

# **HANDBOOK FOR PhD PROGRAMMES**

**2019-2020**



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



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## **DISCLAIMER**

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

The information in this booklet is intended for students entering the University in the Academic year 2019-2020 and is subject to change.

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## **Introduction**

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

## **About EFL University**

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

The EFL University's headquarter is at Hyderabad. It has two Campuses—one in Shillong and the other in Lucknow.

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

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

# Message from the Vice Chancellor

I cordially welcome you to the English and Foreign Languages University.



You are joining a University that is the centre and cynosure of language and literary studies in India. You can find here an academic environment that provides for personal and professional progress. The Research Programmes at the University are at the cutting edge of the field, and are state-of-the-art, and are adaptive, accommodative, and innovative. The University prides itself on the low student-teacher ratio, the best in India as noted by one of the most reputed magazines in India. This enables the University to offer personalised and individual attention and guidance by some of the most respected and experienced teachers in the field.

Our infrastructural facilities are truly enviable with well-equipped classrooms. The Ramesh Mohan Library is rich in addition to its online resources that are the envy of any institution. Well-equipped gymnasia, a Music Club, and a Literary Club are some of the extracurricular facilities that will make your study at the University truly holistic. With verdant avenues and parks, there is a delightfully refreshing atmosphere—a niche separate from the hustle and bustle of the humdrum. Our Hostels offer a comfortable stay.

You are setting out on arguably the most important and exciting journey of your life, academically speaking. You can be assured of the best support that you can wish for in your research. We are confident that you will discover new interests and acquire new skills as a research scholar. “*Abuent studia in mores*”—studies pass into character; and here at the English and Foreign Languages University, you will find the best place and opportunities to build character and career.

My best wishes to each one of you for a fulfilling and richly rewarding academic and personal experience at the English and Foreign Languages University.

**Prof. E Suresh Kumar**

*Vice Chancellor*





# **PhD Programmes**

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

## **Learning Outcomes**

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

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

## **PhD Programmes**

The University offers the following PhD programmes:

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

## **Academic Support for Research Scholars**

The Office of the Dean, Research, facilitates the development and delivery of research programmes at the University and guides the research scholars on the available academic opportunities. There are also a range of central support and administrative units that deal with specific queries; these include help pertaining to registration, leave, extension, availability of fellowships, student progress, and thesis submission. The Office of the Controller of Examinations, the Academic Section, and the Offices of the Schools/ Departments provide additional support in these areas.

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

## **Duration and Academic Calendar**

The University offers only a full-time PhD programme. Students admitted to the programme are not permitted to work in any other institution or organization during the entire period of registration on the programme.

### **Duration of the Ph.D. Programme**

The duration of the PhD programme is six semesters (3years) which is extendable under special circumstances.

### **Academic Calendar**

<b>Time</b>	<b>Item</b>
1 August – 31 January	Semesters 1, 3, and 5
1 February- 31 July	Semesters 2, 4, and 6
1 August- 31 July	Course work in the first year
By 31 October of Semester 3	Submission of the Research Proposal
Two months before submission of the thesis	Pre-submission presentation of the thesis and approval of the title of the thesis

## **Credit Requirements**

For successful completion of the PhD programme and the award of the PhD degree, a scholar is required to obtain a total of 24 credits as specified below:

Coursework:	10 Credits (Research Methodology 4 Credits Three taught or reading Courses 2 Credits each)
Thesis:	14 Credits
Total:	24 Credits

Every research scholar shall publish at least one paper in a refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication. The certificate of paper presentation and proof of publication as reprint or acceptance letter should be submitted along with the thesis.

## **Coursework**

- (i) The PhD research work shall consist of two parts:
  - (a) Coursework and (b) Thesis
  
- (ii) A scholar admitted to the PhD Programme shall be required to complete the prescribed coursework in the first two semesters of admission.
  
- (iii) No exemption from the coursework will be granted to those who already have an M. Phil.
  
- (iv) As part of the coursework, scholars are required to do four courses, all of which have to be completed by the end of the second semester. Of these four courses, one shall be a taught course on research methodology (4 credits). The other three courses may be taught or reading courses (2 credits each), as recommended by the Advisory Committee and as approved by the Board of Studies and/or the School Board and the Dean, Research. In addition to the four courses the student shall also make a presentation of the research proposal to the Advisory Committee and submit a detailed research proposal, by the first half of the third semester i.e. 31 October.

- (v) Research Methodology is a mandatory course for all PhD programmes. The objective of this course is to help students of all disciplines develop the research design and methodology for their research project. Its focus is more on research design rather than on methods. It includes modules on argumentation, academic writing, references and citations, writing research proposals, procedures of data collection, and modes of data analysis.

To make it discipline-specific, each PhD programme is free to offer its own domain specific research methodology course. For instance, in PhD. in English Language Education and in Education, a considerable portion of the course focuses on procedures of subject selection, data collection and analysis. In linguistics again, the courses are designed to teach students argumentation, logical presentation of arguments, and also morpheme by morpheme data transcription and glossing since many students work with Indian and other languages. The course on Research Methodology is to be completed in the first semester of the PhD programme.

- (vi) It is mandatory that all coursework should culminate in a term paper, which is in addition to an end-of-semester examination, if it is a taught course from the MA Menu. All term papers must be completed before the end of the second semester.
- (vii) Term papers for courses, project reports, and research proposals submitted for evaluation shall be run through the specified anti-plagiarism software after submission. Should any plagiarism be



detected above 10%, an ‘F’ grade shall be awarded, with a strict warning and mandatory resubmission within 15 days. If plagiarism is detected even after revision and resubmission, the University shall cancel the scholar’s admission.

- (viii) The courses shall be awarded grades and the University shall issue to the research scholar a course work transcript on its successful completion. However, the grades for coursework shall not appear in the final degree certificate.
- (ix) Evaluation of Part I (Coursework) shall be done on the following 9-point grading scale:

Letter Grade	Grade Point Equivalent	Grade Point Range for Computation of Overall Grade	Marks Equivalence (Out of 100)	Quality Descriptor
O	9	7.65 – 9.00	85-100	Outstanding
A+	7	6.75 to 7.64	75-84.9	Excellent
A	6	5.85 to 6.74	65-74.9	Very Good
B+	5	4.95 to 5.84	55-64.9	Good
B	4.7	4.5 to 4.94	50-54.9	Above Average
C	4.2	4.05 to 4.49	45-49.9	Average
D	3.6	3.60 to 4.04	40-44.9	Pass
F	0	0 to 3.59	0-39.9	Fail
AB	0	---	---	Absent

- (x) The minimum GPA required for a pass in coursework shall be 4.5 with a minimum of Grade D in each course/module. A scholar who has a Grade F will not be eligible to continue in the programme.
  
- (xi) A scholar who obtains a Grade D in *more than one course* will be required to submit additional assignment(s) or to take exam(s) (wherever applicable) to improve the GPA.

## **Appointment of Supervisor and Advisory Committee**

- (i) The Board of Studies/the School Board concerned shall appoint a Supervisor for a research scholar from the approved panel of supervisors for the Department/School/ Campus (Lucknow/ Shillong), depending on whether the research programme is being organized by a Department/ School/ Campus (Lucknow/ Shillong). The supervisor may be appointed by 30<sup>th</sup> September of the first semester.
- (ii) A co-supervisor may also be appointed from the same or a different Department/ School / Campus or from another university, if required, based on a written request of the scholar and recommendation by the Board of Studies/ School Board.
- (iii) The Board of Studies/ the School Board concerned shall also appoint, for each research scholar, an Advisory Committee consisting of the Supervisor(s) and one or two other faculty members. The Advisory Committee may include members from other Departments/ Schools/ Campuses.
- (iv) All full-time faculty members of the University possessing a PhD degree with at least three years of teaching experience (either at the EFLU or in their previous institution) and a minimum of three research publications in peer-reviewed journals in the relevant area(s) shall be recognized as Supervisors to guide PhD research in the Departments/ Schools they belong to. Such recognition shall

formally be accorded by the School Board/ Board of Studies based on a written application by the concerned to the Dean of the School through the Chairperson, Board of Studies and recommended by the Dean, Research. The primary Supervisor shall necessarily be a full-time faculty of the Department / School/ Campus concerned with the prescribed qualifications as detailed above. Their names will be listed in the School Research Programme.

- (v) If a faculty member, who has been allotted research scholars, proceeds on deputation to another institution, he / she may, subject to his / her availability, be allowed to continue as a Co-Supervisor to guide the scholar(s) provided his/her new employer has no objection to it. This can be allowed by the Dean, Research on the recommendation of the Board of Studies and/ or the School Board concerned. The same rule will apply if a faculty member goes on long leave (for over six months).
- (vi) No new scholar shall be allotted to faculty members who proceed on deputation or on long leave (for over six months).
- (vii) If a faculty member ceases to be a teacher of the University due to resignation, dismissal or death, the Dean of the School shall allot the scholars to another Supervisor on the recommendation of the Advisory Committee.
- (viii) If a faculty member retires, he / she may continue to guide the

currently allotted scholars till the completion of their work provided that they have completed their coursework and defended their detailed research proposals. The Supervisor should nominate a faculty member/Advisory Committee member for any official communication in case he/she is not available. Faculty members who are due to retire will not be allotted any new scholars one year prior to the date of retirement.

- (ix) The UGC guidelines on permissible quota of PhD scholars for each faculty member shall be as follows: (Professor - 08, Associate Professor - 06, Assistant Professor - 04).
- (x) Change of Supervisor(s) may be approved by the Dean, Research on the recommendation of the Board of Studies/ and or the School Board concerned on a request received in writing from the scholar and/or the Supervisor(s) or if a Supervisor retires or goes on long leave (for over six months), or for any other justifiable reason.

## **Detailed Research Proposal**

- (i) On completion of the coursework, the scholars shall prepare a detailed research proposal and submit it to the Advisory Committee. The aim of the proposal is to help the scholars write their thesis in a focused and disciplined way.
- (ii) Since research proposals are different for each area, there is no single format for writing the proposal. However, the research proposal should address the following in about 10,000 words:
  - a description of the research problem
  - an argument as to why the problem is interesting and important
  - a review of the literature relevant to the research problem
  - a theoretical framework to put the research in perspective and
  - a description of the proposed research methodology

### ***Procedure for Submission of the Research Proposal:***

- (i) The proposal shall be submitted to the Supervisor(s) and members of the Advisory Committee.
- (ii) Based on the feedback given by them, the scholar shall revise and resubmit the proposal.
- (iii) If the Advisory Committee accepts the proposal, the scholar shall make an open presentation of the research proposal. On the basis of

the feedback received during the presentation, the proposal can be further refined.

- (iv) After approval by the Advisory Committee, the proposal shall be placed before the Board of Studies/ School Board, which shall forward it to the Dean, Research for final approval. The Dean, Research, shall formally permit the scholar to commence the writing of the thesis. No grade will be awarded for the submission and presentation of the research proposal. This entire process shall be completed by the middle of the third semester of the PhD Programme (i.e. by 31<sup>st</sup> October).
  
- (v) If the proposal is not accepted by the Advisory Committee, the scholar shall be given one month's time (till 30<sup>th</sup> November) to revise and resubmit the proposal. If the revised proposal fails to get the approval of the Committee, the scholar's admission to the programme shall be cancelled.

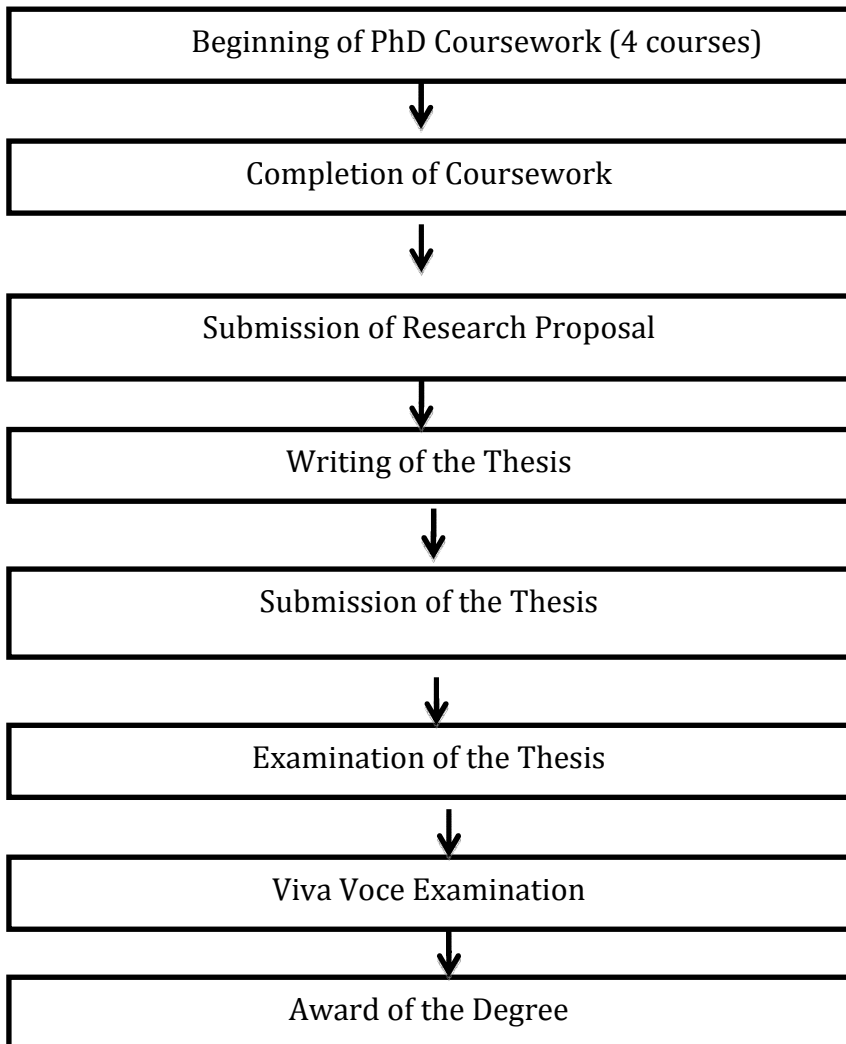
## **Progress Reports**

- (i) All research scholars enrolled in a PhD Programme at the University are expected to maintain a satisfactory standard of performance.
- (ii) All research scholars are required to record their attendance in the designated register in the Office of the Department/ School concerned during the entire period of their registration.
- (iii) All scholars shall submit to the Head of the Department/Dean of the School concerned a quarterly progress report endorsed by the Supervisor and the Advisory Committee for the entire period of registration. At the end of every semester, they are also required to make a presentation to the faculty and students in the School/Department on their work to date. A letter to this effect, duly signed by the Supervisor and the Advisory Committee, must be submitted to the Office of the Dean, Research, along with the progress report.
- (iv) The Advisory Committee of the scholar shall scrutinize the progress report to ensure that satisfactory progress is being made by the student. If the reports are satisfactory, the Chairperson of the Board of Studies concerned shall forward them through the School Board to the Controller of Examinations. If the Advisory Committee feels that the progress is not satisfactory, it shall be conveyed to the scholar in writing. Two consecutive



non-satisfactory reports shall result in the immediate and automatic withholding /cancellation of the fellowship, and other punitive measures (including the cancellation of registration) as recommended by the Board of Studies and the School Board.

The following flowchart shows the progress of a research scholar through the PhD programme.



## **Submission of the Thesis**

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

- (v) Before the formal submission of the thesis, a soft copy of the thesis should be formally submitted to the Supervisor for plagiarism check. The supervisor is required to run the thesis through the anti-plagiarism software provided by the University, and submit a report to the Office of the Controller of Examinations. No thesis which shows more than 10% similarity with unacknowledged sources will be allowed to be submitted. In case plagiarism is detected, the scholar will be required to revise and resubmit the thesis to the supervisor for a re-check.

### **Anti-plagiarism Check**

- a) Plagiarism is a form of academic dishonesty. The University is strictly against plagiarism in any shape or form.
- b) Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. The following shall be treated as plagiarism:
- turning in someone else's work as one's own
  - copying words or ideas from someone else without giving credit
  - copying and pasting from the Internet
  - failing to put quotation marks when material is reproduced verbatim
  - giving incorrect information about the source of a quotation

- paraphrasing by changing a few words but copying the sentence structure from the source without giving credit
  - submitting work for assessment that has already been submitted, as one's own (partially or in full) to fulfill the requirements of another degree, course or examination
  - copying from the media (especially words and images) or from websites and claiming ownership on them.
- (c) In the Plagiarism check if any text strings/figures are found to be copied or used without proper acknowledgement of the source, the thesis has to be thoroughly revised, and checked again by the software. The percentage of similarity in the thesis shall not exceed 10%.
- (d) The University shall impose the following penalties in case plagiarism is found in the PhD thesis.
- i. Level 0: Similarities upto 10% - Minor Similarities, no penalty.
  - ii. Level 1: Similarities above 10% to 40% - Such a scholar shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
  - iii. Level 2: Similarities above 40% to 60% - Such a scholar shall be debarred from submitting a revised script for a period of one year.

iv. Level 3: Similarities above 60% -Such scholar's registration for that programme shall be cancelled. (As per UGC Regulations about Prevention of Plagiarism in Higher Educational Institutions, 23 July 2018)

- (e) If a thesis is rejected on grounds of plagiarism by an external examiner, and the charges are found to be true by the Review Committee, the thesis shall be rejected and the scholar's admission to the programme will be cancelled.
- (vi) When the thesis is ready for submission, the scholar shall submit an application for the award of the Degree to the Controller of Examinations. The application should be accompanied by:
- Six copies of the title page, abstract and the table of contents of the thesis along with a softcopy of the thesis.
  - Four copies of the thesis in soft cover bound (including one for the Supervisor) along with a PDF soft copy on a CD. In addition, one hard leather bound copy shall be submitted for the Library at the time of viva voce examination.
  - A certificate from the scholar countersigned by the Supervisor to the effect that the thesis embodies original work done by the scholar during the period of study and that the thesis is acceptable in all respects and that it be considered for the award of the PhD degree.

- An anti-plagiarism certificate signed by the Supervisor supported by the anti-plagiarism report.
- Two passport size photographs of the scholar.
- A ‘No Dues Certificate’ from relevant departments and sections of the University.
- A copyright declaration by the scholars giving the University permission to print/make photocopies of the thesis and/or parts thereof and make digital use of it for academic purposes.

## **Specifications for the Thesis**

- (i) The thesis shall be typed on two sides of A4 size paper. It shall be in 1.5 space and in Times New Roman font (12pt). The margin on the left shall be 3.5 cm and 2.5 cm on the other three sides.
- (ii) The normal upper limit is around 500 pages for a PhD thesis, excluding appendices and other supplementary material.
- (iii) The thesis should have a Title Page, Certificate from the Supervisor, Declaration by the Scholar, Abstract, Table of contents, Chapters and a Reference List, and Appendices if any.
- (iv) The copy of the thesis that will be kept in the library should be bound in rexene or leather (hard bound). The title of the thesis and the name of the author should be embossed on the front cover of the thesis. The degree, the year, the name of the author, and the initials “EFL-U” should be embossed on the spine.

## **Evaluation of the Thesis/ Award of the Degree**

- (i) The PhD thesis shall be evaluated by three external adjudicators nominated by the Vice Chancellor from a panel of ten names. One of the ten adjudicators included in the panel shall mandatorily be from abroad. The panel shall be submitted to the Dean, Research by the Supervisor through the Head of the Dept and the Dean of the School. The panel shall be submitted within one week of submission of the thesis.
- (ii) The adjudicators of PhD thesis shall be asked to indicate clearly whether:
  - a. they recommend the award of the degree on the basis of its present form subject to the satisfactory performance of the candidate at the viva voce examination, or
  - b. they recommend revision and resubmission of the thesis, or
  - c. they recommend rejection of the thesis.
- (iii) The adjudicators shall also indicate whether they recommend publication of the thesis in deserving cases.
- (iv) The recommendation shall be accompanied by a detailed report.
- (v) Once the reports of the adjudicators are received by the Controller of Examinations they are placed before the Review Committee consisting of
  - 1. the Dean, Research
  - 2. the Dean of the School concerned



3. the Supervisor
4. an SC/ST faculty representative

- (vi) The Dean, Research, shall convene this meeting. The Review Committee shall consider the reports and make suitable recommendations to the Controller of Examinations for further action.
- (vii) If all the three adjudicators have unanimously recommended the thesis for award of the degree, a date for the viva-voce examination will be fixed. One of the three external adjudicators will be selected by the Vice Chancellor as examiner for the viva-voce examination.
- (viii) The degree of Doctor of Philosophy shall be awarded only if:
- the thesis is unanimously recommended for the award by all the three adjudicators and
  - if the candidate performs satisfactorily at the public viva voce examination
- (ix) The viva voce examination shall be conducted by a Board of Examiners which shall consist of one of the External Adjudicators, who shall be from within the country, and the Supervisor.
- (x) The viva voce examination shall be held in public with a notice of two weeks in advance. The reports of the adjudicators will be given to the scholar before the viva voce examination without disclosing the names of the adjudicators.

- (xi) In cases where the reports of the adjudicators of the thesis are not unanimous, i.e. where two of the adjudicators recommend the award of the degree while the third adjudicator recommends revision and resubmission, it will be open to the Sub Committee to (i) call for revision and resubmission of the thesis or (ii) to send the thesis to a fourth adjudicator whose decision shall be taken to be final. The fourth adjudicator in such cases shall be chosen from the original panel submitted and shall be nominated by the Vice Chancellor. In case the adjudicator is not available or is not willing to evaluate the thesis, the Vice Chancellor may appoint another adjudicator from the original panel submitted or request the Supervisor for an additional panel.
- (xii) In case two adjudicators recommend revision and resubmission of the thesis, the Sub Committee will call for revision. The candidate shall be asked to revise and resubmit the thesis within a maximum period of one year or earlier (as decided by the Committee). After revision the thesis should be checked with the anti-plagiarism software before submission. The revised thesis, after being duly certified by the Supervisor, shall be sent back to the adjudicator(s) who called for revision.
- (xiii) In case one (or more) of the adjudicators recommend rejection of the thesis, the thesis will be sent to a fourth/ fifth examiner, whose decision shall be final.
- (xiv) The date on which the results are approved by the Vice Chancellor will be treated as the date of the award of the PhD Degree.

## Leave Rules

- (i) There is no vacation for research scholars.
- (ii) **Personal Leave:** A full-time PhD scholar is entitled to 30 days' personal/ medical leave every year. Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays. No leave can be carried over to the next year.
- (iii) **Maternity Leave:** Women scholars are eligible for maternity leave with full fellowship/scholarship for a period not exceeding eight months (240 days) once during the tenure. The Maternity leave is excluded from the total period of registration.
- (iv) **Paternity Leave:** Male students with less than two children shall be eligible for 15 days of paternity leave once in the entire period of registration.
- (v) **Duty Leave:** Duty Leave may be granted for a maximum of two months every academic year for field work after the completion of coursework on the recommendation of the Supervisor. The scholar shall submit the details of the proposed fieldwork along with the application for duty leave. A report signed by the Supervisor shall be submitted to Dean, Research, on completion of field work.
- (vi) **Academic Leave:** Scholars are also eligible for academic leave up to a maximum of 15 days per academic year to participate in

conferences, seminars and workshops. Applications for Academic leave have to be recommended by the Supervisor concerned.

## **De-Registration**

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

- (i) De-registration is permissible only after successful completion of coursework and submission of Research Proposal. Deregistration is allowed between the fourth and the semester before the last semester.
- (ii) De-registration is permitted only at the commencement of a semester, i.e. August and February.
- (iii) De-registration is not permitted in the last semester of registration.
- (iv) The total period of registration includes the period of de-registration.
- (v) During the de-registration period, students shall not be entitled to any fellowship or HRA. However, they are allowed to access the library without the facility of borrowing the books.
- (vi) No hostel accommodation will be made available during the period of de-registration.
- (vii) Applications for de-registration in the specified Request Form accompanied by the Progress Reports should be forwarded by the

Supervisor through the Board of Studies/School Board to the Dean, Research, for final approval.

- (viii) Applications for de-registration should reach the Dean, Research, a month in advance of the date from which de-registration is sought.
- (ix) An application for de-registration does not imply that it will be granted.
- (x) If granted, a no-dues certificate from the various Sections of the University should be submitted.

### **Re-registration**

- (i) All scholars are required to re-register at the beginning of each Semester.
- (ii) Re-registration is mandatory immediately after the expiry of the de-registration period.
- (iii) No claim to fellowships/scholarships that were withdrawn during the de-registration period can be made.

## **Part-time PhD for University Faculty**

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

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

- (i) The applications for PhD admission will be accepted in July and January of every academic year.
- (ii) The rules determining the eligibility for admission shall be the same as those for full-time students.
- (iii) Members of the teaching staff are exempted from taking the entrance test and the interview.
- (iv) The period of active registration for a part-time faculty is four years, and with extensions, a maximum of six years.
- (v) Faculty members, registered for the part-time PhD programme, are exempted from taught courses. They shall do reading courses in lieu thereof. Procedures for registration of topic and other such matters shall be the same as for full-time students.

- (vi) A member of the teaching staff who goes on study leave will not be treated as a part-time student at the University. Maximum period of registration for such members (on study leave) shall be restricted to 5 years. No study leave shall be granted after the fourth year of registration.
- (vii) If full-time research students registered at the EFL University are appointed as faculty at the University, they may convert their registration from full-time to part-time.
- (viii) When faculty members who are part-time students cease to be members of the teaching staff, they shall not be allowed to continue as part-time students. They may, however, be transferred to the full-time research programme if they submit an application within a month after they cease to be on the teaching staff.
- (ix) Faculty members whose registration is cancelled after the expiry of the period of registration of six years may apply for a fresh registration. The fresh registration is granted by the School Board with the approval of the Vice Chancellor, which will be valid for two years.
- (x) Except the admission procedures and duration of the programme all other academic requirements for the part-time students are the same as those for full-time students.



## **De-registration for Part-time Scholars**

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

# **Facilities for Research Scholars**

## **Library Facilities**

The Library has state-of-the-art facilities with databases, many print journals and periodicals, and a holding of 1,67,000 books.

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

## **Enabling Unit**

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

## **Workshop/Symposia**

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

## **Teaching Assistants**

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

## **Editorial Assistants**

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

## **Scholarships and Fellowships**

Following are the different types of scholarships:

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

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

### **Other Prestigious Fellowships:**

Students may also apply for prestigious scholarships to study abroad.

- Fulbright Doctoral Fellowship
- Fulbright Teacher Fellowship
- Erasmus Mundus

### **Travel Grant for Conferences:**

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

## **Exchange Programmes**

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

## **Rules of Proper Conduct and Discipline**

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

### **Categories of misconduct and indiscipline**

- All acts of violence and forms of coercion such as ghereaos, dharnas, sit-ins which disrupt the normal academic and administrative functioning of the University
- Sexual harassment
- Committing forgery, defacing/destroying books/journals of the library, etc.
- Furnishing false certificates or false information
- Eve-teasing or disrespectful behavior with a girl student
- Arousing communal, caste or regional feelings or disharmony among students
- Use of abusive, defamatory, derogatory language
- Pasting of posters of an objectionable nature
- Unauthorized occupation of the hostel room/s
- Indulging in acts of gambling
- Use of the title of the University when distributing any document other than academic work outside the University

- Consuming or possessing dangerous drugs and other forbidden substances
- Non-payment of fees and other dues including mess charges
- Ragging in any form
- Refusal to obey the directions of the officers of the University
- Unauthorized collection of funds for any student's programme
- Any other act which may be considered by the Vice Chancellor as a violation of discipline, or misconduct

## **Punishment**

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

## **Anti-Ragging Committee**

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

## **Anti-Sexual Harassment and Redressal Mechanism**

The EFL University has an uncompromising and strict policy against sexual harassment in order to create for women students on its Campuses a gender-just and secure environment (vide Ordinance 7.2, Annexure-I, entitled “Sexual Harassment”, of the English and Foreign Languages University). Every Campus of the EFL University has a Complaints Committee, with representatives from all sections of the University, to address the complaints of women students in this regard, with the names, addresses and phone numbers of the members being displayed in all prominent places on the Campus. The complaints will be kept confidential and the Committee has the power to recommend any action(s) against the perpetrators. The Committee also takes upon itself the task of organizing various gender sensitization programmes. There is also an Appellate Committee to consider problems when the Complaints Committee’s decisions are not found to be satisfactory by the Competent Authority.

## **Removal of Students from the Course**

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



## Grievance Redressal Mechanisms

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

- **Grievances with regard to the Hostels** may be referred to the Provost/Warden concerned.
- **Individual grievances** may be referred to teachers in each Department who will be appointed staff advisers.
- **Group grievances** may be resolved within the Department.
- **Miscellaneous grievances** pertaining to Library/Finance/Sports, etc. will be resolved by the Committee concerned.

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



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