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योजना तथा वास्तुकला विद्यालय, नई दिल्ली
SCHOOL OF PLANNING AND ARCHITECTURE, New Delhi
संसद के अधिनियम के तहत "राष्ट्रीय महत्व का संस्थान"
(मानव संसाधन विकास मंत्रालय, भारत सरकार)

An "Institution of National Importance" under an Act of Parliament
(Ministry of Human Resource Development, Government of India)
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अध्यादेश संख्या II

ORDINANCE NO. II

DOCTOR OF PHILOSOPHY (PH.D)

REGULATIONS - 2018

योजना तथा वास्तुकला विद्यालय : नई दिल्ली

SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI

REGULATIONS FOR THE AWARD OF THE DEGREE OF
DOCTOR OF PHILOSOPHY (Ph.D.) 2018

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1. DEFINITIONS

In these Regulations, the terms used shall have the following definitions:

- 1.1 "Doctoral Degree" shall mean the Degree of Doctor of Philosophy (Ph.D.) (by the School of Planning and Architecture, New Delhi) may be conferred on a scholar who fulfils the requirements in accordance with these regulations, in a specified field pertaining to the courses of studies conducted by the School. The title of the thesis shall be mentioned in the said Degree.
- 1.2 "Applicant" shall mean an individual who applies for admission to the Ph. D. Programmes of the School of Planning and Architecture, New Delhi on a prescribed Application Form.
- 1.3 "Research Scholar" shall mean a person registered for Research for the Ph.D. Degree and in compliance with all the Regulations.
- 1.4 "Controller of Examinations (COE)" shall mean Controller of Examinations appointed by the School.
- 1.5 "Course Work" shall mean courses of study prescribed by the Department through the DRC to be undertaken by a scholar registered for the Ph.D. Degree.
- 1.6 "Date of Registration" shall mean the date of payment of fees on admission to the Ph. D. programme.
- 1.7 "Full-time Research Scholar" shall mean a person registered for the Ph.D. degree devoting full time for completing the degree requirements.
- 1.8 "Part-time Research Scholar" shall mean a person who is registered for the Ph.D. Degree and will devote part of his / her time for completing the degree requirements.
- 1.9 "School" shall mean the School of Planning and Architecture, New Delhi.
- 1.10 "Supervisor" shall mean a member of the full time Faculty of the School who has been approved by the DRC/JDRC to supervise/guide the research work of the Research Scholar.
- 1.11 "Co-Supervisor" shall mean an additional Supervisor, wherever needed, as approved by the DRC/JDRC, to supervise/guide the research work of the Research Scholar. The Co-Supervisor may or may not be a fulltime Faculty of the School.
- 1.12 "Minimum Registration Period" shall mean the minimum period for which a scholar must be registered, including the time spent as resident/ non-resident scholar till submission of the thesis.
- 1.13 "Registration Period" shall be counted from the date of registration to submission of synopsis approved by the supervisor for examination.
- 1.14 "Residency" shall mean the minimum period for which a Research Scholar must attend the School on Full-time basis.
- 1.15 "Valid Registration" shall mean that the scholar has paid all the fees/ dues.
- 1.16 These Regulations will come into force from the Academic Session 2018-19.

Note: 'He' & 'His' imply 'he'/'she' and 'his'/'her' respectively.

2. TERMINOLOGY

The following terms used in the Regulations for the Award of the Degree of Doctor of Philosophy (Ph. D.) pertain to the School of Planning and Architecture, New Delhi, unless otherwise specified:

- a) Director
- b) Dean (Academic)
- c) Senate
- d) Departmental Research Committee (DRC)
- e) Joint Departmental Research Committee (JDRC)
- f) Coordinator - Ph. D. Programme (CPP)

2.1 Departmental Research Committee (DRC)

A Departmental Research Committee (DRC) shall be constituted for each Department of Studies by the Director on the recommendations of the concerned Head of the Department for a period of two years and shall consist of the following:

- a) *Chairperson** - Head of the Department.
- b) *Member* - One Professor; or Associate Professor of the Department with Ph.D. by rotation by seniority.
- c) *Members* - Two outside experts with expertise in the subjects.
- d) *Member* - Coordinator of the Ph.D. Programme (CPP).

*Chairperson should hold Ph.D. degree or should be in the rank of Professor and should not be a research scholar. In case Head of the department is not in the rank of Professor or does not hold Ph.D. degree or Head of the department refuses to be Chairperson of DRC, Director can appoint a suitable person as Chairperson DRC.

The concerned Supervisors and Co-Supervisors shall be invited to participate in the DRC meetings only during the presentations of Ph. D. Scholars under their supervision.

Number of DRC Meetings: At least two meetings of DRC shall be convened in an academic year by the Department to review the progress of work of Ph.D. scholars. The meetings shall essentially be held as per academic calendar of the School.

2.2 Joint Committee of Departmental Research Committee (JCDRC)

A Joint Departmental Research Committee shall be constituted to attend to the collective / interdisciplinary issues related to the admission, conduct and management of the Ph.D. programme in the School. The JDRC shall meet twice a year as per academic calendar of the School. The JDRC shall comprise of the following:

- a) *Chairman - Dean (Academic)*
- b) *Chairperson of DRC of each department*
- c) *Three outside experts nominated by Chairman Senate on advice of Dean (Academic). Experts should be senior professors in architecture/ planning/ design Member*
- d) *Coordinator of Ph.D. Programme (CPP) as Member Secretary*

2.3 **Coordinator of Ph.D. Programmes (CPP)**

The Director shall designate a senior Professor of the School as Coordinator of Ph.D. Programme (CPP), for a period of two years, who shall report to the Dean (Academic).

The Coordinator shall keep track of each Ph.D. scholar, right from his admission, registration, completion of course work, submission of thesis, defence of thesis and award of degree. His/ her main responsibility shall be to look after the interests of the Ph.D. scholars using the administrative set up of Dean (Academic) and work in close cooperation with Dean (Academic).

The Coordinator of Ph.D. Programmes (CPP) shall be member of all DRCs and JDRC.

3. **CLASSIFICATIONS**

The applicants for admission to the Ph.D. programme shall be classified under any one of the following categories:

- a) *Research Scholar (Full time).*
- b) *Research Scholar (Part time)*
- c) *Research Scholar Sponsored (Full time/ Part time)*
 - *Financed by the Govt./ Semi-Government Organizations like CSIR, UGC, AICTE, under any other Research Schemes etc. (Full time/ Part time).*
 - *Nominated by the Government of India under a Cultural Exchange Scholarship Programme, Self-Financing Foreign student or a Scholar admitted under an MOU (Full time/ Part time).*
 - *Nominated by Academic Bodies, Educational Institutions, Professional Bodies; and NGOs.*

4. **ADMISSION**

4.1 **Eligibility for Full-Time Research Scholar**

The applicants for admission to the full time Ph.D. Programme should possess any of the following qualifications:

- a) *Master's Degree in any of the courses conducted by the School/ Integrated Master's course or its equivalent conducted by any other recognized University/ Institutions with a minimum of 55% aggregate marks or equivalent grade point average.*

OR

- b) *Bachelor's Degree in Architecture/ Planning of the School/ Bachelor's Degree in Civil Engineering or its equivalent conducted by any other recognized University/ Institutions with a minimum of 70 per cent aggregate marks or equivalent grade and three years' experience (relevant to the proposed Ph.D. topic) in teaching/ research/ professional practice.*

OR

- c) *Master's Degree in relevant allied disciplines (as identified in eligibility qualifications)*

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in the various Master's Degree Programs of the School) from any recognized university/ institutions with a minimum of 70% aggregate marks and seven years' experience (relevant to the proposed Ph.D. topic) in teaching/ research/ professional practice.

- d) Relaxation of 5 per cent on marks or equivalent grade to be considered for SC/ST candidates, as per rule.

4.2 Eligibility for Part-Time Research Scholar

Eligibility criteria of part-time scholars shall be the same as given as above in 4.1. In addition, the followings are to be met with.

- a) 'NOC', from employer, if employed.

4.3 Eligibility for Foreign Nationals

Eligibility qualifications for foreign nationals are the same as stated in 4.1 and 4.2 above. Further, they are required to submit their applications through the Ministry of Human Resource Development or the Ministry of External Affairs. All such scholars shall be full-time scholars (Ref. 1.7).

4.4 Other Admission Provisions

- i) Admission to the Ph.D. Programmes shall be held throughout the year subject to the holding of the meeting of DRC and JDRC.
- ii) The admission procedure shall form a part of the academic calendar, clearly stating the dates for advertisement, issue of application forms, receipt of application, meetings of DRCs date of declaration of admission results, last date for payment of fees, commencement of programme etc.
- iii) The selection of scholars shall be made by the respective DRCs after giving due consideration to the qualifications and on interviewing the candidates, such that:
 - The candidates possess the requisite qualifications and experience along with competence for the proposed research.
 - The research on the proposed subject can be successfully pursued.
 - The research work can be appropriately undertaken in the concerned Department of Studies.
- iv) All the selections shall be collectively ratified in the Joint Departmental Research Committee (JDRC) under the Chairmanship of Dean (Academic).
- v) The topic given in the application shall be considered as indicative of the area of research.
- vi) The scholars shall have the freedom to refine the topic within twelve months of registration.
- vii) In case the research topic of scholar requires multidisciplinary input, at the time of admission, the scholar shall be assigned to the department which would provide the major input to that topic and the selection of such scholars may be made by DRC. Other Departments to be associated shall also be identified simultaneously. In addition to a primary supervisor, preferably from the department to which the scholar is attached, co-supervisors (if necessary) from other associated departments/ outside the school shall also be decided by the DRC.
- viii) The CPP in consultation with the Dean (Academic) shall finalize the list of scholars as ratified by the JDRC for admission to the Ph.D. programme and shall submit it to the Director for approval.

- ix) The scholar shall be admitted to the Ph.D. programme after the approval of the Director and on payment of the prescribed fees and compliance with all other required formalities.

5. REGISTRATION

- 5.1 Every Ph.D. scholar shall pay the fees as notified by the school from time to time. In case fees are not paid, registration can be cancelled.
- 5.2 Each scholar shall have a valid registration at the time of submission of thesis.
- 5.3 Registration of a scholar shall be cancelled in anyone of the following eventualities, after due approval of the JDRC:
 - a) If the full-time scholar absents himself for a continuous period of four weeks without prior intimation and sanction of leave.
 - b) If he/ she withdraws from the Ph.D. Programme and the withdrawal is duly accepted by the JDRC.
 - c) If he/ she fails to pay the fees in any academic year subject to the provisions contained in these Regulations.
 - d) If his/ her academic progress is found unsatisfactory (Ref. 11.2).
 - e) If he/ she is found involved in an act of misconduct and/ or indiscipline.

5.4 Full Time to Part Time Conversion

- a) After completion of the residential requirement of one and half years, the request of the scholar can be considered for conversion from full time to part time, subject to eligibility criteria and at the discretion of the DRC and rectification by JDRC.
- b) Request to be considered after one and half years but not later than two years.

5.5 Part Time to Full Time Conversion

- a) As above, however the scholarship will be as per the rules.

6. COURSE WORK

- 6.1 All Ph.D. Scholars shall compulsorily complete Research Methodology Course work organized by the School.
- 6.2 In addition, they shall also complete any other course work as may be prescribed by the respective DRC.
- 6.3 Apart from Research Methodology class, scholar holding UG degree needs to attend first and second semester course work as decided by DRC. Minimum eight credits should be earned by the scholar from the course work. Grades in the respective courses should be C+ or above.

7. SUPERVISORS / CO-SUPERVISORS

- 7.1 The Director of the School, on the recommendations of JDRC, shall approve, from among the following, to act as Supervisor for Ph.D. scholars:
 - a) Professors of the School or
 - b) Associate Professor of the School with Ph.D. Degree

c) Assistant Professor of the School with Ph.D. and minimum two years of teaching experience post Ph.D.

7.2 The Supervisors shall be appointed in the first semester itself when the topic and area of the research is to be finalized by the student with the scrutiny of DRC.

7.3 A Supervisor will be allowed to supervise the number of students as per the following:

- a) Professor – 8 students
- b) Associate Professor – 6 students
- c) Assistant Professor – 4 students

7.4 Normally, there shall be only one Supervisor for a scholar.

7.5 Co-supervision, if applicable will also be counted as one student for the purpose of Clause 7.3.

7.6 In special cases or for multi-disciplinary topics, DRC may recommend appointment of Co-Supervisor from industry or from another educational institute or from other department of the School.

7.7 Any faculty member registered for Ph.D. in the School or any other Institute shall not qualify to be a supervisor for any Ph.D. student. Those without Ph. D. appointed as Supervisors shall cease to be supervisors if they themselves register for Ph. D.

7.8 In case of a Supervisor/ Co-supervisor informs unavailability to guide or resigns, retires or dies, his replacement shall be promptly arranged by the Chairperson DRC.

7.9 JDRC with recommendation for DRC can consider the change of Supervisor only in exceptional case when either the Supervisor or the research scholar requests in writing to DRC and JDRC with valid reason to change.

7.10 Based on the research topic and the availability of guidance, the scholar can be transferred from one department to another with the mutual consent of both DRCs of the respective departments and with approval of Chairman JDRC.

8. FELLOWSHIP/ SCHOLARSHIP

8.1 The School shall award Fellowship / Contingent Grants to the eligible full-time scholars in accordance with the norms laid down by the University Grants Commission (UGC), All India Council for Technical Education (AICTE), MHRD and the Senate of the School from time to time.

8.2 All full-time Ph.D. Scholars, who receive Fellowship/ Scholarship, shall require to be involved in teaching assistance for about 6-8 hours of per week, as assigned by the respective Supervisor, in consultation with the Chairperson, DRC.

8.3 The monthly Fellowship and Contingency Grant Shall be released only on the recommendations of the Supervisor, or on the recommendations and approval of the Head of the Department in case Supervisor is absent and not available for recording his recommendation with respect to progress in Ph.D. research and compliance to requirement in clause 8.2.

- 8.4 A scholar who has been awarded Fellowship/ Contingency Grant by the School shall devote his entire time to doctoral research and shall not engage himself or herself in full-time or part-time professional practice or employment with public or private institutions or organizations. An undertaking about the same need to be submitted by the scholar.
- 8.5 Admission to the Ph.D. programme and award of fellowship are not linked. Admission to the programme does not guarantee fellowship. Those who are not awarded fellowships can continue with the programme as self-financing scholar. In the case of self-financing full-time research scholar, the conditions of clause 8.2 will not be applicable.
- 8.6 The School Fellowship/ Contingent Grants during registration period, if awarded, shall be available only for maximum of three years as per rules.
- 8.7 No scholarship will be given for leave period except for paid leaves.
- 8.8 Maximum paid leave shall not be more than 15 days in a year

9. DURATION

- 9.1 Full-time scholars must submit their thesis within a maximum of five years and part-time scholars within a maximum of seven years from the date of registration.
- 9.2 The minimum period (excluding the period of leave of absence) in which a thesis can be submitted by a scholar with PG degree as per clause 4.1.a after registration to the Ph.D. programme shall be two years for full-time and three years for part-time scholars.
- 9.3 The minimum period (excluding the period of leave of absence) in which a thesis can be submitted by a scholar with UG/ PG degree as per clause 4.1.b and 4.1.c respectively after registration to the Ph.D. programme shall be four years for both full time and part-time scholars.
- 9.4 In the total duration of the doctoral studies, a full-time scholar may be "allowed" to take leave of absence (without scholarship) for a maximum period of one year in not more than two spells.
- 9.5 In case of part-time scholar, the provision shall be the same as above except that the duration allowed shall not be more than two years.
- 9.6 In any case, maximum period for submission of thesis would not be relaxed and it will be the same as clause 9.1.
- 9.7 Irrespective of the leave of absence, a total maximum period of registration for full-time and part-time scholar shall be five years and seven years respectively in accordance within clause 9.1.
- 9.8 The maximum period for the submission of thesis in cases meriting longer duration, may be extended on the recommendation of the DRC and the approval of the JDRC.
- 9.9 No scholar without permission shall join any other course of study or appear in any examination conducted by a university/ institution or any public body. In case of default, the School would have the right to cancel the registration and also to recover all payments made to the scholar under the programme.

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9.10 Research scholars will be allowed to travel outside for any data collections or for any exchange program. Any research scholar may also draw research fellowship from host institute / organizations. During this period research scholar will surrender the scholarship from school.

10. RESIDENCY

10.1 In case of full time scholars, every scholar is required to devote his entire time to doctoral research during three years after registration during which he/ she shall be resident.

10.2 Any scholar living within 50 kms. of the School shall be considered as resident.

10.3 In case of part-time students, the Residency Requirement shall be operative only for the period during which the scholar is undertaking the prescribed course work at the School as prescribed in the rules. After satisfactory completion of the compulsory, optional and other recommended course work, the scholar shall be free to work on his / her thesis anywhere, provided he / she stays in constant touch with his / her Supervisor / Chairperson DRC and attends the DRC meetings regularly.

10.4 In exceptional cases, the period of residence for a scholar may be staggered on the recommendation of the DRC and approval of the Chairperson JDRC.

10.5 A scholar during the period of residence of one and a half year may be permitted by the Supervisor to go out of Delhi, from time to time, as per the requirements of his research work. Out station stay of the scholar exceeding one month may be permitted on the recommendation of the supervisor and with the knowledge and approval of the Chairperson DRC.

11. PROGRESS OF RESEARCH

11.1 Every scholar shall submit a progress report of his work in the prescribed forms to the Supervisor at the end of every six months. The Supervisor will forward six monthly progress reports with his/ her remarks for the consideration of the DRC. After reviewing the report, the DRC may recommend appropriate action to be taken by CPP and JDRC. Every scholar shall, before the end of one year after registration, submit a time schedule of his work as planned for the next one year to DRC and to CPP.

11.2 If there are three successive unsatisfactory reports (or absents from the meeting of the DRC) on the progress of a scholar as reviewed by DRC/ CPP or in case of breach of prescribed rules, the Chairperson JDRC may recommend cancellation of the registration of the scholar on the recommendation of the DRC/ CPP.

12. PREPARATION OF THESIS

12.1 The thesis shall be an original work which should signify discovery of new facts or indicate new techniques or new inter-relations of facts already known. The articulation of the contents should be satisfactory, both in text and graphic presentation. The respective supervisors will ensure that the thesis has been put to plagiarism check and it meets the norms as decided by the JDRC from time to time. Plagiarism in any case shall not be more than 15 per cent and a certificate to this effect will be enclosed along with the final thesis, at the time of submission of thesis and viva-voce examination.

12.2 Five copies of the synopsis with exact title of the thesis shall be submitted by the scholar at least two months before the submission of the thesis.

12.3 The scholar shall be permitted to submit his thesis only when the Supervisor certifies the thesis is the scholar's own work and the course works and the residential requirements are fulfilled.

13. THESIS SUBMISSION

13.1 The thesis shall be written in English or Hindi in the specified format and shall contain a comprehensive account of the scholar's research. It should signify discovery of facts; or indicate a fresh approach towards interpretation of facts and theories; or highlight significant contribution to knowledge or a combination of these. It should bear evidence of the scholar's capacity for critical analysis and judgment as well as his ability to carry out independent research investigation, design or development.

13.2 Thesis will be signed by Research Scholar, Supervisor, Co-Supervisor (if applicable) and Chairman DRC.

13.3 A scholar may submit his/ her thesis within the time period as stipulated in clause 9.1 provided that:

- a) He/ she has completed the minimum period of registration as required in clause 9.2.
- b) He/ she has completed course work/ research methodology course requirements as required in section 6.
- c) He/ she has completed the residency requirements as required in section 10.
- d) He/ she has submitted synopsis of the thesis as required in clause 12.2.

13.4 Before submission of thesis for final examination, respective Chairperson DRC will submit compliance report in respect of

- a) Plagiarism report, as per clause 12.1.
- b) Minimum two publications emerging out of thesis work.
- c) Completion of Research Methodology Course.
- d) Minimum requirement of course work (if required as per suggestion of DRC).
- e) On completion of the thesis, the scholar shall submit four printed copies of the thesis along with two soft copies in CDs to CPP. It should conform to the format prescribed by the JDRC/ CPP.
- f) In case of joint supervision five copies of thesis shall be submitted by the scholar as applicable.

13.5 The thesis shall indicate how it incorporates the results of the scholar's own research work, and the aspects in which his research is an advancement of the knowledge of the subject.

14. THESIS EXAMINATION

14.1 Based on domain area of thesis topic, the DRC would recommend a panel of external five domain experts, preferably with Ph.D., to CPP of which two will be foreign experts of international standing in the areas to which the thesis is related. CPP will forward the recommendations of DRC to Dean (Academic). The Director (in consultation with the Dean (Academic) and the Chairperson, DRC, if desired) may select three examiners from the said panel for the thesis, one of whom shall be a foreign expert. Copies of the synopsis shall be sent by CPP to three examiners along with the offer of examinership.

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- 14.2 On acceptance of the synopsis and acceptance of examinership, the thesis shall be referred by the Coordinator (CPP) to the above three examiners.
- 14.3 In case any expert decline to examiner, the synopsis will be sent to another expert from the approved panel.
- 14.4 Each examiner shall be asked to submit a report to the coordinator (CPP) within 6-8 weeks giving a clear recommendation stating any one of the followings:
 - a) The thesis is satisfactory and the viva-voce examination of the scholar may be held;
 - b) The thesis is satisfactory but requires minor corrections / modifications. After these modifications the viva-voce examination of the scholar may be held;
 - c) The thesis shall be referred to the scholar for revision for reasons in the report, and thereafter the thesis shall be re-examined by the same examiners; and
 - d) The thesis shall be rejected for the reasons as stated.
- 14.5 Reminder may be sent to the examiners by CPP after six weeks. If report is not received after eight weeks, last reminder may be sent for next two weeks.
- 14.6 If the report is not received with in next two weeks of extension period, CPP will bring it to notice of Chairperson JDRC for further necessary action.
- 14.7 Chairperson JDRC may send to another examiner from the list recommended by Chairperson JDRC and approved by Chairman Senate.

15. CONDUCT OF VIVA-VOCE EXAMINATION

- 15.1 Viva-voce examinations will be conducted if
 - a) All the examiners mention recommendations as per clause 14.4.a or 14.4.b.
 - b) If any examiner(s) gives under 14.4.c. Thesis, after incorporating the comments, will be examined by the same examiner(s) and if final recommendation by this examiner is 14.4.a or 14.4.b, the viva-voce examinations may be conducted.
 - c) In case of differences of opinion between the examiners, views of two examiners out of three will prevail.
 - d) A thesis requiring major revisions may be submitted within six months of the receipt of decision of the School. The same shall normally be examined by the examiner recommending major revisions. If the examiner is unable to re-evaluate the thesis, the Director, in consultation with the Dean, CPP and Chairperson DRC shall appoint another examiner or other examiners. In such cases additional panel of examiners may also be recommended to the JDRC by the DRC/ CPP.
- 15.2 While recommending viva-voce examination of the scholar, the examiner may indicate the nature of questions and the issues to be clarified at the viva-voce.
- 15.3 In case of favourable recommendations, the viva-voce examination shall be conducted by the examination committee comprising External examiners, Chairperson DRC, Supervisor and the Coordinator (CPP) in the presence of students/ scholars and faculty of the School who want to be present at the time of viva-voce.
- 15.4 At least one of the examiners from outside the School must be present in the viva-voce.

15.5 The Chairperson, JDRC will chair the viva-voce committee.

15.6 In addition to obtaining satisfactory clarification of the points raised by the examiners in their reports, the viva-voce panel shall satisfy itself that the knowledge of the scholar in the broad area of his study is satisfactory.

15.7 On the consideration of the report of the viva-voce examination committee, the Chairman viva-voce committee shall finally decide whether;

- a) The degree of Doctor of Philosophy be awarded; or
- b) The scholar is required to be re-examined on a later date; or
- c) The degree of Doctor of Philosophy may not be awarded.

16. FINAL SUBMISSION OF THESIS

16.1 Post viva-voce, two copies of the thesis, with all corrections and modifications and signatures as in clause 13.2 shall be submitted to the School Library in hard cover with single spacing and typed / printed on single side of paper along with two CDs for the purpose of permanent record.

17. CONFERMENT OF Ph.D. DEGREE

17.1 Chairperson JDRC shall recommend the minutes of the viva-voce committee to Chairman Senate and on approval from the Chairman Senate, Chairperson JDRC will forward the decisions to COE for declaration of the result.

17.2 The Degree of Doctor of Philosophy (Ph.D.) shall be conferred on the successful scholar in the forthcoming Convocation, with the formal approval of the Senate.

18. REMOVAL OF DOUBTS

18.1 If any issue arising from the conduct of Ph.D. Programmes, is not covered by these Regulations, the decision of the Chairman Senate shall be final.

19. GENERAL

19.1 In the event of any ambiguity in these Regulations, decision of Chairman Senate will be final and binding.

19.2 Notwithstanding anything contained in these Regulations, all categories of the scholar shall be governed by the rules and procedure framed by the Senate in this regard and in force from time to time.

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(An "Institution of National Importance" under an Act of Parliament)
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Ministry of Human Resource Development, Government of India
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अध्यादेश संख्या III

ORDINANCE NO.III

**Guidelines for Conduct of Capacity Building /
Training Programmes by the SPA**

योजना तथा वास्तुकला विद्यालय, नई दिल्ली

School of Planning and Architecture : New Delhi

Guidelines for Conduct of Capacity Building / Training Programmes by the School

1. All faculty members of the School are encouraged to conduct capacity building/training programmes on various topics related to human settlement development. The objective of such programmes is to build the capacities of in-house personnel in various departments, organizations, industry and private professionals so that they become more aware and acquire specific exposure and skills in order to perform better.
2. Faculty members may negotiate with various governments/ministries/ departments / PSUs / funding agencies / para statal agencies / ULBs / NGOs / CBOs / international agencies, educational institutions, universities, industry, private professionals, etc. for sponsorship to conduct capacity building / training programmes. Such programmes can also be conducted for faculty members of other educational institutions/universities.
3. In case there is no sponsor for a capacity building/training programme as mentioned above and a faculty member desires to conduct a programme in a self financing mode where every participant needs to pay a Course Fee, the same can be done.
4. Such capacity building/training programmes may be for the employees of such above mentioned organizations or for the general public/private persons or elected representatives or the industry.
5. The duration of such capacity building / training programmes can vary, based on the needs of the specific situation and a Certificate shall be awarded by the School to each participant on completion of the programme.
6. There should be at least five participants to conduct a capacity building / training programme. In case the minimum number of participants are not present, the programme has to be rescheduled/cancelled. There shall be no upper limit on the number of participants for the programme.
7. The programmes may be conducted either in the School premises or in hired premises depending on the situation and specific requirements of the programme.
8. All funds received from the sponsors / course fee shall be received in the name of SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI, by way of a crossed cheque/online and deposited in the account of the School.
9. Any programme shall be conducted by one or more faculty members who shall be called the 'Programme Coordinator' for the programme. He/she shall be In-charge for all matters related to the programme starting from putting up a note to the Director seeking approval for undertaking a programme, negotiating with the sponsors (if any), preparing

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the budget, arranging the speakers, resource persons, managing and conducting the programme in terms of participants, venue, deciding on course fee, preparing course materials, deciding on speakers, etc.

10. The administration of the School shall assist the Programme Coordinator in terms of accounts and administration related to the programme.
11. The Programme Coordinator shall prepare a Budget for the programme and have the same approved by the Director before conduct of the programme.
12. The Budget of the programme shall comprise of heads of expenditure viz. preparatory travel and stay connected with the programme if required, preparation of course material, honorarium to resource persons for preparing course material, stationery, binding, course kit, group photo, hiring of AV equipment if required, hiring of staff on ad-hoc/temporary basis, hiring of local conveyance, preparation of certificates, food, speaker remuneration/ travel /stay if required, honorarium for Programme Coordinator/ speakers/faculty / support staff (from SPA or from outside), momentos, decoration, local as well as outstation travel, misc.. items, etc. depending on the requirements of the programme. Out station travel and stay for field visits as part of the programme are also permitted as per requirements of the programme. The Programme Coordinator shall draw advances and render accounts for the conduct of the programme.
13. For the work put in by the Programme Coordinator / Faculty member of the School for the conduct of the programme, which is in addition to the normal teaching load of the concerned Faculty, the Programme Coprdinator/s / Faculty member/s are eligible for receiving remuneration. The remuneration amount needs to be provided for in the budget. The remuneration amount can vary, depending on the amount of fund raised and available in the programme. The remuneration shall not be more than THREE months Gross Salary (Basic + GP+DA+HRA) per year. Such remuneration received is not to be treated as Consultancy.
14. The Programme Coordinator shall prepare the Budget and have the same approved by the Director of the School before conducting the programme.
15. All unspent funds in the Budget shall be appropriated to the School account and 30% of the same shall be made available to the concerned Department.
16. One faculty member of the School shall be given the additional responsibility as COORDINATOR - CAPACITY BUILDING AND TRAINING. He shall provide hand holding, facilitation and coordination support to all the faculty members in the School for the conduct of capacity building / training programmes in the School and maintain a record of programmes conducted, maintain a calendar of programmes, workout procedural details, formats, etc. and provide inputs where ever necessary for the smooth conduct of this activity.
17. In the event of any difficulty in interpretation of these guidelines, the decision of the Director shall be final and binding.

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योजना तथा वास्तुकला विद्यालय, नई दिल्ली
SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI
(संसद के अधिनियम के तहत "राष्ट्रीय महत्व का संस्थान")
(An "Institution of National Importance" under an Act of Parliament)
मानव संसाधन विकास मंत्रालय, भारत सरकार
Ministry of Human Resource Development, Government of India
4 - बी , इंद्रप्रस्थ एस्टेट , नई दिल्ली 110002 भारत
4-B, I. P. Estate, New Delhi 110002, INDIA

अध्यादेश संख्या IV

ORDINANCE NO.IV

Guidelines for Conduct of Research Projects in the SPA

School of Planning and Architecture, New Delhi

Guidelines for Conduct of Research Projects in the School

1. All faculty members of the School are encouraged to take up research projects / studies in various areas related to human settlement development.
2. Faculty members may negotiate with various governments/ministries/ departments / PSUs / funding agencies / para statal agencies / ULBs / NGOs/CBOs / international agencies, educational institutions, universities, industry, etc. for sponsorship to conduct research studies/projects.
3. The research work / studies may be conducted by a faculty member of the School or in collaboration with a consortium of institutions.
4. The research work may be conducted either in the School premises or in hired premises depending on the situation and specific requirements of the study/project work.
5. All funds received from the sponsors of such research projects to be undertaken by a Faculty member of the School shall be received in the name of SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI, by way of a crossed cheque / online and deposited in the account of the School.
6. Any research work shall be conducted by one or more faculty members who shall be called the 'Research Project Coordinator'. He/she shall be incharge for all matters related to the project starting from putting up a note to the Director seeking approval for undertaking the project, negotiating with the sponsors, preparing the budget, arranging the resource persons (if any) to be associated with the project, managing and conducting the project, hiring staff, involving students, undertaking surveys, preparing reports, etc.
7. The Research Project Coordinator shall involve students to the extent possible and students can also be remunerated for this purpose. However, this should be done in a manner so that it does not affect the regular student obligations and participation in the academic programme for which he/she is enrolled in the School.
8. The administration of the School shall assist the Research Project Coordinator in terms of accounts and administration related to the research work / study.
9. The Research Project Coordinator shall prepare a Budget for the project and have the same approved by the Director before initiating conduct of the project.

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10. The Budget of the project shall comprise of heads of expenditure viz. preparatory travel and stay connected with the project if required, preparation of research/survey material, remuneration to resource persons/students, stationery, binding, course kit, group photo, hiring of AV equipment if required, hiring of staff on ad-hoc/temporary basis, hiring of local conveyance, preparation of reports and other such material, food, travel and stay if required, remuneration for Research Project Coordinator/ support staff (from SPA or from outside), local as well as outstation travel, misc. items, conduct of seminars related to the research, dissemination of research findings, etc. depending on the requirements of the project. Out station travel and stay for field visits as part of the project are also permitted as per requirements. The Research Project Coordinator shall draw advances and render accounts for the conduct of the project.
11. The Research Project Coordinator shall prepare the Budget and have the same approved by the Director of the School before conducting the project in the School.
12. For the work put in by the Project Coordinator / Faculty member of the School for the conduct of the project, which is in addition to the normal teaching load of the concerned Faculty, the Research Project Coordinator/s / Faculty member/s are eligible for receiving remuneration. The remuneration amount needs to be provided for in the budget. The remuneration amount can vary, depending on the amount of fund raised and available in the project. The remuneration shall not be more than THREE months Gross Salary (Basic + GP + DA + HRA) per year per project. Such remuneration received is not to be treated as Consultancy.
13. All unspent funds in the Budget shall be appropriated to the School account and 30 percent of the same shall be made available to the concerned Department.
14. In case of remuneration received by the Faculty member for being a part of a research team where the research work is being conducted by any other organization, Faculty members are permitted to receive remuneration and the same is also not to be treated as Consultancy. The concerned Faculty is to inform the School accordingly.
15. On completion of the research project/study, the Research Project Coordinator shall submit at least two copies of the report to the Library of the School.
16. In the event of any difficulty in interpreting these guidelines, the decision of the Director shall be final and binding.
