



**HAND BOOK FOR
RESEARCH DEGREE
PROGRAMMES**

RESEARCH UNIT

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY, MAIDAN
GARHI, NEW DELHI – 110 068**

Hand Book Preparation

Prof. Narayan Prasad
Director, Research Unit

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi – 110 068 or the official website of IGNOU at www.ignou.ac.in

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1. IGNOU – AT A GLANCE

The Indira Gandhi National Open University (IGNOU), established by an Act of Parliament in 1985, provides seamless education to large number of people transcending the barriers of place, age, caste, creed, region and religion. The objectives of the University are :

- Democratizing higher education by taking it to the doorsteps of the learners;
- Providing access to high quality education to all irrespective of age, region, religion, and gender;
- Offering need-based academic programmes having professional and vocational orientation;
- Promotion and development of open and distance learning system; and
- Setting and maintaining standards in distance education in the country.

The special features of IGNOU can be listed thus:

- International jurisdiction;
- Flexible admission rules;
- Continuous upgrade of information and communication technologies;
- Nationwide student support services network;
- Cost-effective programmes;
- Modular approach to programmes; and
- Resource sharing, collaboration and networking with Conventional Universities, Open Universities and Educational Institutions/Organizations.

In a span of 30 years IGNOU has contributed significantly to the development of higher education in India. At present it caters to over 3 million students in 35 countries the world over through its vast network of 67 Regional Centres and about 3000 Study Centres spread all over the country and its headquarters located in New Delhi. Its mission is to advance the frontiers of knowledge and provide sustainable and learner-centric quality education, skill upgradation and training to all by using innovative technology and methodology.

As of now IGNOU offers 227 academic programmes at different levels ranging from Doctoral to Certificate.

Some notable achievements about IGNOU during last 30 years are as under :

- Emergence of IGNOU as the largest Open University system in the world;
- Student enrolment touching 3 million mark;
- Pan-India network of learner support centres;
- Statutory declaration of Term-End-Exam results within 45 days;
- Recognition as a Centre of Excellence in Distance Education by the Commonwealth of Learning (1993);
- Award of Excellence for Distance Education Materials by the Commonwealth of Learning (1999);
- Running largest network of 37 Radio Stations devoted to education spread all over the country
- Operative round-the-clock Educational TV Channels Gyan Darshan I and Gyan Darshan. (*Gyan Darshan regular transmissions are done on these channels from the studio at Electronic Media Production Centre, IGNOU*), and
- UNESCO declaring IGNOU as the largest institution of higher learning in the world in 2010.
- Launch of 'EDUSAT' videoconferencing channel

2. RESEARCH POLICY

Research is an academic institution's most lasting contribution to society. Research activities are normally composed of two main aspects – the production of theoretical knowledge and an integral experiential encounter with subjects constituting the society. Indeed, the body of published material built up by hundreds of researcher-writers and creation of a massive data base from which to retrieve information regularly and which is constantly augmented, corrected and revised is a natural corollary of research activities. This body of published material and the data base constitutes the research canon that is central to the functioning of a reputed academic institution like IGNOU and that forms a material expression of its scholarship.

In last 2 decades, IGNOU's Research Programme has shifted gear from the initial focus on distance education and its methodologies and practices to vital contributions to both theoretical and empirical research in various academic disciplines and

interdisciplinary areas. This shift has been smooth without any major impediment and has yielded the desired objective of the creation of a viable 'research canon'. The core of our research endeavour is harnessed to the creation and continual expansion of this research canon.

A principal objective of IGNOU's Research Programme has been to maintain a strong focus on the flow of theoretical ideas and to connect it with the empirical works of subject oriented researches in Sciences, Social Sciences, Humanities, Management, Engineering and Technology and other disciplines offered by the University as areas of probe and investigation. There has to be a conjunctive mix of theoretical ideas and extended probes into concrete social situations. It is now commonly agreed that the object of the subject/discipline oriented research is to delineate a methodology of investigation that guarantees the discovery of 'truth' and to prescribe that methodology as canonical imperatives which practicing researchers are obliged to follow. Our research programme has indeed had great practical import; studying the philosophy of research and training into research methods have become important ingredients of our research programme.

3. RESEARCH FELLOWSHIPS

With a view to attract and motivate young scholars to take up Research Degrees on full time basis, the various organizations of the government of India like University Grants Commission (UGC), Indian Council of Social Sciences Research (ICSSR), Department of Science and Technology, Indian Council of Historical Research (ICHR) etc. offer Doctoral Fellowships through JRF/SRF to the students pursuing M. Phil / Ph. D program on full time basis in IGNOU.

Indira Gandhi National Open University has also instituted its own fellowship scheme called 'IGNOU Research Fellowship' providing financial assistance under three sub-schemes:

1. Dr. B.R. Ambedkar Fellowship Scheme for male scholars;
2. Savitri Bai Phule Fellowship Scheme for female scholars;
3. Veer Savarkar Fellowship Scheme for Research focusing on 'Indian Heritage and Diaspora'

The students pursuing MPhil/PhD Programme on full-time basis who have successfully completed the course work and their synopsis have been approved are eligible to apply

for IGNOU RF. If selected they are provided fellowship of Rs. 8000/- per month for a maximum period of three years plus a contingency grant of Rs.8000/- per annum.

4. RESEARCH DEGREE PROGRAMMES

On receipt of the permission from University Grants Commission vide letter No.F-1-130/2015 (VIP/PS), dated 24th August 2016, Indira Gandhi National Open University has re-started MPhil/PhD Programmes under Regular/Part-time mode from January 2017 in consonance with the essential clauses of UGC (Minimum Standards and Procedure for Award of MPhil/PhD Degrees) Regulations 2016 pertaining to eligibility criteria for admission to MPhil/PhD Programme, duration of programme, procedure for admission, allocation of supervisor, Course Work, Evaluation and Assessment Methods etc.,

Accordingly, IGNOU has amended the Ordinance on Research Degree Programmes and renamed it as IGNOU Research Ordinance, framed the IGNOU Regulations for conducting Research Degree Programmes. In order to operationalize the various provisions of IGNOU Research Ordinance and IGNOU Regulations for conducting Research Degree Programmes, two separate sets of Guidelines have been framed for PhD and MPhil Programmes.

IGNOU has restarted MPhil and PhD Programmes from January 2017 onwards. The Discipline-wise details about the programmes has been provided in Annexure –I.

5. ELIGIBILITY CRITERIA

5.1 Eligibility Criteria for admission to MPhil Programme:

A candidate will be eligible for admission and registration for the M.Phil. programme provided he/she fulfils the requirement stipulated in the UGC Regulations, 2016 as to be amended from time to time as well as the following conditions:

- Possesses Master's Degree from a University recognized by UGC or any other qualification recognized as equivalent thereto in such fields of study as are notified for the purpose from time to time by the University with at least 55% marks [50% marks in the case of SC, ST and OBC (Non-creamy Layer)/Differently-Abled and other categories of candidates as per the decision of UGC from time to time, or for those who had obtained their Master's Degree prior to 19th September, 1991].
- Qualifies in the entrance examination conducted by IGNOU at the national level.

However, a discipline may decide separate terms and conditions for short listing of the candidates who have qualified UGC NET (Including JRF/UGC-CSIR NET/GATE/Teacher Fellowship holders) for the purpose of finalizing the list of the candidates to be called for interview.

5.2 Eligibility criteria for admission in Ph.D. Programme

A candidate will be eligible for admission and registration for the PhD programme, provided he/she:

- Possesses Master's Degree from a University recognized by UGC or any other qualification recognized as equivalent thereto in such fields of study as are notified for the purpose from time to time by the University with at least 55% marks [50% marks in the case of SC, ST, OBC (Non-creamy Layer) and Differently-Abled and other categories of candidates as per the decision of UGC from time to time, or for those who had obtained their Master's Degree prior to 19th September, 1991].
- Qualifies in the entrance examination conducted by IGNOU at the national level.
However, a discipline may decide separate terms and conditions for short listing of the candidates who have qualified UGC NET (Including JRF/UGC-CSIR

NET/GATE/Teacher Fellowship holders and M.Phil. Degree Holders.) for the purpose of finalizing the list of the candidates to be called for interview.

OR

Possesses a Degree considered equivalent to M.Phil. Degree of an Indian Institution or from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

6. SELECTION PROCEDURE FOR ADMISSION

Selection of candidates who are eligible as per Clause 5 of this Handbook for admission to MPhil/PhD. Programme will be done in following manner:

- Those who secure at least 50% marks in the entrance test (45% marks in case of SC/ST/PH) will be shortlisted for the interview in order of merit subject to the maximum limit of five times of the vacant seats.
- The selection of the candidates will be made strictly in order of merit on the basis of the candidate's performance in the interview. The performance of the candidates in the interview will be judged in the following manner:
- At the time of time of interview for admission, 40% weightage will be given to research aptitude, 40% to subject knowledge and 20% weightage to her/his communication skills.
- The interview of the candidates will be conducted by the discipline specific DRC. The recommendation of the DRC pertaining to the admission shall be placed before the School Board for approval. The Research Programme Coordinators through Director of the School concerned shall forward the recommendations of the School Board to the Research Unit, in the prescribed format, for placing it before the RCSC / RC for final approval. After approval by the RCSC / RC the Research Unit shall issue offer of admission letters to the selected candidates. A candidate who accepts the offer will remit the prescribed fee within the stipulated time to the Research Unit.

- Selected candidates **will be enrolled provisionally** and will undergo course work as prescribed by the DRC of the Discipline. Their Admission to PhD. Programmes will be treated confirmed after approval of the synopsis by the RC/RCSC.

7. STRUCTURE AND DURATION OF THE PROGRAMMES

7.1 MPhil Programme

The MPhil programme shall consist of 32 credits of which 16 credits shall involve course work.

The minimum and maximum duration for completing M.Phil. Programme shall be 1 year and 2 years respectively. In exceptional circumstances extension of one year may be granted by the Vice Chancellor as per the recommendation of the Doctoral Research Committee and the School Board. In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil for up to 240 days.

7.2. PhD Programme

The PhD programme shall consist of 80 credits of which at least 16 credits shall involve course work.

- The **minimum** and **maximum** duration after registration for the Ph.D. Programme shall be **three years** and **six years** respectively. The minimum and maximum duration for Ph.D. under integrated mode will be **three and half years** and **six and half years** respectively. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.
- A student who has been registered for the PhD programme may apply for deactivation of his/ her registration for a maximum period of five years or the period recommended by the DRC, whichever is less, provided:

- i. He/she has successfully completed the pre-PhD course work,
 - ii. His/her synopsis has been approved by the DRC,
 - iii. He/she has completed at least minimum two years period from the date of his/her provisional registration,
 - iv. His/her progress reports during these two years are satisfactory.
 - v. He/she paid full fee for PhD.
- Such applications will be considered by the concerned DRC and its recommendation will be placed before the School Board and the final decision will be taken by the Research Council. Such a research student within the prescribed period of deactivation may apply for reactivation of his/her registration and will be required to submit his/her thesis within one year from the date of reactivation of his/her registration. He/she will pay the prescribed fee for one academic session at the time of reactivation of his/her registration.
 - After deactivation of the registration, the seat under the respective research supervisor will be treated as vacant.

8. COURSE WORK

All the admitted candidates shall undergo Course Work in the following manner:

- The credit assigned to the Pre-PhD/M.Phil course work shall be of 16 credits of minimum one semester duration and maximum two consecutive semesters (one year). Further, DRC may also recommend area specific Bridge Course/ Additional Course to a student in case the student is required to acquire additional knowledge in the respective area of his/her research work.
- The course work shall be treated as prerequisite for PhD/MPhil preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, qualitative methods, mixed methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for M.Phil. degree.
- The supervisor will ensure that the student completes the prescribed Course Work successfully before undertaking the PhD Thesis/MPhil Dissertation.

- The Course Work per four credit course will be delivered in the following manner:
 - (i) Minimum Number of hours for class room teaching learning: 30 hours
 - (ii) Minimum Number of hours for library work: 20 hours
 - (iii) Minimum Number of hours for tutorial and other interactive activities: 10 hours
- In the case of 8 credit course, the minimum number of hours for each component of delivery will proportionately increase two times.
- 80% attendance in the class room teaching is compulsory for each student pursuing M.Phil. programme.

9. EVALUATION OF THE COURSE WORK

There will be three components of evaluation methodology to evaluate the course work assigned by the DRC:

Components of evaluation for each course	Marks	Qualifying Marks
1. Continuous Assessment I *	25	14
2. Continuous Assessment II *	25	14
3. Term End Examination	50	27
Total Marks	100	55

- Continuous Assessment may include various options like assignment, term paper, field work, lab-work, book-review, seminar, group discussions, etc. Component of Viva-Voce may be included wherever required.
- For successful completion of the Course Work, a student will be required to score 55 percent marks separately in each component for each course. The DRC may prescribe separate evaluation methodology to evaluate the specific bridge course/additional course assigned to individual student.
- The Continuous Assessment will be done by the concerned course coordinator.
- The Term End Examination will be conducted by the Registrar (SED) in the month of December and June like other academic programmes of the University.

- The course work must be completed within a maximum period of 2 semesters from the date of commencement of the academic session the student has been admitted to in accordance with clause 7 of this handbook. In special circumstances to be recorded in writing, the student may be allowed on the recommendations of the DRC one more semester for completion of the Course Work by the Vice Chancellor.

10. ALLOCATION OF RESEARCH SUPERVISOR

- Every student registered for a Research Degree Programme shall be required to pursue the programme under the supervisor(s) approved by the Research Council. Supervisor/Co-Supervisor for students shall be recommended by the DRC and the School Board concerned or the Research Committee from among the panel of Supervisors recognized by IGNOU. External Supervisors are not allowed. However co-supervisors are allowed in inter-disciplinary areas from other Disciplines of IGNOU or from other related institutions with the approval of the Research Council.
- In case of topics which are of inter-disciplinary nature where the Discipline concerned feels that the expertise in the Discipline has to be supplemented from outside in addition to the supervisor from the Discipline, who shall be known as the Research Supervisor, may be assigned a Co-Supervisor from outside the Discipline/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/RRIs.
- The Supervisor allotted by the DRC of the Discipline concerned can be changed on the request of the student or the concerned supervisor on academic, administrative ground or any other exigency with valid justification. The DRC will consider such applications and will send its recommendations to the School Board. The recommendations of the School Board will be placed before RC/RCSC for approval.

11. APPROVAL OF THE TOPIC AND SYNOPSIS FOR THE DISSERTATION/THESIS

11.1 MPhil Dissertation

Upon satisfactory completion of the course work, a student registered for M.Phil. will be required to prepare a synopsis under the guidance of the allocated supervisor and the same will be presented before the Doctoral Research Committee for consideration and approval. The recommendation of the DRC will be placed before the School Board for consideration and endorsement and the same will be further forwarded to Research Unit for approval of RC/RCSC. The synopsis of the MPhil Dissertation may be based on any of the following: field work, research study or exploratory/laboratory work or such other work on a subject as is approved by the Doctoral Research Committee and School Board, as the case may be, ratified by the Research Council.

11.2 PhD Thesis

A student registered for PhD programme is expected to prepare the synopsis while working on the course work under the guidance of the allocated supervisor. The same will be presented before the Doctoral Research Committee for consideration and approval after completion of course work. The synopsis/research proposal of the PhD Thesis may focus on the subject addressing creation of new knowledge or re-looking existing knowledge through new or innovative ideas and/methods, theoretical interpretations or critical analysis as is approved by the Doctoral Research Committee and School Board, as the case may be, ratified by the Research Council.

The broad guidelines for preparation of the synopsis have been provided in Annexure –2

12. CHANGE OF THE TOPIC/TITLE OF THE THESIS

Change in the Topic/Title of the Thesis will be approved in the following manner:

- Change in the Topic/Title of MPhil Dissertation/PhD Thesis in nature of grammatical corrections/ syntax will be approved by the Director, Research Unit on the proposal of the concerned supervisor through the Director of the School Concerned and recommended by the DRC.
- On the request of the candidate for Minor Change in the Topic of the MPhil Dissertation/PhD thesis, the matter will be considered by the DRC and on the recommendations of the DRC and the School Board the change will be approved by the Vice Chancellor. However, the minor change in the title of Ph.D. thesis can be effected within **two years** of provisional registration for Ph.D.
- A request for a major change of topic of PhD thesis will be considered within one year from the date of approval of the original topic. Such request for a major change in the topic will be considered and recommended by the DRC, concerned School Board and finally will be approved by the RC/RCSC. Such a student will be required to pay the additional Fee of one year duration.

13. PROGRESS REPORTS OF PHD STUDENTS

- The progress of a research student shall be monitored by the supervisor(s). **However, generating the six monthly progress reports on the prescribed format will be the responsibility of the research student.** The six monthly progress reports will be presented by the student before the concerned Discipline Group after approval of the same by the Supervisor. The recommendation of the Discipline Group will be placed before the DRC and School Board for approval. The student may be required to present the progress report before the DRC as and when required. In case of unsatisfactory progress over a time period of one year and/ or non-submission of timely report, the DRC may recommend the de-registration of the student to the School Board. The School Board's recommendations will be forwarded to the RC/RCSC. However, the Research Programme Coordinator will send a show cause notice to the student concerned before placing the matter for de-registration in the DRC. University reserves the right to cancel the registration in case the student fails to submit the progress reports in time or his progress report is unsatisfactory or on grounds of in-disciplinary misconduct.

- The prescribed format for submission of progress report has been provided in Annexure – 3

14. SUBMISSION OF THE MPhil DISSERTATION/ PHD THESIS

14.1 MPhil Dissertation

Upon satisfactory completion of the course work and writing the dissertation based on the synopsis, a student registered for M.Phil. will be required to submit it for evaluation with following guidelines.

- Each research student will present at least one research paper in a seminar/conference before submission of the Dissertation.
- In consonance with UGC Regulations, 2016 before submission the research scholar will have to test his/ her dissertation through an antiplagerism software as per the procedure laid down by the Research Council from time to time.
- In case of the dissertation written and submitted in Hindi Language, the above condition will be relaxed till the appropriate software to scan such dissertation is available.
- Three copies along with one in the electronic form shall be submitted to the Research Unit through the Director of the School concerned in the following format:
 - Hard Bound/Spiral Bound. After Viva Voce, Hard Bound copy in blue Colour with written text in Golden Colour after incorporation of errata, if any, will be submitted by the student for record purpose.
 - Typed/word processed on both side of the papers in one and half-space.
 - Font size: 12 point in Times New Roman or Calibri font type, Hindi Font Size 14.
 - Margin 1.25 inch from all four sides.
 - The Dissertation shall include a declaration by the Research Scholar that the work reported in dissertation is original and carried out by the Scholar himself/herself and that the material from other sources,

if any, is duly acknowledged. The format of the certificate has been provided in Annexure-4.

- The Dissertation shall also include a certificate signed by the supervisor(s) and forwarded by the Director of the School concerned about the originality of the work and successful completion of the Course Work. The format of the certificate has been provided in Annexure-5.

14.2 Procedure for submission of MPhil Dissertation

The MPhil Scholar will submit his/her MPhil Dissertation to his/her supervisor, The Supervisor will send the dissertation to the Research Unit through the Director of the School concerned along with following documents:

1. Three hard-bound copies of the Dissertation
2. Soft copy of the dissertation in the CD
3. Certificate (provided in Annexure -6) towards completion of course-work
4. Certificate relating to presentation of at least one research paper in a seminar/conference (provided in Annexure -10)

14.3 PhD Thesis

Upon satisfactory completion of the course work and writing the thesis based on synopsis, a student registered for Ph.D. will be required to submit the thesis for evaluation with following guidelines:

- Each research student will attend and present research papers in at least two seminars/conferences **prior** to the pre- submission seminar.
- The **Pre-submission seminar**, to be organized by the Research Programme Coordinator concerned, will be before the Discipline Group/ DRC to be chaired by the Director of the School concerned and will be **open to all**. The minutes of the Pre-submission seminar containing the suggestions by the faculty present in the Seminar and agreed upon by the student/ supervisor will be recorded by the Supervisor concerned and the copy of the same will be forwarded to the Research Unit for the record. A written certificate from the Supervisor that the suggestions made by the faculty in the Pre-submission seminar have been duly incorporated in the thesis will be submitted by the supervisor at the time of submission of the thesis.

- At least one research paper in the area of study for Ph.D. should be published / accepted for publication in a peer reviewed / refereed journal (online or print) **before** the thesis submission.
Provided that in areas/disciplines where there is no or only a limited number of referred journals the discipline concerned may relax the above condition of publication in a refereed journal and accept other reputed journals/publications.
- In consonance with UGC Regulations, 2016 before submission the research scholar will have to test his/ her theses through an antiplagerism software as per the procedure laid down by the Research Council from time to time.
In case of the theses written and submitted in Hindi Language, the above condition will be relaxed till the appropriate software to scan such thesis is available.
- The research student shall submit a copy in electronic form and 5 hard copies of the summary of the thesis (3000-5000 words), duly approved by the supervisor(s) before the submission of thesis.
- Five copies along with one in the electronic form shall be submitted to the Research Unit through the Director of the School concerned in the following format:
 - Hard bound/ spiral bound. After Viva Voce, one Hard Bound copy in Maroon Colour with text printed on it in Golden Colour after incorporation of errata, if any, will be submitted to the Research Unit by the student for record purpose.
 - Typed/word processed on both side of the papers in one and half-space.
 - Font size: 12 point in Times New Roman or Calibri font type, Hindi Font Size 14.
 - Margin 1.25 inch from all four sides.
 - The Theses shall include a declaration by the Research Scholar that the work reported in thesis is original and carried out by the Scholar himself/herself and that the material from other sources,

if any, are duly acknowledged. The format of the certificate has been provided in Annexure 4.

- The Theses shall also include a certificate signed by the supervisor(s) and forwarded by the Director of the School concerned about the originality of the work and successful completion of the Course Work. The format of the certificate has been provided in Annexure 5.

14.4 Procedure for submission of PhD Thesis

The PhD Scholar will submit his/her PhD Thesis to his/her supervisor, The Supervisor will send the thesis to the Research Unit through the Director of the School concerned along with following documents:

1. Five hard-bound copies of the Thesis
2. Soft copy of the Thesis in the CD
3. Certificate (provided in Annexure -6) towards completion of course-work
4. Certificate (provided in Annexure -7) relating to publication of at least one research paper in a peer reviewed/refereed journal (online or print)
5. Certificate of Pre-submission seminar (provided in Annexure-8) along with the Minutes of the Pre-submission seminar.
6. Certificate of Progress Reports (provided in Annexure-9)
7. Certificate relating to participation and presentation of the research papers in at least two seminars/conferences prior to pre-submission seminar (Annexure – 10)

15. EVALUATION OF MPhil DISSERTATION/PHD THESIS

15.1 MPhil Dissertation

- The dissertation shall be examined by the internal examiner (s) i.e. supervisor(s) and one external expert nominated by the Vice Chancellor from the panel of experts proposed by the supervisor and approved by the School Board. In case the Vice-Chancellor feels that the panel contains the

repetition of the names of external experts or are not appropriate, he/she may nominate the name of the external expert from the common pool of area-wise experts of the discipline concerned approved by the School Board in order to expedite the evaluation process. The name of experts included in the panel of evaluators will be placed by the Chairperson in the meeting of the School Board for consideration and approval.

- The **examiners' reports** will be communicated to the School concerned and the Supervisor to be **shared with the candidate** prior to the viva-voce examination to enable her/him to address the issues raised therein while preparing to defend the dissertation.
- The **viva voce examination** shall be conducted at IGNOU as an open defense of the dissertation by a panel comprising of the external examiner and the supervisor(s) of the candidate. The Director of the School concerned shall be the Chairperson of the panel. The Supervisor from IGNOU shall be the Convener of the panel. In case of non-availability of the internal supervisor due to any reason or no-internal supervisor from IGNOU, the Research Programme Coordinator will organize the Viva-voce. The date for open defense, venue, and topic of the thesis with a brief abstract shall be communicated to the Research Unit by the Director of the School concerned. This should also be given wide publicity by the Research Unit so as to facilitate larger participation.
- Successful completion of the M.Phil Programme will require the candidate to secure minimum 55% marks in each course, 55% in the dissertation work and 55% in viva- voce.
- In case the candidate does not obtain the qualifying marks in the dissertation, the evaluation report shall be sent to the Supervisor who can guide the research student in revising the dissertation for re-submission. The revised dissertation will be examined by the same examiner and the re-evaluation report will be considered as final report. This provision can be invoked only once.
- All efforts should be made so as to complete the entire process of the evaluation of M.Phil dissertation within a period of six months from the date of submission of the dissertation.

15.2 PhD Thesis

- The thesis shall be examined by the internal examiner(s) i.e. supervisor(s) and two external experts nominated by the Vice Chancellor (3 experts in order of preference) from the panel of experts proposed by the supervisor and approved by the School Board. In case the Vice-Chancellor feels that the panel contains the repetition of the names of external experts or are not appropriate, he/she may nominate the names of the external experts from the common pool of area-wise experts of the discipline concerned approved by the School Board in order to expedite the evaluation process. The name of the Experts included in the panel of evaluators will be placed by the Chairperson of the concerned School Board in the meeting of the School Board for consideration and approval.
- The report of the evaluation will be given on a prescribed format to be sent to the evaluator by the Research Unit.
- All efforts should be made so as to complete the entire process of the evaluation of PhD thesis within a period of six months from the date of submission of the thesis.
- In case any examiner suggests certain modifications in writing or re-submission of the thesis, the same should be communicated in writing to the candidate, who will be asked to resubmit the thesis with all the modifications within six months. The research supervisor(s) will ensure that the suggestions of the examiner are adequately addressed before resubmission of the thesis. The modified thesis shall be referred again to the examiner concerned for re-evaluation.
- If one of the external examiners does not recommend the thesis for the award of a Ph.D. degree, the thesis shall be referred to another examiner for independent evaluation. If the third external examiner recommends the thesis for the award, the viva voce examination shall be organized. However, if this examiner also rejects the thesis, the thesis shall be deemed to be rejected by the University.
- The **examiners' reports** will be communicated to the School concerned and the Supervisor to be **shared with the candidate** prior to the viva-

voce examination to enable her/him to address the issues raised therein while preparing to defend the thesis.

- The **viva voce examination** shall be conducted at IGNOU as an open defense of the thesis by a panel comprising of one of the external examiners nominated by the Vice-Chancellor and the supervisor(s) of the candidate. The Director concerned shall be the Chairperson of the panel. The Supervisor from IGNOU shall be the Convener of the panel. In case of non-availability of the internal supervisor due to any reason or no-internal supervisor from IGNOU, the Research Programme Coordinator will organize the Viva-voce. The date for open defense, venue, and topic of the thesis with a brief abstract shall be communicated to the Research Unit by the Director of the School concerned. This should also be given wide publicity by the School concerned so as to facilitate larger participation.

16. AWARD OF MPhil/PHD DEGREE

- The report of the viva voce examination prepared by the External Examiner and the Research Supervisor(s) will be sent to the Research Unit through the Director of the School concerned. The report shall be placed before the Vice Chancellor for approval of the award of the Degree.
- The Research Unit will communicate the approval of the Vice-Chancellor along with evaluation reports and joint report of the viva-voce examination to the Student Evaluation Division for issuance of the Provisional Certificate and Grade Card to MPhil students and Provisional Certificate and Notification in case of PhD students. The award of the MPhil/PhD Degree will be placed before the Academic Council for approval.
- The MPhil/Ph.D degree will be awarded at the Annual Convocation.

17. GRIEVANCE REDRESSAL

- The Research Programme Coordinator will place the representations/grievances raised by the Research Scholars before the DRC of the Discipline concerned. The DRC will consider and resolve the grievance of the scholar. In case the student is not satisfied with the decision of the DRC, he/she may submit his/her grievance to the Grievance Redressal Committee constituted by the RC/RCSC. The recommendations of the Committee will be submitted to the Vice Chancellor whose decision will be final.

18. REMOVAL OF DIFFICULTIES

- Notwithstanding anything contained in IGNOU Regulations for conducting Research Degree Programmes, the Vice-Chancellor on the recommendations of the School Board/Research Committee and approval of the Research Council may take such measures as may be necessary in respect of research degree programme.

Annexure -I

OFFER OF MPHIL/PHD PROGRAMMES IN THE FOLLOWING DISCIPLINES BY THE SCHOOLS OF STUDIES

S.N.	Name of Schools	Disciplines	Programme(s) being in offer	Contact information
1)	School of Humanities	English	PhD	Director, School of Humanities, 29536441, soh@ignou.ac.in
		Hindi	PhD	
2)	School of Social Sciences	Library and Information Science	PhD	Director, School of Social Sciences, 29534336 soss@ignou.ac.in
		Gandhian Peace Studies	PhD	
		Economics	MPhil & PhD	
		History	PhD	
		Political Science	MPhil & PhD	
		Public Administration	PhD	
		Sociology	MPhil & PhD	
		Psychology	PhD	
		Anthropology	PhD	
		Disability Studies (NCDS)	PhD	
3)	School of Sciences	Chemistry	MPhil & PhD	Director, School of Sciences 29534183 sos@ignou.ac.in
		Life Sciences	PhD	
		Geology	PhD	
		Statistics	PhD	
		Mathematics	PhD	
		Geography	PhD	
		Bio-Chemistry	PhD	
		Physics	PhD	
4)	School of Education	Education	PhD	Director, School of Education, 29535519 soe@ignou.ac.in
5)	STRIDE (under School of Education)	Distance Education	PhD	Director, Staff Training, 29535399 stride@ignou.ac.in
6)	School of Continuing Education	Nutritional Science	PhD	Director, School of Continuing Education, 29536347 directorsoce@ignou.ac.in
		Child Development	PhD	
		Rural Development	PhD	
7)	School of Engineering Technology	Mechanical Engineering	PhD	Director, School of Engineering Technology, 29532863 soet@ignou.ac.in
		Civil Engineering	PhD	
		Electrical Engineering	PhD	
8)	School of Management Studies	Management	PhD	Director, School of Management Studies, 29532073 Directoroffice.soms@ignou.ac.in soms@ignou.ac.in
		Commerce	MPhil & PhD	

S.N.	Name of Schools	Disciplines	Programme(s) being in offer	Contact information
9)	School of Health Science	Nursing	PhD	Director, School of Health Sciences, 29534530 directorsohs@ignou.ac.in
10)	School of Computer and Information Science	Computer and Information Science	PhD	Director, School of Computer and Information Science, 29533436, 29572901 socis@ignou.ac.in
11)	School of Agriculture	Dairy Science and Technology	PhD	Director, School of Agriculture, 29533167, soa@ignou.ac.in
		Agriculture Extension	PhD	
12)	School of Law	Law	PhD	Director, School of Law, 29531115, Directorsol@ignou.ac.in sol@ignou.ac.in
13)	School of Vocational Education and Training	Vocational Education and Training	PhD	Director, School of Vocational Education and Training 29536982, directorsovet@ignou.ac.in sovet@ignou.ac.in
14)	School of Gender and Development Studies	Gender and Development Studies	PhD	Director, School of Gender and Development Studies, 29533464 directorsogds@ignou.ac.in
		Women Studies	PhD	
15)	School of Translation Studies and Training	Translation Studies and Training	MPhil & PhD	Director, School of Translation Studies and Training 29533549, sotst@ignou.ac.in
16)	School of Performing and Visual Arts	Performing and Visual Arts	PhD in Fine Arts, Theatre Arts & Music	Director, School of Performing and Visual Arts 29534840/29536330 sopva@ignou.ac.in
17)	School of Interdisciplinary and Trans-Disciplinary Studies	Interdisciplinary and Trans-Disciplinary Studies	PhD	Director, School of Interdisciplinary and Trans-Disciplinary Studies 29536667 soits@ignou.ac.in
18)	School of Tourism Hospitality Services Management	Tourism Hospitality Services Management	PhD	Director, School of Tourism Hospitality Services Management 29534451 sothsm@ignou.ac.in
19)	School of Journalism and New Media Studies	Journalism and New Media Studies	PhD	Director, School of Journalism and New Media Studies, 29534392 sojnms@ignou.ac.in
20)	School of Foreign Languages	Foreign Languages	PhD in Arabic & French	Director, School of Foreign Languages, 29535430 sofl@ignou.ac.in
21)	School of Extension and Development Studies	Extension and Development Studies	PhD	Director, School of Extension and Development Studies 29536511 soeds@ignou.ac.in
22)	School of Social Work	Social Work	MPhil & PhD	Director, School of Social Work 29532467, sosw@ignou.ac.in

**HOW TO PREPARE THE SYNOPSIS FOR M. Phil
DISSERTATION /PhD THESIS**

Preparation of the synopsis/Research Proposal for M. Phil/Ph. D Dissertation is most important task for the researchers pursuing Research Degree Programme. This involves several steps in a desired sequence. These steps are illustrated below:

1. Identification of the topic or theme
2. Statement of the Problem
3. Review of Literature
4. Objectives
5. Research Questions
6. Formulation of Hypothesis
7. Research Design
8. Collection of Data/Information:
 - (a) Source,
 - (b) Tools of data collection,
 - (c) Methods of data collection
9. Analysis of Data
10. Limitations of the study
11. References

However, this does not mean that these steps are always in the given sequence.

1. **Identification of the topic or theme**
 - a) **Statement of the problem:** Selecting and properly defining the research problem is the first and foremost step. The problem to be investigated must be defined categorically. It is important to identify the general area of interest or a particular aspect of a subject matter desired to be studied. Initially, the problem may be stated in a broad way and later it can be narrowed down in operational terms. Essentially two steps are involved in formulating the research problem: (i) Understanding the problem thoroughly; and (ii) rephrasing it into meaningful terms from an operational/analytical point of view.

It is helpful to select an area that is familiar with easy access to research material and data sources. Further, in the selected area of research, a research topic needs to be formulated. Apart from the topic, following points need to be stated clearly in the research problem.

- 1) rationale behind the research problem;
- 2) the aims and objectives as per the requirements of the research questions. The statement of the objectives determines the data to be collected, hypothesis to be tested, techniques for data collection and analysis to be adopted, and the relations intended to be explored;
- 3) the research questions in light of the objectives and the theoretical arguments/foundation on which it rests;
- 4) developing the ideas through discussions; and
- 5) re-phrasing the research problems (identified in (1) above) into a working proposition.

The **different steps** to be followed while defining the research problem, therefore are:

- statement of the problem first in a general way to be later sharpened with the help of literature review,
- understanding the nature of the problem, and
- surveying the available literature.

In addition to the above, the following points should also be observed while defining the research problem.

- Technical terms and words or phrases used in the research problem should be explicitly defined.
- Basic assumptions or postulates relating to the research problem need to be clearly stated.
- A clear and unambiguous statement of the investigation to be carried out should be provided
- The time-period required and the scope of the study must be duly stated while defining the research problem
- The sources of data and its limitations must be explicitly mentioned while defining the research problem.

b) **Review of Literature:** The review of literature is meant to gain insight on the topic and gain knowledge on the availability of data and other materials on the theme of

proposed area of research. The literature reviewed may be classified into three types, viz. (i) literature relating to the concepts and theory, (ii) literature dealing with methodological issues and (iii) empirical literature consisting of findings in quantitative terms by studies conducted in the area. This will help in identifying gaps in the existing literature and framing research questions to be investigated. Academic journals, conference proceedings, government reports, books etc. are the main sources of literature. With the spread of IT, one can access a large volume of literature through the internet.

Formulation of Hypothesis: Specification of working hypothesis (or hypotheses) is the next step of research process. A hypothesis is a tentative statement made which needs to be tested for its logical and empirical confirmation. Hypothesis can be formulated as a proposition or set of propositions providing most probable explanation for occurrence of some event or specified phenomenon. A hypothesis is formulated on the basis of theory or certain logic. It must be capable of being accepted or rejected on the basis of the evidence available. Broadly speaking hypothesis can be of two types – quantitative or statistical hypothesis and qualitative or conceptual hypothesis.

Quantitative hypothesis involves testing hypothesis at two levels: (i) Testing the statistical significance of individual parameters in the model and (ii) Testing the statistical fit of the model, on expected relationship specified in part or wholly by theoretical considerations. Quantitative hypothesis must satisfy the following conditions – (i) It must have a conceptual basis, or in other words, be built on theoretical reasoning, (ii) It must be sufficiently specific to be accepted or rejected based on the data, and (iii) There must be data and techniques available to test them.

Qualitative or conceptual hypothesis: These hypotheses are reasonable contentions, assertions or premises and are not subject to formal quantitative evaluation. Such hypotheses are grouped into three categories. (i) **Maintained hypothesis:** Such hypotheses are assured to be true for purposes of a study being conducted. They take the form of assumptions we make regarding the conditions in which the problem exists. While analyzing issues or problems in the wheat production segment of the agricultural sector, say for example, we often assume that the segment is competitive (farmers are price takers in both input and product markets, wide spread availability of producers etc). This assumption constitutes a maintained hypothesis. No formal quantitative tests are used for its acceptability. Rather, general agreement or

disagreement based on logic are sufficient in this regard. However, the assumptions must be defensible and obvious. (ii) **Diagnostic hypothesis** are propositions about the causes of a problem. For example, persistent negative thinking leads to mental depression among people. Longer hours of work contribute to deficit in well being of the individual. Like maintained hypothesis, consensus of analytical reasoning is necessary to establish the premises of the study or to accept the results and its interpretations. (iii) **Remedial hypothesis** refer to proposed solutions to problems. These hypotheses offer prescriptions for potential solutions to the causes identified by the diagnostic hypothesis. Remedial hypothesis are conditional and frequently appear in the implications or conclusions of the research study. These hypotheses like the other two are not empirically testable but are accepted or rejected by weight of evidence by reason.

c) Hypotheses when empirically tested may either be accepted or rejected. A hypothesis must, therefore, be capable of being tested. A hypothesis stated in terms of a relationship between the cause and the effect is often for empirical verification. The manner in which hypothesis is formulated is important as it provides the required focus for research. It also helps in identifying the method of analysis to be used.

Prior thinking about the subject, examination of the available data and material related to the study, discussion with colleagues and experts help the researcher in formulation of hypothesis. Exploratory or descriptive research can be carried out even without explicit statement of hypothesis.

d) **Research Design:** Research design is the conceptual structure within which research is conducted. It is a logical and not a logistical exercise. It is the architectural design or blueprint for the collection, measurement and analysis of data.

Research design is a logical structure of an enquiry. Given the research question or theory, what type of evidence is needed to answer the question (or to test the hypothesis) in a convincing way – constitutes the essence of the research design. Let us use an analogy to understand the term 'research design'. While constructing a building, the first decision to be arrived at is: whether we need a high rise office building, a factory, a school or a residential apartment. Until this is decided, we cannot sketch a plan and other material or setting critical dates for completion of the project. Similarly, a social researcher needs to be clear about the research questions and then the research design will flow from the research questions. The function of a research design is to ensure that the evidence obtained enables us to answer the initial research

questions as unambiguously as possible. Obtaining relevant evidence entails specifying the type of evidence we need to answer the research question, to test a theory, to evaluate a programme or to accurately describe some phenomenon. The issues of sampling, method of data collection (e.g. questionnaire, observation, document analysis), design of questionnaire etc. are all subsidiary to what constitute the evidences that need to be collected to answer the research questions.

Thus the research design `deals with a logical problem and not a logistical problem. Apart from specifying the logical structure of the data, it also aims to test and eliminate alternative explanation of results.

e) **Collection of Data:** Collection of data is an essential part of the research process. Data can be primary or secondary. Data collected by the researcher, say by a survey, is primary. The data already collected by some agency and available in some published form is secondary. There are two main techniques of data collection – intensive fieldwork and survey. Primary data can also be collected by means of experiments (e.g., yield under certain conditions, observation at many time points of a certain phenomena, etc.). Intensive fieldwork methods include observation, interview, case study, etc. A survey is usually conducted by the canvassing of a questionnaire.

f) **Analysis of Data:** Analysis involves steps like categorization, coding, tabulation, etc. The principle for classification or categorization of data has to be based on the problem under study or the hypothesis formulated. The category must be exhaustive, and sufficient for classifying all responses. They must be distinct, separate and mutually exclusive. **Coding** involves grouping of responses falling under a particular category. **Tabulation** is a means of organizing the responses to facilitate comparisons bringing up the inherent relations between two or more variables. It is an orderly arrangement of data in columns and rows. Analysis and inference is usually aided by the application of different statistical and econometric/socio-metric/psychometric techniques. Some of the major techniques usually employed in research are presented below in the tabular form:

Application of Statistical Techniques for Analysis of Data

Sl. No.	Statistical Technique	Application/Purpose
1.	Measures of Central Tendency (Mean, Median, Mode)	These techniques are used in uni-dimensional analysis concerning one variable. Mostly these techniques are used in social economic surveys and qualitative research.
2.	Measures of dispersion (variance, standard deviation, mean deviation, range, quartile deviation)	To know the characteristics of quantitative data set
3.	Measure of inequality: Positive and normative measures: Gini Coefficient, Lorenz Curve and other methods	To measure the income inequality.
4.	Bivariate Analysis 1. Simple correlation	i) To know the degree and direction of relationship between two or more variables. ii) To know the association of attributes (through coefficient of association and coefficient of contingency)
	2. Simple Regression (Two variable regression model)	i) To examine the relationship between two variables in terms of estimation of how much change in one variables (independent variables) will bring how much change (effect) in another variable (dependent variable)
5.	Multiple Regression Model	To know the effects of several variables (independent variables) on dependent variables by way of estimation of coefficient of more than one independent variables.
6.	Composite Index Number	To know the status of developmental issues like human development, child deprivation, happiness (on various areas) which have several dimensions, and are measured in terms of various indicators.
7.	Factor Analysis	To know the important components or factors which are explain the variation in the dependent variable.
8.	Cluster Analysis	To provide a simple classification of units into sub- groups based on information contained in some variables.

9.	Canonical Correlation Analysis	To analyze the association between two theoretical concepts like economic inequality and political instability measured in terms of separate set of indicators.
10.	Correspondence Analysis	To analyze the main features of the contingency table and to interpret patterns in multivariate categorical data.
11.	Participatory Methods	To conduct the study from the perspective of participants involved in the field (Emic view) – Application of various qualitative methods.
12.	Content Analysis	To analyze the various issues covered in the text books and also in the media.
13.	Action Research	To analyze the process for change and improvement at local level wherein knowledge is generated in the process of knowing through doing.

ANNEXURE -3

INDIRA GANDHI NATIONAL OPEN UNIVERSITY Progress Report Proforma for Ph.D students

Name of the Student :				
Enrolment number:				
Discipline :				
School :				
Date and year of Registration:				
Name(s) of the research supervisor (s)				
Topic approved for Ph.D				
Progress Reports so far submitted (specify details) :				
Sl.No.	Duration		Date of submission	Remarks, if any
	From	To		
1.				
2.				
3.				
4.				
5.				
6.				
Signature of the student				

Part-II

**A Brief on the progress made by the student during the
period from _____ to _____**

(typed version)

(Name and signature of the student)

Date:

Place:

Part-III

SUPERVISOR'S REPORT

Describe candidate's performance in brief giving his/her recommendations based on the Progress Report he/she submitted.

(i) About the research undertaken/done

(ii) About research publications

Remarks by the supervisor:./Poor/Satisfactory/Good/Very Good

Date:

Place :

Signature of Research Supervisor

(s)

Name(s) & Address(es) of Research Supervisor(s) :

Annexure-4

Declaration by the Research Scholar

I _____ Enrolment Number
_____ hereby declare that the research embodied in this dissertation/thesis
entitled _____

_____ is an original research work done by me under the supervision of
_____ of School of _____
IGNOU for the award of Masters of Philosophy/ Doctor of Philosophy in
_____ from Indira Gandhi National Open University, New Delhi.

I hereby also declare that to the best of my knowledge no part of this
dissertation/thesis fully or partly has been submitted previously to this or at any
other university/institution for the award of any Research Degree/Diploma.

Date:

Signature of the Candidate

Place:

Name of the Candidate

Certificate

This is to certify that the dissertation/thesis entitled:

submitted by _____ for the award of Masters of Philosophy/ Doctor of Philosophy in _____ is a bonafide work carried by him/her under my supervision and guidance. No part of this dissertation fully or partly has been submitted previously to this or at any other university/institution for the award of any Research Degree/Diploma.

Date:

Signature of the Supervisor

Place:

Signature of the Director of the School of _____

Annexure-6

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RESEARCH UNIT**

CERTIFICATE OF COMPLETION OF COURSE WORK

This is to certify that Mr./Ms. _____
pursuing PhD/MPhil Programme in _____
with Enrolment Number _____ has completed the
following Course Work thereby fulfilling the Programme requirements :

Sl. No.	Course Title	Course Credits	Marks obtained out of 50/100	Month and year of Term End Exam
1.				
2.				
3.				
4.				

Date : **Research Supervisor** **Research Programme Coordinator**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RESEARCH UNIT**

CERTIFICATE OF PUBLICATION OF PAPERS

This is to certify that Mr./Ms. _____
pursuing PhD Programme in _____
with Enrolment Number _____ has
the **following Publications/Letters of Acceptance** in the Journals
mentioned:

Sl. No.	Title of the Paper	Whether accepted for publication or already published	Publication Details (Enclose the acceptance letter or copy of the published paper)
1.			
2.			

Date : **Research Supervisor** **Research Programme Coordinator**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RESEARCH UNIT**

CERTIFICATE OF COMPLETION OF PRE-SUBMISSION SEMINAR

This is to certify that Mr./Ms. _____
pursuing PhD Programme in _____
with Enrolment Number _____ has made his/her
presentation in the pre-submission seminar held on
_____ thereby fulfilling the Programme
requirements.

- Please enclose the Minutes of the pre-submission seminar containing the suggestions made by the audience and also a certificate/letter from the Research Supervisor that the suggestions have been incorporated.

Date : **Research Supervisor** **Research Programme Coordinator**

Annexure-9

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RESEARCH UNIT**

CERTIFICATE OF SUBMISSION OF PROGRESS REPORTS

This is to certify that Mr./Ms. _____
pursuing PhD Programme in _____
with Enrolment Number _____ has
submitted the Progress Report as detailed below :

Sl. No	Period of Report	Date of Submission	Date of approval by DRC and the School Board
1.			
2.			
3.			
4.			
5.			
6.			

Date : **Research Supervisor** **Research Programme Coordinator**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RESEARCH UNIT**

**CERTIFICATE OF PRESENTATION OF SEMINAR/CONFERENCE
PAPERS**

This is to certify that Mr./Ms. _____
pursuing MPhil/PhD Programme in _____
with Enrolment Number _____ has made
the **following One/Two Seminar Presentations** in the Forums
mentioned, thereby fulfilling the Programme requirements :

Sl.No.	Title of the paper presented	Theme of the Seminar/Conference, Venue and period

- Please enclose the certificate of participation/ presentation of the paper.

Date : **Research Supervisor** **Research Programme Coordinator**