



**PhD PROGRAMME RULES 2009**  
(Incorporates amendments up to April 2010)

**INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE**  
Nagarbhavi PO, Bangalore 560072  
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# INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE BANGALORE

## PhD PROGRAMME RULES 2009

### 1. PART – A: ACADEMIC

#### 1.1 Eligibility Criteria

- 1.1.1** For ISEC PhD Fellowships or Part-time or External PhD Studentship there is no age limit. For Indian Council of Social Science Research or Reserve Bank of India or any other sponsored PhD Fellowship the applicants must normally be below 35 years of age (40 years for SC/ST candidates). In case of teachers and members of professional staff in research Institutions the age limit is 40 years. The applicants should have obtained a master's degree of a University with a first or a high second class, preferably with one or two years of teaching/research experience and satisfy any other eligibility criteria as stipulated by the Academic Programmes Committee of Institute, from time to time. The PhD Fellowship is awarded in social science disciplines. The number of PhD Fellowship awarded and the subjects in which they are awarded are determined after taking into account the suitability of candidates, availability of finance and supervisors and other relevant considerations.

#### 1.2 Schedule of PhD Admission Every Year

- |   |   |           |
|---|---|-----------|
| <b>1.2.1</b> Release of advertisement<br>(on ISEC website, EPW and University News) | : | March     |
| <b>1.2.2</b> Last Date for receiving applications                                   | : | Mid-May   |
| <b>1.2.3</b> Screening of Applications and Posting<br>of Call Letter                | : | June      |
| <b>1.2.4</b> Written Test/Interview/Selection                                       | : | Mid-July  |
| <b>1.2.5</b> Commencement of PhD Foundation Course                                  | : | Early Aug |

## 1.3 Selection Process

### 1.3.1 Evaluation of Proposal of Full/Part Time PhD Applications

- a) Every applicant is required to submit a research proposal along with the application. The proposal will be sent to the concerned Centres for evaluation.
- b) Anonymity of the applicant shall be strictly maintained when the proposal is sent for evaluation.
- c) Each proposal will be examined by two faculty members from the Centre and one faculty member from outside the Centre. The process may take 2 to 4 days.
- d) Evaluation will be done keeping in view newness of the research area, clarity of research questions, familiarity with current literature/debates, etc.
- e) Minimum qualifying marks for the proposal: 12 for General Category and 10 for SC/ST out of a maximum of 30.
- f) Average of the marks awarded by the three evaluators will be taken into consideration. Extreme cases of discrepancy in evaluation – that is a difference of 10 marks or more – will be adjudicated by the Director and the VC, APC.
- g) Proposal is a screening device only. Once qualified, marks obtained in the proposal will not come into picture in the final selection.

### 1.3.2 Weightage of marks

The total marks of 100 will have the following three components: (a) 20% is for PG, M Phil, NET/SLET, publications or JRF to be determined as per (a) and (b) below. The written test marks will be for 50% as per (c) below and 30% will be for centre-level interview as per (d) below.

- a) There will be a weightage of 20% marks for the following qualifications. This will be determined as follows:
  - i) Masters Degree – 10 (the aggregate percentage of PG marks divided by 10); ii) M.Phil. (if degree awarded) – 10; M.Phil. (if in progress) – 5 (M Phil degree by the Universities approved by UGC should alone be given weightage of marks; (iii) NET or SLET Pass 10; (iv) Research Publications – 5 marks per paper (Maximum not exceeding 10). Newspaper articles will not be considered for the purpose. Only articles with independent/joint authorship in peer-reviewed journals will be considered). Aggregate of (i) to (iv) is reduced to scale of 20.
- b) There will be separate weightage of 20 marks for candidates qualified with JRF. However, they will not get the benefit listed under (a) above.
- c) **Written Test:** There will be a written test for 50 per cent weightage. The test will be for a maximum of 100 marks. Minimum marks for a pass in the written test are 50 per cent for General Merit candidates and 45 per cent for SC/ST candidates. The marks so secured will be reduced to 50 per cent.
- d) **Centre-level Interview:** There will be a Centre-level Interview for 30 per cent weightage to assess the candidate's abilities on i) Comprehension and response, ii) Understanding, iii) Communication skills and iv) Aptitude/behaviour. Each of these components will carry 7.5 per cent weightage.

The marks obtained in stage-I (JRF/PG/NET/M Phil/Publication) and II (written test marks by the students qualified for Centre-level Interview should be given to all the Members of the Centre Level Interview Committee).

The Centre-level Interview Committee should rank the candidates as (a) Very Good, (b) Good, (c) Average and (d) Below Average. The Committee should moderate on the rankings which eventually would guide the final selection.

- e) Cumulative marks of (a or b), (c) and (d) above will form the basis of final selection.

[Decision of Fourth APC minutes, Agenda Item No.2 dt: 28.07.2009

the marks obtained in Stage-I (JRF or PG/NET/M Phil/Publication) and II (Written test marks) by the students qualified for Centre-level Interview should be given to all the members of the Centre-level Interview Committee.

the M Phil degree by the Universities approved by UGC should alone be given weightage of marks.

the Centre-level Interview Committee should rank the candidates as (i) Very good, (ii) good, (iii) Average and (iv) below-average. The Committee should moderate on the rankings which eventually would guide the final selection.

Marks obtained at all levels by a student will be available to the Final Selection Committee which will take a final decision about selection considering (a), (b) and (c) above].

**1.3.3 Components of Question Papers:** The question papers will consist of the following components in Economics and non-Economics disciplines.

**(a) In Economics:**

Objective type questions (30%)

Analytical questions on micro-economics, macro-economics and basic statistics and econometrics (55%).

Essay type question/s (15%)

**(b) In non-Economics subjects:**

Objective type questions (40%)

Essay type questions (60%)

Essay type questions should be designed to test candidates on specific concepts and theories. Broad and general questions must be avoided.

**1.3.4 Centre-level Interview**

- (a)** Interviews for Selection will be held at the Centre level. This Interview Committee will consist of Head of the Centre, all Professors of the Centre, one faculty from outside the Centre, the Director, ICSSR Representative and one external expert. Other faculty members from the Centre may be invited by the Head. Director will invite the PhD Programme Coordinator to the Centre-level Interview Committee.

(An external expert in Economics and another in non-economics streams nominated by the Director will be invited to the Interview Committee. The expert in Economics discipline will be common for Agricultural Economics, Economics, Environmental Economics and Population Studies while the expert belonging to non-Economics stream will be common for all the other disciplines).

- b) The total number of members in the Committee shall normally not exceed six.

### **1.3.5 Final PhD Selection Committee:**

- a) The Final PhD Selection Committee will consist of (1) the Director, (2) Heads of Centres, (3) all Professors, (4) the ICSSR Representative, (5) The PhD. Coordinator, and (6) The Assistant Registrar (Academic).
- b) Preference will be given for (a) local knowledge, (b) ability to convert a problem into problematic in research, (c) data handling capability. These components will be considered at the interview stage

### **1.4 Conditions of Award**

**1.4.1** The PhD Fellowship is awarded initially for one year when the students should pass the Foundation Coursework. After successful passing of the Coursework, they will be offered ISEC or ICSSR Fellowship as per prevailing terms and conditions. Students having JRF will be governed by UGC norms. PhD Scholars could be retained on the PhD rolls until completion of 5 years from date of registration, extendable by two more years, as per university norms. PhD Scholars not submitting their thesis within six years from date of joining the PhD Programme at ISEC will forfeit the right to the unutilised contingency grant and the last month's fellowship amount.

**1.4.2** The full time PhD Scholars should submit an undertaking not to leave the PhD Programme before submission of the thesis and to repay the PhD Fellowship/contingency received by them, in case of leaving the PhD Programme in the middle without permission.

**1.4.3** The PhD Programme is full time and PhD Scholars should normally be in residence at the Institute hostel, throughout the period of the receipt of PhD Fellowship, except when they are on field work or on leave under the rules applicable to them.

**1.4.4** A PhD Scholar shall not join any other course by any University or public body, or accept full-time/part-time appointment in any organisation during the period of PhD Fellowship. Conversion of PhD Fellowship to part-time PhD Studentship may be permitted after completion of two years in the PhD Programme and are willing to furnish an undertaking to comply with the requirements of PhD Programme Rules and to submit the thesis within the period decided by ISEC. Such requests should be considered by a Committee consisting of the Director, the Vice-Chairman of Academic Programmes Committee, the Supervisor concerned and the PhD Programme Coordinator. This is applicable to all the PhD Fellows, irrespective whether they hold UGC/SRTT/ICSSR/ISEC or any other fellowship.

PhD Scholars leaving the programme without prior permission should refund the entire amount of fellowship including contingency.

**1.4.5** In case a PhD Scholar wishes to discontinue from the PhD programme in the middle without completing it, he/she shall:

- (a) Refund the entire PhD Fellowship/contingency received;
- (b) Submit a report of the work done by him/her during his/her stay in the programme;
- (c) Obtain prior permission of the Director
- (d) Not be eligible for re-admission to the PhD programme.

**1.4.6** The Institute facilitates enrollment, registration process, conduct of viva-voce and other requirements, as required by the university concerned, subject to the PhD Scholar and the supervisor fulfilling necessary requirements.

## 1.5 Periodical Reports

- 1.5.1 The ICSSR Institutional PhD Scholars shall submit six-monthly progress report of the work done by them to the ICSSR through proper channel.
- 1.5.2 The UGC Junior/Senior Research PhD Scholars shall submit annual progress report to the UGC through proper channel.
- 1.5.3 All the PhD Scholars shall submit periodical detailed progress reports to the University in which they are registered, without fail.

## 1.6 Bi-annual Seminar Series:

- 1.6.1 In June: First Year PhD Scholars shall present a seminar on the broad area of their research interest.
- 1.6.2 By September: First year PhD Scholars shall present a preliminary proposal to their Doctoral Committee.
- 1.6.3 In December: First year PhD Scholars shall present the final proposal at the Bi-annual Seminar series.
- 1.6.4 Any first year scholar, who along with his/her supervisor and DC feels that a proposal is ready for presentation in the Bi-Annual Seminar in June, is welcome to do so.
- 1.6.5 The Bi-Annual Seminar Series structure will be mainly for PhD Scholars to report the progress made during the preceding six months.
- 1.6.6 Pre-submission seminar will be scheduled as and when the scholar is ready.
- 1.6.7 The Bi-Annual Seminars will be held from third Monday of every June and December, respectively.
- 1.6.8 The pre-submission (final) seminar shall be presented before the **completion of 4 years covering substantive findings of the study. The pre-submission** seminars shall be presented only after the draft synopsis of the thesis to be submitted to the university is finalised. A spiral bound copy of the draft thesis should be on display before the seminar.
- 1.6.9 **Chairpersons:** Chairpersons of seminars will be normally drawn from among all faculty and Visiting Professors.
- 1.6.10 The PhD student and the supervisor concerned have to work out a suitable programme for the field work such that it does not clash with the bi-annual seminar dates. But, if the field work spreads to 3-4 months, the Director may permit exemption from one biannual seminar during the entire period of PhD Programme.

## 1.7 PhD Enrollment, Pre-registration and Pre-thesis submission Colloquia

- 1.7.1 PhD Scholars desirous of registering with the University of Mysore/ Mangalore have to first get enrolled by completing the required formalities.
- 1.7.2 PhD Scholars desirous of registering with the University of Mysore have to present a pre-registration Colloquium and complete all other formalities after the successful completion of the PhD Foundation course work. All such eligible PhD Scholars shall submit to the office their application for registration duly filled-in with necessary supporting documents before the prescribed time. Students registering in Development Studies should invite Director of IDS,

University of Mysore, Mysore for the pre-registration Colloquium. Students registering with any other University should comply with all the requirements therein.

**1.7.3** PhD Scholars registered with the University of Mysore have to present a Pre-thesis submission Colloquium before the actual submission of the thesis to the University. Students of Development Studies should invite Director of IDS, University of Mysore, Mysore for the Pre-thesis submission Colloquium.

**1.7.4** PhD Scholars should satisfy all the requirements of the University in which they are registered. All correspondence relating to the PhD Programme with the University should be through the Institute only.

## **1.8 Panelists for the Bi-Annual seminars**

**1.8.1** The panel of experts will consist of two members. One nominated by the Director and another by the Supervisor. The Panel members' comments/suggestions shall be made available to the concerned Scholar and the Supervisor.

**1.8.2** As far as possible the same panelists will be retained during succeeding bi-annual seminars. The Supervisors, with the Director's approval, may have an additional panel member if the situation so demands.

**1.8.3** PhD Scholar desiring to have an additional panelist from among the PhD Scholars during his/her Seminar Presentation will have the option to choose one.

## **1.9 Doctoral Committee**

**1.9.1** There will be a Doctoral Committee (DC) for every PhD Scholar to monitor and evaluate a) periodical progress of the scholar, b) conduct pre-registration Colloquium, c) convene pre-thesis submission Colloquium and d) hold viva-voce examination. The Doctoral Committee (DC) will consist of the Director (Chairperson), Supervisor, a nominee of the Supervisor, and two nominees of the Director from a panel of 3-4 names provided by the Supervisor after obtaining their consent. The Committee is expected to ensure good quality presentation in the bi-annual seminars, monitor incorporation of assessment panelists' comments and overall quality of the thesis. The Committee can meet as often as required. However, it should compulsorily meet twice in a year preceding the bi-annual seminars. The DC will be advisory in nature and no member shall enjoy the vetoing power.

**1.9.2** In addition to the DC members, with the Director's approval, additional subject experts may be invited for the DC meeting by the supervisor.

**1.9.3** A Doctoral Committee will be constituted for every PhD Scholar within six months from the date of joining. If the allotted Supervisor goes on long leave, or leaves the services of the Institute, the day-to-day administration of the PhD Scholar concerned shall be assigned to one of the concerned DC members. In such cases, the Supervisor should write to the PhD Programme Coordinator or Assistant Registrar (Acad) clearly suggesting such an arrangement, before going on long leave/leaving the services.

## **1.10 Pre-thesis submission requirements**

**1.10.1** The PhD Scholar should have at least two research publications or acceptance letter from the publishers of the journals, based on the thesis work in a standard research journal of repute and the same shall be certified by the Doctoral Committee.

**1.10.2** The PhD Scholar should submit the thesis to the University before six months period from date

of presentation of the pre-submission seminar. For any delay thereafter the PhD Scholar should submit an explanation. Based on the guide's recommendation, the Director may take final decision regarding extension of time.

**1.10.3** The Institute shall not forward the synopsis/thesis to the University until the PhD Scholars take permission from the Director after satisfying that the final thesis has been finalised in the light of the comments/suggestions of the Doctoral Committee and the panel of experts in the pre-submission thesis seminar.

**1.10.4** Part Time or External or Affiliated PhD Scholars (including the Teacher Fellows under FIP), should comply with the pre-registration, bi-annual and pre thesis submission seminar requirements. The synopsis/thesis shall be forwarded to the University concerned only after these requirements are fully complied with.

## **1.11 Structure of PhD Foundation Course:**

### **1.11.1 Course Schedule - Course Work**

<b>Parts</b>	<b>Duration</b>	<b>Examination</b>	<b>Course Details</b>
Part-A	August to November (4 months)	<b>Term-end exam:</b> Early December	FIVE papers are offered; Research Methodology and Perspectives in Social Science are common for all. Basic Statistics is common for all non-Economics disciplines. Besides, there will be TWO discipline specific papers for non-Economics and THREE such papers for Economics disciplines.
Part-B	January to March (3 months)	<b>Term-end exam:</b> End of March	THREE papers are offered; TWO of them are discipline specific, while the other will be Self-Study Paper-1 related to broad area of the scholar's topic. This paper has to be suggested by the Supervisor concerned in consultation with the Scholar's DC.
Part-C	April to June (3 months)	-	There will be Self-Study Paper-2. This Part is devoted to the preparation of tentative research proposal/broad theme paper to be presented in the June bi-annual seminar. This paper has to be suggested by the Supervisor concerned in consultation with the Scholar's DC.

The rationale for the course papers shall be given in the study material prepared by the Paper Coordinators to be circulated among the PhD Scholars.

### **1.11.2 Assignments**

- a) The number of assignments in any course shall not be more than TWO. Wherever appropriate, one of the assignments could be a term paper and the other, a seminar presentation.
- b) If the course is taught by more than one faculty member, the assignments shall be notified by the course coordinator, preferably at the start of the course, in consultation with other instructors.
- c) Separate Assignments should be given for each scholar in order to ensure active engagement by PhD Scholars with the course work.

### 1.11.3 Courses and Teaching methods

- a) In the “Perspectives on Social and Economic Change” and “Research Methodology” Courses (and in other courses where this could be applicable) teaching method shall be discussion or seminar mode.
- b) Instructors may give an introductory lecture for 15-20 minutes, followed by a scholar presenting a particular reading, or set of readings, and a focused discussion on the reading, thus ensuring that each scholar has done the reading for that day in that course.
- c) Each paper shall consist of 35-40 sessions. Not more than two assignments shall be given by the paper co-ordinators in consultation with the main teaching faculty in the paper concerned.
- d) Classroom participation shall carry not more than 10% of the total marks. The course coordinator, in consultation with the other faculty teaching the course shall decide on the modality for awarding marks for classroom participation. This shall be notified to the PhD Scholars at the beginning of the course.
- e) Lectures/discussion sessions shall be held on all working days continuously for, as many days as there are number of sessions. The time schedule of lectures shall be announced and made available to the PhD Scholars at the commencement of Parts A and B. A PhD Scholar who has not attended at least three-fourths of total number of sessions shall not be allowed to take the examinations.
- f) The period of course work will incorporate more hands-on-training, including facilitating familiarity with computer packages, and short field trips to familiarise the scholar with field work; the latter, particularly, may be combined with some themes being taught in the Research Methods course.
- g) Apart from the three Core Courses taught in Part-A, other courses will be the responsibility of Centers concerned. Every Centre must develop a given number of courses in the beginning. From these, every year, a number of courses must be taught depending on faculty availability, willingness, and scholar interest.
- h) **Self Study Papers:** SS-1 and SS-2 may be planned in the following manner: SS-1 shall broadly relate to the scholar’s area of interest. SS-2 shall be more closely related to the topic on which the scholar may wish to work for her/his PhD dissertation. Both SS-1 and SS-2 should be done in consultation with the members of the Doctoral Committee.
- i) SS-1 shall be part of Part B (December – March) and SS-2 (April – June) of Part C. Part C, then, would consist of SS-2, and developing a paper on the scholar’s broad area of interest for presentation in June Bi-annual Seminar.
- j) During Part A, a parallel stream of lectures may be arranged whereby all faculty members would have an opportunity to speak to the Ph D Scholars about their specific areas of research, as well as talk about new areas of research in the disciplines or sub-disciplines in order to widen the PhD Scholars’ horizons regarding possible areas of research. These lectures could be arranged occasionally in the afternoons.
- k) A non-credit course in **Academic Writing** to improve the PhD Scholars’ abilities of written communication will be offered in Part B.
- l) **Econometrics/Basic Statistics (BS) requirement:** PhD Scholars with Economics/Statistics background must do the Econometrics course in Part-A. Any scholar who does not have an

Economics/Statistics background, even if s/he belongs to one of the Economics related Centres (for example, CEENR and ADRTC), shall be allowed to do Basic Statistics, if he or she so opts, and in consultation with the Centre concerned.

- m) Course coordinators must teach, compulsorily, at least 60% of the course that they are coordinating.
- n) The number of resource persons in any course shall not normally exceed two. Thus, including possibly two course coordinators, the number of instructors shall not normally exceed four in any course.
- o) In case resource persons are being drawn, the foundations of the course must be taught by the coordinator(s) and the participation of resource persons must be on the basis of thematic modules, rather than to teach single themes.
- p) Course coordinators must discuss a course (by first circulating a draft copy of the proposed course, and then discussing and defending it) in a meeting of the Centre concerned. Such meetings may be attended also by the Director, the VC of Academic Programmes Committee and the PhD. Co-ordinator.
- q) As far as possible effort should be made to provide details of themes to be covered in a course, as well as reading materials, before the course commences.
- r) Scholar-feedback on teaching and courses shall be obtained in the prescribed format at the end of each Part (**APPENDIX-A**).

#### **1.11.4 Examinations and Evaluation of Course work**

- a) The performance of PhD Scholars in all the papers in Part A and B shall be evaluated by internal assignments and term end-semester examinations.
- b) Each course will be evaluated on the basis of (i) a written examination, (ii) assignments and/or presentations and (iii) classroom participation as follows:
  - 1. Total marks for written test: 60 (for Part Time students it should be valued for 70 marks)
  - 2. Total marks for two assignments: 30 (for all students)
  - 3. Total marks for classroom participation: 10 marks (for full time students only)
  - 4. Minimum marks for passing 50% in each of the three components for full time students, and 50% in 1 & 2 components in respect of Part-time students.
  - 5. Students who fail in more than three papers in Part-A and two papers in Part-B shall not be eligible for re-examination.

The Paper Co-ordinator awards marks to full-time PhD Scholars for classroom participation in consultation with the teaching faculty involved.

- c) In SS-1 and SS-2 there will be no written examination. However, these papers will consist of assignments, hands on exercises, readings, book reviews etc., as may be suggested by the Supervisor concerned in consultation with the Doctoral Committee members. These papers will be assessed for a maximum of 100 marks each. Securing a minimum of 50 marks in each of these papers is compulsory.
- d) If a PhD Scholar fails or absents in any examination, for whatever reasons, he/she shall be given a second and final examination not later than one month from the declaration of the result of the first

examination. A PhD Scholar who fails, or absents himself in the second and final test for whatever reasons, shall be discontinued from the programme from the date of declaration of the result of the second and final examination.

e) A PhD. Scholar who fails in Part A may be allowed to proceed to Part B but the declaration of the result of Part B shall be withheld till he/she passes the second and final test in Part A. However, a PhD Scholar who fails in Part B may be allowed to proceed with the preparation of the comprehensive research proposal under Part C only after he/she passes the second and final examination in Part B

#### **1.12 PhD Programme for Part-Time PhD Scholars (including those on FIP) and Affiliated Post-Doctoral Scholars**

**1.12.1** PhD Scholars belonging to the above categories must undertake to comply with the biannual/pre-registration and pre-submission seminars as applicable to the regular PhD Scholars.

**1.12.2** Until the seminar requirements are duly complied with, the synopsis/thesis of the scholar concerned shall not be forwarded to the University.

**1.12.3** Post-Doctoral PhD Scholars should present an initiation seminar at the beginning and a completion seminar at the end based on the findings of their study.

**1.12.4** In addition to the above requirements, foreign scholars belonging to any of the above categories have to pay the Institute an affiliation fee of Rs. 10,000/- per year; for less than half-yearly period it shall be Rs.5,000/-.

**1.12.5** PhD Scholars belonging to the above categories should deposit the prescribed refundable amount for the library reference/borrowing facilities.

**1.12.6** For all Indian doctoral/post-doctoral affiliations a sum of Rs. 5,000/- per year shall be charged as institutional fee to the Institute.

#### **1.13 External PhD Programme**

The Institute has started External PhD Programme (EPP) from 2009. The applications for EPP will be scrutinised and evaluated by a specially constituted Committee. Only after the Committee clears the proposal will the candidate be called for personal interaction and after satisfactory performance admitted to EPP. The External PhD Scholars have the option of attending the classes though attendance is not compulsory. They shall pass the 10-month PhD Foundation Course applicable to the regular PhD Scholars. The Institute will allot Supervisors to External PhD Scholars (EPS).

The EPS shall adhere to all conditions and regulations stipulated by the University (where registered) and the Institute. They will have the regular Doctoral Committee and Biannual Seminars similar to the regular PhD Scholars of ISEC. There shall not be financial obligation of any kind on the part of the Institute on account of the external candidates.

Faculty member (recognised guides only) will be permitted to supervise only one external PhD Scholar at a time, after taking Director's permission, in a block period of 3 years or submission of the thesis by the EPS, whichever is earlier.

The EPS must complete the stipulated period of stay at the Institute as may be decided by the Doctoral Committee. The Institute will charge appropriate fee on an annual basis, from time to time.

EPS will be permitted to use the library facilities on payment of a library fee applicable to part-time PhD Scholars. They shall have no claim on the use of computer facilities, office or hostel accommodation in the Institute.

No faculty member of the Institute shall take candidates for PhD supervision directly other than through the above procedure.

### **1.14 PhD Viva-voce at ISEC**

The following procedure should be followed in the conduct of open PhD Viva-voce:

- a) One of the outside BA Seminar Panel of Experts to be invited for the PhD Viva (preferably the expert who would have attended maximum number of BA Seminars should be invited).

If both the BA Seminar Panel of Experts are from within the Institute, the Director may invite a suitable person from out of the two names to be suggested by the concerned Supervisor for the purpose.

- b) All the Doctoral Committee members shall be invited for the Viva-Voce.
- c) The thesis should be placed in the library 8 days before the Viva-Voce along with an abstract of the thesis. This should be informed to the invitees (DC Members, faculty and students) for the Viva, by a circular.
- d) PhD Thesis Examiners' name should be mentioned at the time of Viva-Voce. The DC members should be provided access to the examiners' reports at the time of Viva-Voce.

### **1.15 Awards/Prizes**

#### **1.15.1 Professor D M Nanjundappa Endowment Prize**

In honour of Professor D M Nanjundappa, an eminent economist, ISEC has instituted an Endowment Prize with a view to encourage PhD Scholars perform better and reward PhD Scholars of excellence. There will be two Prizes – one in Economics and another in non-economics disciplines. The prizes shall be awarded to the highest scoring Scholar in the first attempt in the aggregate marks in Part A. Those scoring less than 60% or not passing in the first attempt will be ineligible for the prizes. A committee consisting of the Director, Vice-Chairman of APC, Registrar and the PhD Programme Coordinator and the AR (Acad) shall decide the awardees. Each award shall carry a plaque and prize worth Rs.1,200/-. In case more than one Scholar scoring equal marks, the prize money would be divided among them equally. The prize/s will be awarded on the occasion of the Institute's Founders Day Celebration on 20<sup>th</sup> of January.

#### **1.15.2 Justice Shri Venkatramaiah Endowment Prize in Political Science**

The Institute has instituted an endowment prize since 2000 in the name of Justice E S Venkataramiah in Political Science. It will be awarded once in five years to the outstanding PhD thesis of the Institute. A certificate, prize money of Rs.10,000/- and a plaque will be awarded on the occasion of the Founders' Day Celebration.

#### **1.15.3 Professor M N Srinivas Endowment Prize in Sociology**

The Institute has instituted an endowment prize since 2000 in the name of Professor M N Srinivas in Sociology. It will be awarded once in five years to the outstanding PhD thesis of the Institute. A certificate, prize money of Rs.10,000/- and a plaque will be awarded on the occasion of the Founders' Day Celebration.

#### **1.15.4 Professor V K R V Rao Endowment Prize in Economics**

The Institute has instituted an endowment prize since 2000 in honour of its founder Professor V K R V Rao in Economics. The Fund is created for the purpose with contributions from both Institute and a

donation from Professor G K Kadekodi. It will be awarded once in five years to the outstanding PhD thesis of the Institute. A certificate, prize money of Rs.10,000/- and a plaque will be awarded on the occasion of the Founders' Day Celebration.

#### **1.15.4 Shri T R Satish Chandran Endowment Prize in Economics**

The Institute has instituted an endowment prize since 2000 in the name of Shri T R Satish Chandran in Economics. The Fund is created for the purpose with contributions from ISEC faculty/staff members and donations from few other donors. It will be awarded once in five years to the outstanding PhD thesis of the Institute. A certificate, prize money of Rs.10,000/- and a plaque will be awarded on the occasion of the Founders' Day Celebration.

#### **1.15.5 Selection Process to be followed in respect of Endowment Prizes**

A Committee of three subject experts constituted by the Institute reviews the theses awarded during the block period. Thesis securing highest aggregate weightage under various components (Conceptual Framework; Literature Review; Theoretical Understandings; Appropriateness of Methodology employed; Adequacy of Sampling/Data used; Analytical skills; Findings of the Thesis and Contribution to Epistemology; Style, Presentation and Readability) qualifies for the Prize to be given during Institute's Founders Day Celebrations on January 20th once in five years.

### **1.16 PhD Programme Co-ordinator**

**1.16.1** The Director will nominate a faculty member as a PhD Programme Co-ordinator for a term of two years to attend to both the academic and non-academic problems of the PhD Scholars. He shall co-ordinate various activities such as:

- (a) PhD Admission process
- (b) PhD Foundation Course work
- (c) Biannual Seminars
- (d) For the successful running of the PhD Programme, s/he shall interact closely with Director, Vice-Chairman of APC, Registrar, Accounts Officer, Assistant Registrar (Acad) and Paper Co-ordinators of Part A and B

**1.16.2** S/he shall be a member of -

- (a) PhD Interview/Selection Committee
- (b) PhD Supervisors Committee
- (c) Academic Programmes Committee
- (c) PhD Syllabus Committee

**1.16.3** S/he shall have frequent interaction with the PhD Scholars. He shall meet all senior PhD Scholars (except freshers) on the first Monday of every month, and freshers on every Monday afternoon to discuss PhD Scholars' grievances, problems, difficulties etc. He shall deal with all disciplinary matters relating to PhD Scholars

**1.16.4** H/Se shall act as a bridge between PhD Scholars and various players involved for the smooth running of the PhD Programme.

### **1.17 Computer Facility**

The Institute has created adequate computer facility for the exclusive use of the PhD Scholars. The Internet facility is also available.

## 2. PART-B: VARIOUS COMMITTEES AND COMPOSITIONS

### 2.1 Centre level PhD Interview Committee

The Centre-level Interview Committee consists of the following members:

- 1) The Director
- 2) Head of the Centre
- 3) All Professors of the Centre
- 4) One faculty from outside the Centre
- 5) One external expert
- 6) PhD Programme Coordinator
- 7) Other faculty members from the Centre may be invited by the Head.

The total number in the Committee shall normally not to exceed six.

**(Note:** External expert may be one each in the Economics and non-Economics streams, respectively. The expert in Economics discipline will be common for Agricultural Economics, Economics, Environmental Economics and Population Studies while the expert belonging to non-Economics stream will be common for all the other disciplines).

### 2.2 Final PhD Selection Committee:

The Final PhD Selection Committee for selection of candidates for PhD Programme consists of the following members:

- (1) The Director
- (2) Heads of Centres
- (3) All Professors
- (4) The ICSSR Representative
- (5) The PhD Coordinator
- (6) The Assistant Registrar (Academic).

### 2.3 The Doctoral Committee (DC)

The Doctoral Committee will consist of the following members:

- 1) Director (Chairperson)
- 2) Supervisor
- 3) A nominee of the Supervisor
- 4) Two nominees of the Director from a panel of 3-4 names provided by the Supervisor after obtaining their consent.
- 5) If the Supervisor considers need for an additional member may suggest name for Director's approval
- 6) Director, IDS, University of Mysore, Mysore (in respect of Pre-registration and Pre-thesis submission colloquia in respect of Development Studies students).

### 2.4 PhD Supervisors Committee

The PhD Supervisors Committee will consist of the following members.

The Director (Chairman)

The Vice-Chairman of APC

All faculty members having recognition as PhD Guides by the University of Mysore/Bangalore/Mangalore/Osmania and those allotted with the PhD Scholars  
PhD Programme Coordinator

Registrar  
AR (Acad) Member Secretary

The Committee will meet twice a year to review various aspects relating to the PhD Programme. The progress/status report on the PhD Programme would be presented before the Committee. The allotment of Guides to PhD Scholars shall be made by the Committee.

### **3. PART C: ADMINISTRATION**

#### **3.1. Attendance**

**3.1.1** A register shall be maintained to monitor the attendance of PhD Scholars during the course work. All the PhD Scholars undergoing Part-A and Part-B course work should sign the register on every working day.

#### **3.2 Leave**

**3.2.1** The PhD Scholars are not eligible for vacations. They are eligible for general holidays and in addition, leave up to 30 days in a year subject to the approval of the Supervisor and Registrar.

**3.2.2** All the requests for leave by the PhD Scholars shall be recommended by the PhD Programme Co-ordinator and sanctioned by the Registrar/AR (Acad) until the allotment of Supervisors and thereafter the leave request should be recommended by the Supervisor and sanctioned by the Registrar/AR (Acad).

**3.2.3** A PhD Scholar, who is a married woman, is eligible for maternity leave at full rates for a period not exceeding 135 days, once during the entire period of PhD Scholarship.

**3.2.4** A PhD Scholar may be permitted 'field work leave' for a maximum of 6 months in the entire duration of the Programme. PhD Scholars who may need more than 6 months for completing the field work have to obtain prior special approval of the Director through the Supervisor. The concerned Supervisor must duly recommend all such requests.

**3.2.5** PhD Scholars who are engaged in field work should send a monthly report of the progress of their work to their respective supervisors.

**3.2.6** With a view to encourage participation in seminars or conferences/workshops/training programmes etc. the Institute grants Special Leave to PhD Scholars. Such applications should be accompanied with an invitation received by the PhD Scholar supported by the Supervisor's recommendation

#### **3.3 Release of monthly PhD Scholarship**

**3.3.1** The monthly PhD Fellowship of PhD Scholars will be released by the Accounts Section automatically every month on salary day. In case a scholar's PhD Fellowship warrants stoppage or withholding, the supervisor concerned will intimate such stoppage request (after obtaining Director's approval) to the Accounts Officer/Assistant Registrar (Academic) at least 6 working days before the end of the month. Similarly, if a scholar's PhD Fellowship warrants stoppage/withholding for non-compliance of PhD Programme requirements, such cases will be communicated to the Supervisor concerned and the Accounts Officer by the Supervisor/Assistant Registrar (Academic) for necessary action after obtaining Registrar/Director's approval. In the absence of stoppage request from the Supervisor or Academic Section, the Accounts Officer will draw the PhD Fellowship of PhD Scholars automatically.

**3.3.2** However, the last month's PhD Fellowship of PhD Scholars (36<sup>th</sup> month's in case where there is no extension beyond the three years and 42<sup>nd</sup> month's PhD Scholarship if PhD Scholarship is extended by six more months and 60<sup>th</sup> month's PhD Scholarship in respect of UGC JRF holders) should be withheld until the submission of the thesis. PhD Scholars not submitting the thesis within six years from date of joining the PhD Programme at ISEC will not be entitled to the contingency grant remaining unutilized in their account nor the last month's PhD Fellowship.

**3.3.3** PhD Fellowship can be withheld only on the following occasions:

- a) If unauthorised absence is noticed;
- b) If the biannual Seminars are not presented without permission of the Director;
- c) If the research proposal is not submitted for registration in time;
- d) If six-monthly or annual progress reports are not submitted/sent in time;
- e) If two consecutive monthly reports are not sent during field work;
- f) If the supervisor recommends with specific reasons;
- g) If dues to the Institute are not settled;
- h) If performance, as evaluated by the Biannual/Pre-submission Seminar Assessment Panel, is unsatisfactory, the monthly PhD Fellowship/s could be withheld until next seminar is presented up to the satisfaction of the Assessment Panel.
- i) If any other condition for grant of PhD Fellowship is not fulfilled.

### **3.4 Grievance Redressal**

There will be a PhD Scholars' Grievance Redressal Committee consisting of the Vice-Chairperson of Academic Programmes Committee, PhD Programme Coordinator, a faculty member of the rank of Professor nominated by the Director and AR (Acad).

## **4. PART-D: FINANCIAL**

### **4.1. PhD Fellowship and contingency grant**

**4.1.1** The value of PhD Scholarship shall be decided by the Institute, from time to time. The existing rates are Rs. 5000/- per month for non-NET qualified PhD Scholars and Rs.6000 for NET/MPhil qualified PhD Scholars (at the time of admission) for three years.

**4.1.2** PhD Scholars qualified with JRF are eligible for fellowship/contingency grant prevalent in the UGC. Currently, the fellowship is Rs.12,000 p.m while the contingency is Rs.10,000/- during the initial two years. During third, fourth and fifth years the fellowship will be Rs.14,000/- p.m and the annual contingency is Rs.20,000/-. Besides, the scholars are eligible to monthly HRA.

**4.1.3** The PhD Scholarship granted under the salary protection scheme shall vary depending on the salary of the Scholar selected under the scheme.

**4.1.4** The PhD Scholars are also eligible for contingency grant as decided by the Institute, from time to time, and it is Rs. 12000/- per year at present, and to be utilised only for the following items with the approval of the Supervisor and the Registrar:

- a) Books, journals, photo copies, duplicating, micro-films and cassette tapes needed for the approved research topic.
- b) Word Processing, stationery and postage etc.

- c) Field work/travel
- d) Computational expenses
- e) One pocket calculator (with adapter/battery eliminator)
- f) Attending conferences, seminars, workshops, training programmes etc.
- g) Secretarial assistance in the case of PhD Scholars 'otherwise abled'
- h) Voice tape recorder.
- i) Purchase of computers, floppies, Compact Discs, Printer cartridges, thumb drives etc.
- j) The Institute will provide guarantee to recover loan instalment from the PhD Scholar's fellowship and to remit the same to the bank against the loan provided for purchase of computers. Besides, the Institute considers sanctioning an advance not exceeding Rs.10,000/- from PhD Scholar's contingency fund towards meeting partial cost of computer purchase.

**4.1.5** Extension of PhD Scholarship beyond three years is subject to a review of the progress made by the Scholar during the first three years, by a Committee consisting of the Director, Vice-Chairman of APC, Guide and the Assistant Registrar (Academic). Applications for extension of PhD Scholarship shall be submitted by the concerned scholar with his/her Supervisor's recommendations, three months before the expiry of the third year.

**4.1.6** PhD Scholars going on field work are entitled to TA and DA as per the rules of the Institute, as may be amended from time to time. The existing entitlements are as given below:

## **4.2 TA and DA Rules for PhD Scholars**

### **4.2.1. Travelling allowance**

#### **(a) Journey by 'rail'**

<b>Eligibility to Railway Accommodation</b>		
<b>Shatabdi Express</b>	<b>Rajdhani Express</b>	<b>Other Trains</b>
AC Chair class	AC Chair class	Second Class Sleeper
<b>NOTE: Travel by AC Three-tier sleeper is permissible in trains where AC Chair class accommodation is not provided</b>		

#### **(b) Journey by 'Road'**

Bus: Ordinary/Express

Auto rickshaw

(a) minimum fare for first two kms

(b) waiting charges after five minutes

Motor cycle/scooter

Cycle rickshaw/man driven rickshaw/tonga

Bicycle/foot

Rs 7.00 per km

Rs.14.00

Re. 1.00

Rs 2.20 per km

Rs 1.70 per km

Re 0.40 per km

### **4.2.2 Local Journey**

Auto rickshaw will be allowed only one way of the journey if it is very urgent.

### Duty point

Starts from office of duty. At outstation the duty point is the place/office visited by the Scholar and if there is more than one place/office the farthest point from the railway station/bus stand, etc.

**Incidentals** : No incidentals will be allowed

### 4.2.3 Daily Allowance

Within the State other than Bangalore		In Ahmedabad, Bangalore, Mumbai, Calcutta, Delhi, Ghaziabad, Hyderabad, Chennai, Sheila, Srinagar, Masoori, Kanpur, Lucknow, Nagpur, Pune, Goa, Diu & Daman		Other places outside the state	
Rs 100	Rs.350 (DA + Hotel bill)	150	950 (DA + Hotel bill)	150	550 (DA + Hotel bill)

### 4.2.4 Daily allowance for stay

- (i) Not applicable for occasional visits to collect data
- [ii] Exceeding 6 hours but less than 12 hours - 50% of the DA rate stated above
- [iii] 12 hours and above - full DA

(Note: 1. The period for purpose of calculation of DA shall be reckoned with from the time of departure of HQs outstation till arrival in outstation/HQs;

2. The rates applicable to the last category of ISEC staff, from time to time, shall be extended to PhD Scholars also.)

**4.2.5** PhD Scholars are not eligible for advance against contingency grant during the first half of first year or second half of last year of Fellowship.

**4.2.6** Advance not exceeding 50% of the annual contingency grant could be granted. Before submission of thesis, advance of 60% from the contingency grant could be released on supervisor's recommendation and after ascertaining the definite possibilities of the Scholar submitting the thesis in the succeeding six months.

**4.2.7** Contingency grant meant for subsequent years cannot be drawn during the current year. Any amount left unutilised in the first or second year can however be utilised for contingency purpose in the third/fourth year. All expenditure out of contingency grant should be supported by bills/vouchers duly countersigned by the Supervisor. The expenditure incurred must be in furtherance of the approved research work of the Scholar.

Advances for purchase of books and other required materials shall be granted only after the list of such books and materials are scrutinised and approved by the Supervisor concerned.

**4.2.8** Advance, other than the amount released for submission of thesis, shall be settled within a month of its receipt by rendering accounts supported by vouchers, for the amount utilised and by returning the unutilised amount, failing which disbursement of further PhD Fellowship shall be withheld. A PhD Scholar who has proceeded on field work after taking the advance may submit the voucher for the amount utilised and return the unutilised amount, as the case may be, within 15 days of his/her return to the Institute from the field work, failing which disbursement of

further PhD Fellowship shall be withheld. In the case of advance for submission of thesis, if it is not settled within six months, action to recover the advance shall be initiated

- 4.2.9** The expenditure items on which contingency grant has been spent are subject to verification by Registrar/Accounts Officer.

## **5. PART-E: OTHERS**

### **5.1 Power to relax or to amend the Rules**

The Director shall have powers to relax these rules on merits of individual case.

The powers to amend the Rules shall vest in the Academic Committee which shall report the same to the Board for ratification.

### **5.2 Overriding Effect:**

The provisions of these Rules do not have any overriding effect on the basic rules of the Institute. In case of contradictions, provision of the basic rules of the Institute shall prevail.



APPENDIX – A

Scholar-feedback on teaching and courses in PhD Programme

PART – A

	Paper – I			Paper – II			Paper – III			Paper–IV			Paper - V		
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Course content coverage															
Course content sequencing															
Availability of course material															
Adequacy of content inputs															
Quality of content input															
Content delivery by faculty															
<i>Number of assignments*</i>															
Type of assignments															
<i>Time given for assignment submission*</i>															
Overall course management															
Teaching method															
Total															

A= Good;

B= Average;

C= Poor

\* For Italicized items read A= Good, B= O.K, and C= Less/not so good.

In your own assessment have you given your best and worked to the satisfaction of the instructor?

Yes/No



## Scholar-feedback on teaching and courses in PhD Programme

### PART – B

	Paper – VI			Paper – VII			Self Study - I		
	A	B	C	A	B	C	A	B	C
Course content coverage									
Course content sequencing									
Availability of course material									
Adequacy of content inputs									
Quality of content input									
Content delivery by faculty									
<i>Number of assignments*</i>									
Type of assignments									
<i>Time given for assignment submission*</i>									
Overall course management									
Teaching method									
Total									

**A= Good;**

**B= Average;**

**C= Poor**

- For Italicized items read A= good, B= O.K, and C=Less/not so good .

In your own assessment have you given your best and worked to the satisfaction of the instructor?  
Yes/No