



COUNCIL FOR SOCIAL DEVELOPMENT
(A Research Institute Supported by Indian Council of Social Science
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Southern Regional Centre, Hyderabad - 500 030
<http://www.csdhyd.org>



MAHATMA GANDHI UNIVERSITY
Nalgonda – 508254
(Accredited with 'B+' Grade by NAAC)

Collaborative Ph.D. Programme Rules and Regulations

Council for Social Development (CSD), Hyderabad has entered into a Memorandum of Understanding (MoU) with Mahatma Gandhi University, Nalgonda (MGU), for offering the Degree of Doctor of Philosophy (Ph.D.) in the disciplines of Economics/Sociology/Anthropology/Social Work/Public Administration/Political Science/Statistics with emphasis in Econometrics/Commerce and Business Management with specialisation in Development Studies. This is being initiated from the current academic year of 2024-2025 to undertake full-time research under the supervision of faculty at CSD, Hyderabad. The Ph.D. programme is offered under the overall supervision and guidance of a Research Advisory Committee (RAC). The Regional Director of CSD, Hyderabad is the Chairman of the RAC and its members include nominated faculty members of MGU, Nalgonda and CSD, Hyderabad. The RAC acts as academic council in academic matters to run the programme through proper guidelines set in the MoU.

The certification will be given as follows: Ph.D (in concerned discipline) with specialisation in Development Studies.

1. Eligibility criteria for admission to the Ph.D. Programme:

The admission shall be based on the criteria notified by the UGC guidelines (No.F.4-1 (UGC-NET Review Committee)/2024(net)/140648, March 27, 2024/7).

The candidates are eligible for Admission to Ph.D. from the following three categories:

Category-1: Eligible for (i) admission to Ph.D. with JRF and (ii) appointment as Assistant Professor.

Category-2: Eligible for (i) admission to Ph.D. without JRF and (ii) appointment as Assistant Professor.

Category-3: Eligible for admission to Ph.D. programme only and not for the award of the JRF or appointment as Assistant Professor.

In addition to these basic eligibility criteria, the candidates must have completed:

- I. A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme.
OR
 - II. A 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme.
OR
 - III. Any other qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body
and
1. The candidate must have 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 the educational institution.
 2. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Persons with Disabilities (having more than 40% disability), Economically Weaker Section (EWS) and other categories of candidates as per the decision of the University Grants Commission (UGC) from time to time.
 3. The eligibility for admission of a foreign student who did his/ her P.G. course in a foreign country/ in an Indian University to the Ph.D. programme of MGU, Nalgonda is decided by the Ph.D. Admission Committee of the concerned Faculty on the basis of the course content (the detailed syllabus) of the candidate in their P.G. Degree. Further he/she shall submit a filled in application form to the Regional Director, CSD, Hyderabad with a comprehensive research proposal which includes the title of the research proposal, literature survey, objectives, work elements / research methodology and expected results. The Ph.D. Admission Committee shall screen the candidates' eligibility to pursue the Ph.D. programme.

2. Duration of the Programme:

The duration of the collaborative Ph.D. programme is designed as per the guidelines of MGU, Nalgonda as follows:

1. Ph.D. Programme offered by CSD, Hyderabad under the MoU with MGU, Nalgonda is a full-time study programme and shall be for a minimum duration of three years.
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 Higher Educational Institution concerned; provided, however, that 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.
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.

4. Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240days in the entire duration of the Ph.D. programme.

3. Criteria for Merit for admissions:

The candidates who have applied based on the notification advertised by CSD, Hyderabad are selected based on the following criteria:

i. PG Level (10 Marks):

10 Marks: 80% and above

8 Marks: above 70% and below 80%

6 Marks: above 50% and below 70%

ii. Scholastic Competitiveness (10 Marks):

10 Marks: Category-1: Eligible for (i) admission to Ph.D. with JRF and (ii) appointment as Assistant Professor.

8 Marks: Category-2: Eligible for (i) admission to Ph.D. without JRF and (ii) appointment as Assistant Professor.

6 Marks: Category-3: Eligible for admission to Ph.D. programme only and not for the award of the JRF or appointment as Assistant Professor

iii. 10 Marks for Interview Performance and Research proposal

4. Allocation of Research Supervisor :

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

Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institutions with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research supervisor.

The faculty enrolled at CSD, Hyderabad is recognised as research supervisors as per the above criteria followed by MGU, Nalgonda. As per this and the UGC guidelines, 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.

Co-Supervisors from other institutions may be permitted with the approval of the MGU, Nalgonda. In case of interdisciplinary/multidisciplinary research work, if required, a co-Supervisor from outside the Department/School/Centre/College/University may be appointed, wherein, the research supervision has to be approved by the MGU, Nalgonda by following proper procedure.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

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.

Faculty members with less than three 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.

The Supervisor/ Co-Supervisor of the candidate once allotted and approved shall not ordinarily be changed. However, the Dean may, after ascertaining the facts, permit change of Supervisor/Co-Supervisor in exceptional circumstances like demise / non-availability of the approved Supervisor/Co- Supervisor for a continuous period of six months or more due to ill health or residence outside India. Such a change in Supervisor/Co-Supervisor is permitted only once. All requests for change of supervisor/Joint Supervisor should originate from the candidate with necessary documentary evidence.

The research supervisor, who retires or leaves the University/Institution, as the case may be, shall normally be permitted to guide candidate(s) already registered with him/her.

5. Details of Course Work :

After provisional admission into the Ph.D. all the registered candidates shall take up the Ph.D. course work at the CSD, Hyderabad for a period of one semester and this is mandatory.

The Ph.D. course work shall comprise of three theory papers:

Paper 1: Research Methodology (5 Credits): Common to all the candidates admitted to CSD, Hyderabad. The syllabus of this paper includes the research techniques/ methods of the concerned subject.

Paper 2: Broad field of specialization (5 Credits): The syllabus of this paper includes the current concepts/trends in the concerned specialization of the subject.

Paper 3: Research and Publication Ethics (2 Credits): The syllabus of this paper includes: Philosophy and Ethics, scientific Conduct, Publication Ethics, Open access publishing, Publication Misconduct, Databases and Research Metrics. Common to all candidates admitted to CSD, Hyderabad.

The candidate has to appear for an examination (the Ph.D. course work examination) in these three papers which have a weightage of 100 marks for papers 1 & 2 and 50 marks for paper 3.

- a) The papers shall have 60 contact hours of classes for papers 1 & 2 and 30 contact hours for paper 3.
- b) The faculty for these classes will be arranged by the Regional Director, CSD, Hyderabad.

The research scholars shall attend a minimum of 75% classes to appear for the course work examination.

The candidates who could not attend a minimum of 75% of the classes shall not be eligible to appear for the course work examination and they have to attend the classes again along with the next batch of students.

All Ph.D. scholars, irrespective of discipline, shall be required to train in research related to their chosen Ph.D. subject during their doctoral period. Ph.D. Scholars may also be engaged in research projects of CSD, Hyderabad to acquire independent research skills.

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. Re-examination may be conducted ONLY ONCE for those who do not obtain a minimum of 55% marks. The admission will be cancelled if the candidate fails to qualify in the re-examination.

6. Change of topic of research area of Ph.D. Thesis

The Regional Director, CSD, Hyderabad may permit the modification in the topic of research, provided the candidate has applied for it before he/she passed the course work Examination. His/her request must be recommended with due justification by the Research Supervisor and the RAC. However, such a modification is permitted only once. Any change in the topic of area of research area shall not be permitted after the candidate has passed the course work examination.

7. Modification of the title of Ph.D. Thesis :

The Regional Director, CSD, Hyderabad may permit the modification in the title of the Ph.D. thesis. Candidate's request must be recommended with due justification by the Research Supervisor and the RAC of each scholar. However, such a modification is permitted only once.

Candidates seeking the change of topic of research or the title of the thesis have to pay the prescribed fee for each of the above.

8. Seminar presentations :

During the tenure of the Ph.D. programme, a Research scholar shall give three seminars where the candidate is registered.

The first one, which is designated as “Research Design Seminar” will be a comprehensive literature review of the research topic and the plan of work and is presented after the completion of Ph.D. course work examination.

The second one is “Research Progress Seminar” where the candidate presents the progress of his/her research work.

The last seminar designated as “Pre-Submission Seminar” is presented by a candidate whose thesis is ready for submission. This seminar deals with the entire Ph.D. work carried out by the scholar and any feedback, comments and suggestions from the participants be included in the final manuscript of the thesis. The draft copy of the thesis must be available during this presentation. After successful completion of pre submission seminar, the Ph.D. student/scholar has to submit the thesis within a period of three months from that date. For all the above seminars, the Regional Director, CSD, Hyderabad members of RAC, Chairperson, BoS and Research Supervisor of the candidate shall certify result of the seminars and these three certificates (Research Design Seminar, Research Progress Seminar and Pre-Submission Seminar) must be enclosed at the time of thesis submission. A minimum of six (6) months gap must be there between any two seminars.

9. Research Advisory Committee and its Functions :

There shall be a Research Advisory Committee or an equivalent body as defined in the Statutes/Ordinances of the MGU, Nalgonda for each Ph.D. scholar. 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.

RAC shall consist the following five (5) members:

1. The Regional Director, CSD, Hyderabad
2. Chairperson, Board of Studies
3. Faculty members from MGU, Nalgonda and CSD, Hyderabad

4. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee.

Each semester, a Ph.D. scholar shall appear before the RAC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The RAC shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Regional Director, CSD, Hyderabad. A copy of such recommendations shall also be provided to the Ph.D. scholar.

In case the progress of the Ph.D. scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the RAC may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

10. Cancellation of Ph.D. admission/registration

The Regional Director, CSD, Hyderabad may recommend cancel the registration of Ph.D. scholar to the University, if the candidate fails to satisfy the conditions stipulated in the admission order, within the prescribed period through reviewing the progress reports of RAC.

The Regional Director, CSD, Hyderabad may recommend to cancel the registration of a Ph.D. scholar to the University on the recommendation of the Supervisor and RAC under any one or more of the following circumstances:

- i. 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. Re-examination may be conducted ONLY ONCE for those who do not obtain a minimum of 55% marks. The admission will be cancelled if the candidate fails to qualify in the re-examination.
- ii. Where the progress of the research work has been reported to be unsatisfactory in two consecutive half-yearly reports or when two consecutive progress reports are not submitted.
- iii. Where a candidate discontinues his/her research, and/or where he/she has applied for employment without obtaining the written permission of the Regional Director, or when he/she accepts any appointment without the written consent of the Regional Director, CSD, Hyderabad.

CSD, Hyderabad through RAC's review reports may recommend the cancel the admission of a research scholar at any time for proven misbehavior or misconduct in the institute or elsewhere.

If a research scholar is found guilty of committing any irregularity, malpractice, plagiarism etc.. in research, his/her result will be withheld / cancelled by the University based on the Regional Director's (CSD, Hyderabad) information, even after the publication of the result.

11. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.

Upon satisfactory completion of course work and obtaining the marks/grade prescribed in section (5) of above, the Ph.D. scholar shall be required to undertake research work.

A full-time research scholar is eligible to submit his/her Ph.D. thesis after completing three (3) years of research from the date of joining in to the Ph.D. programme.

A research scholar whose registration has expired/cancelled, is not eligible to submit the thesis.

Before submitting the dissertation/thesis, the Ph.D. scholar shall make a pre- submission seminar presentation before the RAC of CSD, Hyderabad, which shall also be open to all faculty members and other research scholars/students.

Checking of thesis for anti- plagiarism is compulsory before submitting the thesis. The similarity index and the other guidelines to detect plagiarism of Ph.D. thesis shall be as per the University norms which will be issued from time to time.

A Ph.D. scholar shall submit 4 soft bound copies of the thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.

A thesis submitted for adjudication shall conform to the following specifications:

It must be typed on one side of A4 size paper using font “Times New Roman”, font size 12 with 1.5 line spacing. For drawings and maps, these restrictions do not apply. Binding should conform to the norms fixed by the University Library.

Three independent examiners appointed for the purpose by the Regional Director, CSD, Hyderabad and confirmed by the Vice-Chancellor, MGU, Nalgonda shall do the adjudication of the thesis. The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of CSD, Hyderabad and MGU, Nalgonda or its affiliated colleges. Such examiner(s) should be academics with a good record of scholarly publications in the field.

One of the external examiners may be chosen from outside Telangana or India and one may be chosen from Telangana.

The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted offline/online. The viva-voce shall be open to the members of the RAC/faculty members/research scholars, and students.

The Research Supervisor of the candidate shall submit 6 copies of the synopsis of the thesis along with a panel of 12 examiners (10 copies) in a cover marked “confidential” to the

Regional Director, CSD, Hyderabad and forwarded to Chairperson, Board of Studies at least one month before the actual submission of the Ph.D. thesis. Chairperson, BoS shall take the approval of the members of the BoS for panel of examiners suggested by the supervisor.

Out of the panel of 12 examiners, 9 are to be identified from outside the Telangana state, and not more than one from the same institution/3 from the same state. The panel of names is to be submitted with all particulars, like complete address, e-mail ID, telephone number in the prescribed proforma.

The Chairperson, Board of Studies, shall then forward the approved panel of 12 names along with the 6 copies of the Synopsis for further action to the Controller of Examinations within a fortnight.

Ph.D. Supervisors recognized by MGU, Nalgonda and persons related to the candidate shall not be included in the panel of Examiners.

In case a candidate does not submit the thesis within 6 months from the date of approval of the panel, the panel lapses and a new panel has to be suggested.

The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

The University will complete the entire process of evaluating a Ph. D. thesis, within a period of six (6) months from the date of submission of the thesis.

12. Issue of Provisional Certificate

Prior to the actual award of the Ph.D. degree, MGU, Nalgonda shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.

13. 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 Higher Educational Institution concerned 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.