

Regulations on M.Phil and Ph.D Degree Programmes

Under Ordinance OC-4 and OC-5

Title 1.

This Regulation shall be called "Regulations on M.Phil. and Ph.D. Programmes".

Admission 2.

- i. The admission process shall be completed by dates stipulated in the University Calendar (Ordinance OC-15).
- ii. The University may conduct a centralised admission (written) test on a single date conducted by heads of respective Department/Centres under the supervision of the Deans of concerned schools, followed by a personal interview to be conducted by respective departments/centres, constituting of the Heads as Chairpersons and all eligible supervisors as members.
- iii. The question papers for the written test will be provided by the department/centre to the Dean, two weeks ahead of the date for the test fixed each year.
- iv. The assessment of written test and personal interview marks/grades will be prepared by an Admission Committee of respective departments/centres for the purpose constituting of no less than three eligible supervisors chaired by the Head.
- v. The final marks of each of the candidates will be calculated out of 100 marks with the following distribution:

(a) Performance in Master's Degree:	40%
(b) NET/GATE/SLET/M.Phil	10%
(c) Written Test	25%
(d) Performance in Personal Interview	25%
Total	100%

Note: The calculation of the final score will be as the following: e.g. (a) Overall percentage obtained in M.Sc is 72% = $72/100 \times 40 = 28.8$; + (b) SLET = 10; + (c) $65\% = 65/100 \times 25 = 16.25$; + (d) = 18/25, **Total = 73.05.**
- vi. The Admission Committee shall complete the evaluation and submit the merit list of the candidates to the Dean within 5 working days following the written test.

Coursework 3.

- i. The syllabus for coursework of the Ph.D programme may be the same as for the M.Phil course(s) which shall be prescribed by the department/centre.
- ii. Candidate with M.Phil or equivalent degree or having completed M.Phil Coursework with prescribed CGPA may be exempted from coursework requirement. Teachers of NEHU admitted to the Ph.D programme shall be exempt from coursework requirement. However, if they wish, they may be allowed to participate in the coursework.
- iii. The candidates shall complete 3 (three) papers with 4 credits each as follows:
 - (a) One paper on Research Methodology;
 - (b) Two papers as prescribed by the department/centre including electives, if any.

- iv. If the Schools of Studies so desire, the papers on Research Methodology and/or Laboratory Techniques may be offered as School Level papers. However, the paper(s) is/are to be prescribed by a particular Department/Centre of the School. Such a paper may be jointly serviced by teachers from other departments/centres of the School.
- v. The distribution of weightage on continuous assessment and the end-semester examination shall be 25:75.
- vi. The evaluation of the papers shall be on a UGC 7-point scale as follows:

Grade	Grade Point	Percentage Equivalent
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49-	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0- 0.49	0-24

(Vide UGC Guideline of March 2000, (2.13))

- vii. Cumulative Grade Point Average (CGPA) is defined as follows:

$$CGPA = 1/m \sum_{i=1}^n P_i . C_i$$

Where, P_i is grade point achieved in the ith. Paper, n is the total number of papers, C_i is the credits on ith. paper, m is the total credits on the course.

- viii. A minimum of 75% attendance is compulsory for the students for the coursework with a provision of condonation in attendance to a maximum of 10% on exceptional grounds to be recommended by the Department/Centre and approved by the Dean of the School concerned.

Submission 4.

The following documents shall be required by the candidate during the submission of M.Phil/Ph.D thesis:

- (a) 4 hard-bound copies of the thesis in case of Ph.D and 3 hard-bound copies in case of M.Phil, as the case may be in the prescribed format of the University duly signed by Supervisor(s) and forwarded by the Head of the department/centre concerned;
- (b) An equal number of copies of abstract of the thesis not exceeding 5000 words with a one-page CV of the candidate;
- (c) A soft copy of the thesis in MS-Word format in CD Read-only format;
- (d) Clearance of Tuition Fee, Examination Fee and other fees payable by the candidate;
- (e) In case of a teacher of the University, the fee payable shall be only Examination Fee;
- (f) Hostel clearance certificate from the Dean of Students' Welfare;
- (g) Library clearance from the University Central Library and the department/centre library, if any;

- (h) Laboratory and stores clearance from the department/centre duly countersigned by the supervisor and the HoD of the concerned department/centre; and
- (i) Financial clearance from NEHU Finance.

Re-Submission 5.

If, an M.Phil/Ph.D candidate is asked to resubmit the thesis/dissertation with suggested modifications, s/he shall resubmit the dissertation/thesis within a maximum of 6 months (2 months, in case of M.Phil) from the date of letter of re-submission of dissertation/thesis from the Controller of Examination. The candidate must fulfil the conditions laid down in 4. (a) & (c) of this Regulations, failing which the candidate shall be deemed to have forfeited her/his rights for evaluation and award of the degree.

Evaluation 6.

- i. After submission of the thesis with necessary documents submitted as per 4.i, the process of evaluation shall commence immediately.
- ii. The thesis shall be dispatched to the examiners (external and internal) within 2 months of submission of the thesis.
- iii. The examiner(s) shall be given two months in case of Ph.D and one month in case of M.Phil thesis for evaluation and one month more, if such a request is received from the examiner. If, the examiner fails to submit the evaluation report and other such document within the stipulated time, the appointment of the said examiner(s) may be cancelled with due intimation and another examiner(s) may be appointed from the panel approved for the purpose within two weeks of cancellation.
- iv. It shall be the duty of the Controller of Examiner to see that in case of M.Phil the final result of the candidate is announced no later than 6 months from the date of submission of thesis and in case of a Ph.D candidate, 12 months from the date of submission of the thesis.
- v. If the Controller of Examinations is unable to declare the result of the candidate within the stipulated time, for reasons beyond control of the concerned office, the University may refund the examination fee to the candidate.
- vi. In such cases, the Controller of Examination shall enquire into the matter and if it is found that the delay caused is due to negligence on part of the concerned functionary(ies) of the University, appropriate administrative action on such employees including recovery of examination fee refunded to the candidate, shall be made good from the said functionary.

Viva-Voce Examination 7.

- i. The abstract of the thesis shall be posted on the University website along with the venue, date and time of the 'open defence' of the candidate at least one week ahead of the defence.
- ii. During the viva-voce examination, the candidate may be asked for a formal presentation of the objectives, methods and findings of the thesis within 60 minutes. The external examiner and the supervisor may seek clarifications on the work done by the candidate, including queries by the second external examiner. Thereafter only, the discussion shall be open to others in the audience. There shall be no cross-examination by the audience. It shall be a formal presentation, chaired by the Supervisor who shall have powers to conduct the meeting in the best tradition possible.

Award 8.

- i. Upon award of the degree of Ph.D, the soft-copy final version of the thesis shall be submitted by the candidate through the supervisor concerned within 30 days of award to the University Central Library for the Depository services/ uploading on the University Website as well as on Inflibnet.
- ii. After the award, the CoE shall provide a copy of the comments of the examiners to the candidate so that the candidate, if so desires, improves upon the thesis for purposes of publication if any.
- iii. If, the examiners are unanimous that the thesis is important enough to be published, the candidate can submit the same if she/he wishes to NEHU Publication Unit (OG-1) for purposes of publication as a research monograph of the University. The Copyright in such cases shall vest with the author and the University jointly. The author shall be entitled to royalty on the publication as per rules of the University on such matters.

New Regulations, approved by the 83rd. AC, 28/5/2010