

**Q7.1 What should be the first step for doing M.Phil/Ph.D from IGNOU?**

Ans. When you first aspire to do your Ph.D or M.Phil through IGNOU you should log on to the IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in). The Home Page opens and you get the link **Research Degree Programmes** there. Here you will find detailed information on the Research Degree Programmes of IGNOU viz., M.Phil and Ph.D. You would do well to carefully read and even download this information and choose your area of research based on this information.

**Q7.2 When should I apply for the Research Degree Programme?**

Ans. Look for Admission Advertisement on the Website. The University advertises for research programmes twice a year, once for the January cycle and second time the July cycle. The advertisement is placed, almost four months in advance of the impending cycle, on the University website indicating the Disciplines which are offering Research Programmes for that particular cycle. Please note that all the Disciplines may not offer Research Programme in both cycles.

**Q7.3 What are the criteria for admission?**

Ans. A candidate is eligible for Admission and Registration for the M.Phil/Ph.D Programme provided he/she has qualified:

- a) For the award of Master's Degree of any recognized University/other qualification recognized as equivalent thereto in such fields of study as are notified for the purpose from time to time by the University. The minimum qualifying marks are 55% at Post Graduation level (50% in case of reserved categories), and
- b) At the Entrance Examination conducted by the University at the national level on the pattern of UGC/CSIR.

However, candidates holding M.Phil degree or those candidates who have cleared JEST of DAE or UGC-NET or GATE of IIT or those having at least five years of related Teaching/Practical/Industry/Professional experience as validated by the respective Disciplines may be exempted from appearing at the Entrance Examination.

**Q7.4 How do I get the application form? Where is the filled-in application form to be submitted?**

Ans. The Application Form is placed on the Website. You may download the Application Form. It can also be purchased from the designated Regional Centres and/or Study Centres and IGNOU Headquarters at Maidan Garhi, New Delhi. The application forms are to be submitted at the Research Unit.

**Q7.5 Which are the documents to be attached with the admission application form?**

Ans. You must ensure that the Application Fee, as indicated in the Advertisement, in the form of Demand Draft drawn in favour of IGNOU payable at New Delhi is made ready before the last date indicated in the Advertisement and is attached with your Application Form.

You must ensure that copies of all documents testifying the information submitted by you in the Application are attached with your Application Form.

If you are required to attach a research proposal with your Application Form, you must study the Guidelines: Research Proposal and prepare a Research Proposal accordingly. Please note that if you intend to have a supervisor who is not an IGNOU faculty, you will have to attach a CV of the supervisor and a letter of consent from the proposed supervisor.

**Q7.6 What is the Programme Fee?**

Ans. The Ph.D Programme Fee is Rs. 7,000/- per annum for 2 years. M.Phil candidates are to pay one-time fee of Rs. 10,500/- which is inclusive of the Course Fee. Individual Disciplines may assign course work for Ph.D candidates for which additional fee may be charged.

**Q7.7 What are the durations of Ph.D/M.Phil?**

Ans. The maximum durations of the Ph.D Programme and the M.Phil Programme are 5 years and 4 years respectively.

**Q7.8 Does IGNOU follow any Reservation Policy for admission to M.Phil/Ph.D?**

Ans. IGNOU follows the provisions of the Government of India Policy on Reservation for admission to its Research Degree Programmes.

**Q7.9 Please tell us about the process of scrutiny of the application form and the role of the Doctoral Committee. Is there any entrance test?**

Ans. Upon the receipt of your Application Form at the Research Unit, IGNOU, an initial scrutiny will be made to examine if all the essential conditions of eligibility are met and relevant documents are attached with the Application Form.

Thereafter, all information contained in your Application Form is recorded in the Master Data Base of the Research Unit. The Application Form is then sent to the concerned Discipline through the related School of Study for further consideration.

There is a Doctoral Committee in each Discipline which is vested with the power to decide and manage admissions in the Research Programmes. The Doctoral Committee will examine the Application Form and may get in touch with you to advise you to revise and resubmit your Research Proposal for which reasonable time will be given to you. The Doctoral Committee will thus shortlist candidates who are found to be suitable for making their presentations before the Doctoral Committee.

At the same time, Application Forms of candidates who are supposed to take the Entrance Examination before facing the interview will be screened and checked for eligibility. The Discipline-wise list of eligible candidates who will appear in the Entrance Examination will be displayed on the Website. Hall Tickets enabling the candidates to take the Entrance Examination will be dispatched by the Research Unit and also displayed on the Website. In case, you do not receive the Hall Ticket dispatched by post, you are advised to download the same from the Website and appear at the examination. You are advised to regularly check our Website for Research related information and notifications.

**Q7.10 When is the entrance exam held?**

Ans. The Research Unit, in cooperation with Teaching Faculty of the University, will conduct the Entrance Examination on the date fixed for the purpose and announced in advance to help candidates from outside New Delhi make their travel arrangements. Generally the Entrance Examinations are organized in the last week of April and September for respective cycles of admission beginning July and January every year.

**Q7.11 Do I need to present my Research Proposal?**

Ans. Candidates who are successful in the Entrance Examination will be duly informed and called for Interview/Viva/Presentation of Research Proposal before the Doctoral Committee of the Discipline.

Those candidates who are exempted from appearing at the Entrance Examination will also be called to make their presentations before the Doctoral Committee. Here again, the Doctoral Committee may give guidance on your Research proposal. It is at the discretion of the Doctoral Committee to conduct Interview/Viva/Presentations according to the convenience of the Experts.

**Q7.12 Please explain the process of finalization of admission.**

Ans. The details of candidates who are finally selected by the Doctoral Committee along with the allotted Supervisor/s in each case will be sent to the School Board for consideration. In the case of M.Phil, the Topic of Dissertation will also be decided at the time of Interview/Viva and will be recommended to School Board for consideration.

The admission of the candidates recommended by the School Board will be placed for final approval to the Research Council/Research Council Standing Committee after which an Offer Letter for Provisional Admission/Registration will be sent by the Research Unit to the candidates. The Offer Letter will inform the candidate about her/his selection and advise her/him to deposit the required fee for the M.Phil/Ph.D Programme within a stipulated time.

It is only when you deposit the fee that you are admitted to the Research Programme technically. You will then be assigned an enrolment number by the Research Unit. Please note that failure to deposit the fee within the stipulated time will result in the cancellation of your admission.

**Q7.13 Is it necessary that the topic of research be finalised at the time of taking admission?**

Ans. One would expect that your Topic of Research and Research Proposal are finalised at the time of admission. However, if your topic of research and the Research Proposal are not finalised at the time of interview you may be given a maximum of six month time to work on your research topic to finalize the title, methodology, research approach, and such aspects of your work as are advised by the Doctoral Committee. You will be guided by your supervisor/s in this matter. You should finalize your topic and Research Proposal within six months of your provisional Admission/Registration. In case you fail to do so, your admission will be cancelled and no refund of fees will be made. Please understand that it is your responsibility to finalize the Research Topic and Research Proposal within the six month period.

After the finalization of your Research Proposal and its approval by the Research Council/Research Council Standing Committee you will be issued a Confirmation Letter. With this your admission into the University's Research Programme is formalised.

**Q7.14 What are the steps to be taken immediately after admission into Research Programme? Please also tell us about 'Course Work'.**

Ans. At the time of approving your Research Proposal the Doctoral Committee may also assign Course Work related to the thrust areas of research and research methodology. The details of Course Work, evaluation methodology and the teaching schedule will be given by the Research Programme Coordinator.

Generally, Course Work is assigned to those candidates who are seeking admission to M.Phil Programme and to the Ph.D candidates who have not done M.Phil. However, Course Work can also be assigned by the Doctoral Committee to Ph.D candidates who have done M.Phil.

The Course Work will have to be completed in a maximum period of one year. A candidate shall be deemed to have completed the Course Work successfully on obtaining at least C Grade (measured on a five point scale) or 50% of the maximum score in the Course Work.

**Q7.15 What is the constitution of the Doctoral Committee?**

- |      |  |               |
|------|--|---------------|
| Ans. | i) Director of the School  | - Chairperson |
|      | ii) Faculty of the Discipline concerned  | - Member      |
|      | iii) At least one External Expert from a Panel recommended by the School Board and approved by the Vice Chancellor | - Member      |
|      | iv) Programme Coordinator of Ph.D  | - Convener    |

**Q7.16 Who is eligible to guide research?**

Ans. All Research Supervisors approved by IGNOU in accordance with the Ordinance on Research Degree Programmes can guide research students.

**Q7.17 How is the progress of a student monitored?**

Ans. The Progress of the research student shall be monitored by the supervisor(s). However, generating the six monthly progress reports on the prescribed her/his progress report to the supervisor for placing the same before the Doctoral Committee. The recommendation of the Doctoral Committee will be placed before the School Board. The minutes of the Doctoral Committee and that of the School Board will be forwarded by the Director of the School for placing before the RCSC/RC. In case of unsatisfactory progress over a time period of one year and/or non-submission of timely report/fee, the University reserves the right to cancel the registration under Clauses 3.6 of the Ordinance.

**Q7.18 Is there any requirement for pre-submission seminar?**

Ans. Each research student will give at least two seminars prior to the pre-submission seminar before the Doctoral Committee.

**Q7.19 What is the maximum permissible duration after registration for the Ph.D programme?**

Ans. The maximum duration after registration for the Ph.D Programme shall be five years. The maximum duration can be extended by a maximum of one year with the permission of the Vice Chancellor. The request for extension shall have to be moved by the research student through the Supervisor and the Doctoral Committee. In such cases, a prescribed fee will have to be paid by the student for the period of extension.

**Q7.20 What is the process of submission of Dissertation/Thesis?**

Ans. When the research student is nearing the completion of his Ph.D work a pre-submission seminar, open to all, will be organized by the supervisor. The report of the seminar, and suggestions for improvement, if any, will be sent by the supervisor through the Director of the School to the Research Unit for records. The supervisor will ensure that constructive suggestions made in the pre-submission seminar to improve the quality of research are incorporated in the thesis.

At least one research paper should be published/accepted for publication in a peer reviewed/refereed Journal before the submission of thesis.

On the completion of your study, you shall submit a Summary of the Thesis in electronic form and five hard copies of the same (3000-5000 words), duly approved by the supervisor/s at least 45 days before the submission of Thesis. (M.Phil candidates are exempted).

Thereafter, four hard bound copies of the Thesis along with one in the electronic form on a CD shall be submitted by you to the Research Unit through your supervisor/s and the Director of the School. The Thesis shall include a Certificate signed by the supervisor/s about the originality of your research work in the prescribed format. In case of M.Phil candidates, two hard bound copies of the dissertation along with one in the electronic form on a CD shall be submitted to the Research Unit through the Director concerned. The dissertation shall include a certificate signed by the supervisor about the originality of the work.

**Q7.21 Who will examine my thesis?**

Ans. The thesis will be examined by three External Experts nominated by the Vice Chancellor from a list of seven experts submitted by the supervisor/s through the School Board concerned. In case of M.Phil, the dissertation will be examined by one external examiner nominated by the Vice Chancellor from a list of at least five experts submitted by the supervisor through the School Board concerned. The report of the examiner/s in each case will be submitted on the prescribed format.

**Q7.22 What are the steps to be taken if any modification/re-submission of the thesis is suggested?**

Ans. In case any examiner suggests certain modifications and re-submission of the thesis, the same will be communicated to you and you will be asked to re-submit the thesis incorporating all the modifications within six months. The supervisor/s will ensure that the suggestions of the examiner are adequately addressed. The modified thesis shall be referred again to the examiner concerned for re-evaluation.

**Q7.23 Under what condition is a thesis rejected?**

Ans. If one of the examiners does not recommend the thesis for the award of a Ph.D degree, the thesis shall be referred to another examiner for independent evaluation. However, if this examiner also rejects the Thesis, the Thesis shall be rejected by the University.

**Q7.24 Shall get to know the reports received from the examiners?**

Ans. Yes. The reports received from examiners of the thesis will be shown to you beforehand so as to enable you to address the issues raised therein while preparing to defend the thesis during the viva-voce examination.

**Q7.25 What is the process of thesis defence?**

Ans. An open defence of the thesis in the viva-voce shall be conducted at IGNOU by a panel comprising one of the external examiners nominated by the Vice Chancellor and the principal supervisor of the candidate. The Director concerned shall be the Chairperson of the panel. The supervisor shall be the convener of the panel. The date for open defence, venue, and topic of the thesis with a brief abstract shall be communicated to the Research Unit by the supervisor. This will also be given wide publicity to facilitate larger participation in the session. In case of M.Phil, after evaluation of the dissertation by the examiner, the viva-voce shall be conducted by a panel comprising the external examiner, the supervisor of the candidate, as Convener of the

panel, and the Director concerned as the Chairperson of the panel. The evaluated marks will be given on the prescribed format.

A joint report of the viva-voce examination of the Ph.D candidate will be submitted to the Research Unit by the Director of the School concerned on the prescribed format.

**Q7.26 What is the criterion of successful completion of M.Phil?**

Ans. Successful completion of the MPhil Programme will require the candidate to secure minimum 50% marks in each course, 50% in the dissertation work and 50% in viva-voce.

**Q7.27 What happens if one does not secure the qualifying marks?**

Ans. In case the candidate does not obtain the qualifying marks in the dissertation, the evaluation report shall be sent to the supervisor who can guide the research student in improving the dissertation for re-submission. This provision can be invoked only once.

**Q7.28 What are the steps for award of the degree?**

Ans. All evaluation reports and the joint report giving the final recommendation shall be placed before the Vice Chancellor for approval. The Vice Chancellor's decision will be placed before the Academic Council through the Research Council.

After approval by the Academic Council/Research Council, notification about the award of Doctoral Degree shall be issued by the Student Evaluation Division (SED) of the University.

Pending the approval of the Academic Council, a Provisional Notification of the award of Ph.D will be issued by the Student Evaluation Division (SED).

**Q7.29 Can UGC-NET, GATE, JEST qualified students enrol for Ph.D at IGNOU?**

Ans. Candidates who have qualified UGC-NET, GATE, JEST, etc. and have been awarded Fellowships by these and such other agencies are welcome to enrol for Doctoral Studies at IGNOU. The University will disburse the fellowships awarded to them as per the rules of the awarding agencies.

**Q7.30 Does IGNOU offer any Research Fellowship? If yes, what are the terms and condition?**

Ans. The University awards Fellowships (IGNOU-Research Fellowship) to full time PhD students of IGNOU. The objective of the IGNOU-RF scheme is to provide opportunities to full time research students who have no other financial support to undertake research leading to Ph.D degree in the Disciplines offered by IGNOU. The tenure of IGNOU-RF is initially a period of two years from the date of the award. If the research work is found satisfactory, fellowship for an additional year will be awarded to the candidate. There is no provision for extension beyond three years. The value of the award is at present Rs. 5000/- pm for all the three years.



**Q7.31 Tell us briefly about the Research and Teaching Assistantship Scheme of IGNOU.**

Ans. The University has the Research and Teaching Assistantship Scheme (RTA) which provides opportunities to the researchers to undertake advanced studies and research and teaching in the field of Open and Distance Learning. RTAs will have to work as full time students in the University and will have to assist the faculty in teaching related activities. The tenure of the award is initially a period of three years which is extendable by two years based on satisfactory progress evaluated every year. There is no provision for extension beyond five years. The value of RTA award is Rs. 18,000/- per month with an annual contingent grant of Rs. 20,000/- for three years.



**A training programme for the computer professionals of IGNOU**



**IGNOU students at a placement drive meet**