

BHARATHIAR UNIVERSITY :: COIMBATORE – 641 046

Research & Development Centre

**Regulation for the
Part-Time Ph.D. for Executives (Administration)
(Category-B)**



2013

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Part-time Ph.D. Programme for Executives under Category-B

1. PREAMBLE:

Bharathiar University is distinguished by high academic standards, experienced faculty and rigorous curriculum. The Executive Ph.D. programme exclusively facilitates I.A.S./I.P.S. and similar cadre at the Union Government Services and Corporate Executives working in India and abroad as well in order to achieve personal and professional enrichment and career advancement and executive researchers in turn, enrich and advance the lives of countless others they serve. As an accredited University, we believe that research knowledge is most valuable when put to use in organizations and communities.

The Executive Research Programme is designed in such a way as to have a research knowledge and exposure in a specific managerial and administrative fields, Two-day Research Workshop will be conducted for the Ph.D. aspirants at the Bharathiar University Campus and approved Centres in abroad. Appropriate guide lines shall be given to them.

Under this category, candidates who fulfill the eligibility criteria can register for Ph.D. programme under a Research Supervisor recognized by the Bharathiar University. The Research Supervisor under this category may work in the Bharathiar University Departments or in the Affiliated Colleges / Approved Research Institutions of Bharathiar University or Working in Colleges, Universities outside Bharathiar University area.

The Degree of Doctor of Philosophy for Executives (Administration) is awarded to a candidate who, as per these regulations, has submitted a thesis on the basis of original and independent research in the specified subject that makes a contribution to the advancement of knowledge, which is approved by duly appointed examiners.

2. a. ELIGIBILITY:

For purpose of admission to the Part-time Ph.D. for Executives (Administration) Programme (Category-B) (**not transferrable**) a candidate should have obtained any Master's Degree with a minimum of 55% marks (5% relaxation for SC/ST candidates) in the qualifying examinations under (10+2+3+2) / 11+1+3+2 system.

Further as per U.G.C. regulations, the candidate who has acquired less than 55% (50% in the case of SC / ST candidates) has to give an undertaking that he / she is not going for teaching positions.

Candidates, satisfying the eligibility criteria can register for Part-time Ph.D. (Category-B) for Executives (Administration), under a guide who can be chosen from a Pool of Research Supervisors selected by Bharathiar University.

2.b. Service Experience

At least three years working experience required at the managerial and administrative positions in a regular full time job in Government organization/Government undertaking/corporate sector and education Institutions, etc.

2.c. Age

Age limit for the candidate is 40 years and above for private and public sector undertaking officials on production of valid certificate for date of birth.

3. REGISTRATION:

Applications for admission to the Part -time Ph.D. for Executives (Administration) programme (Category-B) will be received throughout the year. However there will be two sessions for **provisional admission** as mentioned below:

<u>Last date for submission of application:</u>		
<i>Session I</i>	:	July Session – for applications received till 31st May
<i>Session II</i>	:	December Session – for applications received till 31st October

4. SELECTION PROCEDURE:

Selection of candidates for provisional admission shall be based on the following procedure:

A candidate seeking admission to Part-time Ph.D. for Executives (Administration) programme shall submit the application form **through proper channel** to the University along with a brief research proposal of 500 words attested by the guide, experience certificate and publications, if any shall be enclosed.

Selection shall be made based on the performance of the candidate in the written test and oral interview. The written test shall be arranged to examine research aptitude, grasp of the subject, intellectual ability and general knowledge of the prospective candidates for admission. Candidates who have passed UGC/CSIR/NET/SLET examinations shall be exempted from the Entrance Test but they shall have to take the oral interview.

Candidates will be short listed based on their performance in the Entrance Test and those who are successful in the Entrance Test shall be allowed for the oral interview. Those candidates who clear both the Entrance test and the subsequent Oral interview shall be considered for provisional admission to this programme.

5. ELIGIBILITY CRITERIA FOR RESEARCH SUPERVISOR:

Professors/Scientists/Researchers possessing Ph.D. Degree working in Universities/Affiliated Colleges/Research Institutions in India recognized by the Bharathiar University located within or outside Bharathiar University jurisdictions in India and abroad are eligible to act as research supervisor.

Moreover, total 10 years of teaching/research experience with minimum 3 years as HODship or a PG with Ph.D. with 3 years experience in administration such as I.A.S./I.P.S./Principal/Secretary/Chairman/ Directors/Deans/CEO's/CFO's/Managers/Executive Deans/Directors.

The candidate for Registration / Recognition as Research Supervisor should apply *separately* in the prescribed format available only in the University Website. Application fee for Part-time Ph.D. for Executives (Administration) under Category-B is ` 5,000/-.

6. POOL OF RESEARCH SUPERVISOR:

The applications of the Research Supervisors for Part time Ph.D. for Executives (Administration) will be scrutinized by the University. After this scrutiny the applicants will be registered as a Research Supervisor under the scheme and the names of Registered Research Supervisors will be included in the list of Research Supervisors and the same will be published in the University Website under the title of Pool of Research Supervisors for Part time Ph.D. for Executives (Administration).

7. MAXIMUM NUMBER OF CANDIDATES:

A Research Supervisor shall offer guidance for Ph.D. research work for the maximum of **eight** candidates at a time including full time and part-time research scholars. This maximum number must include the candidates, if any, who are being supervised by a research supervisor with Bharathiar University and other Universities, Colleges and Institutions. The Supervisor shall be required to give a declaration in the prescribed format (See Annexure: Form-1E & 2E) to this effect at the time of registration. Further, a Research Supervisor is not permitted to take more than three research scholars at a time for supervision and guidance under this scheme.

8. HONORARIUM for RESEARCH SUPERVISOR:

The University will pay to Research Supervisor a honorarium of Rs.30,000/- per candidate after submission of thesis/completion of Ph.D.

The Research Supervisor should be present at the time of the Doctoral Committee/ Review Meeting with the candidate for reviewing the progress of the research working done by the candidate.

A Research Supervisor has to give an undertaking that he/she will not exploit the candidate monetarily or for any other personal benefit for offering guidance and supervision.

The University reserves the right to withdraw the recognition given to research supervisor after due enquiry in the event of complaint received from candidates or to take suitable action to address the grievances of the candidate. If complaints of harassment in any form are reported by the candidate, the University shall cancel the recognition of guideship and the same will be informed to the institution or the Universities in which the supervisor is employed. The candidate will be shifted to other eligible guide.

If there is any complaint against the student and after due enquiry, the registration of the candidate can be withdrawn.

9. DURATION OF RESEARCH:

A candidate who has registered for Ph.D. programme on Part-time Registration with Post graduate qualification shall work for a minimum period of four years while the candidate possessed M.Phil. Degree shall work for a minimum period of three years.

Extension of time for submission of Ph.D. thesis shall be granted up to a maximum period of 2 years on payment of the fees prescribed from time to time. Such extension will be granted for a duration of 6 months in the first instance & additional three such extension may be granted for a total extension of 2 years with specific recommendation of the Supervisor concerned.

10. DOCTORAL COMMITTEE:

The members of the Doctoral Committee shall consist of

1. Research Supervisor (Convenor)
2. Subject Expert from Affiliated College / other Universities nominated by the Vice-Chancellor
3. One member of faculty from the respective discipline in University nominated by the Vice-Chancellor
4. HOD of the respective discipline (i.e. Social Sciences) in the University
5. Director, Research and Development Centre (Chairman)

A minimum of three members shall form the quorum for the Doctoral Committee Meeting. *Maximum limit for conduct of the Doctoral Committee is three. If the Doctoral Committee recommends, the scholars may be permitted to submit the thesis 6 months earlier in the stipulated research period.*

11. ATTENDANCE REQUIREMENTS:

The part-time scholars is required to have put in a minimum of 30 contact days in each year of his/her Ph.D. programme directly under Research Supervisor, in one / two/ three spells. The Research supervisor should certify in this regard.

The scholar (the candidate) should present his / her research work in the Doctoral Committee at least once in a year. Each year there will be a doctoral committee meeting. The candidate should present his / her annual progress report before the committee and carry out the suggestions or remarks of the committee in relation to his/her research work.

Before submission of the synopsis, the candidate should present his / her progress before the Doctoral Committee and he / she has to go by the advice of the committee to incorporate / modify further work to enrich the thesis and then submit the synopsis.

The Research Scholar must **maintain a record** or **diary of work done** which shall contain the details of work assigned, discussion etc. and the same shall be attested by the supervisor. This diary shall be presented at the annual review of the Doctoral Committee.

12. APPLICATION FOR PROVISIONAL REGISTRATION:

A Candidate shall apply in the prescribed application format available in the website. (application fee is `5,000/- not refundable).

The annual fee (not refundable) is ` **50,000/-** for candidates working in India and ` 1,00,000/- for foreign service *on deputation* of the I.A.S./I.P.S./I.A.F. and candidates working in corporate in India.

For **foreign candidates** the annual fee will be **US \$3,000** (three thousand US dollars) per annum.

A candidate has to keep his / her registration alive by paying the prescribed annual fee within the due dates. Delayed payment, if any, for a period up to **1 month** from the due date shall be accepted with a fine of `**3,000/-**.

Those candidates seeking **extension** for completion of the research work shall pay a fee of `**10,000/-** for each extension.

For candidates in India they should appear, along with their guides, before the Doctoral Committee.

For foreign candidates counseling will be done through video conferencing. Separate Committees may be formed for video conferencing of foreign candidates by paying prescribed fee.

13. CANCELLATION OF THE Ph.D. REGISTRATION:

- (a) In case of candidates (without M.Phil.) who do not successfully complete Part I course work of the Ph.D. programme within TWO years, their registration shall be cancelled by the University on the expiry of such period.
- (b) In case of such cancellation, the candidate shall be intimated about the grounds on which the registration is being proposed for cancellation.
- (c) In case of any representation from the candidate, the Director, Research & Development Centre shall refer the matter to the competent authority which may either suggest cancellation or change of supervisor depending on the merit of the case.

14. COURSE WORK, EXAMINATION AND EVALUATION:

14.1 Every candidate (without M.Phil.) provisionally registered for the Ph.D. Programme shall undergo course work in the first year. The Research Scholars must complete the course requirements normally within a period of 1½ years in order to proceed further with his/her Ph.D. research. The Registration shall be confirmed only after the completion of the course work (Part-I), but in any case not later than 2 years. Failure to complete the course work within the stipulated period shall entail automatic cancellation of registration.

The course work consists of the following:

Written papers (under Part I) (Same as Part I of M.Phil.) (available in the website):

- Paper I : Research Methodology
- Paper II : An advanced paper in Management & Administration
- Paper III : Background (special) Paper related to his / her Ph.D. Work.

The syllabi for Papers I, II, III will be framed by the University and shall be followed.

The examination may be conducted thro' online for foreign candidates by paying prescribed fee.

Candidates, who have completed M.Phil. in Social Sciences (i.e. Economics/Commerce/Sociology/Population Studies/Public Administration/Social Work/Management, etc. at the time of admission, shall be exempted in writing Paper-I & II of Part-I papers of the Ph.D. programme.

The course work will be evaluated by final examination. The candidate should take the Part-I Examination when conducted by the University. The schedule of examination is common for full time and part time research candidates and hence the candidates have to check with the office of the Controller of Examinations for the exact date of examinations. The **theory examination** for the said course work

(Part-I) shall be normally held in **Bharathiar University campus**. Foreign candidates registered under this category may also be permitted to write the same at the foreign centres, if any, approved by the Bharathiar University.

14.2 Thesis (under Part II):

Each candidate shall be required to choose a research problem in his / her chosen area of research specialization and submit a thesis incorporating the results of his / her investigation, carried out under the supervision of a recognized supervisor.

15. CHANGE OF SUPERVISORS AND TRANSFER OF SCHOLARS:

Transfer of Ph.D. scholars from one supervisor to another supervisor can be effected on the merit of the case with prescribed fee of `5,000/-.

16. CHANGE OF TOPIC / SPECIALIZATION:

Change of topic of research by the candidate is permitted in exceptional cases with prescribe fee of `5,000/-. The time limit fixed for change of topic of research in the Ph.D. Programme is as follows:

Within **twenty four months** from the date of registration, in case of candidates registered with **Master's Degree** qualification and within **eighteen months** from the date of registration, in case of candidates registered with **M.Phil.** qualification.

17. SUBMISSION OF SYNOPSIS AND THESIS:

17.1. SUBMISSION OF SYNOPSIS

- a) Candidate has to publish at least one research article pertaining to the research area in a referred journal before submission of Synopsis/Thesis.
- b) The candidates shall submit to the University, through his / her Supervisor, seven copies of the synopsis (not exceeding 6 pages) of the thesis proposed to be submitted by him / her, along with the prescribed fee through Bank of India Challan only, certificates etc, **as per instruction of the R & D Centre** before three months.

- c) While forwarding the SYNOPSIS, the Supervisor shall submit to the University, in a sealed cover, the prescribed panels of examiners with brief Curriculum –Vitae which must contain e-mail id and mobile number for evaluating the thesis and for the conduct of the Viva-Voce examination.
- d) Three months but not later than SIX MONTHS after the submission of the Synopsis and after the expiry of the minimum period of research prescribed, every candidate shall submit SIX COPIES of the thesis embodying the results of the research carried out by him / her along with the prescribed application fee.

17.2. SUBMISSION OF THESIS:

The title of the Synopsis and title of the Thesis shall invariably be the same. Format will be sent by the University over email to the scholar.

- a) The title page of the thesis, cover format, etc., should strictly conform to the format of presentation as **prescribed by the R & D Centre** and the thesis (all copies) should carry a declaration by the candidate and certificate duly signed and issued by the Supervisor. The thesis (not exceeding 250 pages) should NOT be **hard bound** and it should have a thin and flexible cover for submission.
- b) The Ph.D. Thesis/Synopsis may generally be written in English. However the thesis may be written in Tamil provided a translated copy of the Abstract/summary in English is also appended.
- c) (i) Candidates with only P.G. qualification shall be permitted to submit their thesis, within the period of six years but after 4 years from the date of Registration.
 (ii) Candidates with M.Phil. qualification shall be permitted to submit their thesis, within a period of five years, but after three years from the date of Registration.

(i) P.G. Degree holders		(ii) M.Phil. Degree holders	
Minimum Period	Maximum Period	Minimum Period	Maximum Period
4 years	6 years	3 years	5 years

- d) Every candidate shall submit with his / her application for the Ph.D. degree and the thesis, a declaration by himself / herself and a certificate from the supervisor in the prescribed formats, given below. An extra copy of each of the certificate and declaration, have to be submitted along with the thesis.

(i) DECLARATION

I.....hereby declare that the thesis, entitled “.....” submitted to the Bharathiar University, in partial fulfillment of the requirements for the award of the Degree of Doctor of Philosophy in is a record of original and independent research work done by me during from.....to under the supervision and guidance of Dr / Mr. / Ms, Department ofand it has not formed the basis for the award of any Degree / Diploma / Associateship / Fellowship or other similar title to any candidate in any University.

Date:

Signature of the Candidate

(ii) CERTIFICATE

This is to certify that the thesis entitled ".....", submitted to the Bharathiar University, in partial fulfillment of the requirements for the award of the Degree of Doctor of Philosophy in Administration a record of original research work done by Mr. / Ms. during the period from.....to of his/her study in the Research & Development Centre, Bharathiar University, Coimbatore-641 046 under my

supervision and guidance and the thesis has not formed the basis for the award of any Degree / Diploma / Associateship / Fellowship or other similar title to any candidate of any University.

Date:

Signature of the Guide
(with seal)

Countersigned

Director
Research & Development Centre

18. RE – REGISTRATION:

Candidates, who have not submitted the thesis at the end of the prescribed maximum period may be permitted to re-register under the same supervisor in the same topic with the payment of prescribed fees of `10,000/-. Under such instances, the re-registered candidate shall be permitted to submit his / her thesis after a period of ONE YEAR but not later than TWO Years.

For re-registered candidates with change of supervisor and / or topic of the thesis, the required period would be similar to that of freshly registered candidates.

20. PUBLICATION OF THE THESIS:

A thesis whether approved or not shall not be published in full without the permission of the Syndicate and the Syndicate may grant permission for the publication under such conditions as it may impose.

Provided that a candidate may during the course of his / her research publish papers in standard research journals as advised by his / her supervisor, but the thesis as a whole shall not be published without obtaining permission of the Syndicate mentioned supra.

Permission for publication of the thesis should be obtained within FIVE years of the award of the degree.

21. CONFERMENT OF THE DEGREE:

A candidate shall be eligible for the conferment of Ph.D. degree, if he / she has undergone the prescribed programme for a period of not less than three years, (for those registered with M.Phil. qualification) and four years (for those registered with Master's degree qualification) and passed all the examinations and fulfills such conditions as have been prescribed therefore.

Candidates who qualify for the Ph.D. degree shall be awarded in “**Ph.D. in Administration**”.

NOTE: The Part-time Ph.D. Executives (Administration) are not eligible to guide Ph.D./ M.Phil.

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