

No. 103

Ordinance Governing

**DOCTOR OF SCIENCE (D.SC.), DOCTOR OF LETTERS (D.LITT.) AND DOCTOR OF LAWS
(LL.D.)**

Effective from Academic Year: 2024-2025

1. INTRODUCTION

- 1.1 This Ordinance shall be referred to as the Doctor of Science (D.Sc.), Doctor of Letters (D.Litt.) and Doctor of Laws (LL.D.) Ordinance, 2024 and shall come into effect upon approval by the Executive Council.
- 1.2 The D.Sc./ D. Litt./ LL.D. degree from Guru Ghasidas Vishwavidyalaya, Bilaspur, shall be conferred upon candidates who fulfil all the requirements outlined in this Ordinance.
- 1.3 The D.Sc./ D. Litt./ LL.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in this Ordinance are fulfilled.

2. ELIGIBILITY

Candidates meeting the following criteria shall be eligible to apply for the D.Sc./ D. Litt./ LL.D. program:

- a. The candidate must hold a Ph.D. from any recognized university, whether in India or abroad.
- b. The candidate must have at least five years of teaching or research experience at an academic or research institute, or possess five years of professional experience, after the notification of the Ph.D. award.
- c. The candidate must be a recognized scholar of repute, having published at least 10 research articles in peer-reviewed or refereed journals (with ISSN numbers) or books from reputed publishers (with ISBN numbers). Out of these 10 (ten) publications, a minimum of 5 (five) must be after submission of his/her Ph.D. research work.
- d. The candidate must provide a “No Objection Certificate” in the Prescribed Format (Annexure-D) for a part-time D.Sc./ D. Litt./ LL.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:
 - i. The candidate is permitted to pursue studies on a part-time basis for a duration of 2 to 5 years..
 - ii. His/her official duties permit him/her to devote sufficient time for research.
 - iii. If required, he/she will be relieved from the duty to complete the degree.

3. DURATION

- 3.1 The minimum duration of the D.Sc./ D. Litt./ LL.D. program shall be two years, with a maximum limit of five years. Extension will be provided only under special circumstances, which is beyond human control, such as, illness, pandemic, etc.).

3.2 The Research Degree Committee (RDC) may grant extensions beyond two years only to candidates who have submitted progress reports and completed their first and second presentations.

3.3 Failure to complete the program within the maximum time limit of five years will result in the automatic cancellation of the candidate's registration.

4. APPLICATION FOR ADMISSION

4.1 Eligible candidates, as per Clause 2, seeking admission to the D.Sc./ D. Litt./ LL.D. program shall submit their application to the designated authority (Registrar, Academic) with a registration fee as prescribed by appropriate authority of the University. The application shall include the following:

i. A completed application form, as prescribed by the University, along with the candidate's biodata detailing educational qualifications, areas of specialization, teaching and research experience, academic achievements, and a passport-sized colour photograph.

ii. Attested copies of Certificates

iii. Statement of Purpose (With a maximum of 1000 words)

iv. Three Letter of Recommendations

v. Five copies of a synopsis of the proposed thesis, which must include:

- **Title**
- **Statement of the Problem** and background information on the subject
- **Research Questions**, including hypotheses or methodology
- **Research Design**

iv. A list of publications.

4.2 The designated authority shall forward the candidate's application to the concerned Departments' within one week after the final submission date.

5. RESEARCH COMMITTEES

5.1 The Faculty Research Committee (FRC) shall oversee all matters related to the D.Sc./ D. Litt./ LL.D. program, under the supervision of the Academic Council, in accordance with this Ordinance. However, the formal approval of the D.Sc./ D. Litt./ LL.D. degree shall be granted only by the **Research Degree Committee (RDC)**, constituted as follows:

- **Vice Chancellor** or a nominee appointed by the Vice Chancellor – *Chairperson (Ex-officio)*
- **Deans of Concerned Schools** – *Member*
- **Heads of Departments** – *Member*
- **Two experts of Professor rank**, including one external expert in the concerned subject and one from the respective Department (Advisor of the concerned candidate) – *Members*

- **Registrar – Member Secretary**

5.2 The Constitution of the Faculty Research Committee (FRC) will be as follows:

- **Concerned Dean of the School – Chairperson (Ex-officio)**
- **Head, Concerned Department – Member**
- **Two internal experts of Professor rank**, nominated by the concerned Dean of respective School, with the approval of the Vice Chancellor. One expert will act as the advisor to the candidate.
- **One External Experts of Professor Rank**, nominated by Research Degree Committee, with the approval of Vice Chancellor.

5.3 If the department lacks sufficient professors, professors from sister departments may be appointed for the purpose with the Vice Chancellor's approval.

6. SELECTION PROCESS

6.1 The Faculty Research Committee (FRC) shall review and evaluate the applications submitted by candidates. Admission will be recommended based on merit, which will be determined by the quality of the research proposal and the candidate's performance during the oral presentation. If the FRC finds a candidate unsuitable based on either the strength of the proposal or the oral presentation, the candidate will be considered unsuccessful in the selection process and notified accordingly.

6.2 For candidates recommended for admission, the FRC shall also submit a list of assigned advisors to the University's Academic Section. The list of selected candidates and their respective advisors will be published on the University's official website.

6.3 Candidates can secure admission only upon payment of the required fee as per Annexure – E, within the stipulated timeframe, as notified by the University. Failure to make the payment within the specified period will result in the cancellation of the selection.

6.4 Candidates who are unsuccessful in securing admission during the first attempt may reapply in the next academic session. The same selection process, as outlined above, will be followed.

7. SUBMISSION AND PRESENTATION OF PROGRESS REPORTS

7.1. General Guidelines

Candidates are required to submit two progress reports before submitting their draft thesis. If any progress report is deemed unsatisfactory, the candidate may be asked to resubmit it. Additionally, two oral presentations are required. These presentations will generally be made before a committee consisting of the Faculty Research Committee (FRC).

7.2. Submission Process

Candidates must submit their progress reports to the Department office, which will forward the report to the Student Advisor and schedule a date for the oral presentation. The Student Advisor is responsible for organizing the presentations and providing feedback based on the submitted reports.

7.3. First Progress Report

7.3.1. Submission Timeline

The first progress report must be submitted in writing to the Department within six months of the candidate's registration. The candidate should consult the his/her Advisor when preparing this report.

7.3.2. Oral Presentation

The first oral presentation will be scheduled within one month of the report submission. The candidate is expected to present at least one chapter of their dissertation and discuss the identified research problem, outline, research questions, hypotheses (if any), proposed methodology, and literature review.

7.3.3. Resubmission Process

If the first progress report and oral presentation are unsatisfactory, the candidate will have an opportunity to improve and resubmit within three months. The candidate should seek guidance from the his/her Advisor before submitting the revised report to the Department.

7.3.4. Reworked Report and Presentation

The Department will forward the revised progress report to the Student Advisor and schedule a new presentation date.

7.3.5. Requirement for Second Report

Only candidates who have satisfactorily completed the first presentation will be permitted to submit the second progress report and make the final presentation.

7.3.6. Modifications

After the first presentation, the candidate may modify their research title based on expert suggestions, provided the subject remains unchanged.

7.4. Second Progress Report

7.4.1. Submission Timeline

Six months after the first presentation, the candidate must submit the second progress report detailing and analyzing the research progress. This report will be reviewed by his/her Advisor, who will provide suggestions.

7.4.2. Oral Presentation

The second oral presentation will be scheduled when the Student Advisor confirms that substantial progress has been made and at least two or three draft chapters of the thesis have been submitted. The Advisor will recommend the presentation to the Head of Department.

7.4.3. Expert Panel Review

The second presentation will be made before a panel of experts, including the FRC and external reviewers, facilitated by the Head of Department.

7.4.4. Feedback

The Advisor will communicate any suggestions or comments from the expert panel to the candidate.

7.4.5. Resubmission Process

If the second progress report and oral presentation are unsatisfactory, the candidate must continue their research and present again within three months. As before, the candidate should seek guidance from their Advisor before resubmitting the report.

8. PRE-SUBMISSION SEMINAR & ~~THESIS SUBMISSION~~

Six months after the successful completion of the Second Progress Report, candidates who have completed their research work are required to present a Pre-Submission Seminar before the FRC prior to submitting their thesis. The seminar, organized by the candidate's advisor, serves as an opportunity to present their research findings to faculty members and fellow researchers. The purpose of this seminar is to gather feedback and suggestions that may enhance the quality of the thesis by supplementing or complementing its content before final submission.

9. SUBMISSION OF THESIS

9.1 Upon completion of the research and the pre-submission seminar, a candidate, after at least two years from the date of admission, may submit the thesis to the Office of Examination of the University, with the approval of their advisor.

9.2 Prior to final submission, the advisor shall ensure that the candidate complies with the requirements outlined in this section.

9.3 The advisor shall subject the draft thesis to a plagiarism test using appropriate anti-plagiarism software. The acceptable similarity threshold for the thesis is up to 10%. If the similarity is below 20% and instances of plagiarism can be resolved by properly acknowledging the sources through appropriate footnotes, the candidate may make the necessary corrections before the advisor approves the final draft.

9.4 If the similarity exceeds 20%, or if there are unresolved instances of plagiarism, the advisor shall instruct the candidate to revise and resubmit the draft. If the candidate fails to comply within three months, the advisor may decline to approve the submission and report the issue to the Faculty Research Committee (FRC) through the department head for further action.

9.5 The thesis must be approved by the FRC and duly forwarded by the FRC chairman to the Registrar (Academic).

9.6 The candidate shall submit the thesis following these guidelines:

- a. Submit five copies of the thesis in the format specified in Annexure-A.
- b. The title page must include a statement that the thesis has been submitted for the award of the D.Sc./ D. Litt./ LL.D. degree.
- c. Provide a soft copy of the extended abstract on a CD, as specified in Annexure-A.
- d. Submit a declaration confirming that the thesis has not been submitted for any other degree or diploma, as per Annexure-B.
- e. Provide a certificate from the advisor, department head, and FRC chairman stating that the thesis has been submitted for the award of the specified degree, as per Annexure-C.
- f. Submit a plagiarism check certificate generated from software recognized by the University.
- g. Include a brief resume detailing the candidate's academic qualifications and publication record.
- h. Provide proof of publication of research papers related to the thesis in reputed journals.
- i. Provide proof of presenting research papers in seminars, conferences, or workshops.

9.7 The thesis must meet the following criteria to merit the award of the degree:

- a. It must be written in English and demonstrate a high standard of literary presentation.
- b. It should make a significant contribution to the field of study within the discipline.
- c. The work must be original, either opening new avenues of research, significantly advancing existing research, or offering a new interpretation of established knowledge.
- d. The thesis should demonstrate scholarly excellence.
- e. At least two research papers, in collaboration with his/her Research Advisor, related to the thesis must be published in peer-reviewed journals with ISSN numbers, where the candidate is the main author.
- f. At least two papers related to the research must be presented at conferences, seminars, or workshops.
- g. The thesis must not have been previously submitted for a degree or diploma at this or any other university.

10. EXAMINATION

10.1 Panel of Examiner

In response to seeking from Examination Section of the University, the Faculty Research Committee (FRC) shall recommend a panel of six to eight experts in the relevant field, and forward the same to the Controller of Examination. The panel should be composed as follows:

- i. Four to five experts from India, excluding Chhattisgarh State.
- ii. Two to three experts from abroad.

10.2 Board of Examiners

Upon receiving the panel of examiners, the Controller of Examinations, with the approval of the Vice-Chancellor, will form a Board of Examiners comprising three members from the panel. One of the three members must be from abroad.

10.3 Evaluation of Thesis

10.3.1 The Controller of Examinations will contact each examiner to confirm their acceptance of the role. If an examiner's email is available, they will be contacted via email, and a soft copy of the extended abstract of the thesis will be sent to obtain their consent promptly. If no response is received within a reasonable time, the examiner's appointment will be cancelled, and a new examiner will be selected from the existing panel per Clause 10.1.

10.3.2 Upon acceptance from an examiner, the Controller of Examinations will send the full thesis along with the regulations for the award of the D.Sc./ D. Litt./ LL.D. degree and expedite the process to obtain the examiner's report.

10.3.3 The examiners shall be requested to submit their individual reports within two months of the receiving of the thesis.

10.3.4 In case, an examiner does not send his/her report within the above period, a reminder shall be sent to him. This shall be followed by a subsequent reminder after two weeks.

10.3.5 If no report is received from an examiner within 12 weeks, their examinership will be cancelled, and a new examiner will be appointed from the existing panel, in accordance with Clause 10.1.

10.3.6 The Examiners shall send detailed evaluation reports that shall include:

- (i) A comprehensive report following the format provided by university.
- (ii) A definite recommendation as to whether the thesis be accepted in the present form or with minor revision or major revision or to be rejected.
- (iii) An assessment of whether the thesis is fit for publication in its present form or needs any changes.

10.3.7 Examiners must provide specific and clear reasons for their recommendations. If revisions are suggested, the examiner should highlight areas for improvement.

10.3.8 If at least two examiners recommend revisions, the candidate will be required to submit the revised thesis no sooner than six months and no later than two years from the date

of the University's communication of the reports. The candidate will only need to pay the examination fee for resubmitting the revised thesis.

10.3.9 If the thesis has been recommended for revision, a fresh appointment of examiners in accordance with Clause 10.1 shall be made from the existing panel of examiners. If the need be, a fresh panel of examiners may be recommended by the FRC. The other procedures as suggested above in this clause shall be followed for the evaluation of the thesis. However, the Controller of Examinations, along with the revised thesis, shall send the copy (copies) of the recommendation(s) of the examiner(s) who recommended the revision of the thesis.

10.3.10 Examiners evaluating a revised thesis may only recommend either acceptance or rejection. Further revisions will not be allowed.

11. VIVA VOCE

- 11.1 All examiner reports shall be placed before to the Faculty Research Committee (FRC) for review.
- 11.2 If all reports unanimously recommend the thesis for the award of the degree, and the FRC deems the case appropriate, it shall recommend the award of the degree to the Research Degree Committee (RDC).
- 11.3 If two out of three reports are positive and recommend the award of the degree, while the third either denies recommendation or requests revision, the FRC may, with reasons, recommend to the RDC to conduct a public viva voce.
- 11.4 The RDC may approve the viva voce examination based on the FRC's recommendation and reasoning.
- 11.5 To evaluate the candidate's performance during the viva voce, a committee shall be constituted by the Dean of the School of Law, with the following composition:
 - a) The Student Advisor as Chairman of the Committee
 - b) One of the External Examiners who evaluated the thesis
 - c) The Chairman of the RDC or its representative
 - d) Members of the FRC
- 11.6 The Student Advisor is responsible for organizing the viva voce, either in person or via video conferencing, at a mutually convenient date and time of all concerned.
- 11.7 The viva voce shall proceed as follows:
 - a) The candidate will deliver a presentation of 30-35 minutes, focusing on key findings and recommendations.
 - b) This will be followed by an open question-and-answer session, allowing participants in the viva to pose questions.

- c) Committee members may ask questions to ensure that the candidate has presented findings comprehensively and responded satisfactorily to both audience and committee queries.
 - d) The committee will then decide whether the D.Sc./ D. Litt./ LL.D. degree should be awarded to the candidate.
- 11.8 After the viva voce, a report detailing the committee's decision on awarding the D.Sc./ D. Litt./ LL.D. degree shall be prepared, signed by all members, and submitted to the RDC through the Dean of the respective School.
- 11.9 The University will cover travel and local hospitality expenses for the external examiner, should they travel to the University campus for the viva voce examination, in accordance with university policies.

12. AWARD OF THE DEGREE

- 12.1 The Research Degree Committee (RDC) will consider a candidate eligible for the award of the D.Sc./ D. Litt./ LL.D. degree if:
- (i) All examiners' reports presented before the Faculty Research Committee (FRC) unanimously recommend the thesis for the award of the degree. The FRC will then recommend the case to the RDC for final approval.
 - (ii) The viva voce committee, constituted under clause 11.5, accepts the thesis and recommends it for the award of the degree.
- 12.2 The D.Sc./ D. Litt./ LL.D. degree will be conferred during the Annual Convocation following the successful completion of all required procedures. However, a Provisional Certificate will be issued to the candidate once the results are declared.
- 12.3 If the thesis is rejected, the candidate will not be permitted to reapply for admission for a period of five (5) years from the date of result declaration.
- 12.4 Once the Research Degree Committee approves the thesis for the award of the degree, candidates may request copies of the examiners' reports through a separate application.
- 12.5 The year of the degree award will be considered as the year of the thesis submission, provided no revisions are required. In cases where revisions are necessary, the award year will be the year the revised thesis is submitted.
- 12.6 The degree certificate will include the title of the thesis and the name of the Department or School to which the candidate was admitted.
- 12.7 The Extended Abstract of the approved thesis will be published in the "Abstracts of Accepted Theses for the Doctor of Science (D.Sc.)/ Doctor of Letters (D.Litt.)/ Doctor of Laws (LL.D.) Degree" collection maintained by the Central Library of the University.
- 12.8 The University Examination Section will ensure that one copy of the approved thesis is preserved in the Central Library and another in the Departmental Library.

13. ELIGIBILITY FOR STUDENT ADVISORSHIP

Only a full-time faculty member holding the rank of professor, who has supervised at least four Ph.D. candidates, is eligible to serve as an advisor. Additionally, the advisor must not oversee more than four postdoctoral scholars at any given time. The advisor shall not act as an examiner for postdoctoral theses.

14. INTERPRETATION, AMENDMENT, AND REMOVAL OF DIFFICULTIES

14.1 All matters related to candidates shall be governed by the rules and procedures established by the Academic Council, in force at the time.

14.2 Any ambiguity or dispute regarding the interpretation of these Ordinances shall be referred to the Vice-Chancellor. The Vice-Chancellor's decision, in their capacity as Chairman of the Academic Council, shall be final.

14.3 The Vice-Chancellor may modify, amend, or delete any clause in these Ordinances, or add new clauses, to promote excellence in research. Any such changes must be reported to the Academic Council at its next meeting for approval.

ANNEXURE — A

Format of the Thesis

The following format may be normally adopted for the D.Sc./ D. Litt./ LL.D. thesis:

- 1 Cover page.
- 2 Inner cover page.
- 3 Declaration by the candidate as per the format given in Annexure – B, to the effect that the work has not been submitted for any other degree or diploma.
- 4 Certificate from the Advisor, Head of the Department/ Coordinator of the School and Chairman of the FRC as per the format given in Annexure – C.
- 5 Table of Contents.
- 6 An Extended Abstract of about 2000 words, describing the research work carried out during the last 5 (five) years (before the date of submission), on the subject relevant to the discipline in which the candidate has applied for the degree, explaining how far the work is original, exemplary and is contributive to the advancement of knowledge. It shall also summarize the relevance of the publications to the specific subject of the thesis being submitted.
- 7 Reprints of the published work by the candidate, in the relevant subject, in the form of research papers, abstracts of books/ monographs, chapter contribution to books/ monographs/ citations of candidate's work by others.
- 8 List of publications.
- 9 A personal profile of the candidate with photograph, not exceeding one page.

ANNEXURE — B
Candidate's Declaration

I,, declare that this thesis, entitled
“.....”,
(Name of the Candidate) (Title of the Thesis)

submitted for the award of the degree of of this University, has not
(Name of Degree)

been submitted earlier for the award of any degree or diploma of this or any other University.

Date:

(Signature of the candidate)

Place: Bilaspur

Name of the Candidate

ANNEXURE — C

Certificate

This is to certify that this thesis entitled “.....” has been
(Title of the Thesis)

submitted by..... for the award of the degree of
(Name of the Candidate)

..... of Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)
(Name of the Degree)

.....
(Signature of the Advisor)

.....
(Signature of the Head of the
Department)

.....
(Name & Designation)

(Signature of the Chairman of the FRC)

“No Objection Certificate”

(on letter head of the organization/firm/institution)

This is to certify that Mr./Ms./Mrs is working asin pay level/grade pay/pay/consolidated pay in this organization/institution/firm. This is a government/ private/semi-government/ firm/organization and hereby declares that-

- i. The candidate is permitted to pursue the D.Sc./ D. Litt./ LL.D. Degree on a part-time basis for a duration of 2 to 5 years.
- ii. His/her official duties permit him/her to devote sufficient time for research.
- iii. If required, he/she will be relieved from the duty to complete the Degree.

Seal and signature of Head of
Institution/Appointing authority

ANNEXURE -E**(see Clause 6.3)****Fees Structure for D.Sc./ D. Litt./ LL.D. Programme (For Indian Nationals)**

S. No.	Particulars	Amount (Rs.)
1.	Registration Fee	1000.00
2.	Enrolment Fee	500.00
3.	Admission Fee	5,000.00
4.	Examination Fee	45,000.00
	Total	51,500.00*

*Note: Subject to revision from time to time

Fees Structure for D.Sc./ D. Litt./ LL.D. Programme (For Foreign Nationals and NRIs)

S. No.	Particulars	Amount (US \$) (Developing Countries)	Amount (US \$) (Developed Countries)
1.	Registration Fee	15.00	20.00
2.	Enrolment Fee	10.00	10.00
3.	Admission Fee	100.00	100.00
4.	Examination Fee	1,500.00	2,500.00
	Total	1,610.00	2,630.00

*Note: Subject to revision from time to time