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Ref. No..... 13/2781

Dated ..... 05/10/2024

To

All Head, University Departments,  
B.R. Ambedkar Bihar University, Muzaffarpur

**Subject:-** Implementation of B.R. Ambedkar Bihar University Research/Ph.D.  
Policy, 2024-Reg.

**Ref. No. :-** बी. एस.यू.(रेगुलेशन) 05/2010-1141 य. स. (I) दिनांक 12.07.2024

बी. एस.यू.(रेगुलेशन) 05/2010-1166 य. स. (I) दिनांक 16.07.2024

Sir/Madam,

With reference to the subject noted above, I am directed to inform you that the Vice-Chancellor, after due consideration of the recommendations of the examination board held on September 4<sup>th</sup>, 2024, has been pleased to approve the B.R. Ambedkar Bihar University Research/Ph.D. Policy, 2024 which will remain effective from PAT 2023 and prevail over the past notifications in this regards.

Yours faithfully

Aprajita Krishna  
5/10/24

Registrar

**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY**  
**MUZAFFARPUR**



**Babasaheb Bhimrao Ambedkar Bihar University**  
**Research/Ph.D. Policy, 2024**

**Babasaheb Bhimrao Ambedkar Bihar University Research/Ph.D. Policy, 2024**

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## **Babasaheb Bhimrao Ambedkar Bihar University Research/Ph.D. Policy, 2024**

### **1. Introduction**

The present document related to the admission to the Ph.D. (Doctor of Philosophy) program to the award of Ph.D. degree shall be called **Babasaheb Bhimrao Ambedkar Bihar University Research/Ph.D. Policy, 2024**. All the activities of research scholars shall be regulated by the provisions of this policy. The Controller of Examinations will keep all the data and records in secure manner. The Policy, based on the National Education Policy, 2020, incorporates the guideline issued by the University Grant Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022; Governor's Secretariat, Patna, Letter No. BSU (Regulation)-05/2010-1141 R.S. (I) dated 12/07/2024 and BSU (Regulation)-05/2010-1166 R.S. (I) dated 16/07/2024. The Controller of Examinations will keep all the data and records in secure manner.

### **2. Eligibility for Admission**

**2.1** Candidates who have studied the relevant subject in the qualifying degree under the pattern of 10+2+3+2 / 10+2+5 / 10+2+4+1 under NEP-2020, having secured,

- (i) a minimum of 55% marks or equivalent grade at Masters level OR
- (ii) a minimum of 75% marks or equivalent grade under 10+2+4 (under NEP-2020 with relevant relaxation prescribed by UGC) and acquired qualifications as prescribed by the University for admission to the Ph.D. programme offered by the Schools/ Departments /Faculty of Arts, Social Sciences, Sciences, Commerce and Management, Education and such other disciplines of B.R. Ambedkar Bihar University, Muzaffarpur.

**2.2** Candidates of Indian origin or overseas students who have qualified for a Master's Degree of an accredited overseas university, having secured a minimum of 55% marks (or equivalent grade).

**2.3** Assistant, Associate and Professors, who have been appointed in substantive permanent post in UGC pay scale in the teaching department of BRABU or its constituent colleges after their probation and with **granted leave for the course work** to do Ph.D. shall also be eligible.

### **3. Mode of Admission**

**3.1** Admission for Ph. D. programmes shall be advertised in leading newspapers and also in the University's website.

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- 3.2 The candidates seeking admission have to fill in the prescribed admission form and submit the same within the prescribed date specified in the admission notification. The admission shall be based on the criteria notified by the University.
- 3.3 In light of the guidelines issued by the Governor's Secretariat, Patna, Letter No. BSU (Regulation)-05/2010-1141R.S. (I) dated 12/07/2024 and BSU (Regulation)-05/2010-1166 R.S. (I) dated 16/07/2024, the 50% of the total vacant seats (following the reservation roster) of Ph.D. program shall be filled up by the candidates who had passed UGC-NET/UGC-CSIR NET/GATE/CEED and similar national test with NET score.
- 3.4 The rest 50% of the total vacant seats (following the reservation roster) shall be filled by an entrance examination, Ph.D. Admission Test (PAT), organised at the level of University and exempted candidate from clause 2.3.
- 3.5 No. of seats left vacant under clause no.3.3 will be filled by clause no. 3.4.
- 3.6 The short-listed/passed candidates from above clause 2.3, 3.3 and 3.4 shall have to appear for an interview/Viva-Voce in PhD Admission Committee, where candidates are required to discuss their research interest through a presentation before a duly constituted Ph.D. Admission Committee. The Committee shall scrutinize the academic, professional and research potential of the candidates. The final result shall be based on candidates' academic score and performance in interview/ Viva-Voce. A minimum of 30% marks must be secured in interview for eligibility in merit list.
- 3.7 The Ph.D. Admission Committee shall consist of 1) Dean of the respective faculty 2) Head of the concerned department 3) two senior most professors of the department, and 4) one experts of the discipline/interdisciplinary from other university.
- 3.8 Mere possession of required educational and other qualifications and being called for interview alone cannot be claimed as a right for admission to the Ph.D. programme.
- 4. Duration of the Programme**
- 4.1 The duration of the Ph.D. programme shall be a minimum period of three years from the date of announcement of PhD Admission result, which will be considered effective date of registration or date of provisional registration.
- 4.2 The maximum time limit for submission of the Ph.D. thesis from the date of provisional registration is six years. However, a maximum of two extensions of one duration each shall be given at the discretion of the Vice- Chancellor on the recommendation of the Departmental Research Committee, Head and Dean of the Faculty.

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4.3 The women candidates and Persons with Disability (more than 40% disability under Bihar Govt. rule) shall be allowed for relaxation in the maximum duration as per the guidelines issued by the UGC, Governor Secretariat and Government of Bihar.

4.4 The total period for completion of Ph.D. programme should not exceed eight years from the date of admission in the Ph.D. programme in any case.

## 5. Course of Study

5.1 After the admission/ provisional registration to the Ph.D. program, candidates shall have to study and pass the Course Work, consisting of courses on Research Methodology, Computer Applications and Discipline specific paper, during the first year.

5.2 There would not be a separate post of Ph.D. Coordinator in the Departments to conduct the course.

5.3 Minimum number of the credit requirement for the Ph.D. programme should be at least 12 credits and a maximum of 16 credits.

5.4 A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 10-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis.

## 6. Allocation of the Supervisor

6.1 The Head of the Department shall provide the details of faculties, interested in supervising students, along with their specialisation among researchers. Researchers shall have the option to give 3 names as possible supervisors to the Head of the Department. The name of the supervisor shall be finalised during first month of the Course-Work, preferably, so that the candidate may start work on their research interest.

6.2 Any regular Professor/Associate Professor of the University/ College, with at least five research publications in UGC-CARE/Scopus/SCI journals and any regular Assistant Professor of the university/college with a Ph.D. degree and at least two research publications in UGC-CARE/peer-reviewed/refereed journals may be recognized as Research Supervisor.

6.3 In the case of topics which are inter-disciplinary and where the Departmental Research Council concerned feels that the expertise in the Department has to be



supplemented from outside, the Department may appoint a Co-Supervisor from outside the Department/Faculty/College/University on such terms and conditions as may be specified and agreed upon by the consenting Institutions. In specific cases of a formal institutional collaboration based on the MoUs, the University may approve a faculty member as Research Supervisor/Co-Supervisor for a Ph.D. candidate from the collaborating institution. Co-supervisor outside B.R. Ambedkar Bihar University must possess qualification and rank equivalent to or greater than that of Associate Professor.

- 6.4** A Research Supervisor/Co-Supervisor who is a Professor cannot guide more than eight (8) Ph.D. scholars at any given point of time. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars (including co-supervision) and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.
- 6.5** One additional research scholar can be allotted to each supervisor over and above the allotted number provided the Research Supervisor is implementing a major sponsored research project. Further, each Research Supervisor/Co-Supervisor can guide two international students on a supernumerary basis. At any point of time the total number of candidates under a research supervisor shall not exceed the number as prescribed above including the candidates under co-supervision.
- 6.6** The Research Supervisor should declare the number of Ph.D. scholars registered with him/her periodically to the University. He/she cannot increase the number by using recognition from multiple universities/colleges. Vacancy shall be reckoned on the submission of the Thesis.
- 6.7** Faculties after superannuation shall not be able to supervise new students. In case of supervisor superannuation, student can request for co-supervisor to be allotted.
- 6.8** Based on the recommendation of the Departmental Research Council, Head and Dean, the Vice- Chancellor may approve a change of Supervisor under conditions such as non-availability of the Guide or any other extraordinary condition.
- 7. Departmental Research Council**
- 7.1** The Departmental Research Council (DRC), consisting of all the Professors, one Associate Professor and one Assistant Professor of the Department, shall suggest and finalise the topic/theme and synopsis of the research after the successful completion of the Course-Work.



7.2 The Department Research Council may also give their suggestion in allocating Supervisor/Co-Supervisor on record.

7.3 All Synopsis approved by the DRC will be placed before the PG Research Council (PGRC) for the approval of Ph.D. registration.

7.4 A Research Scholar shall appear before the DRC at least once in a year to make a presentation of the progress of his/her work for evaluation and further guidance.

## **8. Cancellation of Registration**

8.1 Registration may be cancelled on recommendations of the DRC, based on the lack of progress as reported by the Guide, and also after giving due opportunity to the Candidate for defending his/her case.

8.2 In case the progress of the Research Scholar is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the Research Scholar fails to implement these corrective measures, the DRC may recommend with specific reasons the cancellation of the registration of the Research Scholar.

## **9. Pre-Submission Seminar**

9.1 Before the Submission of thesis, there shall be a public presentation of the research work carried out by the researcher.

9.2 The notice of pre-submission seminar shall be circulated on the university website before a week. Draft thesis will be submitted in the department for circulation among faculties before the notice for Pre-Ph.D. presentation.

9.3 The DRC shall endorse small changes in the title of the Thesis, if any proposed by the Candidate and the Supervisor.

9.4 The Thesis shall be submitted after one month, but before the completion of 6 months from the date of the Pre-Submission Seminar.

9.5 The DRC and Dean, may give a maximum of two extensions of three months with the approval of the Vice-Chancellor for submission of thesis after pre-submission presentation.

## **10. Submission of Thesis**

10.1 The Ph.D. programme culminates with the submission of a Thesis of a substantial work of original research carried out by the Candidate under the guidance of the Supervisor. It is expected to be potentially publishable and stand peer review.

10.2 The DRC, after examining the progress made by the Candidate, and incorporation of changes suggested in Pre-PhD seminar, shall recommend the submission of the Thesis.

*Dr. R. S. Rao*



- 10.3** There should be a minimum of two presentation related to research area in National/International Seminar and two research papers published in the UGC-CARE journal (wherever applicable) before the submission of thesis. The publication of research papers must carry the name of research scholar and supervisor(s).
- 10.4** A copy of thesis comprising chapters only (omitting references, preface, Certificate by the Supervisor, Acknowledgments, Table of Contents, List of Figures, List of Tables) should be submitted in single space for scrutinization by a software / gadget approved by the University to detect plagiarism and other forms of academic dishonesty. It must be submitted by official e-mail of Head of the Departments with CC to supervisor and student. While submitting for evaluation, the thesis shall have an undertaking from the Research Scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
- 10.5** The Candidate shall submit four copies of the thesis in softbound form along with synopsis and soft copy in a CD/Pen Drive to the Controller of Examinations for evaluation by the Experts.
- 10.6** The thesis should consist of cover page, Declaration by the Candidate, Certificate by the Supervisor, Acknowledgments, Table of Contents, List of Figures, List of Tables and other related matters.
- 10.7** The cover page, preferably in maroon colour in consonance with the university logo, should be written in Times New Roman, 14 fonts (English) or Kruti Dev/Dev Lys, 16 fonts (Hindi). The maximum length of the thesis should not ordinarily exceed 250 foolscap pages, the font to be used for the thesis for uniformity is "New Times Roman" of size 12 or Kruti Dev/Dev Lys of size 14 with margin left 1.5, Right 1, Top 1 and Bottom 1 with 1.5 line spacing (typed matter) excluding bibliography, tables and diagrams.
- 10.8** The candidate should follow the Chicago Manual Style, MLA, IEEE and any other style approved by the Department
- 10.9** Candidates needs to include 02 published papers or monographs along with the thesis.

*OK*

**Sample of Cover Page**

**TITLE OF THESIS**

*A Thesis submitted to the Babasaheb Bhimrao Ambedkar Bihar University in partial  
fulfilment of the requirements for the award of the degree of*

**DOCTOR OF PHILOSOPHY**

**IN**

**DISCIPLINE**

**by**

**Name of the Candidate**

**Under the guidance of**

**Full name of the Supervisor**

**Academic Designation (Assistant Professor etc)**

**(No Administrative Designation like Head, Director, Dean etc)**

**Logo of the University**

**NAME OF THE DEPARTMENT**

**NAME OF THE FACULTY**

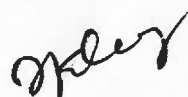
**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY**

**MUZAFFARPUR**


**Month & Year**

**11. Adjudication of the Thesis**

- 11.1** The Ph.D. thesis submitted by a candidate shall be evaluated by his/her Research Supervisor and two external examiners who are experts in the field and not in employment of the University. Such examiners should be academics with a good record of scholarly publications in the field.



- 11.2 The DRC shall approve the names of the Panel of External Examiners (minimum 10 and include at least 05 from outside the state), suggested by the Supervisor at the time of thesis submission for its evaluation. This Panel will be forwarded by the Head and Dean of the Faculty to the Vice-Chancellor through the Controller of Examinations. The Committee shall ensure that all the Examiners are of **high standing in the field of the research** of the Candidate with at least 10 UGC-Care listed research papers to their credit. One of the external examiners should be chosen from outside India except in certain subjects like Languages.
- 11.3 The final list of Examiners shall be approved by the Vice-Chancellor.
- 11.4 The Examiners who value the Thesis shall report on the merit of the candidate for the Ph.D. Degree as follows:
- i. The Thesis be accepted for the award of the Ph.D. degree in the present form.
  - ii. The Thesis be accepted for the award of the Ph.D. degree after minor corrections /revisions.
  - iii. The Thesis can be passed after obtaining clarifications at the time of Viva-Voce.
  - iv. The Thesis be revised and resubmitted for evaluation.
  - v. The thesis be rejected
- 11.5 If the Thesis is approved, each Examiner may ask clarifying questions, if any, to be answered at the time of Viva-Voce.
- 11.6 When Examiners differ in their opinion while evaluating the Thesis: In case, all the three examiners or two out of three examiners have not commended, the Thesis shall be rejected and the registration cancelled. In case, one of the three Examiners has not commended, then, the Thesis shall again be referred to a fourth Examiner either from the state or outside the state as the case may be. If the fourth Examiner gives positive recommendation for the Thesis, the Candidate shall be allowed to appear for the Viva-Voce examination. If the fourth Examiner does not recommend the Thesis, it shall be rejected and registration gets cancelled.
- 11.7 Once all the reports are received by the Controller of Examinations, he/she shall forward them in a sealed cover to the Supervisor
- 11.8 If the Examiner / Examiners insist on any correction / revision to be made in the Thesis, the same shall be made by the Candidate before the public Viva-Voce Examination and certified by the Supervisor and the DRC.



**11.9** The Candidate should revise and re-submit the thesis within the shortest possible period – in any case not later than one year from the date of the communication of the notice from the University.

**11.10** The Supervisor shall send specific recommendations along with a consolidated report endorsed by the DRC, to the Controller of Examinations through the Head and the Dean with a request for permission to conduct viva-voce examination.

## **12. Viva-Voce Examination**

**12.1** The Supervisor and one of the external examiners who evaluated the Thesis shall conduct the public Viva-Voce Examination. In case both the external examiners who evaluated the Thesis are not available, the University may appoint an alternate examiner, preferably from the panel previously submitted, for conducting the Viva.

**12.2** The Supervisor shall fix the date and time of the Viva-Voce in consultation with the External Examiner appointed by the University for conducting the Viva- Voce Examination. The Supervisor shall give wide publicity and at least 07 working days' notice for scheduling this Examination. The notification for viva-voce examination should be updated on the university website.

**12.3** The maximum time limit for conducting the Viva- Voce shall be three months from the date of consolidation of reports. If the Candidate fails to take the Viva-Voce within three months on valid grounds, the Vice-chancellor can permit two three-month extensions on specific request from the Supervisor through the Doctoral Committee, HoD and the Dean. If the candidate fails to take the Viva-Voce even after the extension, the Ph.D. registration gets cancelled.

**12.4** After conducting the Viva-Voce Examination, the Supervisor shall send the minutes of the viva-voce examination with the result of this Examination to the Controller of Examinations, through the HoD and Dean, A candidate who is successful in the public Viva-Voce Examination shall be declared to have provisionally qualified for the Ph.D. degree.

**12.5** After the final Viva-Voce Examination, the Candidate shall submit four copies of the thesis in hard bound form to the office of controller of examinations.

**12.6** A Candidate, who is not successful in the public Viva-Voce Examination, may be permitted to undergo the Viva-Voce Examination a second time, within a period of four months. In the event of he / she is failing again, his / her candidature for the Degree will be rejected.

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### **13. Award of Degree**

The University shall consider the reports and decide whether the Candidate is worthy of the Degree of Doctor of Philosophy and may take further action in accordance with such a decision.

### **14. Publication of Thesis**

**14.1** The Thesis is a public domain document and the research embodied in the Thesis may be published in part in reputed journals or in the form of book. (b) 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

### **15. Power to Remove any Difficulty**

**15.1** Any disputes/difficulties in the conduct of the Ph.D. programme may be resolved by the concerned Dean in consultation with the Scholar, Guide, HoD and DRC Members.

**15.2** If necessary, the Dean may constitute a Committee to resolve the disputes/difficulties and the recommendations may be forwarded to the Vice-Chancellor for the final decision.

**15.3** The Vice-Chancellor/Academic Council has powers to remove any difficulty while implementing this programme, notwithstanding whatever said above.

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## 16. Annexure I (Fee Structure)

The fee structure for the Ph.D. program will be as follows:

### Indian Students

#### **Pre Examination:-**

- a. General Category: Rs 3000/
- b. OBC/SC/ST: Rs 2000/
- c. EBC/EWS/Women: Rs 2000/

#### **Post Examination:-**

- a. Admission fee after final selection: Rs 2000/
- b. Ph.D Registration fee: Rs 4000/
- c. Plagiarism fee: Rs 1000/
- d. Thesis submission fee: Rs 8000/
- e. Late submission fee: Rs. 2000/ annual
- f. Degree Fee: Rs 400/

*M. S. R.*  
7/9/23  
Controller of Examinations

