

HANDBOOK FOR PhD PROGRAMMES

2023-24 / 2024-25



**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD LUCKNOW SHILLONG**



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DISCLAIMER

This handbook is only for the immediate information of scholars and does not constitute a legal document. While all efforts have been made to make the information available in this handbook as authentic as possible, the university is not responsible for any error that may have crept into the document inadvertently.

The information in this booklet is intended for PhD students of the University for the Academic years 2023-2024/2024-2025 and is subject to change.

Table of Contents

1.	Introduction	5
2.	About the EFL University	5
3.	Message from the Vice Chancellor's Desk	7
4.	PhD programmes at the University	9
5.	Academic support for Research Scholars	10
6.	Duration and Academic Calendar	10
7.	Credit requirements and Coursework	11
9.	Appointment of Supervisor and Advisory Committee	14
10.	Detailed Research Proposal	16
11.	Progress reports	16
14.	Procedure for the Submission of the Thesis	17
15.	Evaluation of the Thesis and Award of the Degree	20
16.	Leave Rules	21
17.	De-registration	22
18.	Re-registration	22
18.	Part-time PhD for University Faculty	23
19.	Facilities for Research Scholars	24
20.	Rules of Proper Conduct and Discipline	26
21.	Grievance Redressal Mechanisms	27

Introduction

The Handbook for PhD programmes is designed to provide relevant information about the PhD programmes at the EFL University. It provides a list of PhD programmes that the University offers and describes the course requirements for earning each of these degrees. It details the course curricula and the procedures and policies that govern research scholars. Scholars registered for the PhD programme are advised to familiarize themselves with the requirements and the policies governing the award of the degree.

About EFL University

The English and Foreign Languages University (formerly the Central Institute of English and Foreign Languages) was created by an Act of Parliament and came into being on 3 August 2007. The EFL University continues to build upon the achievements of the CIEFL and expand its activities on the national and global stage. Its mandate is to advance and disseminate “instructional, research, and extension facilities in the teaching of English and Foreign Languages and Literatures in India” as well as “to take appropriate measures for inter-disciplinary studies and research in Literary and Cultural Studies, and to develop critical inter-cultural understanding of civilizations” (as mentioned in the Act). The EFL University’s headquarter is at Hyderabad. It has two Campuses—one in Shillong and the other in Lucknow.

The objectives of the University are to bring quality education in the disciplines and sub-disciplines of English and foreign languages within the reach of all the students. The objectives of the University as stated in the Act, 2006 (No.7 of 2007) are:

- to disseminate and advance knowledge by providing instructional, research, and extension facilities in the teaching of English and foreign languages and literatures in India;
- to train language teachers in methods and approaches appropriate to the Indian context;
- to provide expertise in language and teacher education to foreign professionals;
- to evolve indigenous ways of testing language proficiency;
- to make provisions for innovative teaching-learning materials in both print and electronic media;
- to take appropriate measures for inter-disciplinary studies and research in literary and cultural studies; and
- to develop critical intercultural understanding of the civilization.

Message from the Vice Chancellor's Desk

I am delighted to extend a warm welcome to all of you as you embark on your doctoral journey at the English and Foreign Languages University. Your admission to this esteemed institution marks the beginning of an exciting and transformative chapter in your academic and professional lives.

As newly admitted PhD students, you are joining a vibrant community of scholars dedicated to the pursuit of knowledge and excellence in language and literary studies. The EFL University is renowned for its cutting-edge research programs, innovative teaching methodologies, and a commitment to fostering intellectual growth. Here, you will find an environment that not only supports your academic endeavor but also encourages personal and professional development.

Our research programs are at the forefront of the field. The low student-teacher ratio ensures that you receive personalized attention and guidance from some of the most respected and experienced educators in the field. The faculty members are not just teachers but mentors who are committed to your success.

I am proud to announce that the university adopted the minimum standards and procedures for award of PhD prescribed in the University Grants Committee Regulations - 2022. This gives you all more assurance of the quality and rigor of your doctoral education, ensuring that your research meets the highest academic standards.

In addition to our strong academic framework, our campus has enviable infrastructural facilities. The Ramesh Mohan Library, with its extensive collection and rich online resources, will be an invaluable asset in your research. Beyond academics, our well-equipped gymnasias, Music club, Literary club, Theatre Club, Quiz Club, and other extracurricular facilities will provide a holistic experience, enriching your time at the University.

You are about to undertake one of the most significant and exciting journeys of your academic life. The path to a PhD is both challenging and rewarding, and we are here to provide you with the best possible support throughout this journey. We are confident that you will discover new interests, develop advanced skills, and contribute valuable knowledge to your field of study.

May your stay at the English and Foreign Languages University be marked by significant academic achievements and personal growth.

Welcome to our academic family.

Prof. Surabhi Bharati

Vice Chancellor (Acting)

English and Foreign Languages University

PhD Programmes at the University

The EFL University offers PhD programmes in various areas of English, in Hindi and in five foreign languages. The research programmes have been very popular over the years because of their unique design. Courses offered on the PhD programmes adopt a variety of research methodologies that are intense and at the same time engaging.

Learning Outcomes

By the end of this programme, students will be able to

- acquire an in-depth knowledge and competence in their chosen field of research and related areas;
- demonstrate ability to think critically;
- analyze existing models and evaluate them;
- utilize information and digital literacy skills; and
- connect academic research with the industry and society.

The University offers the following PhD programmes:

1. PhD Linguistics and Phonetics
2. PhD English Language Education
3. PhD Education
4. PhD English Literature
5. PhD Comparative Literature
6. PhD Indian and World Literatures
7. PhD Cultural Studies
8. PhD Translation Studies
9. PhD Film Studies and Visual Culture
10. PhD Aesthetics and Philosophy
11. PhD Media and Communication
12. PhD Hindi
13. PhD Arabic Language and Literature
14. PhD French Language and Literature
15. PhD German Language and Literature
16. PhD Russian Language and Literature
17. PhD Spanish Language and Literature

Academic Support for Research Scholars

The Office of the Dean, Research, facilitates the development and delivery of research programmes at the University and guides the research scholars on the available academic opportunities. In addition, the Office of the Controller of Examinations, the Academic Section, and the Offices of the Schools/ Departments provide additional support in registration for courses, leave, extension, availability of fellowships, academic progress, and thesis submission.

All EFL University research scholars are registered with an academic School or Department. In addition to the practical support from administrative and technical staff, scholars are also supported by a number of faculty in their area, by their supervisors and the members of the Advisory Committee, along with the Head of the Department, the Dean of the School, and the Dean, Research.

Duration and Academic Calendar

Scholars admitted to the full-time PhD programmes are not permitted to work in any other institution or organization during the entire period of registration on the programme.

Duration of the PhD Programme

1. PhD programme is for three years (six semesters) which includes course work. The maximum duration is six years from the date of admission to the PhD programme.
2. A maximum of an additional two years can be given through a process of re-registration as per the Statute/Ordinance of the University; provided that the total period for completion of the PhD programme does not exceed eight years from the date of admission to the PhD programme.

Female PhD scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two years; however, the total period for completion of a PhD programme in such cases should not exceed ten years from the date of admission to the PhD programme.

3. Female PhD scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the PhD programme.
4. No academic extension beyond the duration mentioned in (1) and (2) above will be allowed under any circumstances.

Re-registration (academic extension without hostel) guidelines

1. There will not be any de-registration process for additional period.
2. Scholars, who could not submit their thesis within six years, have to seek re-registration (academic extension without hostel accommodation) for the additional

duration (maximum period of 2 years) two months before the completion of regular duration of six years, through the proper channel. Further, female/PWD scholars may seek 2 months before the lapse of the additional duration of 2 years (i.e., a total of 8 years), a further extension (academic extension without hostel accommodation) for 2 years through proper channel.

3. Re-registration (academic extension without hostel accommodation) and all extension requests with reasons for extension and supported by documents should be routed through proper channel and after approval by the concerned authority, re-registration fee of Rs 5000/- shall be paid.
4. If no re-registration (academic extension without hostel) is sought by the student as mentioned in above point, admission stands cancelled.
5. Scholars who sought re-registration (academic extension without hostel) should complete all formalities/process and submission of thesis should be within the duration of 8 years and within 10 years in case of female/PWD scholars from the date of admission.
6. Hostel and other facilities shall be only for the prescribed maximum duration of 6 years as per existing norms and practice.
7. There will not be any entitlement of fellowship/scholarship during the leave period and additional period/duration as per extant rules.

Academic Calendar

Calendar for PhD Programmes (for scholars admitted in 2023-24)

S. No.	Details	Date/s
1	Commencement of the Programme	01 May 2024
2	Semester I	01 May - 14 June 2024 (Online) 18 June – 31 October 2024 (Face-to-face mode)
3	Semester II	01 November 2024 – 30 April 2025
4	Completion of the coursework	30 April 2025
5	Submission of the research proposal	31 July 2025
6	Semester III	01 May – 31 October 2025
7	Semester IV	01 November 2025 – 30 April 2026
8	Semester V	01 May – 31 October 2026
9	Semester VI	01 November 2026 – 30 April 2027

Calendar for PhD Programmes (for scholars admitted in 2024-25)

S. No.	Details	Date/s
1	Commencement of the Programme	01 August 2024
2	Semester I	01 August 2024 – 31 January 2025
3	Semester II	01 February 2025 – 31 July 2025
4	Completion of the coursework	31 July 2025
5	Submission of the research proposal	31 October 2025
6	Semester III	01 August 2025 – 31 January 2026
7	Semester IV	01 February 2026 – 31 July 2026
8	Semester V	01 August 2026 – 31 January 2027
9	Semester VI	01 February 2027 – 31 July 2027

Credit Requirements and Coursework

1. The credit requirement for the PhD coursework is a minimum of 16 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 PhD programme.
 - a. The following is suggested for coursework:
 - i. a. Research and Publication Ethics - 2 credits
 - ii. b. Research Methodology - 2 credits
 - iii. c. Reading course - I - 4 credits
 - iv. d. Reading course - II - 4 credits
 - v. e. Reading course - III - 4 credits
2. All PhD scholars, irrespective of discipline, shall be required to train in teaching/education/pedagogy/writing related to their chosen PhD subject during their doctoral period. PhD scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations. The modalities of the teaching/research assistantship will be duly notified to the scholars.
3. A PhD scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.
4. All PhD scholars admitted have to complete the mandatory course work in the first 2 semesters to stay in the PhD programme. The PhD course work is mandatory for all students. Coursework exemption will not be granted under any circumstances. If a

student fails to complete the coursework in the first two semesters admission shall stand cancelled.

5. The Deans/Heads of the respective Academic Units should immediately inform Controller of Examinations Office if any student fails to complete the coursework within 2 semesters. *Failure to complete the course work within one year from the date of admission will lead to the cancellation of the scholar's admission.*
6. No exemption from the coursework will be granted to those with an MPhil.
7. Research Methodology is a mandatory course for all PhD programmes. The objective of this course is to help scholars of all disciplines develop the research design and methodology for their research project. Its focus is more on research design rather than on methods. It includes modules on argumentation, academic writing, references and citations, writing research proposals, procedures of data collection, and modes of data analysis.
8. To make it discipline-specific, each PhD programme is free to offer its own domain specific research methodology course. For instance, in PhD in English Language Education and in Education, a considerable portion of the course focuses on procedures of subject selection, data collection and analysis. In Linguistics again, the courses are designed to teach students argumentation, logical presentation of arguments, and also morpheme by morpheme data transcription and glossing since many students work with Indian and other languages. The course on Research Methodology is to be completed in the first semester of the PhD programme.
9. It is mandatory that all coursework should culminate in a term paper.
10. Term papers for courses, project reports, and research proposals submitted for evaluation shall be run through the specified anti-plagiarism software after submission. Should any plagiarism be detected above 10%, an 'F' grade shall be awarded, with a strict warning and mandatory resubmission within 15 days. If plagiarism is detected even after revision and resubmission, the University shall cancel the scholar's admission. The courses shall be awarded grades and the University shall issue to the research scholar a course work transcript on its successful completion. However, the grades for coursework shall not appear in the final degree certificate.
11. A PhD scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale with a minimum of Grade D/P in each course/module in the course work will be eligible to continue in the programme and submit his or her thesis.
12. A scholar who has a Grade F will not be eligible to continue in the programme.
13. A scholar who obtains a Grade D in *more than one course* will be required to submit additional assignment(s) or to take exam(s) (wherever applicable) to improve the GPA.

Appointment of Supervisor and Advisory Committee

- (i) The Board of Studies/the School Board concerned shall appoint a Supervisor for a research scholar from the approved panel of supervisors for the Department/School/Campus (Lucknow/ Shillong), depending on whether the research programme is being organized by a Department/ School/ Campus (Lucknow / Shillong).
- (ii) A co-supervisor may also be appointed from the same or a different Department/School/Campus or from another university, if required, based on a written request of the scholar and recommendation by the Board of Studies/School Board.
- (iii) There shall be a Research Advisory Committee, or an equivalent body for a similar purpose for each PhD scholar. The Board of Studies/ the School Board concerned shall also appoint, for each research scholar an Advisory Committee consisting of the Supervisor(s) and one or two other faculty members. The Advisory Committee may include members from other Departments/Schools/Campuses. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:
 - a. To review the research proposal and finalize the topic of research.
 - b. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - c. To periodically review and assist in the progress of the research work of the research scholar.
- (iv) Permanent faculty members working as Professor/ Associate Professor of the Higher Educational Institution with a PhD and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a PhD, with 3 years of experience in a regular post and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. PhD awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post-graduate Colleges/institutes would be in violation of these Regulations.
- (v) For PhD scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/ Assistant Professor can be recognized as supervisors if they fulfil the above requirements.
- (vi) Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- (vii) Co-Supervisor from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the Board of Studies/the competent authority.
- (viii) Recognition of a supervisor shall formally be accorded by the School Board/ Board of Studies based on a written application by the concerned to the Dean of the School through the Chairperson, Board of Studies and recommended by the Dean, Research. The primary Supervisor shall necessarily be a full-time faculty of the Department / School/Campus concerned with the prescribed qualifications as detailed above.
- (ix) If a faculty member, who has been allotted research scholars, proceeds on deputation to another institution, he/she may, subject to his/her availability, be allowed to continue as a Co-Supervisor to guide the scholar(s) provided his/her new employer has no objection to it. This can be allowed by the Dean, Research on the recommendation of the Board of Studies and/ or the School Board concerned. The same rule will apply if a faculty member goes on long leave (for over six months).
- (x) No new scholar shall be allotted to faculty members who proceed on deputation or on long leave (for over six months).
- (xi) If a faculty member ceases to be a teacher of the University due to resignation, dismissal or death, the Dean of the School shall allot the scholars to another Supervisor on the recommendation of the Advisory Committee.
- (xii) If a faculty member retires, he / she may continue to guide the currently allotted scholars till the completion of their work provided that they have completed their coursework and defended their detailed research proposals. The Supervisor should nominate a faculty member/Advisory Committee member for any official communication in case he/she is not available. Faculty members who are due to retire will not be allotted any new scholars one year prior to the date of retirement.
- (xiii) The UGC guidelines on permissible quota of PhD scholars for each faculty member shall be as follows: (Professor - 08, Associate Professor - 06, Assistant Professor - 04).
- (xiv) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of PhD scholars as specified in (xiii).
- (xv) At any point, the total number of PhD scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause (xiii) and clause (xiv).
- (xvi) Change of Supervisor(s) may be approved by the Dean, Research on the recommendation of the Board of Studies/ and or the School Board concerned on a request received in writing from the scholar and/or the Supervisor(s) or if a supervisor retires or goes on long leave (for over six months), or for any other justifiable reason.

Detailed Research Proposal

On completion of the coursework, the scholars shall prepare a detailed research proposal and submit it to the Advisory Committee. The aim of the proposal is to help the scholars write their thesis in a focused and disciplined way.

Since research proposals are different for each area, there is no single format for writing the proposal. However, the research proposal should address the following in about 10,000 words:

- a description of the research problem
- an argument as to why the problem is interesting and important
- a review of the literature relevant to the research problem
- a theoretical framework to put the research in perspective and
- a description of the proposed research methodology

Procedure for Submission of the Research Proposal

- (i) The proposal shall be submitted to the Supervisor(s) and members of the Advisory Committee.
- (ii) Based on the feedback given by them, the scholar shall revise and resubmit the proposal.
- (iii) If the Advisory Committee accepts the proposal, the scholar shall make an open presentation of the research proposal. Based on the feedback received during the presentation, the proposal can be further refined.
- (iv) After approval by the Advisory Committee, the proposal shall be placed before the Board of Studies/ School Board, which shall forward it to the Dean, Research for final approval. The Dean, Research, shall formally permit the scholar to commence the writing of the thesis. No grade will be awarded for the submission and presentation of the research proposal. This entire process shall be completed by the middle of the third semester of the PhD Programme (i.e., by 31 July 2025 for scholars admitted in 2023-2024, and by 31 October 2025 for scholars admitted in 2024-2025).
- (v) If the proposal is not accepted by the Advisory Committee, the scholar shall be given one month's extra time to revise and resubmit the proposal. If the revised proposal fails to get the approval of the Committee, the scholar's admission to the programme shall be cancelled.

Progress Reports

- (i) All research scholars enrolled in a PhD programme at the University are expected to maintain a satisfactory standard of performance.
- (ii) All research scholars are required to record their attendance in the designated

register in the Office of the Department/ School concerned during the entire period of their registration, and during the period of extension.

- (iii) Every semester a research 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 shall submit its recommendations along with a copy of PhD scholar's progress report to the Chairperson of the Board of Studies. A copy of the recommendations shall also be given to the PhD scholar concerned.
- (iv) If the reports are satisfactory, the Chairperson of the Board of Studies concerned shall forward them through the School Board to the Controller of Examinations. If the Advisory Committee feels that the progress is not satisfactory, this shall be conveyed to the scholar in writing. Two consecutive non-satisfactory reports shall result in the immediate and automatic withholding /cancellation of the fellowship, and other punitive measures (including the cancellation of registration) as recommended by the Board of Studies and the School Board.
- (v) All scholars shall submit a quarterly progress report endorsed by the Supervisor and the Advisory Committee to the Head of the Department/Dean of the School concerned for the entire period of registration. At the end of every semester, they are also required to make a presentation to the faculty and students in the School/Department on their work in that semester. A letter to this effect, duly signed by the Supervisor and the Advisory Committee, along with the progress report must be submitted to the Office of the Dean, Research.

Procedure for Submission of the thesis

- (i) All PhD scholars are required to make a pre-submission seminar presentation before the members of the Board of Studies / the School Board, and students at the University two months before the submission of the thesis. The suggestions given at the seminar must be incorporated in the thesis before the final submission of the thesis. A note regarding the completion of this requirement must be submitted by the Supervisor to the Controller of Examinations, with a copy to the Dean, Research.
- (ii) Requests for approval of the title of the thesis should be made at least two months before the final submission of the thesis. Titles shall be approved by the Chairperson, Board of Studies/School Board on the recommendation of the Supervisor and the Advisory Committee. A letter approving the title of the thesis will be issued by the Dean, Research.
- (iii) No scholar will be permitted to submit the thesis before the completion of six semesters.
- (iv) No scholar shall be permitted to submit the thesis unless the Supervisor(s) is/are satisfied that the thesis is worthy of consideration for the award of the PhD degree.
- (v) Before the formal submission of the thesis, a soft copy of the thesis should be formally submitted to the Supervisor for plagiarism check. The Supervisor is

required to run the thesis through the anti-plagiarism software provided by the University and submit a report to the Office of the Controller of Examinations. No thesis which shows equal to or more than 10% similarity with unacknowledged sources will be allowed to be submitted. In case plagiarism is detected, the scholar will be required to revise and resubmit the thesis to the Supervisor for a re-check.

- (vi) When the thesis is ready for submission, the scholar shall submit an application for the award of the Degree to the Controller of Examinations. The application should be accompanied with:
- Six copies of the Title page, Abstract and the Table of Contents of the thesis along with a soft copy of the thesis.
 - Four copies of the thesis in soft cover bound (including one for the Supervisor) along with a PDF soft copy on a CD. In addition, one hard leather-bound copy shall be submitted for the Library at the time of viva voce examination.
 - A certificate from the scholar countersigned by the Supervisor to the effect that the thesis embodies original work done by the scholar during the period of study and that the thesis is acceptable in all respects and that it be considered for the award of PhD degree.
 - An anti-plagiarism certificate signed by the Supervisor supported by the anti-plagiarism report.
 - Two passport-size photographs of the scholar.
 - A 'No Dues Certificate' from relevant departments and sections of the University.
 - A copyright declaration by the scholars giving the University permission to print/make photocopies of the thesis and/or parts thereof and make digital use of it for academic purposes.
 - *Specifications for the Thesis:* The thesis shall be typed on two sides of A4 size paper. It shall be in 1.5 line spacing and typed in Times New Roman font and in 12 points. The margin on the left shall be 3.5 cm and 2.5 cm on the other three sides.

Anti-plagiarism Check

- (i) Plagiarism is a form of academic dishonesty. The University is strictly against plagiarism in any form.
- (ii) Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. The following shall be treated as plagiarism:
- turning in someone else's work as one's own
 - copying words or ideas from someone else without giving credit
 - copying and pasting from the Internet

- failing to put quotation marks when material is reproduced verbatim
 - giving incorrect information about the source of a quotation
 - paraphrasing by changing a few words but copying the sentence structure from the source without giving credit
 - submitting work for assessment that has already been submitted, as one's own (partially or in full) to fulfill the requirements of another degree, course or examination
 - copying from the media (especially words and images) or from websites and claiming ownership of them.
- (iii) In the Plagiarism check if any text strings/figures are found to be copied or used without proper acknowledgement of the source, the thesis has to be thoroughly revised, and checked again by the software. The percentage of similarity in the thesis shall not exceed 10%.
- (iv) The University shall impose the following penalties in case plagiarism is found in the PhD thesis.
- a. *Level 0*: Similarities up to 10%- Minor Similarities, no penalty.
 - b. *Level 1*: Similarities above 10% to 40% - The scholar shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
 - c. *Level 2*: Similarities above 40% to 60% - The scholar shall be debarred from submitting a revised script for a period of one year.
 - d. *Level 3*: Similarities above 60% - The scholar's registration for that programme shall be cancelled. (As per UGC Regulations about Prevention of Plagiarism in Higher Educational Institutions, 23 July 2018)
- (v) If a thesis is rejected on grounds of plagiarism by an external examiner, and the charges are found to be true by the Review Committee, the thesis shall be rejected and the scholar's admission to the programme will be cancelled.

Format Specifications for the thesis

- a) The normal upper limit is around 500 pages for a PhD thesis, excluding appendices and other supplementary material.
- b) The thesis should have a Title Page, Certificate from the Supervisor, Declaration by the Scholar, Abstract, Table of Contents, Chapters, a List of References, and Appendices if any.
- c) The copy of the thesis that will be kept in the library should be bound in Rexene or leather (hard bound). The title of the thesis and the name of the author should be embossed on the front cover of the thesis. The degree, the year, the name of the author, and the initials "EFL-U" should be embossed on the spine.

Evaluation of the Thesis and Award of the Degree

- (i) The PhD thesis submitted by a PhD scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the Higher Educational Institution concerned. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online. The viva-voce shall be open to the members of the Research Advisory Committee/ faculty members/ research scholars, and students of the University.
- (ii) Institutions may formulate appropriate rules/ordinances to affect the provisions of these regulations. The PhD thesis shall be evaluated by two external adjudicators nominated by the Vice Chancellor from a panel of three Indian and three external examiners, in addition to the Supervisor. The panel shall be submitted to the Dean, Research by the Supervisor through the Head of the Department and the Dean of the School. The panel shall be submitted within *one week of submission of the thesis*.
- (iii) The adjudicators of PhD thesis shall be asked to indicate clearly whether:
 - a. they recommend the award of the degree on the basis of its present form subject to the satisfactory performance of the candidate at the viva voce examination, or
 - b. they recommend revision and resubmission of the thesis, or
 - c. they recommend rejection of the thesis.
- (iv) The adjudicators shall also indicate whether they recommend publication of the thesis in deserving cases.
- (v) The recommendation shall be accompanied by a detailed report.
- (vi) Once the reports of the adjudicators are received by the Controller of Examinations they are placed before the Review Committee consisting of the Dean, Research, the Dean of the School concerned, the Supervisor, an SC/ST faculty representative. The Dean, Research, shall convene this meeting. The Review Committee shall consider the reports and make suitable recommendations to the Controller of Examinations for further action.
- (vii) If all the three adjudicators unanimously recommend the thesis for award of the degree, a date for the viva voce examination will be fixed. One of the three external adjudicators will be selected by the Vice Chancellor as examiner for the viva-voce examination.
- (viii) The degree of Doctor of Philosophy shall be awarded only if:
 - The thesis is unanimously recommended for the award by all the three adjudicators and
 - If the candidate performs satisfactorily at the public viva voce examination

- (ix) The viva voce examination shall be conducted by a Board of Examiners which shall consist of one of the External Adjudicators, who shall be from within the country, and the Supervisor.
- (x) The viva voce examination shall be held in public with a notice of two weeks in advance. The reports of the adjudicators will be given to the scholar before the viva voce examination without disclosing the names of the adjudicators.
- (xi) In cases where the reports of the adjudicators of the thesis are not unanimous, i.e., where two of the adjudicators recommend the award of the degree while the third adjudicator recommends revision and resubmission, it will be open to the Sub Committee to (i) call for revision and resubmission of the thesis or (ii) to send the thesis to a fourth adjudicator whose decision shall be taken to be final. The fourth adjudicator in such cases shall be chosen from the original panel submitted and shall be nominated by the Vice Chancellor. In case the adjudicator is not available or is not willing to evaluate the thesis, the Vice Chancellor may appoint another adjudicator from the original panel submitted or request the Supervisor for an additional panel.
- (xii) In case two adjudicators recommend revision and resubmission of the thesis, the Sub Committee will call for revision. The candidate shall be asked to revise and resubmit the thesis within a maximum period of one year or earlier (as decided by the Committee). After revision the thesis should be checked with the anti-plagiarism software before submission. The revised thesis, after being duly certified by the Supervisor, shall be sent back to the adjudicator(s) who called for revision.
- (xiii) In case one (or more) of the adjudicators recommend rejection of the thesis, the thesis will be sent to a fourth examiner, whose decisions shall be final.
- (xiv) The date on which the results are approved by the Vice Chancellor will be treated as the date of the award of the PhD degree.

Leave Rules

- (i) There is no vacation for research scholars.
- (ii) *Personal Leave:* A full-time PhD scholar is entitled to 30 days' personal/medical leave every year. Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays. No leave can be carried over to the next year.
- (iii) *Maternity Leave:* Women scholars are eligible for maternity leave with full fellowship/scholarship for a period not exceeding eight months (240 days) once during the tenure. The Maternity leave is excluded from the total period of registration.
- (iv) *Paternity Leave:* Paternity leave of 15 days may be granted to male students during the confinement of their wife, and such leave shall be granted only once up in the entire period of registration.
- (v) *Duty Leave:* Duty Leave may be granted for a maximum of two months every

academic year for field work after the completion of coursework on the recommendation of the Supervisor. The scholar shall submit the details of the proposed field work along with the application for duty leave. A report signed by the Supervisor shall be submitted to Dean, Research, on completion of field work.

- (vi) *Academic Leave*: Scholars are also eligible for academic leave up to a maximum of 15 days per academic year to participate in conferences, seminars and workshops. Applications for Academic leave have to be recommended by the Supervisor concerned.

De-registration

PhD scholars who are unable to continue their research in one continuous spell owing to personal reasons, may de-register for a period of one semester (six months) in the entire duration of PhD programme.

- (i) De-registration is permissible only after the successful completion of coursework and submission of Research Proposal. De-registration is allowed between the fourth and the semester before the last semester.
- (ii) De-registration is permitted only at the beginning of a semester.
- (iii) De-registration is **not** permitted in the last semester of registration.
- (iv) The total period of registration includes the period of de-registration.
- (v) During the period of de-registration, students shall not be entitled to any fellowship or HRA. However, they are allowed to access the library without the facility of borrowing of books.
- (vi) No hostel accommodation will be made available during the period of de-registration.
- (vii) Applications for de-registration in the specified Request format accompanied by the Progress Reports should be forwarded by the Supervisor through the Board of Studies/School Board to the Dean, Research, for final approval.
- (viii) Applications for de-registration should reach the Dean, Research, a month in advance of the date from which de-registration is sought.
- (ix) An application for de-registration does not imply that it will be granted.
- (x) If granted, a no-dues certificate from the various Sections of the University should be submitted.

Re-registration

- (i) All scholars are required to re-register at the beginning of the next semester after the period of de-registration is over.
- (ii) Re-registration is mandatory immediately after the expiry of the period of de-

registration.

- (iii) No claim to fellowships/scholarships that were withdrawn during the de-registration period can be made.

Part-time PhD for University Faculty

Part-time PhD facility is available to the faculty of the EFL University. This enables teachers to develop academically and professionally. The University allows part-time scholars four plus three years to complete their research.

During the tenure of their PhD, members of the faculty are allowed to take two years' study leave with full pay. During the study leave period, they are required to submit semester-wise progress reports.

- (i) The applications for PhD admission will be accepted in July and January of every academic year.
- (ii) The rules determining the eligibility for admission shall be the same as those for full-time students.
- (iii) Members of the teaching staff are exempted from taking the entrance test and interview.
- (iv) The period of active registration for a part-time faculty is four years, and with extensions, a maximum of seven years.
- (v) Faculty members, registered for the part-time PhD programme, are exempted from taught courses. They shall do reading courses in lieu thereof. Procedures for registration of topic and other such matters shall remain the same as for full-time students.
- (vi) A member of the teaching staff who goes on study leave will not be treated as a part-time student at the University. Maximum period of registration for such members (on study leave) shall be restricted to 6 years. No study leave shall be granted after the fourth year of registration.
- (vii) If full-time research students registered at the EFL University are appointed as faculty at the University, they may convert their registration from full-time to part-time.
- (viii) When faculty members who are part-time students cease to be members of the teaching staff, they shall not be allowed to continue as part-time students. They may, however, be transferred to the full-time research programme if they apply within a month after they cease to be on the teaching staff.
- (x) Faculty members whose registration is cancelled after the expiry of the period of registration of seven years may apply for a fresh registration. The fresh registration is granted by the School Board with the approval of the Vice Chancellor, which will be valid for two years.

De-registration for Part-time Scholars

- (xi) A member of the faculty shall be eligible for de-registration after completion of coursework and submission of the Research Proposal. The period of de-registration shall not exceed two semesters.
- (xii) De-registration is allowed only from the fourth semester to the tenth semesters, either in two spells of one semester each or a single spell of two semesters.
- (xiii) No de-registration shall be permitted in the last two semesters of registration.
- (xiv) De-registration shall be allowed for those who are on long leave or on deputation. However, it shall not be allowed for those who are on Study Leave.
- (xv) Re-registration is mandatory immediately after the expiry of the de-registration period.

Facilities for Research Scholars

Library Facilities

The University Library, Ramesh Mohan Library, has state-of-the-art facilities with databases, many print journals and periodicals, and a holding of 1,73,481 books, 4,596 e-books and 36 e-journals.

The Library provides access to databases such as JSTOR, Project Muse, and online journals published by Cambridge University Press, Oxford University Press, Springer, Taylor and Francis, and Wiley under UGC-Infonet Digital Library Consortium. The Library also provides access to books published by Cambridge University Press and Oxford University Press. Library facility includes wi-fi services, facilities for disabled learners, inter-library loan and access to online resources.

Enabling Unit

The English and Foreign Languages University is committed to providing all the facilities for differently-abled scholars. In January 2012, the University established the Cell for the Disabled, renamed as the Enabling Unit in 2018, to look after all issues pertaining to differently-abled scholars in compliance with the UGC guidelines and, accordingly, the Cell has been initiating several activities. The Online Book share digital library and the Braille library websites are being used for accessing academic books produced by organizations and Universities to benefit students with visual impairment.

Workshops/Conferences/Symposia

The Departments and Schools periodically organize talks, symposia, and conferences, so that scholars can present work in progress and receive feedback from peers and other scholars. Scholars are encouraged to present and publish papers.

Teaching Assistants

The University runs a series of English proficiency courses, where research scholars are selected to teach. They are selected on the basis of a demonstration evaluated by members of faculty assigned for the purpose.

Editorial Assistants

The University publishes journals such as *Languaging*, *The EFL Journal*, *Occasional Papers in Linguistics*, and *Russian Philology*. Some of the Editorial Boards recruit scholars as editorial assistants. The responsibilities of scholar editorial assistants comprise formatting the articles, checking the accuracy of references in articles, ensuring that articles comply with the house style, and corresponding with the authors. Scholar editorial assistants are expected to spend 30-40 hours per issue, and are generally provided with 4-5 weeks to complete work on articles.

Scholarships and Fellowships

Following are the different types of scholarships that scholars can receive:

- UGC Junior and Senior Research Fellowship (JRF/SRF)
- Rajiv Gandhi Junior and Senior Research Fellowship (RGNF)
- Maulana Azad National Fellowship (MANF)
- National Fellowship for OBC (NFOBC)
- Educational Council of India Limited (EdCIL)
- Indian Council of Social Science Research (ICSSR)

All scholarships are administered through the Academic Section, after the verification of the progress reports and attendance requirements.

Other Prestigious Fellowships

Students may also apply for prestigious scholarships to study abroad.

- Fulbright Doctoral Fellowship
- Fulbright Teacher Fellowship
- Erasmus Mundus

Travel Grant for Conferences

Research scholars can apply for a one-time international travel grant in their period of research. Applications, approved by Supervisors, are accepted throughout the year. The funding can be used to present research papers or posters in a conference, seminar or a workshop.

Exchange Programmes

The University has signed many MOUs with Universities abroad, and many research scholars are sponsored to spend a term (usually a semester) in such Universities. The scholars are selected by a committee formed by the Dean, International Relations.

Rules of Proper Conduct and Discipline

The rules listed here shall apply to all students at the University under Article 29 of the Statutes of the EFL University. Any breach of discipline and conduct committed by a student inside or outside the EFL University Campus shall fall under the purview of these rules.

Categories of misconduct and indiscipline

- All acts of violence and forms of coercion such as gheraos, dharnas, sit-ins which disrupt the normal academic and administrative functioning of the University Sexual harassment
- Committing forgery, defacing/destroying books/journals of the library, etc.
- Furnishing false certificates or false information
- Eve-teasing or disrespectful behavior with a girl student
- Arousing communal, caste or regional feelings or disharmony among students
- Use of abusive, defamatory, derogatory language
- Pasting of posters of an objectionable nature
- Unauthorized occupation of hostel room/s
- Indulging in acts of gambling
- Use of the title of the University when distributing any document other than academic work outside the University
- Consuming or possessing dangerous drugs and other forbidden substances
- Non-payment of fees and other dues including mess charges
- Ragging in any form
- Refusal to obey the directives of the officers of the University
- Unauthorized collection of funds for any student programme
- Any other act which may be considered by the Vice Chancellor as a violation of discipline, or misconduct

Punishment

The Competent Authority may impose punishment on any student found guilty of any of the acts of indiscipline or misconduct mentioned above.

Anti-Ragging Committee

Any form of ragging within the premises of the EFL University will be viewed seriously and dealt with swiftly and severely by the Administration (vide Ordinance 6.2, entitled “Prohibition of and Punishment for Ragging”, of the English and Foreign Languages University.) Anti-ragging squads and an Anti-Ragging Committee will be empowered to take *Suo Motu* action or upon receiving a complaint. As per the directions of the Supreme Court of India, “if any incident of ragging comes to the notice of the authority, the concerned students shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the University.”

Anti-Sexual Harassment and Redressal Mechanism

The EFL University has an uncompromising and strict policy against sexual harassment in order to create for women students on its Campuses a gender-just and secure environment (vide Ordinance 7.2, Annexure-I, entitled “Sexual Harassment”, of the English and Foreign Languages University). Every Campus of the EFL University has a Complaints Committee, with representatives from all sections of the University, to address the complaints of women students in this regard, with the names, addresses and phone numbers of the members being displayed in all prominent places on the Campus.

The complaints will be kept confidential and the Committee has the power to recommend any action(s) against the perpetrators. The Committee also takes upon itself the task of organizing various gender sensitization programmes. There is also an Appellate Committee to consider problems when the Complaints Committee’s decisions are not found to be satisfactory by the Competent Authority.

Removal of Students from the Programme

The Dean of the School / Proctor / Dean, Students’ Welfare / Dean, Research may recommend to the Vice Chancellor the removal of a student from a Programme on the basis of unsatisfactory academic performance and /or misconduct (as defined in the Regulations) /or non-payment of fees on time.

Grievance Redressal Mechanisms

All grievances within the University will be resolved through discussions and negotiations and through a Grievance-Redressal mechanism. The following are some of them:

- Grievances with regard to the Hostels may be referred to the Provost/Warden concerned.
- Individual grievances may be referred to teachers in each Department who will be appointed staff advisers.

- Group grievances may be resolved within the Department.
- Miscellaneous grievances pertaining to Library/Finance/Sports, etc. will be resolved by the Committee concerned.

The University reserves the right to make new laws, rules, and regulations or alter or modify any of them after following due procedures on any issue concerning the University.