Advisory Committees (RAC) shall be responsible for following functions-
 - a) The Research Advisory Committee (RAC) shall examine the research proposals and recommend the same to the DRC concerned if found appropriate for Ph.D. registration.
 - b) It shall monitor the progress of research of the scholar and recommend the progress reports to the DRC concerned. A research scholar shall appear before the RAC 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 RAC to the Faculty Board through the DRC with a copy to the research scholar.
 - c) It shall monitor, suggest and guide the Ph.D. Scholar on her/ his research as and when necessary.
 - d) It shall examine the abstracts of the Ph.D. Thesis prior to the pre-submission seminar and recommend the same to the DRC concerned.
 - e) It shall ensure the corrections and modifications in the thesis as per the recommendation of the examiners before the viva-voce examination.

**Eligibility
to be a
Supervisor**

- 9. The following persons shall be eligible to be Supervisors for Ph.D. programmes relating to respective areas of specialization:
 - (a) (i) Permanent faculty members working as Professor/Associate Professor of University Departments/Centres/Institute of Dibrugarh University

with a Ph.D., and at least five (05) research publications in UGC Care list of journals or permanent faculty members working as Assistant Professors of the University Departments/Centres/Institute of Dibrugarh University with a Ph.D., and at least three (03) research publications in UGC Care list of journals may be recognized as a Research Supervisor of the University.

- (ii) Permanent faculty members working as Associate Professor or Assistant Professor of the Post Graduate Teaching Departments of the affiliated Colleges of the University with adequate research infrastructure (to be ascertained by the Research Council) with a Ph.D., and at least five (05) and three (03) research publications respectively in UGC Care list of journals may be recognized as a Research Supervisor of the University.

Further, the recognition of the Ph.D. Supervisorship to a faculty member of an affiliated College/Institute is attached with the institutional recognition of the College/Institute where he/she works, and hence the change of the College/Institute shall lead to the cancellation of Ph.D. Supervisorship of the person concerned.

- (iii) Provided that in areas/disciplines where there is no, or only a limited number of journals available in the UGC Care list, the University may relax the conditions as stated in Sl. Nos. (i) and (ii) above regarding the research publications for recognition of a person as Research Supervisor with reasons recorded in writing by the DRC concerned.

- (iv) In case of topics which are of inter-disciplinary nature where the Department/ Center/Institute concerned feels that the expertise in the Department/Centre/ Institute has to be supplemented from outside, the DRC may appoint a Research Supervisor from the Department/ Centre/ Institute itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges. The Scholars thus supervised by the aforementioned Co-supervisor shall be treated on supernumerary basis.

(b) A Scholar who is equivalent to Professor/Associate Professor/Assistant Professor and having Ph.D. as evidenced by extensive research work at recognized State/Regional/National level Institutes/Laboratories or institutions recognized by the University as Research Centres for a period of not less than five years of which at least three years must be after obtaining the Ph.D. Degree.

(c) The faculty members of other Universities/Institutions of repute may also be recognized as the Co-supervisor under special circumstances on recommendation of the DRC concerned.

In case of the prospective research supervisors from the Institutes of repute, with whom the University does not have an academic collaboration, the prospective supervisor shall have to submit a No Objection Certificate from her/ his own Institute issued by the competent authorities. Apart from the

above he/she shall have to comply with the eligibility criteria as prescribed in clause 9(b).

Provided that recognition of Ph.D. Supervisorship to the person from other institutions on the basis of the NOC shall be considered subjectively by the Faculty Board concerned.

(d) Any recognition as provided here would entail that the person shall apply for recognition of the Faculty Board through the DRC in the concerned subject along with relevant documents. The Research Council shall have the right to accept or reject the applications of individuals as research supervisors.

Provided further that such recognition be covered [i.e., supervisors from the Institutes having academic collaboration and unattached independent research supervisors] and shall be further governed by the following requirements:

- i. that the person seeking recognition as a supervisor has worked in the Research Centre/ Institute for at least five years on the date of application.
- ii. that the recognition is in the interest of the University as evidenced by the extensive research work done by the person concerned and is expected to enhance and protect the required standards of research of the University through collaboration and joint research ventures.
- iii. that the recognition of such persons would necessarily mean that they are treated as internal examiners of the University,
- iv. that in case the applicant doesn't have a Ph.D. Degree and is not covered by the clauses [9 (a) to (c)] above, he/she shall apply to the Dean of the Faculty concerned. However, the candidature of the applicant may be considered only if he/she has sufficient research experience and adequate number of publications in reputed journals. In such cases, the concerned Faculty Board shall examine and refer the matter to the Chairperson, Research Council who shall constitute a committee to scrutinize such applications.
- v. A Supervisor/ Co-supervisor, who is a Professor at any given point of time cannot supervise more than eight (08) Ph.D. Scholars. An Associate Professor can supervise upto a maximum of six (06) and an Assistant Professor can supervise maximum four (04) Ph.D. Scholars at a time.
- vi. No Supervisor shall be allowed to supervise the Ph.D. programme of any near relative.

(e) Each Supervisor can guide up to two (02) international research scholars of Dibrugarh University on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in Clause 9 (d) (v) above.

(f) In case a Research Scholar is supervised by two or more Supervisors, all the concerned Supervisors shall be termed as Co-supervisor. Co-supervisorship by a permanent faculty member of Dibrugarh University to supervise a scholar of the University shall be considered on supernumerary basis. A permanent faculty member of the University may guide maximum two research scholars

as Co-supervisor.

(g) Contractual/Adjunct faculty members of the University Teaching Departments/Centres of Studies may act as Co-Supervisors.

(h) Permanent Officers of Dibrugarh University fulfilling the eligibility conditions may act as Co-supervisor.

(i) Faculty members with less than one year of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as co-supervisor after superannuation, but not after attaining the age of 70 years.

Change of Supervisor

10. (a) In case the Supervisor of a candidate leaves the University/ Research Centre/ College/recognized institutes before the completion of research of the scholar, the Research Council may allow the Supervisor concerned to continue the supervision of the research work as the Co-supervisor. In such cases, the DRC concerned shall take necessary steps for appointment of a Co-supervisor for the Scholar for that particular research work.

Further, the Supervisor, who is in long leave or on lien or leaves the University, shall continue the supervision of the ongoing research work in the capacity of co-supervisor for the said period. In such cases, the DRC concerned shall take necessary steps for appointment of another co-supervisor (which shall be considered on supernumerary basis) for that particular research work before the outgoing teacher leaves the department/centre.

The change of supervisor shall be permitted only in exceptional cases like death, state of being incapacitated due to illness, mental disabilities, removal from the job and the likes by the Research Council. In such cases, the contribution of the former/original supervisor shall be recognized/acknowledged.

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

Research Centre

11. An institution within the jurisdiction of the state of Assam may be recognized as a Research Centre of Dibrugarh University subject to approval of the Executive Council and Academic Council of Dibrugarh University. Any institution desiring such recognition shall have to apply to the University with the prescribed application fee. The Research Council shall cause an inspection of the institution with specific terms of reference, after which the report of the

inspection team shall be put up for consideration before the Research Council and thereafter at the Academic Council and Executive Council.

A recognized Centre/Institute will have to submit an Annual Report and the Research Council shall have the right to withdraw recognition for non- fulfillment of the requirements.

B. REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

Admission requirements

12. (A) (i) A candidate seeking admission to the course for the Degree of Doctor of Philosophy (Ph.D.) shall have to complete a 1-year/2-semester Master's degree programme after a 4-year/8-semester Bachelor's degree programme or a 2-year/4-semester Master's degree programme after a 3-year Bachelor's degree programme or qualifications declared equivalent to the Master's degree by the corresponding statutory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.

Provided that a candidate seeking admission after a 4-year/8-semester Bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC, Differently-Abled, Economically Weaker Section (EWS).

All applicants seeking admission to the Doctoral programme of the University [except foreign students applying for admission as provided for under clause 9] must clear the Dibrugarh University Research Admission Test (DURAT) (**See Annexure I**).

The DURAT is to be conducted annually by the University, however, admission to the Ph.D. programmes for the eligible candidates exempted from the DURAT may be conducted twice a year.

The candidates who have qualified the CSIR/UGC NET-JRF and/or having research fellowship from National level Government/Semi Government funding agencies and/or have passed M.Phil. programme (in regular mode and in the concerned subject) are exempted from appearing the DURAT. However, these candidates have to apply for admission as per the University Notification. These candidates have to appear a viva-voce/ interview for getting selection for admission.

In general, not more than 50% of the seats in each subject shall be filled up from DURAT qualified candidates and remaining 50% from the DURAT exempted candidates. However, the concerned DRC will try to accommodate candidates from the DURAT qualified and DURAT exempted candidates judiciously depending on interview performance, area of specialization/interest of the candidates, area of specialization of the prospective supervisor, etc.

(ii) A candidate may also be enrolled if she/he has any other degree recognized as equivalent to the Master's Degree in the subject in which the candidate wishes to pursue a course of research, provided the candidate fulfills the conditions at (i) above.

(iii) Under special circumstances, a candidate may be allowed by the Research Council to undertake research in a subject other than one in which she/he has obtained Master's Degree. Before permitting the candidate to do so, the Council shall satisfy itself that the branches are inter-related and/or the candidate is competent to undertake research in the particular subject as evidenced by published/practical works.

(iv) A candidate with a B.E./B.Tech. Degree with a valid JRF-GATE score may also be considered for admission to the Ph.D. programme.

(B) Ph.D. through Part-time Mode:

(i) Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.

(ii) The University shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

a. The candidate is permitted to pursue studies on a part-time basis.

b. His/her official duties permit him/her to devote sufficient time for research.

c. If required, he/she will be relieved from the duty to complete the course work.

Foreign Students

13.(a) All foreign candidates intending to pursue the Ph.D. Programme of Dibrugarh University shall be exempted from DURAT. However, the University may conduct appropriate Entrance Test case to case basis to assess the Research Aptitude of the candidate concerned. All other matters related to the foreign candidates shall be governed by the Dibrugarh University Rules for Foreign Students.

b) The applicant should fulfill the minimum eligibility requirements as prescribed in the Rules for the Foreign Students. It shall be the responsibility of the applicant to provide a certified grade conversion formula along with the application from an officer not below the rank of Registrar of a recognized University;

c) The applicant should possess valid research/student visa and other relevant documents including a Medical certificate from appropriate authority for the prescribed duration of the concerned course at the time of admission;

d) The antecedents of the candidate should be verified by the forwarding authority/ministry/institution and, if found to be in order, a certificate be issued to the effect thereof;

e) The candidate should have adequate knowledge of English or the language subject in case the course is to be pursued in a language

subject [it would be the responsibility of the DRC to satisfy itself on the candidate's knowledge of English or the language as required];

f) The degrees and certificates of the candidate's country or institution or university should be approved by the Association of Indian Universities (AIU)/Association of Commonwealth Universities (ACU) as equivalent to the corresponding Indian degrees;

g) All foreign students admitted into the programme shall be full-time Ph.D. scholars. Minimum residential requirement for the foreign students is of two years.

**Admission to
the Course
Work**

14. (i) The DURAT qualified and other eligible candidates as mentioned in clause 12 shall apply for admission to the Chairperson, Departmental Research Committee at the Department/Centre in which he/she desires to pursue research. A Viva-Voce/ Interview shall be conducted by the DRCs to select eligible candidates for admission into Ph.D. Coursework leading to the award of Ph.D. Degree based on the following criteria:

(a) the candidate possesses the competence for the proposed research;

(b) the research work can suitably be undertaken in the University/Institute;

(c) the proposed area of research can contribute to new/additional knowledge. For selection of candidates a weightage of 70% from DURAT score and 30% from the Viva-voce/ Interview shall be given. However, the candidates who are exempted from appearing the DURAT, the weightage of the Viva-voce/Interview shall be 100%.

(ii) The eligible applicants shall have to take admission in the Department/Centre of Studies concerned for the Ph.D. Programme as notified by the University.

(iii) For the M. Phil degree holders in regular mode (those who have already completed the coursework) and in the concerned subject are exempted from the coursework. An exemption certificate to this end shall be issued from the Deputy Registrar (Academic) to the eligible candidates.

(iv) The DRCs shall follow the statutory reservation policy notified by the University from time to time in preparing the list of selected candidates.

**Course
Work**

15(i) After getting admitted, a student shall have to undertake a Six-Monthly Course Work in the Department/ Centre, as per the guidelines and course structure of Dibrugarh University.

(ii) Date of admission to the Course Work shall be considered as provisional date of Ph.D. registration. Final Registration with a Ph.D. topic will be done only after clearing the Course Work followed by submission of synopsis.

(iii) The structure of the course work shall be as per the provisions in **Annexure II.**

(iv) Provided, in exceptional cases, as approved by the Research Council, course work may be carried out in the institutes/organizations recognized by the University as Research Centres either within or outside the University campus for which due credit shall be given to them. The Research Council may also allow the Research Centres to conduct the end semester examinations.

Provided further that the end-semester examination shall be conducted only in the University.

Registration

16. (i) After successful completion of the course work, a candidate shall submit a synopsis of the proposed research work in triplicate to the Research Advisory Committee concerned through his/her supervisor within one year from the date of declaration of the result of the Course Work. The candidate may need to give a presentation of the synopsis before the Research Advisory Committee.
- (ii) The Research Advisory Committee shall scrutinize the research proposal of the candidate and suggest for modification if any. The Research Advisory Committee shall also recommend the proposals for consideration of the DRC concerned.
- (iii) The Chairperson, DRC shall forward the applications of the candidates for Ph.D. Registration along with its recommendations to the Office of the Dean of the Faculty concerned. The synopsis of the research proposal for registration should contain the following documents-
 - a) Duly filled in and duly forwarded Application Forms
 - b) Recommendation of the Research Advisory Committee
 - c) Certificate of Originality by the Scholar using the Shodhganga Repository Plagiarism Check.
 - d) Recommendation of the DRC with proposed date of effect.
- (iv) The candidates from other Universities/ Institutes must submit Dibrugarh University Registration Certificate to the Deputy Registrar (Academic) within one year from the date of admission.
- (v) Date of admission to the Ph.D. programme should be considered as provisional date of Registration. Final registration will be done only after clearing the Course Work examination followed by submission of synopsis.

Periodical Report	<p>17. (i) Registered scholars shall submit a progress report on completion of every six months from the date of registration to the Chairperson, Research Advisory Committee (RAC) in duplicate (as per format in Annexure III). The RAC will review the Progress Reports and forward the same along with recommendations of the RAC to the Departmental Research Committee for consideration.</p> <p>(ii) The submission of six-monthly Progress Report on completion of every six-month shall be a regular procedure for all research scholars; every scholar shall have to submit it positively at the end of every six months. Non-submission of progress report beyond a period of one year may lead to cancellation of his/her registration.</p> <p>(iii) The Progress Reports will be reviewed by the Faculty Board taking note of the opinion of the DRCs from time to time. If at any stage, it is found that a candidate is not making satisfactory progress, his/her registration may be recommended to the Research Council for cancellation.</p>
Language	<p>18. In all subjects, the thesis shall be written in English.</p> <p>However, in the language subjects, the thesis may be written in English or in the language concerned as deemed appropriate by the Faculty Board concerned.</p>
Modification of Title	<p>19. A scholar may be allowed by the Faculty Board on the recommendation of DRC to modify the title, provided it does not alter the basic area or contention of the research work. However, the duration between the modification of title and submission of thesis must not be less than one year.</p>
Change of Topic	<p>20. A scholar may be allowed by the Faculty Board to change the topic of her/ his ongoing research provided the same is duly recommended by DRC concerned. In such cases, the DRC may ask the candidate to submit fresh synopsis on the changed topic.</p>
Period of Registration	<p>21. A scholar registered for Ph.D. degree may submit the thesis on completion of two (02) years of research work from the date of final registration in the Ph.D. programme. He/she shall have to submit the thesis within six (06) years from the date of admission in the Ph.D. programme.</p> <p>Provided that if a candidate fails to submit the thesis within six (06) years from the date of admission, he/she may apply for re-registration. In such cases, the thesis shall be submitted not before one (1) year and not later than two (02) years from the date of re-registration failing which his/her registration shall stand cancelled. In any case, the total period of completion of a Ph.D. programme should not exceed eight (08) years from the admission in the Ph.D. programme.</p>

- Extension of Registration**
22. (i) The Faculty Board, on recommendation of the DRC concerned may allow a scholar for extension of the registration period for maximum two years on expiry of the six year term of admission.
- (ii) In the cases of extension of registration, the scholar shall have to pay the prescribed Extension of Registration fee.
- (iii) The scholar, whose registration period is extended shall have to submit her/ his thesis within two years from the date of Extension of Registration failing which his/her registration shall stand cancelled.
- (iv) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two (02) years for Ph.D. in the maximum duration, however, the total period of completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- (v) In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240days.

- Pre-requisites for submission of Thesis**
23. (i) Every registered scholar shall present at least two papers during the tenure of her/his research at Seminars organized by the DRC concerned.
- (ii) Every scholar shall have to publish at least one (1) research paper on her/ his research work in UGC Care list of Journal(s) before submission of the thesis and produce evidence to that effect in the form of re-print or acceptance letter.
- (iii) Prior to submission of the abstracts of the thesis, the scholar shall make a seminar presentation in the department/centre based on the findings of his/her research work and that shall be open to all faculty members, research scholars and students for getting feedbacks and comments, which may be suitably incorporated into the thesis under the advice of the supervisor.
- (iv) The scholar must check her/ his draft of thesis by anti-plagiarism software URKUND or any other software approved by the UGC-INFLIBNET Centre and shall have to produce two Certificates in relation to plagiarism as follows:
- (1) Certificate of Originality by the Scholar
- (2) Student Approval by the Scholar in the prescribed format

Anti-Plagiarism Measure

Please follow the details given in the Guideline for Uploading Thesis in Shodhganga Repository Plagiarism Check at Annexure VI

Submission of Abstracts of Thesis

24. (i) On completion of the research work, the scholar shall write to the Chairperson of the RAC concerned seeking permission to submit the thesis along with the quadruplicate copies of the abstracts of the thesis. The Chairperson, RAC shall place the application before the DRC along with the filled in format as stated in **Annexure IV**.
- (ii) The Chairperson of the DRC concerned shall arrange for presentation of the Abstract submission seminar in the

department/ centre of studies concerned. On satisfactory presentation of the findings, the DRC shall forward the quadruplicate copies of the abstracts of the thesis to the Faculty Board, provided the scholar fulfills all the requirements as mentioned in Clause 24(iii).

(iii) The quadruplicate copies of the abstracts must accompany a panel of experts prepared by the Supervisor in consultation with the Chairperson of the DRC concerned. The panel should consist of at least 6 (six) experts including Internal Examiner(s) with all requisite information as stated in the prescribed Proforma. Further, the panel shall preferably consist of at least 3 (three) experts from outside the state/country. The Panel must be signed by the Supervisor and the Chairperson, DRC.

(iv) The DRC shall forward the abstracts of the thesis along with the panel of Examiners to the Faculty Board. The Faculty Board shall further recommend the same to the Research Council for further needful. If the Chairperson, Research Council is satisfied that the Panel is in order in all respects, he/she shall take it up with the Controller of Examinations.

The list of external examiners should not contain the names of recognized Ph.D. Supervisors of the University or of any person from the institution where the Supervisor(s) or Co-supervisor is/are working or jointly supervising a research scholar in another institute.

Submission of Thesis

25.(i) The scholar shall submit four printed or type-written copies (five copies in case the work is done under co-supervision) of Ph.D. thesis within four (4) months from the date of submission of the abstracts or the date of expiry of the period of registration/extension of registration (whichever is earlier) in the prescribed format (Annexure V) along with requisite amount of fees.

(ii) On verification of records, the Deputy Registrar (Academic) shall issue necessary instruction to the scholar to submit the thesis to the Controller of Examinations, Dibrugarh University. The Controller of Examinations will send the thesis to the Examiners approved by the Vice- Chancellor along with a recommendation proforma.

Appointment of Examiners

26.(i) The Vice-Chancellor shall appoint two examiners out of this panel of experts, at least preferably one from outside the state/ country, besides the Supervisor(s) of the thesis.

(ii) The Controller of Examinations shall send the Abstracts to the external examiners as approved by the Vice-Chancellor as a first step towards the examination of the thesis.

Examination

27. (a) The thesis shall be examined in two parts:

(i) Written reports by the Examiners on the thesis submitted.

While giving detailed comments on the thesis, the Examiner shall recommend that in his/her opinion –

either, the thesis be accepted,

(This opinion will be given on the basis of the thesis Examiner's detailed report and it must not contradict the detailed report.)

or, the thesis be revised and resubmitted.

(In this case, the examiner shall indicate the lines along which the thesis should be revised. For such revision, the candidate shall be provided with the reports of the examiner/examiners who have recommended revision of the thesis.)

or, the thesis be rejected.

[In this case, reasons for rejection will be given by the Examiner(s).]

The Examiners shall also state whether the thesis is worthy of publication or not. If not, the reasons will be clearly stated by the Examiner(s).

The recommendation, however, is necessary only for publication of the thesis. In case the thesis is not recommended for publication, this will not have any bearing on the award of the degree.

(ii) In case one examiner suggests resubmission while the other examiners accept the thesis, the Research Council may ask the candidate to resubmit the thesis along with a prescribed fee after six months in the light of the suggestions made by the Examiner concerned. The revised thesis will be referred to the examiner who had sought for revision.

(iii) If one of the examiners recommends rejection, then the thesis shall be referred to a Third External Examiner from the Panel. In this case, the candidate will have to pay a prescribed fee. If this examiner also recommends rejection, the thesis shall be rejected.

(iv) The Controller of Examinations shall place the Reports of the Ph.D. Thesis before the Chairperson of the Research Council in confidential. The Chairperson on behalf of the Research Council shall examine reports of the Ph.D. Thesis and suggest the Controller of Examinations for further action accordingly.

However, the Controller of Examinations shall place a consolidated report on the theses examined before the next meeting of the Research Council for ratification.

(b) Viva-Voce Examination

(i) A Board of Examiners to conduct Viva-Voce Examination shall be constituted as below-

- (a) The Chairperson of the DRC.
- (b) The Supervisor/ Co-supervisor of the Thesis.
- (c) One External Examiner of the Thesis to be nominated by the Vice- Chancellor.

Provided that in case of a scholar registered under clause 5 (ii), the Board of Examiners to conduct Viva-Voce Examination of the scholar shall be constituted as below-

- (a) The Chairperson of the RAC, who shall also chair the Viva-Voce Examination
- (b) The Chairperson of the DRC

- (c) One External Examiner of the Thesis to be nominated by the Vice- Chancellor.
- (ii) In case the Chairperson happens to be the Supervisor of the candidate, the Vice Chancellor shall nominate a member of the DRC of the Department/ Centre of Studies concerned as the Chairperson of the Viva-Voce Board of Examiners.
- (iii) Provided that in case of a Department, where there is no other eligible member to be nominated, the Vice Chancellor will nominate some other member from an allied Department or the Dean of the Faculty concerned himself/ herself will chair the proceedings.
- (iv) The Viva-Voce Board of Examiners so formed shall have at least two members, one of whom must be an external examiner of the thesis. Under an exceptional situation some other Expert from the Panel of Examiners may be invited by the Vice-Chancellor in lieu of the External Examiner.

Provided that the Viva-Voce shall be open, and the examiners' report shall be read only by the members of the Board of Examiners and the Viva-Voce report shall be prepared only by the Board of Examiners for conducting the Viva-Voce.
- (v) In the event of absence of unanimity amongst the members of the Viva-Voce Board with regard to the award of the Ph.D. degree, the majority decision shall prevail.
- (vi) The Report of the Viva-Voce and Examiner's Reports shall be forwarded by the Chairperson, DRC to the Controller of Examinations for necessary action.
- (vii) Provided that in case of rejection by the majority, the candidate shall be required to appear again for the Viva-Voce after three months with submission of requisite fee but preferably not later than six months.

Result

- 28. (i) The Executive Council on the recommendation of the Board of Examiners of the Viva-Voce Test shall confer the degree of Doctor of Philosophy (Ph.D.) and shall cause the candidate's name to be published immediately with the title of the thesis, name of the Supervisor and the subject to which the thesis belongs.
- (ii) The scholar shall submit one hard bound copy of the thesis along with two soft copies (in CD form) to the Controller of Examinations after incorporating corrections, modifications, etc. as suggested by the experts within one month from the viva-voce examination, to be duly certified by the supervisor concerned.

- Issue of Certificates**
29. (i) A Provisional Certificate shall be issued to the successful scholars certifying that the Degree has been awarded in accordance with the provision to the Regulations of UGC, 2022 after submission of one hard bound copy of the thesis along with the two soft copies (in CD form) to the Controller of Examinations.
- (ii) Original Certificate shall be issued to the successful candidates on the day of the Convocation and thereafter.
30. (i) After the award of the degree, one copy of the thesis shall be preserved in the University Library duly corrected if necessary, by the candidate in the light of the reports of the Examiners and certified as such by the Supervisor and Chairperson of the DRC concerned.
- (ii) After the award of the Degree, the Controller of Examinations shall submit a soft copy of the thesis to the UGC within a period of thirty days for hosting the same in the INFLIBNET.
- Publication of the Thesis**
31. Thesis accepted by the University must not be published in the form of book without prior permission of the University.
- The scholar shall get the permission from the University for publication of the thesis in the form of book as per the Rules for Permission for Publication of the awarded Ph.D. Theses by the Scholars, Dibrugarh University given as Annexure VIII.
- Candidates' access to the Report**
32. Copy of the Reports of the Examiners will be made available to the candidates on request and on payment of a prescribed fee.
- General**
33. Matters not covered by the above clauses, shall be decided as and when necessary by the Research Council/Academic Council/ Executive Council and relevant UGC Regulations.



GUIDELINES FOR

DIBRUGARH UNIVERSITY RESEARCH ADMISSION TEST (DURAT)

1. The Dibrugarh University Research Admission Test (DURAT) shall be conducted by DURAT Board assisted by the Office of the Controller of Examinations to be constituted every year by the Vice-Chancellor.
2. DURAT would be conducted annually, generally in the month of July. The final schedule of the Test would be notified in advance by the Office of the Deputy Registrar (Academic), Dibrugarh University.
3. The Application procedure of the DURAT including the Schedule shall be given in the Detailed Notification.
4. DURAT shall be conducted to select eligible candidates for admission to the Ph.D. programmes of Dibrugarh University. The number of seats available in the Subject concerned shall be ascertained by the Departmental Research Committee concerned.
5. The eligibility criteria of a candidate intending to appear in the DURAT shall be as per Clause 12 (i) of this regulation.
6. Candidates belonging to the reserved categories of SC/ST/ OBC/Persons with Disability (PWD) and Economically Weaker Sections (EWS) shall have 5% relaxation in the marks or an equivalent relaxation of grade in the qualifying degree.
7. The DURAT shall comprise of two phases-
 - (a) Phase I: Written Test (in a single paper for 100 marks) with 70% weightage.
 - (b) Phase II: Viva-voce to be conducted by the Department/Centre for Studies concerned with 30% weightage.
8. The DURAT (Phase I) shall be conducted in a single paper which shall comprise of two parts- (a) 25% on Research Methodology/ Research Aptitude (Group A) and (b) 75% from Core Course Components of the subject concerned (Group B). The paper shall carry 100 marks and the duration of examination shall be of three (3) hours.

The pattern of the Question Papers shall be as below-

- (i) Multiple Choice Objective Type (MCQ) Type = 10 Marks from Research Methodology/Research Aptitude and 10 Marks from the Core Course components of the subject concerned.
There will be negative marking of 25% of allotted marks.
 - (ii) Descriptive Type Questions= 15 Marks from Research Methodology/Research Aptitude and 65 Marks from the Core Course components of the subject concerned.
9. The DURAT Board shall recommend to the Vice Chancellor the panel of Paper setters, Moderators, Tabulators and Examiners for approval.

10. Result of the DURAT Phase I (Written Test) shall be declared by the DURAT Board and the Department/Centre for Studies concerned shall invite candidates on the basis of the result and availability of seats in the concerned subjects. Statutory reservation policy shall be followed wherever applicable.
11. The DURAT score shall be valid for the current academic session only.
12. Any matter not covered above shall be considered in compliance with the Dibrugarh University Examination Ordinance (amended upto date).

Annexure II

COURSE STRUCTURE & EXAMINATION PATTERN OF THE Ph.D. PROGRAMMES

1. There shall be four Courses in One-Semester Course work for the Ph.D. programmes conducted in Dibrugarh University comprising with the following components:

Course I	: Research Methodology (Core)
Course II	: Optional (Intra/ Inter-Departmental) Course
Course III	: Optional (to be offered by the prospective Supervisor concerned)
Course IV	: Assignment (under guidance of the prospective Supervisor concerned)

Provided that, the total credit of the Ph.D. Course Work should be within the range of 16-20 Credit.

2. The syllabi for the Ph.D. Course Work shall be prepared by the DRC and through the Faculty Board concerned and shall come into effect after approval of the Post Graduate Board, Dibrugarh University.
3. The distribution of marks of the course work shall be as below:

Courses	Internal Assessment	End Semester examination	Total Weightage
Course I	40%	60%	100%
Course II	40%	60%	100%
Course III	40%	60%	100%
Course IV	80% (assignment writing)	20% (viva on the assignment)	100%
Total Credit (16- 20)			

4. Candidates shall have to secure a minimum of 55% marks in aggregate to pass a course individually.
5. The mode of Internal Assessment (IA) shall be decided and implemented by the Department/Centre concerned. The mode of IA shall have to be communicated to the Controller of Examinations, Dibrugarh University at the time of submission of IA marks.
6. Examination & Declaration of Results:
 - (a) The IA of a student shall be conducted by the course teacher of the student concerned. The marks of the IA shall be submitted to the Controller of Examinations, Dibrugarh University by the Head of the Department/Chairperson of the Centre concerned.

(b) The End Semester examinations shall be conducted by the Controller of Examinations, Dibrugarh University in consultation with the Head of the Department/ Chairperson of the Centre concerned.

(c) The result shall be declared by the Controller of Examinations.

(d) The examinations shall be conducted as per the existing examination ordinance of the University.

7. The result of the candidates appeared in the examination for Ph.D. Course Work shall be awarded in the following Grade system:

Letter Grade with meaning		Grade Point	Equivalent percentage
O	Outstanding	10	90-100
A+	Excellent	9	80-90
A	Very Good	8	70-80
B+	Good	7	60-70
B	Average	6	55-60
F	Fail	0	Below 55

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

8. Every candidate shall be given a maximum of two consecutive chances (including the first regular chance) for passing the examination. Not appearing in an examination after becoming eligible to appear in the same amounts to losing a chance.

9. The candidates who have failed the examination in the first chance shall have to clear the same in the second and last chance, which shall be held within three months from the date of declaration of results.

A candidate shall have to appear in the second chance only in the failed course (s) to pass the examination.

10. The candidates passed in the Ph.D. Course Work with the Letter Grade B and above shall be eligible for Ph.D. registration.

11. Matters not covered by the above Regulations shall be decided as per the other statutory provisions of the University.

ANNEXURE -III

DIBRUGARH UNIVERSITY PH.D. PROFORMA

for

SIX-MONTHLY PROGRESS REPORT

**(To be submitted by registered Ph.D. Scholars under Section 17 (i), 17 (ii) & 17 (iii)
of Dibrugarh University Ph.D. Regulations, 2023)**

No of the Report (Tick appropriate box):

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Period: from _____ to _____

1. Name of the Scholar : _____
2. Category: Full time/Part time : _____
3. Faculty : _____
4. Department/Centre of Studies : _____
5. Date of Registration : _____
6. Date of Re-Registration : _____
(if applicable)
7. Topic of Research : _____

8. Work done during the period:

- (i) Books consulted including names of libraries visited (attach separate sheet if necessary)
:
 - (ii) Field Study /Survey/Work conducted:
 - (iii) Experiments conducted (attach separate sheet if necessary):
 - (iv) Seminars/Workshops attended or papers presented:
 - (v) Publications if any during the period:
 - (vi) Any other work done:
9. Expected date of completion : _____

10. Nature of Fellowship/Scholarship/Stipend received (if any): _____

11. Leave availed during the period, if any (only applicable for Full time Research Scholars)
: _____

Date: _____

Signature of the Ph.D. Scholar

12. Opinion of the Supervisor on the progress made by the scholar:

Date: _____

Signature of the Ph.D. Supervisor

13. Remarks of the Research Advisory Committee (RAC):

14. Name and signature of the members of the RAC:

(i)

(ii)

(iii)

(iv)

(v)

FOR DRC AND OFFICE USE:

Verified and recommended by the *Departmental Research Committee (DRC)* in its meeting held on

Date: _____

Signature of the Chairperson, DRC (with seal)

Placed in the Meeting of the Faculty Board held on _____ and accepted.

Signature of Deputy Registrar (Academic)

Signature of Dean of the Faculty

ANNEXURE -IV

P R O F O R M A

TO BE FILLED IN AND SUBMITTED ALONG WITH PH.D. ABSTRACTS

1. Name of the Scholar: _____
2. Date of Registration: _____

3. Date of Re-Registration (if applicable): _____
4. Title of the Thesis: _____
5. Name of the Supervisor(s): _____

6. Six-Monthly Progress Reports Submitted (*as per Clause 17 of Dibrugarh University Ph.D. Regulations, 2023*):

Sl. No.	Period	Recommended by the DRC on	Research Council in which the report was placed on recommendation of the DRC (to be filled in by the Office)

7. Details of the papers presented at Department/Regional/National/International seminars during the tenure of Research (preferably at least once a year) on the research work as per article 23 (i) of the Dibrugarh University Ph.D. Regulations, 2023 (self-attested photocopies of certificate to be enclosed):

Sl.No.	Title of the Paper	Date & Place of Presentation	Name & Status of the Seminar
1.			
2.			
3.			
4.			
5.			
6.			

8. Paper Published/Accepted for Publication : Enclose separate sheet.

Dated: _____

Signature of the Ph.D. Scholar

- **9. Verified and forwarded**

Signature (s) & Seal (s) of Supervisors (s)

<p><u>Verified and forwarded along with panel of examiners:</u></p> <p>(Signature & Seal) Chairperson,</p> <p>DRC in Dibrugarh University</p> <p>Dated: _____</p>	<p>(For office use only) Checked and Verified:</p> <p>Dealing Assistant: Deputy Registrar (Academic): _____</p> <p>To be placed before the meeting of the Faculty Board.</p>
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ANNEXURE –V

GUIDELINES FOR PREPARATION OF Ph.D. THESIS

1. All copies of the thesis will be printed or type-written on standard A-4 size paper. The right margin should be 2.5cm, the left margin 3.75cm, the top margin 3.75cm and the bottom margin 3.75cm. Material should be typed on both sides of the paper. All textual material should be composed in Times New Roman font (12point) and double-spaced. Different font size and spacing may be used for quotations, footnotes, tables and figures, appendix and index, (if any). Same style and type should be used throughout the thesis. Throughout the manuscript an indentation of five spaces or as required in a standard word processor should be used at the beginning of paragraph and quotations. Dividing of words at the end of the line should be avoided as far as possible.
2. The Maps and drawings may have appropriate size as advised by the Supervisor.
3. The title page (including the cover) should include the following – title of the thesis, name of the degree, logo of Dibrugarh University, name of the author of the thesis, Department/Research Centre under which the student was registered and the year of submission.

The titles should be in capital letters. Beginning six spaces from the top of the page. If the title is too long to be centered on one line, an inverted pyramid style should be followed, without splitting words or phrases. Below the title, other items may be centered or balanced against the left and right margins of the page. Other items should not be typed in capital letters, only the initials of the principal words be capitalized.

Name of the degree, the year of submission, title of the thesis and short name of the author be embossed / printed also on the spine of the cover of the final copy of the thesis in the hard bond form as stated in clause 5 of this annexure.

4. The candidates shall be required to attach/ submit the requisite certificates of Anti-Plagiarism as stated in clause 23 (iv) of the Regulations.
5. The Colour of the thesis cover will be given as below:

Faculty	Colour of the cover
Arts, Commerce, Law	Blue
Science, Engineering, Medical	Brown

6. The candidate shall submit four copies (five copies in case of joint Supervision) of the thesis in soft binding. However, a scholar shall have to submit one copy of the thesis in a hard bound form within one month from the date of viva-voce for preservation in the library.



GUIDELINES FOR UPLOADING THESIS IN SHODHGANGA REPOSITORY AND PLAGIARISM CHECK FOR PH.D. THESIS, M.PHIL. DISSERTATIONS AND OTHER RESEARCH OUTPUT SUCH AS PROJECT WORKS/DISSERTATIONS OF MASTER'S AND DEGREE CLASSES OF DIBRUGARH UNIVERSITY 2016

A Memorandum of Understanding was signed on 17/06/2015 between Dibrugarh University and INFLIBNET Centre, an IUC of UGC, for uploading thesis and dissertations in Shodhganga, a repository of Indian Electronic Thesis and Dissertations under the mandate of UGC's Notification (Minimum Standards & Procedure for Award of M.Phil. / Ph.D. Degree, Regulations, 2009) dated 1st June 2009 (Appendix I). Under this mandate, Dibrugarh University basically requires to upload thesis and dissertations of the University to Shodhganga to enable the world-wide academic community to get access to the theses, dissertations, etc.. UGC's Guidelines for Shodhganga also mandate the INFLIBNET Centre to extend the facility of anti-plagiarism software package in member universities for plagiarism check of research output like thesis and dissertations before uploading to the Shodhganga. The Dibrugarh University, being a member University of UGC/INFLIBNET Centre, has adopted the following regulations for smooth execution of the project.

A. GUIDELINES FOR UPLOADING THESIS IN SHODHGANGA

1. The thesis submitted to obtain Ph.D. Degree must contain two certificates to enable uploading of the electronic thesis in Shodhganga and to avoid future legal troubles what so ever in relation to plagiarism as well as copyright aspects.

i. Certificate of Originality by the scholar (Annexure-A)

ii. Student Approval Form by the scholar (Annexure-B)

2. A Scholar must check his or her thesis using User ID of the Scholar/Guide Supervisor, set up for URKUND plagiarism detection software before submission of the 'Certificate of Originality' of the research work.

3. The CD submitted as 'electronic theses' should be in the specified format (Open Office, /MS Office Document format/Tax/LaTax or other standard format) containing two folders, one with chapters/title page/abstract/bibliography and references, etc., all in different files separately, and the other is in combined format (as written in the thesis) convertible to PDF.

4. During submission of the Ph. D. thesis, 2 nos. of electronic version of the theses (CD) along with the print version must be submitted to the Examination Branch. If there is any alteration due to remarks of the Examiners later, a revised CD (3rd) has to be submitted along with the report of the viva. The Examination

Branch will check the CDs whether these are operational and as per specified format. The Examination Branch will forward the print thesis along with at least one CD (3rd CD in case of any change due to remarks of the Examiners) to the Central Library for accession, storage and uploading in the Shodhganga.

5. The Department/Supervisor will submit a verification form authenticating that the CDs are complete and exact replica of the print version. The form will also ensure that each requirement needed for thesis submission are checked and enlisted as per guidelines.

6. As per MoU with the INFLIBNET Centre, the University will setup an ETD Lab in the Central Library for digitization of the old thesis and dissertations of the University to upload in the Shodhganga repository along with the born CD of new thesis.

7. The Central Library in coordination with the Research Council, DU, will conduct User Awareness Programme on UGC's Shodhganga project and use of Plagiarism Software.

B. GUIDELINES FOR PLAGIARISM CHECK

1. Dibrugarh University maintains the view that Plagiarism is unethical and illegal and considers 0% tolerance in all kinds of research output of the University except in the cases as mentioned below in the Clause No.3 of this draft guidelines.

2. The thesis & dissertations of Dibrugarh University must undergo a Plagiarism Check by anti-plagiarism software URKUND or any other software approved by the UGC/INFLIBNET Centre.

3. The exclusion at the time of performing the plagiarism check should be limited to the following which may constitute maximum of 20% of the thesis.

- A. Quotes with proper citations
- B. Bibliography/References
- C. Phrases with proper citations
- D. Small matches up to 10 words
- E. Mathematical Formula /Established & defined Laws
- F. Name of Institutions, Departments etc.

4. In the case where a published work / article of the Scholar becomes a Part / chapter / block of the thesis and is detected as plagiarism in the check (Self-Plagiarism), a '**Self Plagiarism Exclusion Certificate**' (Annexure-C) has to be issued by the Supervisor specifying that the work has been published by the Scholar from his thesis work and duly acknowledged in the thesis. At the same time, if the published work / article of the Scholar has Co-Author(s), a '**Self Plagiarism Co-Authors Certificate**'(Annexure-D) has to be issued by the Co-Authors. Only these articles would be excluded from the check. No other article of the Scholar would be excluded from the check. The copy of the published work / article should be attached with the CD for reference during the final plagiarism check in the LNB Library, DU. Even if a **Self Plagiarism Exclusion Certificate** is attached, the title, primary objective and the final result of the thesis shall not be the exact replica with that of the published work/article.

5. The Supervisor along with the Scholar will perform plagiarism check of the whole research work or part of the research work as many times as they feel need be by using Supervisor's User ID. But, the final Plagiarism check must be done from the Central Library using University Coordinator's (Librarian) account. The University Coordinator will certify the final plagiarism check report generated by the anti-plagiarism software. This is essential so that the correct Plagiarism Check Report is submitted at the time of thesis submission.

6. The LNB Library will issue a certificate called '**Plagiarism Verification Certificate**' (**Annexure-E**) after final Plagiarism Check is done, authenticating the check performed by the Scholar. This certificate has to be submitted along with the software generated Plagiarism Check Report to the Examination Branch during submission of the thesis.

**C. PROCEDURE
FOR
RECONCILIATION
IN CASE OF
DISAGREEMENT
WITH THE
PLAGIARISM
CHECKED
REPORT**

1. If a draft thesis is detected plagiarized and the Scholar decline / disagree with the software generated plagiarism check report, the matter will be reported to Departmental Research Committee. The Departmental Research Committee shall call the candidate to hear his or her opinion. On hearing the candidate, the Departmental Research Committee shall submit its recommendations on the basis of the following guidelines:

a. In the following cases of (i) and (ii), no further action is required. Candidate may be permitted to submit the thesis

(i) The similarity detected in the draft thesis is within the limit (not more than 20% (*as Proposed by DU*), and,

(i) The similarity detected in the draft thesis is within the limit (not more than 20% (*as Proposed by DU*), and,

(ii) The similarity exists due to the necessity for explaining some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research.

b. Regarding self-plagiarism contents in the draft thesis, the ‘Self-Plagiarism Exclusion Certificate’ as mentioned in the Clause (B) 4 must be submitted.

c. When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents marginally outside the limit (Low-Level Plagiarism), the candidate may be allowed to resubmit the work with proper citations.

d. When the candidate copies few blocks/paragraphs only without proper citations with a very low intention to cheat, may be due to lack of knowledge, and the similarity between documents is found to be strikingly outside the limit (of 20% as set by DU) (i.e. Mid-Level Plagiarism), the candidate may be allowed to resubmit the draft thesis with proper citations and modifications with a warning not to repeat the same which may otherwise lead to cancellation of the registration in the Ph.D. programme.

e. When the copy/plagiarized content in the draft thesis seems to be well planned and consciously done with a large amount of data taken from someone else’s work (copying art work, source code, etc), where intention to cheat is very clear (High Level Plagiarism), the DRC may consider to recommend for cancellation of the Ph.D. registration of the candidate.

2. When the draft thesis is modified as per recommendation of the DRC in view of clause (1) (a) to (d), it will be placed again before the DRC where the candidate will be called for to substantiate the necessary improvement made by him or her in the thesis. On satisfaction over the modification made by the candidate, the DRC may recommend for final plagiarism check report from the Library.

D. IF PLAGIARISM IS REPORTED AFTER THE AWARD OF THE DEGREE

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4. Depending on the severity of crime, the Academic Council shall consider one or combination of the following penalties to the candidate as it deems fit:

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ANNEXURE-E

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