

**DECCAN COLLEGE  
POST-GRADUATE AND RESEARCH INSTITUTE  
(Declared as Deemed University Under Section 3 of UGC Act,1956)  
PUNE 411 006.**

**ACADEMIC BYE-LAWS PERTAINING TO THE PH.D. DEGREE PROGRAMME**

**I. ADMISSION**

**A) General:**

1. Registration to the Ph.D. degree programme at this university is open to full-time regular students only and not to external students.
2. The condition of Rule I.A.1. above may be waived in the case of a student who wishes to be admitted to the Ph.D. degree programme, who fulfils the requirements laid down by the new rules of the UGC (2009), and who has a minimum of 5 years professional experience in a University or an Institute. However, for such a student a minimum attendance at the Institute of 180 days during the first three years of the course or the submission of the thesis, whichever is earlier, shall be compulsory. This shall be certified by the research guide of the student concerned.
3. A Ph.D. student shall be a bonafide student of this university live from the date of his registration to the Ph.D. degree, for a maximum period of four plus one (five th year extension is granted) calendar years (in exceptional cases sixth year extension is granted) or submission of the thesis, whichever is earlier. As a bonafide student he will be entitled to Library, Gymkhana and hostel accommodation. He shall be governed by relevant rules in the matter. Since the bonafide studentship gets over after submission of the thesis, the student shall produce clearance certificates from the various sections / offices while submitting the thesis. He may be given the above facilities for a short period to prepare for the Viva-Voce and Open Defence examination.
4. A student who has been asked to re-submit his thesis after revision shall be eligible to apply for extension for one year to the Ph.D. degree programme within which period he shall submit his thesis.
5. The student shall submit six monthly progress report of the Ph.D. research work done by him alongwith the payment of six monthly fee installment. The report shall be submitted through his research guide.
6. Ph.D. student shall not be entitled to any vacation, but he may be given leave of

- one month in a year during which period he shall not be entitled to any scholarship/fellowship, etc.
7. Admission to the Ph.D. degree programme shall initially remain provisional. It shall be confirmed and a letter of confirmation of admission shall be issued to the student after it is approved by the Departmental Committee concerned.
  8. The Departmental Committee which is empowered to grant admissions, reserves the right to reject the admission application / cancel the admission (even if confirmed) at any time of the Ph.D. degree programme, without assigning any reason thereof.
  9. Application for Re-registration to the Ph.D. degree can be made by a student whose Registration to the Ph.D. degree was cancelled under Academic Rule Ph.D. X.3- (non-submission of thesis within five/six years), Ph.D. X.4- (failure to pay the fees), Ph.D.X.7 – (non-submission of Progress Report along with fees), or under Rule Ph.D.V.3.b he has been asked to resubmit the thesis. The application shall be submitted within a period of five years. Before applying for Re-registration he shall make all payments of fees etc. due from him for the registration period. Re-registration shall be approved by the Departmental Committee for a maximum period of one year. The thesis can be presented any time after Re-registration.
  10. If any matter pertaining to the Ph.D. degree programme is not covered by the Academic Bye-laws or the existing rule requires some urgent change, the same shall be referred to the Director and his decision in the matter shall have the standing of a rule. The rule shall be effective till such time that the matter is referred to the Academic Council / Management Council for consideration and necessary orders.
  11. In case of conflict of opinion in the interpretation of any rule or part thereof pertaining to the Ph.D. degree programme, the decision of the Director of the Institute shall be final and binding on all concerned.

**B) Eligibility:**

**1. For Archaeology**

- a) M.A. in A.I.H.C. & Archaeology or M.A. Archaeology or Masters in any branch of Archaeology (such as Prehistory, Protohistory, Ancient studies, Bioarchaeology, Scientific Archaeology, Indology, Anthropology)
- b) M.Sc. degree in Anthropology / Geography / Geology / Zoology / Botany / Physics / Chemistry.

- c) Students having an M.A. degree in a subject other than Ancient Indian History, Culture and / or Archaeology listed in (a) above and students having an M.Sc. degree in the subjects listed in (b) above will have successfully completed the M.Phil. course in Ancient Indian History, Culture and / or Archaeology from this university or any other UGC recognized University to become eligible for admission to the Ph.D. course.

## **2. For Linguistics**

M.A. in Linguistics or in one of the classical or modern Indian or foreign languages. Students having an M.A. degree in a subject other than Linguistics will have successfully completed the M.Phil./ M.Litt. course in Linguistics of any other recognized university to become eligible for admission to the Ph.D. course.

## **3. For Sanskrit and Lexicography**

M.A. in Sanskrit / Pali / Prakrit.

- 4. Students who have a minimum of 55% marks at the M.A./M.Sc. examination shall only be admitted to the Ph.D. course. Relaxation may be made as regards the percentage of marks by 5% in case of Reserved category (SC, ST, PH) candidates only.**

*Note : The qualifying degree course should be of a University/Institute recognized by the University Grants Commission and the degree should be as specified by the Commission.*

## **C) Procedure for Admission**

### **1. For Indian Students**

- a) A student seeking admission to Ph.D. course shall apply on a prescribed form. The application form, duly filled in by the student in his own hand and with a passport-size photo affixed on it along with Xerox copies of the documents listed below, must be sent to the Academic Section of the Institute. Admission to the Ph.D. degree course is open [once in the year i.e.\(September /October\)](#).
1. Migration Certificate (No objection certificate from the University last attended)
  2. Passing/Degree certificate of the last qualifying degree examination
  3. Mark-list of the last qualifying degree examination
  4. Character certificate (from the head of the Institute from which the student has obtained his qualifying degree.
  5. Documentary proof for date of birth
  6. Gap certificate (if applicable)

7. Research Proposal\*
8. No objection certificate from the employer (if employed)

\*The Research Proposal shall be prepared by the student **in consultation with his proposed guide and shall be signed by both.** The title of the Ph.D. thesis suggested should be such that no work of similar nature has been done or is being done. Research Proposal shall consist of:

- i. Current status of knowledge of the topic of research;
- ii. Aims of proposed research and methodology to be adopted;
- iii Nature of the data to be collected;
- iv. Proposed method of analysis and interpretation;
- v. Expected contribution to the knowledge of the subject; and
- vi. A detailed bibliography of the literature on the topic of research.

*NOTE : Students are requested to note that their application will not be considered for admission if the above certificates are not enclosed with their application.*

b) (i) Admission to the Ph.D. degree programme shall be done through an Entrance Test. Students who have passed GATE/NET/SET/ M.Phil/JRF Examination **in the relevant subject of the apex bodies as CSIR/UGC/ICAR/ICMR/DBT** will be exempted from the Entrance Test.

(ii) If a candidate already holds a Ph.D. degree in a related subject from a recognized University, he/she may be exempted from entrance tests and course work for admission to Ph.D.

(iii) For Entrance Test there would be two papers i.e. Paper I and Paper II. Paper I would be General Aptitude Test of 50 marks & Paper II would be subjectwise of 50 marks. General Aptitude Test will have 25 questions with multiple choice covering Research & Teaching Aptitude, Logical thinking, General Comprehension, etc. The test shall be conducted by the University.

Second Written Test will pertain to the subject of the Department concerned & the test shall be of 50 marks. i.e. 20 marks for Objective type exam and 30 marks for short essay type questions.

After passing the both tests the student will appear before the Department concerned for interview.

(iv) Only those students who have passed entrance test shall appear for an interview to be organized by the Department concerned.

(v) At the time of interview, doctoral candidates are expected to discuss their research interest/ area.

(vi) Only the predetermined number of students may be admitted to Ph.D. programme.

- c) While granting admission to students to Ph.D. Programme, the Institute will pay due attention to the State Reservation Policy.
- d) If the application for admission is accepted by the Institute the student will be intimated accordingly. The admission shall initially remain provisional. Before taking provisional admission to the Ph.D. degree course the student shall submit eligibility application along with original and xerox copies of the following certificates.
1. Migration Certificate (No objection certificate from the University last attended)
  2. Passing/Degree certificate of the last qualifying degree examination
  3. Mark-list of the last qualifying degree examination
  4. Character certificate (from the head of the Institute from which the student has obtained his qualifying degree.
  5. Documentary proof for date of birth
  6. Gap certificate (if applicable)
  7. No objection certificate from the employer (if employed)
- e) The offer of admission to the Ph.D. degree programme shall remain valid for a period of one year from the date of issue of the provisional admission letter.

## **2. For foreign Students**

- a) Foreign students seeking admission to the Ph.D. course shall apply for admission in the prescribed form. The application form duly filled in by the student in his own hand with a passport size photo affixed on it together with attested copies of following documents must reach the Academic Section through the Indian Embassy/High Commission in their respective countries. They will be admitted to the course only after they have been found eligible.
1. Migration certificate (no objection certificate from the University last attended)
  2. Passing/Degree certificate of the last qualifying degree examination
  3. Marks-list of the last qualifying degree examination
  4. Character certificate from the Head of the institution from which the student has obtained his qualifying degree.
  5. Documentary proof regarding date of birth
  6. Research Proposal\*
  7. No objection certificate from the employer (if employed)

\*Research Proposal shall be prepared by the student **in consultation with his proposed guide and shall be signed by both**. The title of the Ph.D. thesis suggested should be such that no work of similar nature has been done or is being done. Research Proposal shall consist of:

- i. Current status of knowledge of the topic of research;
- ii. Aims of proposed research and methodology to be adopted;
- iii Nature of the data to be collected;
- iv. Proposed method of analysis and interpretation;
- v. Expected contribution to the knowledge of the subject; and
- vi. A detailed bibliography of the literature on the topic of research.

*NOTE : Students are requested to note that their application for admission will not be considered if the above certificates are not enclosed with their application.*

b) (i) Admission to the Ph.D. degree programme shall be done through an Entrance Test. Students who have passed GATE/NET/SET/ M.Phil/JRF Examination in the relevant subject of the apex bodies as CSIR/UGC /ICAR/ICMR/DBT will be exempted from the Entrance Test.

(ii) The concerned Departmental Committee may give exemption for Ph.D.Entrance Tests and Course Work to a deserving candidate. While giving the exemption, the Departmental Committee may consider research work/earlier Ph.D./experience done by the candidate. If a candidate already holds a Ph.D. degree in a related subject from a recognized University, he/she may be exempted from entrance tests and course work for admission to Ph.D.

(iii) For Entrance Test there would be two papers i.e. Paper I and Paper II. Paper I would be General Aptitude Test of 100 marks & Paper II would be subject wise of 100 marks. General Aptitude Test will have 50 questions with multiple choice covering Research & Teaching Aptitude, Logical thinking, General Comprehension, etc. The test shall be conducted by the University.

Second Written Test will be pertain to the subject to the Department concerned & the test shall be of 100 marks. i.e. 30 marks for Objective type exam and 70 marks for Descriptive type exam.

After passing the both tests the student will be appear before the Department concerned.

(iv) Only those students who have passed entrance test or who are exempted from entrance test shall appear for an interview to be organized by the Department concerned.

(v) At the time of interview, doctoral candidates are expected to discuss their research interest/ area.

(vi) Only the predetermined number of students may be admitted to Ph.D. programme.

c) While granting admission to students to Ph.D. Programme, the Institute will pay due attention to the State Reservation Policy.

- d) Having been found prima facie eligible for admission to the course, the student will be given a provisional admission letter by which he/she can obtain Research Visa for study at this Institute. The letter shall be valid for a period of one year from the date of issue.
- e) On receiving the Research Visa the student shall arrive at the Deccan College & shall submit the eligibility application and original and xerox copies of the certificates listed in (a) above as also the Research Visa. A student shall not be admitted to the course if he fails to submit the documents requested for.

f) **English Language Test** :

The medium of instruction for the Ph.D. degree programme at this Institute is English. It is therefore essential that the student has a sound knowledge of English Language. To test this the student shall appear for English Language Test. Only those students who pass the Test shall be admitted to the Ph.D. degree programme.

- i. The following student/s shall however be exempted from appearing for this Test:
- a) who are native speakers of English language.
  - b) who are seeking admission through the Government of India Scholarship scheme (ICCR scholars)
  - c) who have migrated from an Indian University and have passed the English Language test of that University
  - d) who have passed the test conducted by this Institute during their admission to an earlier degree course of this Institute.
- ii. The Test shall be of two and half hours duration and shall contain objective type questions in general English and grammar. The paper will be of 100 marks. To be eligible to pass a student must secure 40 marks.
- iii. Help of the following staff shall be taken in conduct of the Test. They shall be paid remuneration as per rules.
- a. Paper setter & Examiner
  - b. Supervisor
  - c. Hall Attendant
- iv. A member of the teaching staff of the Department of Linguistics/ Archaeology/Sanskrit may be appointed by the Director of the Institute, to work as Paper-setter and Examiner for the Test. The Supervisor and Hall Attendant shall be appointed from the administrative and class IV staff respectively.

**g) Medical Test :**

To ensure that a student admitted to the Ph.D. degree has sound health, all foreign students shall undergo a medical fitness test as detailed below. However, students who have already appeared for the medical test, conducted by this Institute, during their earlier admission to a degree course of this Institute, shall be exempted from appearing for this Test. Only those students who are found medically fit shall be admitted to the Ph.D. degree programme.

- i. For medical fitness the students shall be subjected to the following tests:
  - a) HIV Test (Aids Test)
  - b) Chest Check-up (through X-Ray)
  - c) General Medical Test
  
- ii. Till such time that the Institute is able to provide medical facility to carry out the above tests, they shall be done at Inlaks and Budhrani Hospital or at a hospital to be specified later. Expenditure on these tests including incidental expenses shall be made by the Institute from the medical test fees collected from the student.
  
- iii. Only those students who are found medically fit shall be admitted to the Ph.D. degree programme.

**h). PH.D. COURSEWORK**

**TOTAL : 25 CREDITS**

All registered PhD students in the University will complete the following coursework as a pre-requisite for making the pre-submission presentation:

Paper Code	Details	Credits
ARC/LNG/SL-601	Research Methodology	5
ARC/LNG/SL-602	Term Paper -1	5
ARC/LNG/SL-603	Term Paper -2	5
ARC/LNG/SL-604	Term Paper -3 or coursework as recommended by the supervisor (75% attendance must be certified by the course-in-charge)	5
ARC/LNG/SL-605	Any research-related activity during the period of PhD registration e.g. presenting a seminar in the dept., fieldwork, regular attendance at Friday Discussion Group meetings, library consultation outside the parent university (approved by the supervisor), consultation with experts outside the parent university (approved by the supervisor), participation in study tours, research	5

	publications(where student is the first author), etc. The student will submit a brief report on the activity completed.	
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The PhD supervisor will maintain a separate record for each student in the following format:

Name of the student :

Registration No. and year :

	Course details	Certification	Supervisor's comment
A.	ARC/LNG/SL-601 Research Methodology Course (5 credits)	Copy of certificate from RM course coordinator	
B.	ARC/LNG/SL-602 Bi. Term Paper – 1 Title of the Paper Date of submission:  ARC/LNG/SL-603 Bii. Term Paper – 2 Title of the Paper Date of submission:  ARC/LNG/SL-604 Biii. Term Paper – 3 Title of the Paper Date of submission:  OR ARC/LNG/SL-604 Biii. Coursework Name of Course	Pass/Fail  Pass/Fail  Pass/Fail  Certificate of attendance from the course-in-charge	
C.	ARC/LNG/SL-605 Any other research-related work Details of the work done (mention date of activity):  i. ii. iii. iv. v.	Satisfactory/ unsatisfactory	

## **II. SUPERVISION OF PH. D. RESEARCH**

1. The allocation of the supervisor for a selected student shall be decided by the Department in a formal manner depending on the number of student per faculty member, the available specialization among the faculty supervisors, and the research interest of the student as indicated during interview by the student. The allotment/allocation of supervisor shall not be left to the individual student or teacher.
2. A student shall work under the supervision of a recognized research guide of the Institute. In due course of time if the research guide retires from service, the student will be shifted to another recognized teacher. The admission application will be placed before the Departmental Committee at its meeting for consideration and approval. While approving the Ph.D. research proposal the Committee shall take all necessary steps to maintain the high quality of Ph.D. research being carried out at the University. Wherever necessary student will be invited to present Ph.D. proposal before the Selection Committee. At the time of interview and presentation the Committee may accept the proposal as is submitted or suggest changes in it. It may even suggest resubmission of the proposal incorporating changes suggested by the Committee or if found not suitable it may also reject the admission application.
3. At any given time a research guide shall have the following numbers of students:
  1. Professor 8, Associate Professor 6, and Assistant Professor 4. As per UGC notification of May 2016
4. Normally a student shall complete his doctoral research on the title & under the supervision of the research guide approved by the Research Recognition Committee. But, under exceptional circumstances, a student may be permitted, only once, to change the title of his research and/or the committee decides to transfer his registration from one guide to another **only after the approval of the departmental committee**. This change will be made before submission of his final synopsis. In case a change in the title is requested, the student shall submit the synopsis, signed by him and the guide again, whereas, for a change in guide, he shall submit a no objection certificate from the previous guide and willingness of the new guide provided further that the Research Recognition Committee approves such a change.
5. A research guide can accept fresh Ph.D. students as long as he is in regular service of the University
6. If the student's proposed doctoral work is of an interdisciplinary nature, he shall be allotted a co-research guide. The co-research guide shall be a in-service or retired teacher from this or any other Institute, provided, he is an approved research guide of that University / Institute or a reputed scholar of excellence in the related field. The research guide shall be incharge of the Ph.D. programme.

**7. Recognition as Post-Graduate Teacher by Research.**

In accordance with Rule No.13.B.c) of the Revised Rules (2000) of the Institute the Academic Council on the recommendation of the Board of Studies shall approve recognition of Post-Graduate teachers by research in Archaeology, Linguistics & Sanskrit:

- i. Readers and Professors in the Department shall be considered ex-officio Post-Graduate Teachers by Research.
- ii. A lecturer or a research staff of the Institute with a Ph.D. or equivalent degree of three years standing in the related subject and three years experience of post-graduate teaching by papers and independent research experience with publications in refereed journals shall be eligible for recognition as a Post-Graduate Teacher by Research.
- iii. A person recognized for Post-Graduate teaching by research will be permitted to guide students for their M.A., M Phil and Ph.D. dissertations.
- iv. A Post-Graduate Teacher by Research shall, at a given time:
  - a) Guide maximum for Ph.D. 8 students to Professor, 6 students to Associate Professor and 4 students to Assistant Professor;
  - b) Co-Guide a maximum of 02 Ph.D. students;
  - c) Guide/Co-Guide a maximum of 02 students for M.A. dissertations.
  - d) Guide maximum for M Phil. 3 students to Professor, 2 students to Associate Professor and 1 students to Assistant Professor

**III. PRESENTATION OF THE THESIS**

1. The guide and title of the Ph.D. thesis being presented shall exactly be as approved by the Research Recognition Committee. It shall be presented after three calendar years but within the expiry of five calendar years from the date of registration to the Ph.D. programme. Only in exceptional cases, extension in the period of the Ph.D. registration by one year (beyond the normal five years period), may be considered by the Departmental Committee on the recommendation of the research guide. The request for extension shall be made before the expiry of five years.
2. A Ph.D. student shall give pre-synopsis presentation between three and four years from the date of Registration for the Ph.D. degree. The student, [in consultation with the guide](#), shall approach the Head of the Department concerned for making necessary arrangements for the presentation. Copies of the draft Synopsis of the thesis shall be distributed by the student at the presentation. Suggestions, if any, made by the faculty and students at the presentation may be incorporated by the student in the final Synopsis and in the thesis [after consultation with the guide](#). A

certificate to be issued by the chairman attesting the changes made by the candidate that have arisen out of the discussion.

3. Ph.D. student shall publish one research paper in a referred Journal before the submission of the thesis/monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint before the submission of thesis.
4. The student shall give an application for submission of final Synopsis. Along with the application he shall enclose the Ph.D. thesis presentation certificate obtained from the Head of the Department. He shall also enclose 15 copies of the final Synopsis signed by him, his research guide and co-research guide, along with soft copy of synopsis to Academic Section, if any, for distribution among the various Committee Members for finalizing the panel of examiners for evaluating the thesis along with the prescribed fee. The synopsis application shall be forwarded through the research guide and the Head of the Department for submission of the final synopsis for submission of the final synopsis.
5. The thesis shall be submitted after two months and within eight months of the date of submission of the final synopsis. The synopsis must be submitted before the completion of 4 plus one years from the date of registration. In case, for reasons approved by the Departmental Committee, if a student is unable to submit the thesis within the stipulated period of eight months, the date for the submission of the thesis may be extended by a maximum period of four months by the Departmental Committee provided the total period (from the Ph.D. registration to the submission of the thesis) shall not exceed five years (in exceptional cases, six years, if extension is granted). In such a case the student shall pay a fine of Rs. 500/- for the late submission of the thesis.
6. If the thesis is not submitted within the stipulated period of eight months (plus an additional four months, if granted) the student shall pay the synopsis fee again for the submission of the thesis. After paying the synopsis fee again a student shall be permitted to submit his thesis at any time within a stipulated period of eight months, provided further that this period does not exceed the total Ph.D. registration period of five years /six years.
7. Spiral bound copies of the thesis shall be presented in a permanent and legible form in typescript or in print. It shall be typed in double spacing and the size of the paper, as far as possible, be 225 X 290mm (22.5 X 29cm) as per rules.
8. Three copies of thesis can be accepted in spiral binding for submission at the time of pre-viva-voce. A report of the pre-viva-voce should be prepared and corrections carried out according to the suggestions made during the pre-submission viva-voce. Final copy of the thesis shall be submitted incorporating the suggestions made during the pre-submission viva-voce. A separate Certificate from the candidate and the guide be included in the thesis stating that suitable suggestions have been incorporated in the thesis made during pre-viva-

voice. The thesis should be forwarded through HOD only for his/her information prior to final submission to the Academic Section.

9. To avoid time and spending money for postal charges, preference should be given for sending soft Acrobat copy of the thesis out of the country for evaluation and if the concerned scholar requires hard copy of the thesis then only hard copy can be sent. At the same time, soft copy of evaluation report with digital signature can also be accepted. However, final declaration of the result of the candidate should be notified only after receipt of the original evaluation report.
10. The thesis shall have the following certificate:

**CERTIFICATE**

CERTIFIED that the work incorporated in this thesis (entitled) \_\_\_\_\_

\_\_\_\_\_

submitted by \_\_\_\_\_ was carried out by the student under my/our supervision. Such material as has been obtained from other sources has been duly acknowledged in the thesis.

(Signature of the Student) (Signature of Co-Guide) (Signature of Research Guide)

10. A student shall not be permitted to submit a thesis for which a degree has already been awarded to him or to someone else in this or in any other University, but he shall not be precluded from partially incorporating his work, already submitted earlier for a lower degree in this or any other University provided that, this fact is indicated in a signed declaration.
11. The thesis shall be written/printed in English only. However, a student may be he Departmental Committee on the recommendation of the research guide, to write the thesis in Marathi/Hindi/Sanskrit at the time of applying for admission to the Ph.D. degree in which case the synopsis shall be submitted in that language.
12. Four hard-bound copies and one soft copy of the thesis may be submitted by the student within one month of the viva-voce after incorporating suggestions/corrections, if any, made by the external examiners. The guide will certify that the suggested corrections have been incorporated.

**IV. APPOINTMENT OF EXAMINERS**

## Ph.D. Rules

1. After submission of the Synopsis by the student (under rule III.2.above) the research guide of the student shall submit, through the Head of the Department, a panel of five external examiners along with details of their academic qualifications such as their designation, address, teaching and research experience, publication of articles, books, etc. to the Academic Section. At least three of the five external examiners shall be Indians and two from abroad.
2. The Board of Studies shall recommend to the Academic Council, a panel of five examiners, with or without any change in the existing panel, to work as external examiners. In case any change is recommended by the Board it shall provide all the academic details of the examiner concerned. At least three of the five external examiners shall be Indians and two from abroad.
3. The Academic Council shall approve, a panel of five external examiners, from the panel recommended by the Board of Studies. The Council may, if found necessary, change the examiners in the panel recommended by the Board of Studies. At least three of the five external examiners shall be Indians and two from abroad.
4. In order to keep confidentiality the Vice Chancellor will appoint two examiners from the panel to work as external examiners.
5. While suggesting names of persons to work as external examiners the research guide or the academic body concerned shall recommend persons of eminence in the field but not below the rank of an associate Professor.
6. Two external examiners shall be appointed for evaluation of the Ph.D. thesis. They shall be appointed by the Vice Chancellor from the list of the external examiners approved by the Academic Council.
7. The Viva-Voce and Open Defence of the thesis shall be conducted. The Head of the Department, on the recommendation of the Research Guide, shall appoint one of the two external examiners (only Indian) to work as an external examiner for the Viva-Voce and Open Defence. The Research Guide of the student shall work as the Internal Examiner for this test. A Chairman shall be appointed by the Head of the Department, in consultation with the Research Guide, for the Open Defence examination from amongst the teaching staff of the Department not below the rank of a Reader.
8. In case neither of the two External Examiners is available to conduct Viva-Voce and Open Defence of the thesis, a local person acquainted with the subject, and not a member of the staff of the Institute, shall be appointed as Local External Examiner to conduct the Viva-Voce and Open Defence. The appointment of such an Examiner shall be made by the Head of the Department on the recommendation of the Research Guide.

**V. PH.D DEGREE EXAMINATION**

1. After the thesis is submitted, the Academic Section shall send a letter of invitation along with a copy of the synopsis of the thesis, submitted vide rule III.2., inviting the external examiners to work as examiners. When a person has accepted to work as an examiner, the Academic Section shall forward the thesis to him/her. In case an examiner informs of his/her inability to work as an examiner, or, the examiner has not conveyed his acceptance within a period of one month, the next person on the panel appointed by the Vice Chancellor shall be considered. Thus two hard copies of the theses shall be sent to the external examiners. One hard copy will be handed over to the Internal examiner (i.e. research guide) and one hard copy of the thesis and two soft copies will remain with the Academic Section.
2. The panel submitted for evaluation of thesis should be completed in all respects including names of five scholars. The Academic Section should prepare a format for the same. The Chairman (Vice Chancellor) has right to add or delete names supplied by the guide. There should not be the name of student and the guide on the copies forwarded for evaluation. One external examiner should be from out of the State of Maharashtra if the thesis is in English. However, if the thesis is in Marathi, all the three external examiners can be from within Maharashtra.
  - a. The thesis be accepted. OR
  - b. The thesis be resubmitted after revision. OR
  - c. The thesis be rejected.
3. If both the examiners report that the thesis is not acceptable, the student will be declared to have failed. He/She may, however, register afresh for the Ph.D. degree with the approval of the Departmental Committee.
4. If there is difference of opinion between the two external examiners about the acceptability or otherwise of the thesis, the third examiner serially on the panel be sent the thesis for evaluation. The decision about the acceptability or otherwise of the thesis at this stage shall be decided on the report of the third examiner and his decision shall be final.
5. A work that has been recommended for resubmission after revision may be resubmitted after due revision subject to payment of synopsis fee again. If necessary, the student may make a minor change in the title of the thesis only after it is recommended by his guide and approved by the Departmental Committee. Resubmission shall be done within a period of two years, failing which the registration of the student to the Ph.D. degree will stand cancelled.

6. The work that has been resubmitted shall be sent to the same examiners who evaluated the thesis earlier. If found absolutely necessary the examiner(s) serially next on the panel may be invited for evaluation work.
7. If both the examiners (among which one shall be an Indian and one Foreigner report that the thesis is acceptable then the student shall undergo the Viva-Voce test and appear for the Open Defence of his thesis.
8. The day, date, time and place of the Viva-Voce and Open Defence of the thesis shall be intimated by the research guide and it shall be duly notified by the Academic Section.
9. The comments of the External Examiners, shall be made available to the student to enable him to prepare for the Viva-Voce and Open Defence.
10. The Viva-Voce test shall be conducted by the External Examiner (or Local External Examiner) and the Internal Examiner in the presence of the Chairperson.
11. The Chairman shall conduct the proceedings of the Open Defence, and it is left to his discretion to allow/not allow a question. All interested persons can attend the Open Defence of the thesis and shall ask questions and participate in the discussion. The audience shall have no right to give their opinion on the suitability or otherwise of the thesis for the award.
12. The student shall circulate copies of the synopsis of the thesis to the persons attending the Open Defence. He shall obtain the signatures of the audience present at the Open Defence on the attendance sheet and submit it to the Academic Section.
13. The examiners present for the Viva-Voce and Open Defence, i.e. Chairman, the External Examiner and the Internal Examiner shall submit to the Academic Section, after the examination is over, their final consolidated report about the award of the Ph.D. degree. The recommendation shall be specific on one of the following lines:
  - a. **The Ph.D. degree be awarded to the student OR**
  - b. **The student should undertake a fresh Viva-Voce and Open Defence**
14. In case a fresh Viva-Voce and Open Defence is recommended by the Examiners, the report shall be sent by the Academic Section to the research guide of the Student for deciding the schedule for the fresh Viva-Voce and Open Defence. In such case a Local External Examiner shall be appointed to carry out the Viva-Voce and Open Defence.

**VI. RESULT**

1. In case the Examiners at the Viva-Voce & Open Defence recommend the award of the Ph.D. degree to the student, the Academic Section shall approach the Academic Council for its permission to award the Ph.D. degree to the student. It shall enclose copies of all the reports of the examiners for reference of the Academic Council. The Academic Council, after going through all the reports of the examiners shall give necessary instructions on any one of the following lines:
  - i. The thesis is accepted for the award of Ph.D. degree or**
  - ii. The thesis is rejected for the award of Ph.D. degree.**
2. In case the Academic Council recommends (ii) above, it will state reasons for the same and shall also give necessary instructions to the student regarding the future course of action.
3. If the Academic Council accepts the thesis for award of the Ph.D. degree, the student shall be declared to have passed the Ph.D. degree examination and the following certificates shall be awarded to him:
  - a. Notification:** This shall notify the award of the Ph.D. degree to the student. It shall be signed and issued by the Registrar or by a person authorized to sign.
  - b. Provisional Certificate:** A Provisional Certificate, intimating the student that he has passed the Ph.D. degree examination, and that he is eligible for award of the Ph.D. degree shall be issued by the Academic Section.
  - c. Migration Certificate:** A No Objection Certificate shall be issued to the student upon his request to enable him to migrate to another recognized University/Institute for higher studies and on payment of the necessary fees by him. Once a migration certificate is issued to a student by this Institute, he shall not be eligible for immediate admission to another degree course of this Institute. It shall be signed and issued by the Registrar or by a person authorised to sign.
  - d. Degree Certificate:** The conferment of the degree on the student and the award of the degree certificate shall be made at the Convocation ceremony upon request by the student and on payment of necessary fees by him. The degree certificate shall be signed and issued by the Director and the President of the Institute or by person(s) authorized to sign.
4. On award of the Ph.D. degree to the student, the total number of copies of the thesis available with the Academic Section, shall be distributed in preferential order as follows:
  - a. Soft copy to UGC & Academic Section
  - b. Hard copy to Academic Section , Research Guide , Student

**VII. PAYMENT OF FEES (subject to change)**

**1. REGISTRATION PERIOD - REGULAR : (six monthly Instalment)  
(w.e.f. Academic Year 2009-2010)**

**Ph.D. degreeprogrammes in Archaeology,Linguistics & Sanskrit & Lexicography**

1. M.A.,M.phil/Ph.D. Admission form fee Rs. 300=00
2. Entrance exam fee structure of our University:  
**For paper I & II:**
  - i) For Open Category : Rs. 500=00
  - ii) For Reserved Category : Rs. 350=00**The Candidates who are exempted from appearing paper I&II:**
  - i) For Open Category : Rs. 200=00
  - ii) For Reserved Category :Rs. 100=00

**FEE STRUCTURE**

<b><u>Particulars</u></b>	<b><u>IND.</u></b>		
	<b><u>WM</u></b>	<b><u>OM</u></b>	<b><u>For.</u></b>
	(Rs.)	(Rs.)	(Rs.)
<b>Compulsory</b>			
1. Admission	3000	7000	US\$1500/1000
2. Tuition			
I-VI Insts.	1500	1500	3500
VII-X Insts.	1000	1000	3000
3. Other Compulsory fees			
Laboratory	500	1000	1000
Gymkhana	150	250	300
Library	300	500	600
Computer	300	500	600
Identity & Lib Card fee	200	200	200
4. Students Welfare Fund			
I-VI Insts.	200	300	300
VII	1200	1300	1300
VIII	2200	2300	2300
IX	3200	3300	3300
X	4200	4300	4300
34. Development Fund	500	500	500
<b>Total I Insts.</b>	<b>6650</b>	<b>11750</b>	
<b>US\$1500/1000+Rs..7000</b>			
<b>II Insts to VI Insts.</b>	<b>3450</b>	<b>4550</b>	<b>6800</b>
VII th	3950	5050	7300

VIIIth	4950	6050	8300
IXth	5950	7050	9300
Xth	6950	8050	10300
35. <b>Other Fee</b>	*25000	*25000	*25000

\*( This fee can pay with regular instalment  
Or One time before the submission of thesis.)

**.Other Fees:**

36. Synopsis	6000	6000	6000
37. Convocation & Degree (Cer.)	700	700	700
38. Migration Certificate	200	200	200

**Deposit**

39. Library Deposit	1500	1500	1500
40. Post Doctoral/Casual Research: Affiliation fee ( per year)	15000	15000	15000
41. <b>Deposit:</b> Hostel Deposit	5000	5000	5000
Hostel Fees ( per Sem.)	4200	4200	4200

**Abbreviations:**

**Inst. Installment** - Period of six months

**Ind.** – Indian: Citizen of India

**For** - Foreigner: Citizen of a foreign country/who holds a foreign passport/Non-resident Indian.

**WM** – Within Maharashtra: Domicile of Maharashtra

**OM** – Outside Maharashtra: Domicile outside Maharashtra

**US\$ - 1500** for foreign students who have migrated from a foreign University

**US\$ - 1000** for foreign students who have migrated from an Indian University

**Qualifying exam:**

For Ph.D. – M.A. /M.Sc.or any higher degree.

**Note:** 1. All compulsory fees will be paid per Semester except Admission. I Card and Library card fees which will be paid only during admission to the M.Phil/Ph.D. degree Course.

2.The admission fee for foreign student is inclusive of English Language and Medical Test fees.

3. Affiliation for post doctoral, Casual Research will be taken as Admission fee. No other fees will be charged.

4. Rest of the Rules pertaining to payment of fees will remain the same.

**2.EXTENSION Period – 1 year**

Installment	WM	OM	FOR
XI	7950	9050	11300
XII	8950	10050	12300

**Rules regarding payment of fees:**

- a. *The fees prescribed above shall be paid in full. Part payment of fees shall not be accepted. Along with the fees the student shall submit six monthly progress report of the work done by him & recommended by the research guide.*
- b. *All fees shall be paid by the due date. Non-payment of fees, as scheduled, will require the student to pay late fee of Rs. 100/- per month per Installment up to a maximum of six months for every non-paid Installment. Student whose fees are being paid by Government / University or any agency shall be exempted from paying late fee.*
- c. *A backward class student shall be exempted from paying tuition fees. It shall be claimed by him, from the Government, as part of his scholarship, and paid to the Institute when the claim is sanctioned.*
- d. *If a thesis is submitted earlier than the stipulated registration period the tuition and other compulsory fees shall be paid in full only up to that particular installment which covers the period of submission.*
- e. *A Student getting scholarship from the Indian Council for Cultural Relations, Govt. of India shall be exempted from paying Admission fee.*
- f. *For converting the US\$ to Indian rupees the rate printed in magazines like India Today, Business India etc or in reputed newspapers may be used to determine the exchange rate.*
- g. *Admission fee shall be paid by a student only at his first admission to a degree course at the Institute.*
- h. *For re-registration to the Ph.D. course a student shall pay tuition and other compulsory fees beginning from the first installment except admission fee. Before re-registration he student should have paid all the fees which were pending up to the cancellation of his earlier registration.*
- i. *If a student decides to discontinue the course after paying all the fees, the tuition and other compulsory fees paid by him will be refunded after deducting 25% of the total amount of these fees paid, towards administrative charges, provided he submits a written application within one month (30 days) from the date he takes admission to the course. Application for refund shall not be considered after the due date.*
- j. *As part of the admission procedure if a foreign student fails to pass the English Language Test or is found medically unfit, his admission to the degree programme shall be cancelled by the Institute. In such case the tuition and other compulsory fees paid by him will be refunded after deducting 50% of these fees as administrative*

charges.

- k. *With exception to clauses (i) and (j) mentioned above, all fees paid shall remain non-refundable.*
- l. *Library and Hostel deposits will be refunded after the student submits No Dues certificates from the Departments /sections concerned.*
- m. *If a Ph.D. student getting scholarship from the Indian Council for Cultural Relations (ICCR) abstains himself from the Institute, without permission, for a long period, the Institute shall recommend to the ICCR the cancellation of his scholarship. But since the Institute had admitted him as a student to the Ph.D. degree programme: i) it shall retain tuition and other Compulsory fees and hostel fees for the remaining part of the installment during which he left the Institute plus the next 6 monthly installment;*  
*ii) shall return to the Council the unpaid amount of stipend, ACA etc.*
- n. *In case of conflict of opinion in the interpretation of any rule regarding payment of fees, refund etc., the decision of the Director of the Institute shall be final and binding on all concerned.*

### **VIII. AWARD OF SCHOLARSHIPS**

#### **a. For Foreign Students:**

The Indian Council for Cultural Relations, Government of India, New Delhi offers scholarships to students, under the cultural exchange programme between India and other countries, to undertake studies for the Ph.D. degree at this Institute. For further details the student shall approach the Council through the Indian Embassy in his country.

#### **b. For Indian Students:**

##### **Deccan College Research Scholarship:**

The Institute offers fifteen scholarships of the value of Rs. 400/- p.m. for students admitted to the Ph.D. degree course at the Institute. The student shall apply on a prescribed form as and when the scholarships fall vacant and the Institute invites applications for the same. Rules governing award of these scholarships are given below.

##### **Rules Governing Award of Deccan College Research Scholarship:**

## Ph.D. Rules

1. The scholarship shall be awarded to students who have registered for the P.G.DIP./Ph. D. degree at the Institute.
2. Applications for the award of the scholarships shall be considered and suitable decisions taken by the Director in consultation with the teaching faculty members of the Departments of Archaeology and Linguistics. The Director shall be the Chairperson of the meeting. The overall academic record of the applicants shall be the general criterion for the award of the scholarship.
3. The scholarship to a Ph.D. student shall normally be awarded for a period of two years and will be effective from the date of joining. Depending upon the progress of research of the scholar during the previous period of two years, as certified by the respective research guide, the Director may extend the tenure of the scholarship by one year. The scholarship shall be awarded for a maximum period of three years or submission of the thesis, whichever is earlier.
4. The student shall communicate his/her acceptance or otherwise of the scholarship within a period of two months from the date of intimation of the award, failing which the award shall stand cancelled.
5. Application for extension of the scholarship shall be submitted by the student at least one month before the date of expiry of the initial term of two years.
6. For the withdrawal of monthly scholarship amount the scholarship holder shall submit a monthly progress report of the work done by him/her, countersigned by the research guide, to the Accounts Section.
7. The scholarship holder shall open a Saving Bank Account in the Central Bank of India (D.C. Ext. Counter) for the disbursement of his/her monthly scholarship.
8. The scholarship holder, unless otherwise on fieldwork or leave, shall note his/her daily presence in the respective Department by signing the muster.
9. In the case of non-withdrawal of the scholarship for six consecutive months (except under circumstances approved by the Director), the award of scholarship to the student will stand cancelled.
10. Non-observance of the rules governing the scholarship or an adverse report by the research guide of the scholar concerned or the dismissal of the scholar from the Institute for gross misconduct or insubordination may lead to immediate cancellation of his scholarship.
11. If the scholarship holder desires to discontinue the scholarship, prior permission of the Director with recommendation of the research guide and Head of the Department should be obtained.

### **IX. Award of Prizes**

The Institute offers the following award:

#### **1. Dr. Malti Nagar Award for Ethnoarchaeology**

This Award, of the value of Rs. 1001, has been instituted out of a donation given by Dr. Malti Nagar, a former Reader in Asian Archaeology at the Institute, for the promotion of ethnoarchaeological studies. It will be given every year normally to the student who obtains the highest marks in Ethnoarchaeology paper at the M.A. examination in Ancient Indian, History, Culture and Archaeology. In case no M.A. student is eligible for the Award in a particular year, it may be given for the best Ph.D. thesis in Ethnoarchaeology.

### **X. CANCELLATION OF REGISTRATION**

1. Registration to the Ph.D. degree may be cancelled by the student concerned by applying to the Registrar. At the time of application he should have paid all the tuition and other compulsory fees and should enclose No Dues Certificates from the Library and Estate office. The application shall be recommended by his research guide. Suitable decision on the application shall be taken by the Departmental Committee and its decision shall be binding on the student. Cancellation of the registration shall be effective from the date the student applies for the same.
2. A student who is employed is required to give attendance at the Institute of a minimum of 180 days during the first three years of the date of registration or before submission of the thesis, whichever is earlier. Failure to adhere to this will result in the termination of the Ph.D. registration.
3. The Ph.D. registration of the student, who fails to submit his thesis within the stipulated period of six years shall automatically stand cancelled after the expiry of the registration period.
4. Failure to pay the fees as prescribed and scheduled by the Institute will lead to cancellation of admission to the course / payment of late fee/any other measure to be decided by the Institute
5. Admission to the Ph.D. degree shall be summarily cancelled by the Director at any time of the degree course in case of misconduct on the part of a student.

6. As a part of the admission procedure, if a foreign student fails to pass the English Language Test or is found medically unfit, his admission to the degree course shall be cancelled at any time of the course by the Institute.
7. A research student shall submit six monthly progress report of the work done by him signed by his research guide along with the payment of the fee installment. If a student does not submit the progress report and/or the fees for three consecutive installments the Ph.D. registration of the student shall be cancelled by the Director of the Institute. Cancellation of the registration shall be effective from the period the progress report has not been submitted and/or the fees have not been paid.
8. The Departmental Committee, on the recommendation of the research guide, shall cancel the Ph.D. registration of the student concerned, if the progress of his research, as reported by his research guide is found to be not satisfactory.

### **XI. REMUNERATION TO STAFF**

Remuneration, as shown below, shall be paid to the examiners in connection with Ph.D. examination work.

**1. Ph.D. Entrance Test :** The Ph.D. Entrance Test Examination in A.I.H.C. & Archaeology , Linguistics, Sanskrit & Lexicography are to be held twice in the year. The staff who have performed additional duty for the examination shall be paid remuneration as follows :

#### REMUNERATION TO EXAMINERS TO EXAMINERS/STAFF

	<b>Nature of Examination Work</b>	<b>Honorarium Rates</b>
<b>A.</b>	<b><u>Examiner:-</u></b>	
1	Setting question paper ( per paper)	500/-
2	Marathi Version of the question paper	100/-
3	Evaluation of answer paper ( per paper Minimum 100/-)	30/-
4	Evaluation/Revaluation of M.A. dissertation	500/-
5	Revaluation of answer paper ( Minimum 100/-)	30/-
<b>B.</b>	<b><u>Controller of Examiners</u></b>	
1	Honorarium per Examination	700/-
<b>C.</b>	<b><u>Chairman, Board of Examiners</u></b>	
1	Honorarium per Examination	700/-
<b>D.</b>	<b><u>Custodian:-</u></b>	
1	Honorarium per Examination	250/-
2	Honorarium for pre and post exam work ( two sessions extra)	500/-

<b>E.</b>	<b><u>Senior Supervisor:-</u></b>	
1	Honorarium per session	250/-
2	Honorarium for pre and post exam work ( two sessions extra)	500/-
<b>F.</b>	<b><u>Supervisor:-</u></b>	
1	Honorarium per session	200/-
2	Honorarium for pre and post exam work ( two sessions extra)	400/-
<b>G.</b>	<b><u>Accounts Section:-</u></b>	
1	Lumpsum per semester exam	1500/-
<b>H.</b>	<b><u>Dispatch Section:-</u></b>	
1	Lumpsum per semester exam	300/-
<b>I.</b>	<b><u>Stores Section:-</u></b>	
1	Lumpsum per semester exam	300/-
<b>J.</b>	<b><u>Hall Attendants/ Lab Attendants:-</u></b>	
1	Honorarium per session	100/-
2	Honorarium for pre and post exam work ( two sessions extra)	200/-
<b>K.</b>	<b><u>Miscellaneous:-</u></b>	
1	Writer`s fee, per paper ( to be recovered from The Candidate)	80/-
2	Typing – per paper	25/-
3	Xeroxing copies – per paper	20/-
	Hall attendant ( For CAP ) Per day	100/-
	Masking Work (Per packet)	100/-

**2. English Language Test:**

Paper - Setter	-	Rs. 500/-
Evaluation(per paper) (minimum Rs. 100/-)	-	Rs. 30/-
Supervisor	-	Rs. 200/-
Hall Attendant	-	Rs. 100/-

**3. Ph.D. Thesis:**

Evaluation :		
External Examiner		
Indian	-	Rs. 1500/-
Foreigner	-	Rs. 700/-

*NOTE : 1. The above remuneration shall be paid to the examiner only if the thesis is returned by him.*

*2. Postal Expenditure incurred by him will be reimbursed.*

**3. Viva-Voce :**

External Examiner: Outstation - Rs. 250 + TA/DA as per rules.

Local - Rs. 250 + Conveyance Allowance

Internal Examiner - Rs. 150 + Conveyance Allowance

## **XII. CONVOCATION**

- 1) The Institute shall hold a convocation ceremony every year or after two years or as found convenient. Degree certificates shall be awarded at the convocation ceremony to the students who have successfully completed a degree course conducted by this Institute. The student shall apply for award of the degree certificate at the convocation in the prescribed application form and pay the necessary fees. Those students who apply for award of the degree certificate in-presentia shall be awarded the same at the convocation ceremony while students who apply for it in-absentia shall be sent the degree certificates by post.
- 2) The degree shall be conferred on the student with the approval of the President and the Director. It shall be signed by the President and/ the Director of the Institute.
- 3) As laid down in the Rules of the Institute, the President shall preside over the convocation ceremony and deliver the Presidential Address. The Chief Guest for the function shall be selected by the Management Council on the recommendation of the Academic Council. He shall be an eminent personality. He may be an eminent scholar in the subjects being studied at the Institute, or an administrator in the State or Central Governments such as a ministerial person, secretary, etc. He shall deliver the Convocation Address.
- 4) Since the degree certificate is very essential for a student in advancement of his career, the Institute shall be prompt in holding the convocation and awarding degree certificates to the students in time. In case, during a particular year, it is not possible for the Institute to hold a convocation function, in order to avoid delay in the award of degree certificates to the students, the Institute may present the certificates directly to the students. This provision may be made use of only under exceptional circumstances.

## **XIII. EMERGENCY MATTERS**

All academic matters shall normally be referred, as per rules, to the Committee concerned for decision. But, in case where:

1. The academic matter pertaining to admission, examination, appointment of examiners, etc. is urgent ; and/or

2. Delay is anticipated in conducting meeting(s) of Committee(s);

then, under the above circumstances the matter shall be referred to the Chairman of that Committee for necessary decision. The decision taken by the Chairman will be deemed to have been taken by the Committee concerned and the matter will be processed accordingly. The Chairman's action will be kept for confirmation before the Committee when it meets next. His decision shall ordinarily be respected by the Committee members.