

ORDINANCE 13

The Manipur Technical University Ph.D. Ordinance, 2025

Preamble

In exercise of the powers conferred by the Section 44 (1) of the Manipur Technical University Act, 2016 and in view of the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022, and subsequent notifications No.F.4-1(UGC-NET Review Committee)/2024(NET)/140648 pertaining to National Eligibility Test (NET) as an Entrance Test for Admission to Ph.D. dated March 27, 2024, the Manipur Technical University hereby makes the following Ordinance, namely, "The Manipur Technical University Ph.D. Ordinance, 2025" for the award of Ph.D. degree.

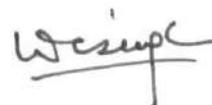
1. Short title, Application, and Commencement –

- 1.1 This Ordinance may be called the Manipur Technical University Ph.D. Ordinance, 2025.
- 1.2 This Ordinance shall apply to all Ph.D. students under Manipur Technical University admitted during 2025-26 admission onwards.
- 1.3 This Ordinance shall come into force from the date it was approved by the Board of Management

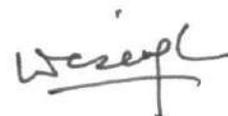
2. Definitions -

2.1 In this Ordinance, unless the context otherwise requires:

- 2.1.1 "Act", "Statutes", "Ordinance" and "Ordinances" mean respectively the Manipur Technical University Act, 2016, the Statutes, Ordinance and Ordinances of the Manipur Technical University Act.
- 2.1.2 "University" means the Manipur Technical University.
- 2.1.3 "Chancellor", "Vice-Chancellor", "Controller of Examinations" and "Registrar" means Chancellor, Vice-Chancellor, Controller of Examinations and Registrar of the Manipur Technical University, respectively.
- 2.1.4 "FoS" means Faculty of Studies of Manipur Technical University.
- 2.1.5 "Academic Department" or "Department" means an Academic Department of the Manipur Technical University.
- 2.1.6 "Dean" means the Dean of Faculty of the Manipur Technical University.



- 2.1.7 “BoS” means the Board of Studies of a Department of the Manipur Technical University.
- 2.1.8 “Ph.D.” means Doctor of Philosophy.
- 2.1.9 “Academic Year” means 2 (two) Semesters commencing from the Semester when the First Academic Session begins.
- 2.1.10 “Student” means a student registered for a Ph. D. Programme for full time/part-time study leading to the Ph.D. Degree.
- 2.1.11 “Applicant” means an Individual who applies for admission to any Ph. D. Programme of the Manipur Technical University.
- 2.1.12 “Non-Resident Indian (NRI)” means a student who is admitted against NRI/PIO/FN Category.
- 2.1.13 “OBC” means the Other Backward Classes as notified by the Government of India or Government of Manipur from time to time.
- 2.1.14 “SC/ST” means the Scheduled Castes and Scheduled Tribes as notified by the Government of India or Government of Manipur from time to time.
- 2.1.15 “Semester System” means a programme wherein each academic year is apportioned into two semesters.
- 2.1.16 “Stream” means the Branch of Study.
- 2.1.17 “End Semester Examination” means an examination conducted on a date fixed by the Manipur Technical University at the end of each semester.
- 2.1.18 “Admission Committee” and “Examination Committee” means the Admission Committee and Examination Committee of the Manipur Technical University, respectively,
- 2.1.19 “Adjunct Faculty” means a part-time or contingent instructor, but not full-time faculty member hired to teach by the Manipur Technical University;
- 2.1.20 “Cumulative Grade Point Average (CGPA)” means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
- 2.1.21 “UGC” or “Commission” means the University Grants Commission established under Section 4 of the UGC Act,1956;
- 2.1.22 “Course” means one of the specified units which go to comprise a programme of study;



- 2.1.23 “Course Work” means courses of study prescribed by the School/Department/ Centre to be undertaken by a student registered for the Ph.D. Degree;
- 2.1.24 “Degree” means a degree awarded by the Manipur Technical University;
- 2.1.25 “External Examiner” means an academician/researcher with published research work who is not part of Manipur Technical University where the Ph.D. scholar has registered for the Ph. D. Programme;
- 2.1.26 “Foreign Educational Institution” means–
- 2.1.26.1 An institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and
- 2.1.26.2 Which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, Open and Distance Learning (ODL) mode;
- 2.1.27 “Grade Point” means a numerical weight allotted to each letter grade on a 10-point scale;
- 2.1.28 “Guide/Research Supervisor” means an academician/researcher recognized by Manipur Technical University to supervise the Ph.D. scholar for his/her research;
- 2.1.29 “Interdisciplinary Research” means research conducted by a Ph.D. scholar in two or more academic disciplines;
- 2.1.30 “Open and Distance Learning Mode” shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Ordinances 2020;
- 2.1.31 “Online Mode” shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Ordinances 2020;
- 2.1.32 “Plagiarism” means the practice of taking someone else’s work or idea and presenting them as one’s own;
- 2.1.33 “Programme” means a higher education programme pursued for a degree specified by the UGC under sub-section (3) of section 22 of the Act;
- 2.1.34 “Prospectus” means any document, whether in print or otherwise, issued for providing fair and transparent information relating to Manipur Technical University and its programmes, to the general public (including to those



seeking admission in Manipur Technical University) by Manipur Technical University;

2.1.35 "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph. D. Programme;

2.1.36 "RAC" means Research Advisory Committee of each Ph.D. student enrolled for a Ph. D. Programme in any Department of Manipur Technical University.

2.1.37 "Principal Investigator" means Principal Investigator of an externally funded research project not less than 3 years.

2.2 Words and expressions used in this Ordinance, but not specifically defined herein, shall carry the meanings assigned to them in the Act and the Statutes of Manipur Technical University.

3. Eligibility criteria for admission to the Ph.D. Programme -

The following are eligible to seek admission to the Ph. D. Programme:

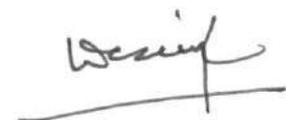
3.1 Candidates who have completed:

3.1.1 A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or after a 4-year/8-semester B.E/B.Tech degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed

Or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC/State Government from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system



is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC/State Government from time to time.

- 3.2 Candidates who have completed the M. Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph. D. Programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC/State Government from time to time.

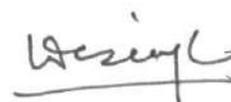
Candidates possessing a Degree considered equivalent to the M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established recognized or incorporated by law in its home country or any other statutory authority in that country empowered for assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph. D. Programme.

4. Duration of the Programme -

- 4.1 Ph. D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph. D. Programme.

- 4.2 A maximum of an additional 2 (two) years can be given through a process of *re-registration*. The total period for completion of a Ph. D. Programme should not exceed 8 (eight) years from the date of Admission in the Ph. D. Programme.

For re-registration, the candidate has to apply to the Chairman, RAC, after completion of six (6) years from the date of admission. Re-registration may be allowed on the recommendation of RAC and the same may be sent to the BoS and then FoS for approval by the Competent Authority. Re-registration process must be completed within six (6) months from the date of expiry of six years' tenure.



Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) shall be granted an additional relaxation of two (2) years; however, the total period for completion of a Ph. D. Programme in such cases should not exceed ten (10) years from the date of admission in the Ph. D. Programme.

5. Procedure for admission -

5.1 The admission shall be based on the criteria notified by Manipur Technical University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the State Government from time to time.

5.2 Admission to the Ph. D. Programme shall be made using the following methods:

5.2.1 Manipur Technical University shall admit students who qualify for fellowship/scholarship in UGC-NET (Category 1 - JRF)/UGC-CSIRNET (Category 1 - JRF)/GATE/CEED and similar National level tests based on an interview.

For students who qualify in Categories 2 and 3 of UGC-NET/UGC- CSIR NET, 70% weightage will be given for test scores and 30% weightage for the interview for admission to Ph. D. Programmes. The Ph.D. admission will be based on the combined merit of NET marks and the marks obtained in the interview/viva voce.

AND/OR

5.2.2 Manipur Technical University shall admit students through an Entrance Test conducted by the Manipur Technical University.

The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject specific.

5.2.3 Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.

5.2.4 A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the UGC/State Government from time to time.

5.2.5 Manipur Technical University shall decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.

5.2.6 Provided that for the selection of candidates based on the entrance test conducted by the Manipur Technical University, a weightage of 70 % for the

entrance test and 30% for the performance in the interview/viva- voce shall be given.

5.2.7. For the interview/viva-voce, to be organized by the concerned department where the candidates are required to discuss their research interest/area through a presentation before the BoS.

5.3 A scholar admitted to the Ph. D. Programme shall pay the fees as prescribed by the university from time to time.

5.4 Manipur Technical University shall maintain a year-wise list of all Ph.D. scholars on its website. The list shall include the name of the scholar, research topic, name of the Supervisor and Co-Supervisor(s), and the date of admission/registration. A unique enrolment number shall be assigned to each admitted candidate.

5.5 Manipur Technical University shall:

5.5.1 Decide on an annual basis through the BoS a predetermined and manageable number of Ph.D. scholars to be admitted depending on the number of available Research Supervisors. Each department shall declare the number of vacant Ph.D. seats.

Also issue the admission notification on the University website and through advertisements at least two weeks in advance.

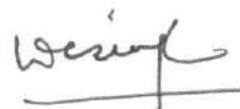
5.5.2 Adhere to the State reservation policy.

6. Allocation of Research Supervisor –

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

6.1 Permanent faculty members working as Professor/Associate Professor of Manipur Technical University with a Ph.D., and at least five (5) research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Manipur Technical University with a Ph.D., and at least three (3) research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in Manipur Technical University.

Recognized Research Supervisors of Manipur Technical University cannot supervise Ph.D. scholars in other institutions, whereas they can act as Co-Supervisors. Ph.D. awarded by the University under the supervision of a faculty member who is not an employee of the Manipur Technical University would be in violation of the UGC norms.



Co-Supervisors from within the same department or other departments of the same institution or other institutions shall be permitted for Ph.D. scholars with the recommendation of the RAC. Such proposals, based on the merit of the case, should be routed through BoS and FoS. Co-Supervisor(s) can be opted till one year prior to Pre-submission seminar. For recognition of any external expert as a Co-Supervisor for a Ph.D. scholar, a person should be a regular faculty in a University/College/Institute (PG Teaching). A no-objection certificate from parent institution declaring the number of registered Ph.D. students working with the proposed Co-Supervisor is a must.

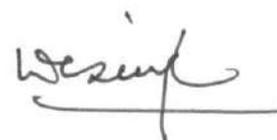
Adjunct Faculty members shall not act as Research Supervisors and can only act as Co-Supervisors.

- 6.2 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/University shall be appointed.
- 6.3 An eligible Professor/Associate Professor/Assistant Professor can guide (supervise/co-supervise) up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time or, as modified by UGC from time to time. However, the Principal Investigator (PI) of a Ph.D. leading externally funded research project may be allowed to admit up to a maximum of two (2) Research Fellow to the Ph. D. Programme in addition to those above, provided there is no vacancy under concerned faculty, and the candidate can qualify through the selection procedure. These extra seats will be adjusted as and when vacancy arises under the concerned Supervisor.
- 6.4 If a female Ph.D. scholar relocates due to marriage or otherwise, she can transfer her research data to the new Higher Educational Institution (HEI) she is moving to. This is allowed only if:
- a. All other conditions in this Ordinance are followed, and
 - b. The research work does not pertain to a project sanctioned to the Manipur Technical University/Supervisor by any funding agency.
- The scholar must, however, give due credit to the parent institution and the Supervisor for the part of the research already undertaken.
- 6.5 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a Co-Supervisor after superannuation, but not after attaining the age of 70 years.

- 6.6 If a Supervisor proceeds on study leave/sabbatical/duty leave or any other approved leave for more than one year, BoS shall appoint a Co-Supervisor and place before the FoS for approval by the Competent Authority. The appointment of the Co-Supervisor shall be with the recommendation of the RAC concerned. The Co-Supervisor appointed may continue even after the Supervisor resumes duty. For less than one year leave, the Supervisor will discharge the academic responsibilities online and the Departmental RAC member, other than the Head, will look after the administrative aspects.
- 6.7. In case of lien, Co-Supervisor shall be allocated by BoS with due consent from the Supervisor and place before the FoS for approval by the Competent Authority. On resignation during or after expiry of the lien period of the Supervisor, the BoS shall appoint a Supervisor and place before the FoS for approval by the Competent Authority. The appointment of the Supervisor shall be with the recommendation of the RAC concerned. Where a Co-Supervisor is appointed within the department, she/he may become Supervisor. In such cases, provisions of Clause 6.3 will apply. The outgoing faculty will become a Co-Supervisor.
- 6.8 If a Supervisor is put under disciplinary action (e.g. suspension or some similar case leading to prolonged absence), the BoS will appoint an officiating Supervisor and place before the FoS for approval by the Competent Authority. The appointment of the officiating Supervisor shall be with the recommendation of the RAC concerned. The officiating Supervisor will be empowered to continue with the process of thesis submission with due permission from the competent authority.
- 6.9 If a Supervisor leaves a department to join another within the University, the already enrolled candidates will continue to be supervised by the same faculty till submission.
- 6.10 On the demise of the Supervisor, the BoS will nominate a new Supervisor and place before the FoS for approval by the Competent Authority. The appointment of the Supervisor shall be with the recommendation of the RAC concerned. In case, required expertise is not available in the department at that point of time, BoS may recommend appointing a Co-Supervisor (following 6.1) from, an allied discipline of Manipur Technical University or outside the institution, if necessary, who is an expert in the relevant field.

7. **Admission of Supernumerary Candidates/Students in Ph. D. Programme -**

- 7.1 Each Supervisor may guide up to two (2) research scholars on a supernumerary basis, over and above the permitted number of Ph.D. scholars as specified in Clause 6.3



above, provided that such candidates fulfill minimum eligibility criteria under Clause 3.1 of this Ordinance. Such candidates/students shall be international students (scholars), regular faculty members of the University or its affiliated colleges, regular employees of Manipur Technical University, or sponsored candidates nominated by the State/Central Government and with due approval from the competent authority of the University.

- 7.3 If, in any case, the number of permission Supernumerary Seat (s) is/are lesser than the eligible number of applicants then the candidates are to be shortlisted based on the written test/interview. If the number of applicants are not more than the permissible supernumerary seat (s), then they may be enrolled directly to the Pre-PhD programme.
- 7.4 Manipur Technical University shall decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.

8. Course Work - Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

- 8.1 The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph. D. Programme.
- 8.2 All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- 8.3 A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-pointscale in the course work to be eligible to continue in the programme and submit his or her thesis.
- 8.4 If a student fails to qualify the Course Work Examinations in the first attempt, he/she may be given a second chance, failing which he/she shall discontinue from Ph. D. Programme.
- 8.5 *Foreign scholars and those scholars possessing M. Phil. Degree may opt to exempt themselves from attending the Ph.D. Course Work.*

In case of exercising the above option, they shall be required to present two (2) open Seminars before the BoS. A compliance certificate may be issued to them if they desired.

9. Research Advisory Committee (RAC) and its Functions -

9.1 There shall be a Three (3) plus One (1) [wherever applicable] members in the Research Advisory Committee (RAC) for each Ph.D. scholar comprising:

- i. The HoD¹ - Chairperson
- ii. A Professor² of the Department
or from other Departments of the
concerned Faculty of Studies - Member
- iii. Supervisor - Convener
- iv. Co-Supervisor³ (if applicable) - Member

If HoD is the Supervisor, then one of the senior faculty members of the department or from the other Departments of the concerned Faculty of Study will be the Chairperson of the RAC, who will discontinue when the Supervisor is no longer the Head of the Department. In departments where there is no sufficient number of faculty members with Ph.D degree holders, faculty members with Ph.D. degree holders from other departments may be included in the RAC. Only eligible Supervisors as per norms laid in Clause (6) can be included as RAC members.

At any point of time, the committee will have three (3) individual members.

In case of event of lien/long leave/demise/resignation/retirement of a RAC member, Supervisor should propose the change to Head of the Department and modified notification should be issued.

9.2 Meetings of the RAC will be notified by the Head of the Department in consultation with the concerned Supervisor. Hybrid mode (online mode) may be allowed with prior notification for the same meeting in advance.

The first meeting should be conducted within one month from the date of admission to decide on:

- i. A broad topic of research
- ii. The courses to be opted by the candidate and

¹ If HoD is not a Ph.D. holder, then the senior-most faculty with Ph.D. in the Department or from other Departments of the concerned Faculty of Studies will be the Chairman.

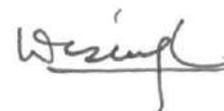
² If no Professor is available in the Department or from the other Departments of the concerned Faculty of Studies, the Department with the approval of the BoS may engage a Professor from other Universities/Institutes (in the same field/subject)

³ For cases where the Ph.D. Scholar has a Co-Supervisor.

- iii. Course work and class attendance exemptions, if any.
- 9.3 The Research Advisory Committee (RAC) shall have the following responsibilities:
- i. To review the research proposal and finalize the topic of research;
 - ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do;
 - iii. To decide on the assignment topics in lieu of class-exemption, if any;
 - iv. To periodically review and assist in the progress of the research work of the Ph.D. scholar;
 - v. To monitor the regularity of the scholars exempted from attending course work classes in matter of assignment submissions;
 - vi. To evaluate the assignments, if any;
 - vii. To address any other issues related to the research not mentioned above.
- 9.4 Every six (6) months, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee (RAC) shall submit its recommendations along with a copy of Ph.D. scholar's progress report to Board of Studies (BoS) of the concerned Department. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- 9.5 In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee (RAC) shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee (RAC) may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph. D. Programme.

10. BoS and its research related functions -

- 10.1 The allocation of Research Supervisor for a selected candidate shall be decided by the concerned Board of Studies (BoS) taking into consideration the number of scholars per Research Supervisor, the available specialization among the Supervisors and the research interests of the candidates as indicated in their research proposal.
- 10.2 The Board of Studies (BoS) shall look after the following research related matters:
- 10.2.1 Conducting the personal interview during Ph.D. admission process.
 - 10.2.2 Assigning Supervisor to a selected candidate.
 - 10.2.3 Maintaining records of the Ph.D. scholars in the department and scrutinizing scholar's register.



10.2.4 Setting eligibility criteria for part-time Ph.D. scholars on a departmental basis in addition to that stipulated in Clause 29.2 by the University.

10.2.5 Monitoring yearly attendance of scholars.

11. Final Registration for Ph.D. Programme -

11.1 Upon satisfactory completion of the Ph.D. Course Work and obtaining the marks/grade prescribed in Clause (9) of this Ordinance, the Ph.D. scholar shall be required to proceed for dissertation/thesis title Final Registration (**Annexure - A**). Exempted candidates shall also be equally eligible for Final Registration. This shall be completed within one year of qualifying the course work examination as notified from time to time by the concerned authority.

An open presentation on the proposal should be made before BoS and RAC. After RAC recommendation, the scholar shall submit a Synopsis of the proposed research. The Synopsis may include: i) Topic of research, ii) Objectives, iii) Methodology, etc. To complete the formality, the scholar shall apply in the prescribed format to the Board of Studies (BoS) through RAC.

11.2 The application, complete in all respects, shall be forwarded to the Board of Studies (BoS) for approval of the research proposal. The University Registrar shall issue an order for Final Registration of the scholar for the Ph. D. Programme. The scholar will get his/her Ph.D. Registration number from the Academic Section of the Manipur Technical University after payment of the prescribed fees.

12. Attendance -

12.1 The office of the Head of the Department shall maintain an Attendance Register for all the Ph.D. scholars.

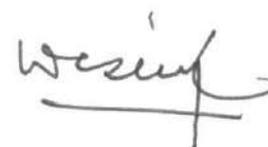
12.2 Relaxation in attendance: Notwithstanding the provisions under Clause 12.1, in case of the Ph.D. scholars who are regular employees of any organization, such Ph.D. scholar has to attend a minimum of 30 days per semester.

13. Leave -

13.1 Ph.D. scholars shall be entitled to take leave of absence for 15 days a year. The leave shall be granted by the HoD on the recommendation of the Supervisor/Co-Supervisor.

13.2 A married woman Ph.D. scholar is eligible for Maternity Leave/Child Care Leave for a period not exceeding 240 days once in the entire duration of the Ph. D. Programme.

13.3 With a view to encouraging participation in Seminars/ Conferences/ Workshops/ Training Programmes etc. the HoD may grant special Leave to a Ph.D. scholar on the recommendation of his/her Supervisor/Co-Supervisor.



14. Change of Supervisor -

No change of Supervisor shall ordinarily be allowed. However, the BoS may allow change of Supervisor and appoint a new Supervisor in extreme circumstances as mentioned in the section(s) of Clause 6 above.

15. Cancellation of Ph.D. Registration -

The Registration of a Ph.D. scholar shall be cancelled by the BoS on the recommendations of RAC in any one of the following eventualities:

15.1 Unsatisfactory progress report.

15.2 Absence of a continuous period of three months without prior information/ sanction of leave.

15.3 Involvement in any act of misconduct and/or indiscipline and rustication by the competent authority.

15.4 Resignation from the Ph. D. Programme.

16. Change/modification of Research Topic -

16.1 Any modification/alteration in title of Ph.D. thesis within the scope of registered work can be done. Any such change shall have to be approved by the BoS before pre-submission. For this purpose, on receiving request from the scholar, the Supervisor shall first propose the modification/alteration to the RAC, on the recommendation of which it will be submitted to the BoS for final approval.

Provided that such changes help in conveying the content of the thesis better and are within the broad areas of the registered topic.

16.2 In case a candidate wishes to change the broad area of the registered topic the candidate may apply within one year from the date of final registration to BoS through RAC.

17. Fees and Mode of Payment -

17.1 A Ph.D. scholar shall have to pay the prescribed fees within the stipulated time as fixed by the University. No application for extension of research period or submission of thesis shall be entertained without clearance of all pending fees.

17.2 The admission fee for sponsored foreign nationals shall be five (5) times that of the fees for Indian Nationals.

17.3 For the self-financed foreign nationals, the admission fee shall be same as that of Indian Nationals.

17.4 For the Manipur Technical University faculty members who are admitted to the Ph.D. Programme, the fees shall be same as that of the Indian Nationals.

18. Pre-submission Requirements -

- 18.1 Prior to the submission of the thesis, a Ph.D. scholar shall publish at least one (1) research paper in peer-reviewed or refereed journals related to his/her Ph.D. work and make two paper presentations (oral) in conferences/seminars, supplemented by relevant testimonials.
- 18.2 Before submitting the thesis, the Ph.D. scholar shall make a presentation before the RAC concerned, which shall also be open to all faculty members and other research scholars/students. This pre-submission seminar can be delivered after completion of at least two and half years from the date of admission.
- 18.3 A scholar should submit his/her Ph.D. thesis within six months from the date of the Pre-submission seminar, failing which he/she shall be required to present a fresh Pre-Submission Seminar.

19. Panel of Examiners and Abstract Submission -

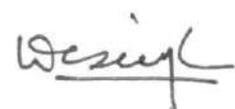
- 19.1 The Supervisor/Co-Supervisor shall submit to the Controller of Examinations, through the concerned Dean of the Faculty an expert panel of at least 6 (Six) external experts (all in the rank of Professors/ Associate Professor) including at least one expert from outside India on the relevant field for approval within one week from the date of submission of the Thesis by the Scholar.
- 19.2 Four hard copies and one soft copy (in suitable medium) of the Abstract of the thesis shall be submitted to the Controller of Examinations through RAC and BoS.

20. Plagiarism Check -

Before the submission of a thesis, plagiarism will be checked by the Librarian of Manipur Technical University. A thesis with similarity index of more than 10% (to be computed by excluding the review work, bibliography, index and references), shall not be accepted for submission. The Librarian shall issue a plagiarism verification certificate as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018.

21. Submission of Thesis -

- 21.1 No Dues Certificate from all concerned sections of the University shall be submitted at the time of Thesis submission.
- 21.2 Four hard copies in spiral binding and one soft copy (in a suitable medium) of the thesis should be submitted to the Controller of Examinations, as per the format given in **Annexure-B**.



The following documents should be attached with the thesis:

- i) Declaration Certificate by the candidate (**Annexure - C**).
- ii) Course Work Completion Certificate (**Annexure - D**).
- iii) Copyright Transfer Certificate (**Annexure - E**).
- iv) Plagiarism Checked Certificates.

21.3 Following a successful viva-voce, the candidate shall furnish the Controller of Examinations with a corrected copy of the thesis in hard bound for permanent archival at the University Library.

22. Evaluation of the Thesis -

22.1 A Board of Examiners comprising the Supervisor and at least 2 (two) external experts shall examine the Ph.D. thesis submitted by a candidate.

22.2 The two outside examiners are to be appointed by the Vice-Chancellor out of the panel of the examiners submitted by the Supervisor and presented the same by the Controller of Examinations to the Vice-Chancellor.

22.3 The Controller of Examinations shall communicate with external examiners for acceptance of evaluation within 6 (six) working days.

22.4 The Controller of Examinations shall forward a copy of the Ph.D. thesis to each external examiner within 6 (six) working days of receipt of his/her consent, along with a request to submit his/her evaluation report within 1 (One) month.

22.5 The examiners shall examine the thesis specifically with a view to judge whether the thesis is a piece of research work characterized by:

- a) Discovery of new facts, or
- b) A fresh approach towards interpretation of facts or theories, or
- c) A distinct advancement in the subject.

The examiner should give his/her opinion about candidate's ability for critical examination and sound judgment.

23. Examiner's Report -

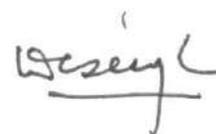
23.1 The thesis examiners should submit their reports on a prescribed form as given in **Annexure – F. 1** and should make one of the following recommendations.

- (a) The thesis be accepted for the award of the Ph.D. degree.
- (b) The thesis be accepted for the award of the Ph.D. degree subject to the candidate giving satisfactory answers, at the time of viva-voce, to the specific queries raised in the reports.
- (c) The thesis be referred to the candidate for revision on certain issues raised in the report and resubmit the thesis;

- (d) The thesis be rejected.
- 23.2 If all the examiners recommend acceptance of the thesis for the award of the Ph.D. degree, the thesis shall be accepted.
- 23.3 If two of the examiners recommend rejection of the thesis for the award of the Ph.D. degree, the thesis shall be rejected.
- 23.4 If the examiner(s) raise some queries/seek clarifications, the candidate shall be required to give satisfactory answers to the queries at the time of viva-voce.
- 23.5 If one examiner recommends revision of the thesis, the candidate shall resubmit the thesis after revision. If the examiner asks for the revised thesis to be referred to him/her, it shall be sent to him/her. Otherwise, the revised thesis shall be assessed by the RAC for satisfactory compliance of the desired revision.
- 23.6 If the revised thesis is to be referred to an examiner, the examiner shall submit his/her report on a prescribed form as given in **Annexure – F.2**. Depending on the recommendation of this examiner, an appropriate action shall be taken as per Clauses 23.1, 23.2 or 23.3.
- 23.7 If one examiner recommends rejection of the thesis and the other two examiners recommend acceptance, then a fourth examiner shall be appointed by the Vice-Chancellor from the approved panel of external experts. In such cases, the Clause 23.5 shall apply.
- 23.8 Once the fourth examiner is appointed, the previous recommendations of the examiner, in whose place the fourth examiner has been appointed, shall become null and void for all purposes.
- 23.9 In case the fourth examiner recommends acceptance or revision of the thesis or asks for clarifications, then an action appropriate to the case shall be taken in the light of Clauses 23.1 and 23.2.
- 23.10 In case the fourth examiner recommends the rejection of the thesis, his/her recommendation shall be final, and the thesis shall be rejected and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

24. Viva-Voce -

- 24.1 After the thesis has been categorically accepted for award of the Ph.D. degree by the Board of thesis examiners (constituted as per Clause 22.1), the concerned candidate shall appear in an **Open viva-voce** on a date to be notified by the Controller of Examinations.



24.2 The Ph.D. viva-voce examination of a candidate shall be conducted by a Board of Examiners comprising:

- | | | | |
|----|---------------------------------------|---|-------------|
| a) | The Dean of the Faculty | - | Chairperson |
| b) | Supervisor and Co-Supervisor (if any) | - | Member(s) |
| c) | One external thesis examiner | - | Member |
| d) | The Head of the Department | - | Member |

Provided that if the Dean/HoD is the Supervisor of the candidate, he may nominate the senior most Professor/Associate/Assistant of the concerned Faculty of Studies to chair the viva-voce:

Provided further that if any of the external thesis examiner is not available as required, the Vice-Chancellor on the recommendation of the Dean of the Faculty concerned shall either advice for online viva-voce or appoint:

Either an external examiner from the approved panel of experts, Or

- i) One faculty member of the Department (senior most Faculty) and
- ii) One faculty member of the concerned Faculty of Studies in a related field not from the same Department as member in the viva-voce Board.

24.3 The viva-voce shall be held at the office of the Dean/HoD concerned. The Controller of Examinations shall notify the date, time and venue of open viva-voce.

In the absence of the Dean of the Faculty concerned, the Dean-in-charge shall chair the proceedings of the viva-voce. Notification for the viva-voce shall be issued at least eight (8) days prior to the date of the viva-voce.

24.4 Depending on the performance of the candidate the viva-voce Board may recommend that:

a) The candidate be awarded the Ph.D. Degree

Or

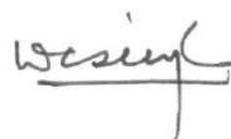
b) If any suggestions/modifications/change/correction is to be made, the board may ask for necessary rectification.

Or

c) The viva-voce be re-conducted within three months.

24.5 If the performance of the candidate is not satisfactory in the viva-voce held for the second time, the viva-voce Board may recommend rejection of the thesis.

24.6 The Chairperson shall send the proceedings of the viva-voce to the Controller of Examinations for getting the approval of the Vice-Chancellor.



24.7 If a candidate expires before the conduct of viva-voce, he/she shall be awarded Ph.D. degree posthumously subject to receipt of positive reports from all experts.

25. Award of Degree -

25.1 After the Vice-Chancellor accords approval of the proceedings of the viva-voce, the Controller of Examinations shall issue a notification, announcing the award of Ph.D. degree to the candidate.

25.2 Prior to the issuance of the Original Certificate of the degree, the University may issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the Manipur Technical University Ph.D. Ordinance 2025.

25.3 The Ph.D. degree under the seal of the University and signed by the Vice-Chancellor shall be awarded to the candidate in the next convocation of the University.

25.4 Manipur Technical University shall complete the entire process of evaluating a Ph.D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

26. Penalty for Unfair Means -

26.1 In case a Ph.D. candidate is found adopting or suspected of adopting unfair means or lifting of other's work and inserting it in his/her work without proper acknowledgement, credit and reference, such penal action shall be taken by the University, as may be necessary, against the offender, to uphold the sanctity and integrity of the examination system/research work, and credibility of the University.

27. Copyright -

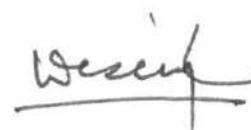
A Ph.D. thesis submitted to Manipur Technical University is a property of the University and the copyright belongs to Manipur Technical University. However, an author may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for author's personal use provided that the source and the University's copyright notice are indicated.

28. Publication of Thesis -

A scholar after receiving the Ph.D. degree may choose to publish his/her thesis only after getting permission from the University prior to publication.

29. Ph.D. through Part-time Mode -

29.1 Ph. D. Programmes through part-time mode shall be permitted, provided all the conditions stipulated in this Ordinance are fulfilled.



- 29.2 Manipur Technical University shall obtain a “No Objection Certificate” (**Annexure – G**) through the candidate for a part-time Ph. D. Programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:
- 29.2.1 The candidate is permitted to pursue studies on a part-time basis.
- 29.2.2 His/her official duties permit him/her to devote sufficient time for research.
- 29.2.3 If required, he/she will be relieved from the duty to complete the course work.
- 29.3 Notwithstanding anything contained in this Ordinance or any other law, for the time being in force, Manipur Technical University shall not conduct Ph. D. Programmes through distance and/or online mode.

30. Grant of M.Phil. Degree –

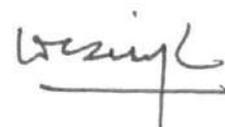
Manipur Technical University shall not offer the M.Phil. (Master of Philosophy) programme.

31. Depository with INFLIBNET –

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), Manipur Technical University shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions (HEIs) and research institutions.

32. Interpretation -

Any issue regarding the interpretation of this Ordinance shall be referred to the Vice-Chancellor whose decision thereon shall be final and binding on all parties. The Vice-Chancellor may constitute necessary committees pertaining to any specific issue arising out of this Ordinance to resolve the issue.



Annexure - A
(See Clause 11.1)

Ph.D. COURSE REGISTRATION FORM

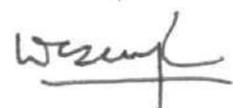
Fee paid Receipt No. _____ Date _____

Name of Student _____
Enrolment No. _____ Category _____
Name of Supervisor _____
Department _____
Summer/Winter, Year _____

Course Code	Course Title	Credit	Signature of Course Instructor	Remark

Signature of Student

Signature of Head of Department

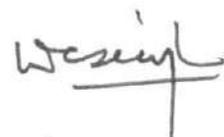


Annexure – B
(See Clause 22.2)

Format of the Ph.D. Thesis

1. Font size on the cover page should be same as provided in this template
2. Font and Font size for the general text of the report: Times New Roman 12/Computer Modern or Latin Modern for Latex Users
3. Line spacing: 1.5
4. Margins: At least 2.5 inch on the binding side; 1 inch at top and bottom
5. Page numbering: Roman numerals till the first page of first chapter. The chapters to be numbered in the Arabic numerals. The Page number should be bottom centered
6. Paper type and size: A4 size Executive Bond Paper
7. Printing: The typing may also be done on both sides of the paper
8. Number of copies of Ph.D. thesis to be submitted: 4
9. References: List of References should include only those published or accepted for publication works that are cited in the text. Use of footnotes or endnotes should be avoided as a substitute for a reference list. Ideally, the names of all authors should be provided, but for the long author lists “*et al*” can be used.

References and citing the references can be done using any of the approved referencing formats like APA, Harvard, Chicago, MLA and other suitable style as decided by the respective BoS of each department.



Title of the Ph.D. Thesis

Times New Roman,
Bold, 24 pt

A THESIS

Times New Roman,
Bold, 16 pt

*Submitted in partial fulfilment of the
requirements for the award of the degree
of*

Times New Roman,
Italics, 16 pt

DOCTOR OF PHILOSOPHY

Times New Roman,
Bold, 16 pt

by

Times New Roman,
Italics, 14 pt

NAME OF THE STUDENT

Ph.D. REGISTRATION NUMBER

Times New Roman,
Bold, 18 pt



Manipur Technical University
Logo; Tentative Dimensions:
Height – 4.66 cm, Width –
4.30 cm

Department of <Name of the Discipline>
MANIPUR TECHNICAL UNIVERSITY
Takyelpat, Imphal, Manipur - 795004
< Month and Year of Submission >

Times New Roman,
Bold, 18 pt

Times New Roman,
Bold, 22 pt

Annexure – C
[see Clause 21.2 (i)]

CANDIDATE’S DECLARATION

I,, certify that the work embodied in this Ph.D. thesis is my own bonafide work carried out by me under the supervision of and the co-supervision of for a period of from to at Manipur Technical University. The matter embodied in this thesis has not been previously submitted to this University or any other University/Institute for the award of any other degree/diploma.

I further declare that I have duly acknowledged and credited all sources and research works referred to within this thesis. I affirm that no portion of this thesis contains plagiarism, and any data, text, results, or ideas taken from published or unpublished works have been appropriately cited and acknowledged in accordance with academic standards.

Date:
Place: Takyelpat, Imphal, Manipur

Signature of the candidate
(Name of the candidate)

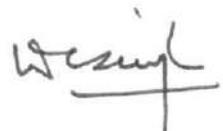
Certificate from the Supervisor/Co-Supervisor

This is to certify that the above statement made by the candidate is correct to the best of my/our knowledge.

Signature of Co-Supervisor
(Name)
Designation:

Signature Supervisor
(Name)
Designation:

(Signature of the Head of Department)



Annexure – D
[see Clause 21.2 (ii)]

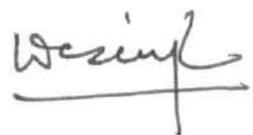
**PH.D. COURSE WORK/PRE-SUBMISSION SEMINAR
COMPLETION CERTIFICATE**

This is to certify that Mr./Ms.....a bonafide research scholar of this department has satisfactorily completed the Ph.D. Course Work and its examination held on and the result declared on.....And his/her Pre-submission Seminar has also been presented on the topic..... dated.....as per requirements of the Ph. D. Programme.

Date:

(Signature of the Head of Department)

Place: Takyelpat, Imphal, Manipur



Annexure – E
[see Clause 21.2(iii)]

FORMAT FOR COPYRIGHT TRANSFER CERTIFICATE

(a) Title of the Thesis:

(b) Candidate's Name:

Copyright Transfer

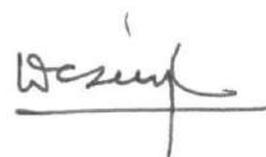
The undersigned hereby assigns to the Manipur Technical University all rights under copyright that may exist in and for the above thesis submitted for the award of the Ph.D. degree.

Date:

Place: Takyelpat, Imphal, Manipur

Signature of the candidate

(Name of the candidate)



Annexure – F.1
(see Clause 23.1)

FORMAT FOR EVALUATION REPORT OF Ph.D. THESIS

MANIPUR TECHNICAL UNIVERSITY
TAKYELPAT, IMPHAL

Recommendation on Ph.D. Thesis

(a) Name of the candidate:

(b) Title of the thesis:

IMPORTANT:

The Examiner is requested to send the Evaluation Report within two (2) months of receipt of the Thesis and to clearly state his/her recommendation in Clause No. 2 below

1. General and critical assessment of the thesis (Please use a separate sheet)

The examiner is expected to examine the thesis specifically with a view to judge whether the thesis is a piece of research work characterized by:

- a) discovery of new facts, or*
- b) a fresh approach towards interpretation of facts or theories, or*
- c) a distinct advancement in the subject.*

The examiner may also give his/her opinion about the candidate's ability for critical examination and sound judgment. A detailed report on the strengths and weakness of the thesis is most essential.

2. Recommendations:

The examiner will state categorically whether in his/her opinion, the thesis should

- a) be accepted for the award of the Ph.D. degree.
- b) be accepted for the award of the Ph.D. degree subject to clarification of certain points at the time of viva-voce.
(Please enclose the points)
- c) be referred to the candidate for revision. (Please enclose those suggestions for the revision)
- d) be rejected for the award of the Ph.D. degree (Please enclose comments).

Recommended in words:

3. Publication Potential of the thesis in the form of a book:

4. Questions for viva-voce (if the examiner likes to suggest):

(Please use additional sheet, if necessary)

Date:

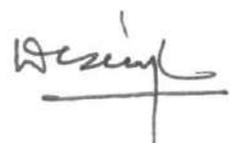
(Signature of the examiner)

Name:

Address:

Phone/Cell Phone No:

Fax/E-mail no:



Annexure – F.2
(see Clause 23.6)

FORMAT FOR EXAMINER'S REPORT ON REVISED THESIS
MANIPUR TECHNICAL UNIVERSITY
TAKYELPAT, IMPHAL

Recommendation on Revised Ph.D. Thesis

(a) Name of the candidate :

(b) Title of the thesis :

1. Recommendations :

The examiner is requested to give a detailed report on separate sheet with signature and to clearly state one of the following:

- a) The thesis should be accepted for the award of the Ph.D. degree.
- b) The thesis should be rejected (Please give comments)

Recommended in words:

2. Publication Potential of the thesis:

3. Questions for viva-voce (if the examiner likes to suggest):
(Please use additional sheet, if necessary)

Date

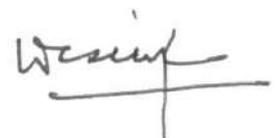
(Signature of the Examiner)

Name:

Address:

Phone/Cell Phone No:

Fax/E-mail no:



Annexure – G
(see Clause 29.2)

NO OBJECTION CERTIFICATE FOR PART-TIME STUDENTS

(This should be typed on the letterhead of the sponsoring organization)

Reference No.

Date:

To

The Vice Chancellor,
Manipur Technical University, Imphal

Subject: No Objection Certificate

Sir,

We have no objection if Mr/Ms an employee in our organization, is admitted to the Ph. D. Programme inat your University as a Part-Time student.

It is certified that he/she has completedyears of service in our organization/University as a regular employee.

We shall grant him/her leave of absence to attend classes/ research works at MTU Imphal during Ph.D. Programme.

Signature and Seal of the Competent Authority

