

**THE DHANAMANJURI UNIVERSITY (MINIMUM  
STANDARDS AND PROCEDURES FOR AWARD OF Ph.D.  
DEGREE) REGULATIONS, 2024**

(Approved by the Academic Council vide Resolution No.5/6/6.12.2024 &  
No.20/7/29.05.2025(misc.))



**DHANAMANJURI  
UNIVERSITY**

**DHANAMANJURI UNIVERSITY, MANIPUR  
IMPHAL - 795001**

  
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## **The Dhanamanjuri University (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2024**

In exercise of the powers conferred by Section 23 and Section 37 (Second Schedule) of The Dhanamanjuri University Act, 2017 (Manipur Act No. 9 of 2017) and in supersession of The Dhanamanjuri University (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022, Dhanamanjuri University hereby makes the following Regulations, namely: -

### **1. Short title, Application and Commencement: –**

- i. These Regulations may be called The Dhanamanjuri University (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2024.
- ii. They shall apply to the Dhanamanjuri University, Manipur with its five Constituent colleges and to all the supervisors, co-supervisors, examiners and the candidates.
- iii. These regulations shall supersede all the previous Ph.D. regulations of the University; however, those candidates who were registered for the Ph.D. programme before the enforcement of these regulations shall be governed by the earlier Ph.D. regulations.
- iv. They shall come into force from the date of the issue of notification.

**2. Definitions: -** In these Regulations, unless the context otherwise requires or unless otherwise repugnant to the Act, the Statutes and the Ordinances of the University, the terms used in these regulations shall mean as follows: -

- a) “Academic Council” means the Academic Council of Dhanamanjuri University;
- b) “Act” means The Dhanamanjuri University Act, 2017;
- c) “Adjunct Faculty” means a part-time or contingent instructor, but not full-time faculty member hired to teach by Dhanamanjuri University;
- d) “BSD” means Board of Studies of the Department;
- e) “BSS” means Board of Studies of the School;
- f) “Candidate” means a person who applies for Ph.D. registration as well as registered Ph.D. students.
- g) “Commission” means University Grants Commission;

  
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- h) "Co-Supervisor" means an additional research guide of a Ph.D. scholar;
- i) "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters;
- j) "Credit" means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
- k) "College" means Constituent colleges of Dhanamanjuri University, viz, D.M. College of Arts, D.M. College of Commerce, D.M. College of Science, G.P. Women's College and L.M.S. Law College;
- l) "Course" means one of the specified units which go to comprise a programme of study;
- m) "Course Work" means courses of study prescribed by the School/Department/ Centre to be undertaken by a student registered for the Ph.D. Degree;
- n) "Degree" means the Degree of Doctor of Philosophy (Ph.D.);
- o) "External examiner" means an academician/researcher with published research work who is not part of the Higher Educational Institution where the Ph.D. scholar has registered for the Ph.D. programme;
- p) "Foreign Educational Institution" means - (i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and (ii) which offers programme (s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;
- q) "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;
- r) "Guide/Research Supervisor" means an academician/researcher recognized by the Dhanamanjuri University to supervise the Ph.D. scholar for his/her research;
- s) "INFLIBNET" means Information and Library Network Centre (UGC);
- t) "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines;
- u) "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- v) "Part-time Ph.D. scholar" means a full-time regular teacher who has registered as supernumerary/extra numerary Ph.D. student;
- w) "Plagiarism" means the practice of taking someone else's work or idea and passing them as



one's own;

- x) "Prospectus" means any document, whether in print or otherwise, issued for providing fair and transparent information to the general public (including to those seeking admission in Ph.D. programme);
- y) "Research Advisory Committee" means an academic body constituted to review the research proposal and finalize the topic of research, to guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do, and to periodically review and assist in the progress of the research work of the Ph.D. scholar.
- z) "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration to Ph.D. programme;
- aa) "Teacher" means a person who holds a substantive teaching post who has been selected by a duly constituted selection committee.

### 3. Eligibility criteria for admission to the Ph.D. Programme: -

Subject to the conditions stipulated in these regulations, the following are eligible to seek admission to the Ph.D. programme:

Candidates who have completed:

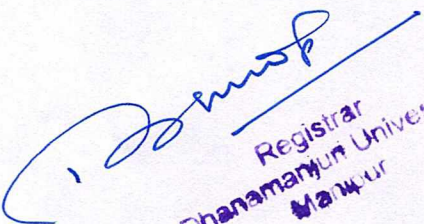
- 3.1. A 1-year/2-semester Master's degree programme after a 4-year/8-semester Bachelor's degree programme or a 2-year/4-semester Master's degree programme after a 3-year Bachelor's degree programme or qualifications declared equivalent to the Master's degree by the corresponding statutory regulatory body of Dhanamanjuri University and approved by BSS, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.

Or

Equivalent qualification from a foreign educational institution accredited by 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 to assess, accredit or assure quality and standards of the educational institution.

Or

A 4-year/8-semester Bachelor's degree programme with a minimum of 75% marks in aggregate

  
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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 (non-creamy layer)/ Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

3.2. Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent 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 Commission from time to time.

3.3. An in-service full-time regular teacher/staff of Dhanamanjuri University/Constituent colleges of Dhanamanjuri University may be given direct registration during the normal admission process without taking the entrance test, subject to presentation of seminar and approval thereof with the permission from the competent authority such as **No Objection Certificate (NOC)/Release Order** etc. However, they shall be treated as part-time and supernumerary/extra-numerary Ph.D. student.

3.4. If a candidate is regular employee in any organization, the University shall obtain a "No Objection Certificate" through the candidate from the appropriate authority in the organization where the candidate is employed, clearly stating that:

- i. The candidate is permitted to pursue Ph.D. programme
- ii. His/her official duty permit him/her to devote sufficient time for research
- iii. If required he/she will be relieved from the duty to complete the course.

3.5. Notwithstanding anything contained in these Regulations or any other law, for the time being in force, the Dhanamanjuri University shall not conduct Ph.D. programme through distance and/or online mode.

#### 4. **Duration of the Programme: -**

4.1. Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.



For those candidates having M.Phil. degree, it shall be of a minimum duration of two (2) years if the Ph.D. work is in continuation of the M.Phil. course.

- 4.2. A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the university and by paying re-registration fee; provided, however, the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.
- 4.3. Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for 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.

**5. Procedure for admission: -**

- 5.1. The admission shall be based on the criteria notified by the Dhanamanjuri University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the State Government from time to time.
- 5.2. Admission to the Ph.D. programme shall be made using the following methods:
- i. Dhanamanjuri University may admit students who qualify for fellowship/scholarship in UGC-JRF/NET/UGC-CSIR-JRF/NET/DBT-JRF/GATE and similar National level tests and who have passed M.Phil. course and shall be exempted from appearing written entrance test and shall be selected based on an interview directly.

And/or

- ii. The University may admit students through a Qualifying Entrance Test (QET). The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be subject-specific.
- iii. Students who have secured 50% marks and above in the QET are eligible to be called for the interview.

A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC /ST /OBC /differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission/ State government from time to time.

- iv. University/Departments may decide the number of eligible students to be called for an

  
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- interview based on the number of Ph.D. seats available.
- v. The final selection of candidates shall be made based on the performance in the interview. The Interview shall carry 50 marks consisting of two components, viz., a presentation on a research proposal of their choices (20 marks) and a personal interview (30 marks).
  - vi. The university may decide its own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.
  - vii. To encourage students from abroad who fulfilled eligibility criteria they may be considered for direct admission to the Ph.D. programme subject to appearing the personal interview/viva-voce/seminar.
- 5.3. University and Departments which are eligible to conduct Ph.D. programmes, shall:

- i. Notify well in advance on the institution's website and/or through advertisement in local newspapers specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates;
  - ii. Adhere to the State-level reservation policy, as applicable.
  - iii. The department concerned shall decide on an annual basis through their academic bodies a pre-determined and manageable number of Ph.D. scholars to be admitted depending on the number of available supervisors and other academic and infrastructural facilities available, keeping in mind the norms regarding the scholar- teacher ratio, laboratory, library and such other facilities.
- 5.4 Course Work-Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

- i. The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/20/2018 (Journal/Care) in 2019 and a "Research Methodology" course. Courses on Advanced knowledge on the Subject, Literature review, Project/Term paper and Seminar, etc. will be there as determined by the Respective Department. The Research Advisory Committee can also recommend UGC recognised online courses as part of the credit requirements for the Ph.D. programme.
- ii. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching/education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral



period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

iii. At the end of semester, all students shall appear in the Ph.D. Course Work Examinations to be conducted by the Controller of Examinations. No student shall be allowed to appear in the examination if the attendance is less than 75%.

iv. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

v. If a student fails to qualify the Course Work Examination in the first attempt, he/she may be given one more chance as per Dhanamanjuri Examination rule.

vi. If a student fails to qualify the Course Work Examination in the second attempt, he/she may not be qualified for the final registration and cannot continue for the Ph.D. Program.

vii. Foreign students and those scholars possessing M.Phil. Degree may opt to exempt from attending the Ph.D. Course Work but they should present two seminars before BSD. The BSD shall submit a report to the BSS for exemption of course work. The concerned HOD shall issue a Pre-Ph.D. Course Work compliance certificate in the prescribed format.

**6. Allocation of Research Supervisor:** - Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

6.1. Regular faculty members working as Professor/Associate Professor of Dhanamanjuri University/Constituent Colleges of Dhanamanjuri University with a Ph.D., and at least five (5) research publications in peer-reviewed or refereed (**UGC Care-listed/Scopus/Web of Science/SCI journals after June 2019**) and regular faculty members working as Assistant Professors with a Ph.D., and at least three (3) research publications in peer-reviewed or refereed journals (**UGC Care -listed/Scopus/Web of Science/SCI journals after June 2019**) may be recognized as Research Supervisors in the university. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors.

6.2. In case of Manipuri subject, publications in journals recognized by Sahitya Akademi/UGC Care-listed may be considered for recognition of Ph.D. supervisor.



- 6.3. A Professor/ an Associate Professor can supervise a maximum of two (2) supernumerary/extra-numerary candidates and Assistant Professors can supervise a maximum of one (1) such candidate.
- 6.4. Adjunct Faculty members, if any, shall not act as Research Supervisors and can only act as co-supervisors.
- 6.5. In case of interdisciplinary/multidisciplinary research work, if required, Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the concerned School of Studies.
- 6.6. An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) /four (4) Ph.D. scholars, respectively, at any given time.
- 6.7. Each supervisor can guide up to two (2) international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified.
- 6.8. 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 Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- 6.9. Faculty members with less than three (3) years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years. However, retired faculty shall submit a written application to the concerned HOD if he/she does not wish to continue the research work.
- 6.10. In case a supervisor leaves the university on lien, a co-supervisor may be appointed on the recommendation of the relevant academic bodies.
- 6.11. 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 relevant academic bodies.
- 7. Research Advisory Committee and its Functions: -**
- 7.1. There shall be a Research Advisory Committee (RAC) for each Ph.D. scholar, comprising of the following:

  
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- |  |               |
|--|---------------|
| i. Head of the Department                                | - Chairperson |
| ii. A Professor/An Associate Professor of the Department | - Member      |
| iii. The Supervisor                                      | - Convener    |

If the HOD be the supervisor, then a Professor/an Associate Professor of the same department or from the other departments of the concerned school shall be the chairperson of the RAC.

If no Professor/Associate Professor is available in the department, then one Professor of the concerned school shall be the chairperson of the RAC.

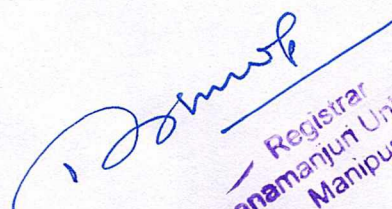
7.2. The RAC shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research.
- ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.
- iv. For every 6 (six) months, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance.
- v. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the BSS through BSD. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- vi. In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. The scholar shall submit the revised version of the progress report within two (2) weeks.
- vii. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

7.3. Each department shall constitute Board of Studies of the Department (BSD) comprising of all faculty members. HOD shall be the Chairperson and one of the senior faculty members will be the convener of BSD.

Power and functions of BSD:

- a. To evaluate and recommend the applications submitted for the recognition of research guideship to BSS.
- b. To recommend the Pre-Ph.D. Course Work qualified students to BSS for final registration.
- c. To recommend the syllabus of Pre-Ph.D. programmes to BSS.

  
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- d. To recommend the six month's Ph.D. progress report submitted by RAC to BSS.
- e. To apprise the problems and grievances of the department to concerned academic Deans.

7.4. Board of Studies of the School (BSS) shall be constituted with the following composition:

Sl. No.	Designation	Position
1.	Dean of the School	Chairperson (Ex-Officio)
2.	Heads of the Departments under the School	Members (Ex-Officio)
3.	All Professors of the Departments under the School	Members (Ex-Officio)
4.	One Associate Professor, and one Assistant Professor, by rotation, according to seniority, from each Department in the School	Members
5.	Not more than five members nominated by the Academic Council for their special knowledge in any subject assigned to the school or in any allied branch of knowledge, and who are not employees of the University or any of its recognized institutions	Members
6.	One student member from each year of study (PG and Ph.D.) of the school elected from amongst the students of the School, provided that he/she fulfils the eligibility conditions as laid down in Statute 17 (vii) of The Dhanamanjuri University Act, 2017 and provided further that they shall not have the right to be present when any of the following subjects are taken up for consideration by the Board: <ol style="list-style-type: none"> <li>a) Faculty positions, recruitment, conditions of service and academic freedom, and</li> <li>b) Actual process of evaluating academic performance and merit of the students.</li> </ol>	Members

All the members of the Board other than Ex-Officio members shall hold the office for a term of 3 (three) years. The term of student-members shall be for a period of one year and no student-member shall be eligible for re-nomination to the Board. The quorum of the meeting and power and functions of BSS shall be prescribed by the Ordinance of the Dhanamanjuri University.

  
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**8. Allotment of Ph.D. Supervisor: -**

The allocation of Research Supervisor for a selected candidate shall be decided by the concerned BSD taking into consideration the number of scholars per Research Supervisor, the available specialization among the Supervisors and the research interests of the candidates as indicated in their research proposal.

The BSD shall formally allot a Ph.D. Supervisor (and a Co-supervisor, if required) for Ph.D. final Registration, keeping in view the mutual consent and the facilities/expertise available in the Department for undertaking the proposed research topic.

**9. Final Registration for Ph.D. Programme: -**

Ph.D. Course Work examination qualified/exempted candidates shall be eligible for final Registration. The candidates shall be required to submit a Synopsis of the proposed research. The Synopsis may include: i) Topic of research, ii) Objectives, iii) Methodology, etc. To complete the formality the scholar shall apply in the prescribed format to the BSS through RAC and the BSD.

If the BSS approves the research proposal, the University Registrar shall issue an order for Final Registration of the scholar for the Ph.D. Programme. The scholar will get his/her Ph.D. Registration number from the Academic Section of the University after payment of the prescribed fees.

**10. Listing on the University website: -**

The University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/center), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the number and date of registration) admitted under them on the website of the institution and update this list every academic year.

**11. Attendance and Leave: -**

11.1. Every Ph.D. student shall record his/her attendance by signing in an attendance register maintained in the concerned department. The office of the Head of the Department shall maintain an Attendance Register for all the Ph.D. scholars.

11.2. In case of the Ph.D. scholars who are regular employees of any organization, the BSD may decide the minimum attendance requirement.

11.3. The Ph.D. scholars are entitled to take the leave of absence for fifteen (15) days a year. The leave shall be granted by the HOD on the recommendation of the Supervisor/Co-supervisor.

11.4. A female Ph.D. scholar is eligible for Maternity Leave/Child Care Leave for a period not



exceeding 240 days once in the entire duration of the Ph.D. Programme.

11.5. With a view to encouraging participation in Seminars/Conferences/Workshops/Training Programmes etc., the HOD may grant Special Leave to a Ph.D. scholar on the recommendation of his/her Supervisor/Co-supervisor.

**12. Change of Supervisor: -**

No change of Supervisor shall ordinarily be allowed. However, the BSS may allow change of Supervisor and appoint a new Supervisor on the recommendation of the BSD, when the Supervisor is not be available to guide the scholar due to migration, retirement, long leave or any other reasons.

**13. Cancellation of Ph.D. Registration: -**

The Registration of a Ph.D. scholar shall be cancelled by the BSS on the recommendation of the BSD in any one of the following eventualities:

- i. Unsatisfactory progress report.
- ii. Absence of a continuous period of three months without prior information/ sanction of leave.
- iii. Involvement in any act of misconduct and/or indiscipline and rustication by the competent authority.
- iv. Resignation from the Ph.D. Programme.

**14. Change/modification of Research Topic: -**

In case a candidate wishes to make minor modifications in the topic of research, he/she should do so before the pre-submission seminar, with the consent of the Supervisor. The modified or new research proposal with a synopsis should be submitted to the BSS through the RAC and BSD for its consideration and approval. Candidates can exercise this option just once.

Provided that such changes help in conveying the content of the thesis better and are within the broad areas of the registered topic.

In case a candidate wishes to change broad area of registered topic, he/she may apply within one year from the date of final registration by submitting a new detailed research proposal along with a synopsis to BSS through RAC and BSD. Candidates can exercise this option just once.

**15. Fees and Mode of Payment:-**

A Ph.D. scholar shall have to pay the prescribed fees within the stipulated time as fixed by the University. No application for extension of research period or submission of thesis shall be

  
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entertained without clearance of all pending fees.

The admission fee for sponsored foreign nationals shall be five (5) times that of the fees for Indian Nationals.

For the self-financed foreign nationals, the admission fee shall be two times as that of Indian Nationals.

For teacher candidates working in the university who got admission to Ph.D. Programme through normal selection procedure, their fees shall be two times as that of the Indian Nationals.

**16. Pre-submission Requirements: -**

Prior to the submission of the thesis, a Ph.D. scholar shall publish at least one (1) research paper in UGC Care-listed/Scopus/WoS/SCI/Medline/PubMed / PubMed Central/Sahitya Akademi journals related to his/her Ph.D. work and make two papers presentations (oral) in conferences/seminars, supplemented by relevant testimonials.

Before submitting the thesis, the Ph.D. scholar shall make a presentation on his/her findings in a Pre-submission Seminar conducted by the Department.

A scholar should submit his/her Ph.D. thesis within six months from the date of the Pre-submission seminar, failing of which he/she shall be required to present a fresh Pre-submission Seminar.

**17. Panel of Examiners and Abstract Submission: -**

After the HOD issues the Pre-submission Certificate, the Supervisor/Co-supervisor shall submit to the Controller of Examinations, through the BSD and the BSS, a panel of at least six (6) external experts (not below the rank of Associate Professor) including one expert from outside India if possible. Two experts shall be nominated by the Vice-Chancellor from the list submitted.

Four hard copies and one soft copy (in a CD/DVD) of the Abstract of the thesis shall be submitted to the Controller of Examinations through BSD and BSS.

**18. Plagiarism Check: -**

Before the submission of a thesis, plagiarism will be checked by the University. A thesis with similarity index of more than 10% (to be computed by excluding the review work, bibliography, index and references), shall not be accepted for submission. The University shall issue a plagiarism verification certificate as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018.



**19. Submission of Thesis: -**

No Dues Certificate from all concerned sections of the University shall be submitted at the time of Thesis submission.

Four hard copies and one soft copy (in a CD/DVD) of the thesis as per the format given in **Annexure - A** shall be submitted to the Controller of Examinations.

The following documents should be attached with the thesis:

- i) Declaration Certificate by the candidate (**Annexure - B**).
- ii) Course Work Completion Certificate (**Annexure - C**).
- iii) Copyright Transfer Certificate (**Annexure - D**).
- iv) Plagiarism Checked Certificate (**Annexure - E**).

**20. Evaluation of the Thesis: -**

A Board of Examiners comprising the Supervisor and at least two (2) external experts shall examine the Ph.D. thesis submitted by a candidate.

The Controller of Examinations shall communicate with external examiners for acceptance of evaluation within six (6) working days.

The Controller of Examinations shall forward a copy of the Ph.D. thesis to each external examiner within six (6) working days of receipt of his/her consent, along with a request to submit his/her evaluation report within two (2) months.

The examiners shall examine the thesis specifically with a view to judge whether the thesis is a piece of research work characterized by:

- a) Discovery of new facts, or
- b) A fresh approach towards interpretation of facts or theories, or
- c) A distinct advancement in the subject.

The examiner should give his/her opinion about candidate's ability for critical examination and sound judgment.

**21. Examiner's Report: -**

i. The thesis examiners should submit their reports on a prescribed form as given in **Annexure – E. 1** and should make one of the following recommendations.

- (a) The thesis be accepted for the award of the Ph.D. degree.
- (b) The thesis be accepted for the award of the Ph.D. degree subject to the candidate giving



satisfactory answers, at the time of Viva Voce, to the specific queries raised in the reports.

- (c) The thesis be referred to the candidate for revision on certain issues raised in the report and resubmit the thesis;
  - (d) The thesis be rejected.
- ii. If all the examiners recommend acceptance of the thesis for the award of the Ph.D. degree, the thesis shall be accepted.
  - iii. If two of the examiners recommend rejection of the thesis for the award of the Ph.D. degree, the thesis shall be rejected.
  - iv. If the examiner(s) raise some queries / seek clarifications, the candidate shall be required to give satisfactory answers to the queries at the time of Viva Voce.
  - v. If one examiner recommends revision of the thesis, the candidate shall resubmit the thesis after revision. If the examiner asks for the revised thesis to be referred to him/her, it shall be sent to him/her. Otherwise, the revised thesis shall be assessed by the RAC for satisfactory compliance of the desired revision.
  - vi. If the revised thesis is to be referred to an examiner, the examiner shall submit his/her report on a prescribed form as given in **Annexure - E.2**. Depending on the recommendation of this examiner, an appropriate action shall be taken as per Clauses 21.i.a, 21.i.b, 21.i.c, 21.i.d, 21.ii, or 21.iii.
  - vii. If one examiner recommends rejection of the thesis and the other two examiners recommend acceptance, then a fourth examiner shall be appointed by the Vice-Chancellor from the approved panel of external experts. In such cases, Clause no. 21.v. shall apply.
  - viii. Once the fourth examiner is appointed, the previous recommendations of the examiner, in whose place the fourth examiner has been appointed, shall become null and void for all purposes.
  - ix. In case the fourth examiner recommends acceptance or revision of the thesis or asks for clarifications, then an action appropriate to the case shall be taken in the light of Clauses 21.i.a, 21.i.c, 21.i.d, 21.ii.
  - x. In case the fourth examiner recommends the rejection of the thesis, his/her recommendation shall be final, and the thesis shall be rejected. In such cases, the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

**22. Viva Voce: -**

After the thesis has been categorically accepted for award of the Ph.D. degree by the Board of thesis examiners, the concerned candidate shall appear in an **Open Viva Voce** on a date to be



notified by the Controller of Examinations.

The Ph.D. Viva Voce examination of a candidate shall be conducted by a Board of Examiners comprising:

- a) The Dean of the School - Chairperson
- b) Supervisor and Co-supervisor (if any) - Member(s)
- c) One external thesis examiner - Member
- d) The Head of the Department - Member

Provided that if the Dean/HOD is the Supervisor of the candidate, he/she may nominate the seniormost Professor of the school to chair the Viva Voce:

Provided further that if any of the external thesis examiner is not available as required, the Vice-Chancellor on the recommendation of the Dean of the School concerned shall either advice for online viva-voce or appoint:

Either an external examiner from the approved panel of experts,

Or

- a) One faculty member of the Department (not below the rank of Associate Professor)

And

- b) One faculty member of the School in a related field not from the same Department and not below the rank of Professor as members in the Viva Voce Board.

The Viva Voce shall be held at the office of the Dean/HOD concerned. The Controller of Examinations shall notify the date, time and venue of open Viva Voce. In the absence of the Dean of the School concerned, the Dean-in-charge shall chair the proceedings of the Viva Voce. Notification for the Viva Voce shall be issued at least eight (8) days prior to the date of the Viva Voce.

Depending on the performance of the candidate the Viva Voce Board may recommend that:

- a) The candidate be awarded the Ph.D. Degree

Or

- b) If any suggestions/modifications/change/correction is to be made, the board may ask for necessary rectification.

Or

- c) The Viva Voce be re-conducted within three months.



If the performance of the candidate is not satisfactory in the Viva Voce held for the second time, the Viva Voce Board may recommend rejection of the thesis.

The Chairperson shall send the proceedings of the Viva Voce to the Controller of Examinations for getting the approval of the Vice-Chancellor.

If a candidate expires before the conduct of Viva Voce, he/she shall be awarded Ph.D. degree posthumously subject to receipt of positive reports from all experts.

**23. Award of Degree: -**

After the Vice-Chancellor accords approval of the proceedings of the Viva Voce, the Controller of Examinations shall issue a notification, declaring the award of Ph.D. degree to the candidate.

The Ph.D. degree under the seal of the University and signed by the Vice-Chancellor shall be awarded to the candidate in the next convocation of the University.

**24. Issuing a Provisional certificate: -**

Prior to the issuance of the Original Certificate of the degree, the University may issue a Provisional Certificate to the effect that the Ph.D. Degree has been awarded in accordance with the provisions of the UGC Regulations, 2022.

**25. Penalty for unfair means: -**

In case a Ph. D. candidate is found adopting or suspected of adopting unfair means or lifting of other's work and inserting it in his/her work without proper acknowledgement, credit and reference, such penal action shall be taken by the University, as may be necessary, against the offender, to uphold the sanctity and integrity of the examination system/research work, and credibility of the University.

**26. Copyright: -**

A Ph.D. thesis submitted to Dhanamanjuri University is a property of the University and the copyright belongs to Dhanamanjuri University. However, an author may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for author's personal use provided that the source and the University's copyright notice are indicated.

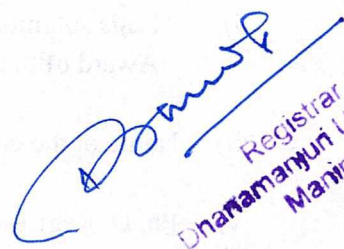
**27. Publication of Thesis: -**

A scholar after receiving the Ph.D. degree may choose to publish his/her thesis only after getting permission from the University prior to publication.

**28. Grant of M.Phil. Degree: -** The University shall not offer the M.Phil. (Master of Philosophy) programme.



- 29. Award of Ph.D. degrees prior to Notification of these Regulations:** - Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016. Nothing in these Regulations shall impact the M.Phil. degree programmes commencing prior to the enactment of these Regulations.
- 30. Depository with INFLIBNET:** - Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions. Research scholars shall submit the electronic version of their theses on CDs or any other storage media for university's own records.
- 31. Interpretation:** - Any issue regarding the interpretation of this Regulation shall be referred to the Vice-Chancellor whose decision thereon shall be final and binding on all parties. The Vice-Chancellor may constitute necessary committees pertaining to any specific issue arising out of this Regulation to resolve the issue.

  
Registrar  
Dhanamanguni University  
Manipur



ANNEXURE – A  
[see Clause 19]




DHANAMANJURI UNIVERSITY

MANIPUR

Format of the Ph.D. Thesis

1. All printed copies of the thesis shall have the standard size of Royal Octavo pages.
2. All typed-written copies shall have the standard size of approximately 250 mm x 200 mm (11"x 8" approx.) and should be typed in double space. The typing may also be done on both sides of the paper.
3. A margin of 38 mm (1 1/2" approx.) shall be left on the left-hand side. The maps and drawings may have their appropriate size, caption, etc. as advised by the Supervisor.
4. All copies must be bound in cloth or rexine with the title of the degree, the short title of the thesis, the name of the candidate embossed or printed on the spine. Ph.D. students are also allowed to submit their theses either in spiral bound volume or thin cover volume, in such case, at least one copy must be bound in cloth or rexine for library use.
5. The cover and title page of the thesis will have the following information arranged in the given order:
  - i) Title (in full);
  - ii) Thesis submitted to Dhanamanjuri University in partial fulfillment for the Award of the degree of Doctor of Philosophy in the concerned discipline;
  - iii) Name of the candidate;
  - iv) Ph. D. Registration number;
  - v) University Logo;
  - vi) Department;
  - vii) School;
  - viii) University;
  - ix) Year.

**Note: Any kind of photograph, line diagrams, pictures, etc. shall not be included in the cover page.**

  
Registrar  
Dhanamanjuri University  
Manipur



**ANNEXURE – B**

[see Clause 19(i)]



**DHANAMANJURI UNIVERSITY  
MANIPUR**

**CANDIDATE'S DECLARATION**

I, .....certify that the work embodied in this Ph. D. thesis is my own bonafide work carried out by me under the supervision of ..... and the co-supervision of..... for a period of ..... from ..... to ..... at Dhanamanjuri University and..... The matter embodied in this thesis has not been previously submitted to this University or any other University/ Institute for the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not willfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and included them in this Ph. D. thesis and cited as my own work. In short, there is no plagiarism in the present thesis.

Date: .....  
Place: Imphal

Signature of the candidate  
(Name of the candidate)

---

**Certificate from the Supervisor/Co-supervisor**

This is to certify that there is originality of the thesis. The above statement made by the candidate is correct to the best of my/our knowledge.

Signature of Co-Supervisor  
(Name)  
Designation:

Signature Supervisor  
(Name)  
Designation:

(Signature of the Head of Department)

Registrar  
Dhanamanjuri University  
Manipur



**ANNEXURE – C**  
[see Clause 19(ii)]



**DHANAMANJURI UNIVERSITY**  
**MANIPUR**

**PH.D. COURSE WORK/PRE-SUBMISSION SEMINAR**

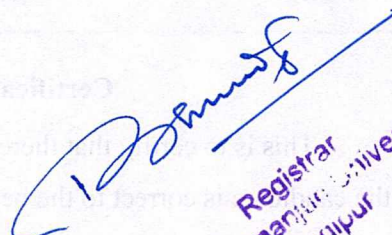
**COMPLETION CERTIFICATE**

This is to certify that Mr./Ms ..... a  
bonafide research scholar of this department has satisfactorily completed the Ph.D. Course  
Work and its examination held on ..... and the result declared on .....  
..... and his/her Pre-submission Seminar has also been presented on  
the topic. .... dated .....  
as per requirements of the Ph. D. Programme.

Date: .....

(Signature of the Head of Department)

Place: Imphal

  
**Registrar**  
**Dhanamanjuri University**  
**Manipur**



**ANNEXURE – D**  
[see Clause 19(iii)]



**DHANAMANJURI UNIVERSITY**  
**MANIPUR**

**FORMAT FOR COPYRIGHT TRANSFER CERTIFICATE**

- (a) Title of the Thesis:.....  
.....  
.....
- (b) Candidate's Name:.....

**Copyright Transfer**

The undersigned hereby assigns to the Dhanamanjuri University all rights under copyright that may exist in and for the above thesis submitted for the award of the Ph.D. degree.

Date: .....

Place: Imphal

Signature of the candidate

(Name of the candidate)

**Registrar**  
**Dhanamanjuri University**  
**Manipur**



**ANNEXURE – E**  
[see Clause 19 (iv)]



**DHANAMANJURI UNIVERSITY**  
**MANIPUR**

**PLAGIARISM CHECKED CERTIFICATE**

Name of the Scholar	
Course of Study	
Name of the Supervisor	
Department	
Submitted document ID	
Date of Submission	
Title	
Percentage of Similarity	
Acceptable Maximum Limit	

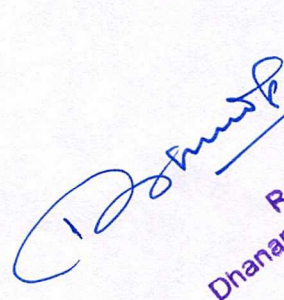
Signature of Research Scholar

Signature of Supervisor

Head of the Department

University Librarian

Dean, School of Studies

  
Registrar  
Dhanamanjuri University  
Manipur



ANNEXURE – E.1  
(see Clause 21.i)



DHANAMANJURI UNIVERSITY

MANIPUR

FORMAT FOR EVALUATION REPORT OF Ph.D. THESIS

**Recommendation on Ph. D. Thesis**

1. Name of the candidate:.....

2. Title of the thesis:.....

.....

.....

**IMPORTANT:**

*The Examiner is requested to send the Evaluation Report within two (2) months of receipt of the Thesis and to clearly state his/her recommendation in Clause No.2 below:*

**a) General and critical assessment of the thesis (Please use a separate sheet)**

*The examiner is expected to examine the thesis specifically with a view to judge whether the thesis is a piece of research work characterized by:*


- i) discovery of new facts, or*
- ii) a fresh approach towards interpretation of facts or theories, or*
- iii) a distinct advancement in the subject.*

*The examiner may also give his/her opinion about the candidate's ability for critical examination and sound judgment. A detailed report on the strengths and weakness of the thesis is most essential.*

**b) Recommendations:**

The examiner will state categorically whether in his/her opinion, the thesis should

- i) be accepted for the award of the Ph.D. degree.
- ii) be accepted for the award of the Ph.D. degree subject to clarification of certain points at the time of Viva Voce.  
(Please enclose the points)
- iii) be referred to the candidate for revision. (Please enclose those suggestions for the revision)
- iv) be rejected for the award of the Ph.D. degree (Please enclose comments).

  
Registrar  
Dhanamanjuri University  
Manipur



**Recommended (in words):**

.....  
.....  
.....  
.....  
.....

**c) Publication Potential of the thesis in the form of a book:**

**d) Questions for Viva Voce (if the examiner likes to suggest):**

(Please use additional sheet, if necessary)

(Signature of the examiner with date)

Name:.....

Address:.....

Phone/Cell Phone No:

Fax no./E-mail id:

  
Registrar  
Dhanamanjuri University  
Manipur



ANNEXURE – E.2

[see Clause 21.vi]



**DHANAMANJURIUNIVERSITY MANIPUR**

**FORMAT FOR EXAMINER'S REPORT ON REVISED  
THESIS**

**Recommendation on Revised Ph. D. Thesis**

(1) Name of the candidate:

(2) Title of the thesis:

i. Recommendations:

The examiner is requested to give a detailed report on separate sheet with signature and to clearly state one of the following:

a) The thesis should be accepted for the award of the Ph.D. degree.

b) The thesis should be rejected (Please give comments) Recommended in words:

ii. Publication Potential of the thesis:

iii. Questions for Viva Voce (if the

examiner likes to suggest):

(Please use additional sheet, if necessary)

**(Signature of the Examiner with date)**

Name:

Address:

Phone/Cell Phone No:

Fax no./E-mail id

  
Registrar  
Dhanamanjuri University  
Manipur





BIHAR JOURNAL UNIVERSITY MATRICK

FORMAT FOR EXAMINER'S REPORT

Recommendation on Report by: D. Thesis

(1) Name of the candidate

(2) Title of the thesis

(3) Recommendation

The examiner is requested to give a detailed report on the thesis in this form and to send it to the office of the Registrar, Bihar Journal University, Patna. The thesis should be accepted for the award of the B.A. degree in the following cases: (a) The thesis should be accepted if the candidate has shown a high standard of research and originality in the work.

(b) The thesis should be accepted if the candidate has shown a high standard of research and originality in the work.

(c) The thesis should be accepted if the candidate has shown a high standard of research and originality in the work.

(d) The thesis should be accepted if the candidate has shown a high standard of research and originality in the work.

(e) The thesis should be accepted if the candidate has shown a high standard of research and originality in the work.

(f) The thesis should be accepted if the candidate has shown a high standard of research and originality in the work.

Name

Address

Phone No.

Signature

Registrar  
Bihar Journal University  
Patna