

**DOCTORAL PROGRAMME (PhD) IN ECONOMICS**

# **Students' Manual 2015**



**CENTRE FOR DEVELOPMENT STUDIES  
PRASANTH NAGAR, ULLOOR, THIRUVANANTHAPURAM-695011  
KERALA, INDIA  
Website: [www.cds.edu](http://www.cds.edu)**

## TABLE OF CONTENTS

CONTENTS	PAGE NUMBERS
<b>Introduction</b>	<b>4</b>
<b>PhD Programme in Economics</b>	<b>4</b>
<b>Programme Management: An Over view</b>	<b>5</b>
<b>Admission</b>	<b>5</b>
<b>CDS Semesters, Student's Registration and Tenure</b>	<b>6</b>
<b>University Enrolment</b>	<b>7</b>
<b>Fees</b>	<b>8</b>
<b>PhD Coordinators</b>	<b>8</b>
<b>Academic Programme Office</b>	<b>8</b>
<b>Confirmation of PhD Registration Process</b>	<b>8</b>
<b>Supervisor(s)</b>	<b>10</b>
<b>Open Seminar</b>	<b>11</b>
<b>Publication of a Research Paper</b>	<b>11</b>
<b>Renewal of Registration and Fellowship</b>	<b>11</b>
<b>Extension of CDS fellowship beyond third year (Students availing ICSSR fellowship)</b>	<b>11</b>
<b>De-Registration</b>	<b>12</b>
<b>Re-registration of de-registered students</b>	<b>12</b>
<b>Pre submission Seminar</b>	<b>12</b>
<b>Protocol for Change of Study Topic and Title</b>	<b>13</b>
<b>Ethics Committee</b>	<b>13</b>
<b>Submission of PhD thesis</b>	<b>14</b>
<b>Evaluation Rules</b>	<b>15</b>
<b>Open defense &amp; Viva-Voce Examination</b>	<b>15</b>
<b>Provisional Certificate and the Degree</b>	<b>16</b>
<b>Norms Regarding Joint Supervision</b>	<b>16</b>
<b>Fellowships</b>	<b>16</b>
<b>Contingency grant under various fellowship schemes</b>	<b>16</b>
<b>Leave rules for PhD Programme</b>	<b>18</b>
<b>Hostel</b>	<b>18</b>
<b>Canteen</b>	<b>19</b>
<b>Format of CDS PhD Thesis: Appendix-1</b>	<b>20</b>
<b>Format of CDS PhD Thesis(As per JNU Notifications in Jan 2013): Appendix-2</b>	<b>22</b>

*This manual seeks to inform the students about the rules, regulations and procedures of the Doctoral programme. PhD students are advised to make themselves familiar with the contents of this manual. From time to time, changes may be occasioned in the information provided here and whereas the Academic programmes office of the Centre will review this information periodically, the students are also required to ascertain changes from the Academic programmes office*

- CDS expressly reserves the right to amend any of its regulations or policies at any time as deemed necessary for the academic programmes

**November 2, 2015**

## **Introduction**

The Centre for Development Studies (CDS) is an autonomous research institute. Its main objective is to promote research, teaching and training in disciplines relevant to development. Established in 1971 by the noted economist Professor K. N. Raj and the then chief minister of Kerala Mr. C. Achutha Menon, it is considered to be one of the foremost development economics research centres in the country. It has a faculty of 20.

CDS has three regular teaching programmes:

- a two year M.A programme in Applied Economics
- a two year MPhil Programme in Applied Economics and
- a five year PhD Programme in Economics.

From time to time, CDS also conducts short duration training programmes

CDS is located in a quiet residential area in the northwest part of the City of Thiruvananthapuram. The 10 acre campus, designed and constructed by the famous architect, Mr. Laurie Baker epitomizes his unique architectural style and low-cost building methods. The CDS Library is now one of the biggest in South India with over 1, 50, 000 titles in Economics and allied disciplines and about 400 professional journals. The library is automated and has a blog and a digital repository. Computer wing of the Centre is equipped with the organizational and computing resources necessary for the faculty and students.

The governance of CDS rests with the Governing Body (GB) consisting of academicians from across India. It follows a unique style of decentralisation in governance with a number of committees assisting the Director in the management. The present chairman of the Governing Body is Dr Bimal Jalan. The present Director is Professor Amit Shovon Ray.

## **PhD Programme in Economics**

Launched in 1975, the PhD Programme at CDS offers registration under Jawaharlal Nehru University. CDS is also a recognised research centre of the University of Kerala for the PhD. So far 72 candidates from CDS have been awarded PhD (63 from JNU and 9 from KU), 2 theses are under evaluation and 28 scholars are currently registered. (October 14, 2014)

The Programme has a strong orientation towards development studies with a core economics component. The priority areas for PhD research at CDS, based on current faculty research interests, are: Gender and Development, Industry, Trade and Technology, Migration, Population and Human Development, Poverty Vulnerability and Social Security, Labour and Employment, Globalisation and Development, Agriculture and Plantations, Education and Development

Apart from regular UGC JRF/SRF/RGNF, Doctoral research at CDS is supported by a limited number of fellowship schemes. Such fellowships are offered purely on the basis of interview performance of admitted candidates

Our aim at the centre is to provide an enriching and supportive academic environment for students. We hope that your learning experience here will be enjoyable, productive and fulfilling.

### **Programme Management: An Overview**

The JNU Ordinances, the UGC Guidelines and the decisions of JNU-CDS Committee of Direction (which functions as the board of studies) provide the regulatory framework for the PhD programme.

### **ADMISSION**

Usually applications for admission to the PhD programme are called for in the second week of March through the CDS website and through the print media. The last date for receiving applications is the last week of May. Interview for selection is held in the first or second week of July and the course commences on the first working day of August

### **There are 2 routes for admission to PhD programme in CDS**

#### **1. Direct admission to PhD programme**

**Eligibility Criteria:** MPhil with Final Grade Point Average of at least 6.0 (high second class)

In exceptional cases of proven merit, those who do not have an MPhil may be considered. They must have a Masters Degree and at least two years' research experience in a University/ Research Institution and research publications in refereed academic journals.

- SC, ST & PH ( $\geq 40\%$  disability) candidates are eligible irrespective of percentage of marks in the qualifying degree.
- Those awaiting results of qualifying examination also can apply.

Short listing of applications will be done based on research proposals and final selection will be done based on interview performance of shortlisted candidates.

## **2. Integrated MPhil/PhD programme**

Candidates admitted to the Integrated MPhil/PhD Programme may be allowed to continue for PhD according to the following provisions;

1. After the completion of the course work, students scoring a **minimum CGPA of 6.5** would be eligible to enter the PhD programme, without having to write and submit MPhil dissertation. Such students would not get an MPhil degree.
2. Students completing the **MPhil degree with a minimum FGPA of 6.0** (5.5 in case of students from SC/ST/PH ( $\geq 40\%$  disability) categories) will be admitted to the PhD programme without further screening. After submitting the MPhil dissertation, students may be given provisional admission to the PhD programme till the announcement of the results and final FGPA. The PhD admission will be confirmed only after the results are declared, subject to fulfilment of the above conditions. If any selected candidate does not obtain the required FGPA, his/her name will stand automatically removed from the rolls of the Centre & University.

**Eligibility for admission does not ensure fellowship. Fellowship award will be based on a separate interview in the presence of sponsoring agencies**

## **CDS Semesters, Student's Registration & Tenure**

1. CDS semesters are between January – June and July – December.
2. **Registration is granted per-Semester.** Registration of those awaiting award of MPhil Degree is provisional, subject to their securing the stipulated minimum FGPA for the MPhil.
3. Extension of registration for subsequent semesters is subject to satisfactory progress during the previous semesters and fulfilling other requirements.
4. **Student who join the Centre after March 1, 2012** will be subject to the revised rules as per the decision of the Faculty Committee at its meeting held on February 29, 2012, which are as follows:

The registration for PhD programme at CDS will be for 4 years. At the end of the fourth year, a student should seek re-registration for one year. In case the re-registration is not sought or granted, the hostel/library/Computer facilities would stand withdrawn on the date of expiry of the four-year registration. Those who leave after four years have an option to re-register once they are ready for submission. The re-registration is valid for one year and following re-registration the student is eligible for CDS facilities including hostel depending on the availability of space. The above rules will be implemented from the academic year 2012-13.

5. **PhD students who joined the Centre prior to March 1, 2012**, may avail CDS facilities continuously for a period of 5 years from the date of joining even though they will be automatically de-registered after 4 years. At the end of 5 years the scholar will be required to vacate the hostel room and the library and Computer facilities will be withdrawn. They will again be eligible to use CDS facilities for a year once they re-register. Upon re-registration, hostel accommodation will be provided based on availability of rooms.

### **University Enrolment**

1. Scholars are provisionally enrolled at JNU at the time of the first semester registration.
2. **Confirmation of registration** is granted **with retrospective effect from date of joining** on satisfactory completion of the prescribed process by the end of the second year.
3. It will be the responsibility of the scholar to complete all formalities for University enrolment latest by the beginning of the second semester.
4. A scholar will be permitted to de-register for taking up employment, with the option of submitting PhD thesis later, only after the confirmation of registration.
5. A scholar is permitted to submit the PhD thesis only after two years from the date of confirmation i.e., two years from the date of joining as the confirmation is with retrospective effect.
6. The JNU enrolment will **lapse automatically within four years** of a student joining the program. The student may then seek re-registration for one year (not extendable)

either immediately or after a period of time to submit their thesis. A student who re-registers must submit the thesis within a year of re-registration.

7. During the tenure of **the registration, the scholar should not be on the rolls of any other University/ Institution** for undergoing any other programme.

## **Fees**

During the registration period

1. Tuition Fee: Rs. 120/- *per semester*
2. JNU Registration fee: Rs. 7500/- *one time fee by JNU*
3. JNU Enrolment fee: Rs. 115/- *one time fee by JNU*

Caution deposits and monthly charges for Hostel and Cafeteria will be charged extra

## **PhD Coordinators**

The PhD Coordinators are appointed by the Director to oversee the working of the PhD Programme, including monitoring of the programme and communication with students. They will be in touch with the PhD students through periodic meetings to discuss any issues that may arise from time to time with respect to the programme.

## **Academic Programmes Office**

The Academic Programmes Office will manage teaching, training and other academic events and will take care of research affiliation, fellowship, hostel and student affairs

## **Confirmation of PhD registration process**

The confirmation of registration is based on approval by the JNU- CDS CD of a **PhD synopsis, i.e. full fledged research proposal** (detailed format is given below) submitted by the PhD scholar. **The confirmation process must be completed within two years of the commencement of the program.** Confirmation is granted **with retrospective effect** from the date of joining.

Students are expected to work for 1 year before they finalise this PhD synopsis. **Towards the end of first semester they will make a brief presentation** on their tentative PhD synopsis to get feedback and comments from faculty and researchers at CDS. **Formal supervisors will be allotted immediately after this presentation.** Based on the comments received students are



expected to work in close consultation with their supervisors to finalise the PhD synopsis in the stipulated format to be **submitted in full and presented at an open seminar after the second semester**. The date of presentation of PhD synopsis may be **chosen by PhD students any time during the 3<sup>rd</sup> semester in consultation with respective supervisor(s)**. The intended date must be communicated to the Academic Programme office at least two weeks in advance.

Based on this presentation and a thorough review of the PhD synopsis, the CDS faculty will collectively decide to forward the PhD synopsis for approval by the JNU-CDS CD. In case the PhD synopsis or presentation is found unsatisfactory, it will be referred back to the student for improvement, giving concrete and constructive suggestions. The student may then choose to resubmit and present the PhD synopsis with the approval of his/her supervisor any time during the course of the second year. The student must keep in mind that the confirmation process must be completed within two years of joining the programme.

Students are expected to have a good grasp of the literature during the first year to formulate their research puzzle meaningfully. They are not expected to get involved with major data collection and analysis prior to confirmation of their PhD registration.

### **PhD Synopsis**

*A Student is expected to have a good comprehension of the existing literature in her/his chosen field of research before writing a synopsis. The length of the synopsis should ideally be around 12 pages (excluding bibliography) in A4 paper with Times New Roman Font 12 and 1.5 line spacing.*

*The synopsis must follow the following structure.*

#### **Section 1: Background (2 pages)**

*The student must briefly posit the broad context of her/his research problem.*

#### **Section 2: Review of the Literature (6 pages)**

*The Literature should be organized in a thematic structure and not as a listing of summaries of important references. Try to structure the literature review in a manner which highlights the issues relevant to your thesis and identify the gaps therein. Note that more than one corpus of literature might be of relevance to your study.*

#### **Section 3: Definition, Rationale and Scope of the Study (1 ½ pages)**

*Based on the above critical survey of the relevant literature, you should clearly define the research puzzle that is being addressed and explain the rationale and scope of the study in this section*

Section 4: Research Problem/Question and Hypothesis (1 page)

Present a clear statement of your research problem in this section. Formulate your research questions bearing in mind a clear response to the “so-what?” question. This should be followed by a crisp and cogent statement of your research hypothesis posed in the form of a falsifiable proposition.

Section 5: Research Methods (1 page)

This section should contain a clear description of how the student intends to answer her/his research question(s). We expect a rigorous exposition of the research methods to be employed. Statements like “the study is descriptive / analytical” will not suffice. In this section the student must also mention the sources of data and information required for the study.

Section 6: Tentative Chapters (½ page)

The student must give a list of tentative chapter heading with a brief description (not exceeding 2- 3 lines) of the content of each chapter. The first and the last chapter must be called Introduction and Conclusion respectively.

Bibliography

All sources that may be relevant to your research should be listed

**Please note that the title of the thesis as mentioned in the PhD synopsis cannot be changed later**

**Confirmation is to be obtained within 2 years of the date of joining, failing which registration is cancelled automatically.**

In the case of ICSSR fellowship, the scholar is expected to repay the fellowship availed, to CDS in case the student decides to **discontinue before confirmation.**

**Supervisor(s)**

The student after due consultation with the PhD coordinator and fairly extensive interactions with faculty members working in the relevant area of research, will indicate his / her preference regarding a supervisor(s) during the first semester before their first presentation of a tentative research plan. Teachers of the centre will be assigned as supervisors by the Academic Programmes Advisory Committee, giving due consideration to the preferences, if any, of the scholar.

**Change of Supervisor(s):** PhD students may submit requests for change of supervisor(s) to the PhD coordinator. In case the supervisor happens to be a PhD coordinator, such request for change of supervisor shall be sent to the Director. In either case, a committee will be constituted by the Director to take necessary steps to ensure a smooth transition. Supervisors may also forward similar requests (for change of supervisor of their own PhD students) to the PhD Coordinator/Director

## **Open seminar**

After confirmation students may choose to present an open house seminar whenever they are ready to publish a paper during the course of their PhD research or they want to receive feedback and comments on their research findings from the CDS community. In any case, at the pre-submission presentation they are expected to come up with at least one publishable paper from the thesis.

## **Publication of a Research Paper**

As per the Gazette notification dated 11<sup>th</sup> July, 2009 regarding UGC (minimum standards and procedure for the award of MPhil/PhD degree), a PhD candidate must publish at least **one research paper in a referred Journal before the submission of the thesis for adjudication**, and produce evidence for the same in the form of acceptance letter or the reprint. This is applicable to the students who have joined the PhD programme in July 2009 and thereafter.

## **Renewal of registration and fellowship**

Registration will be renewed every semester and fellowship will be sanctioned for every six months. This will be done on the basis of detailed progress report submitted by the student, duly endorsed by the supervisor and recommended by the PhD coordinator. The supervisor/PhD coordinator may ask for an open seminar by the candidate for the renewal of registration and fellowship, if deemed necessary

## **Extension of CDS fellowship beyond the third year (Students availing ICSSR fellowships):**

The student should submit a request addressing the director for the extension of fellowship with a summary (at least 3 pages) of their completed work. The student shall present an open seminar based on her/his work completed. Based on the performance at the open seminar, the fellowship may be extended for the next six months.

At the end of six months the student should submit a progress report. This should be endorsed by the supervisor certifying that

- (a) the student has shown a working draft of the thesis to the supervisor, and
- (b) It is expected that the thesis will be completed in the next six months.

The extension of CDS fellowship to the last six months may be given after the PhD coordinator approve this request on behalf of the Director

## **De- Registration**

Renewal of the registration will be permitted for 4 years from the date of joining. If a student fails to submit his/her thesis within 4 years from the date of her/his of joining to the PhD programme, s/he will cease to remain a registered PhD student of the Centre. Students may apply for de-registration any time after their confirmation up to the end of 4<sup>th</sup> year, whereby they may leave CDS temporarily but with a right to register later for one year to submit the thesis

## **Re-registration of de-registered students**

De- registered students may re-register at CDS any time up to 10 years\* of their date of joining the PhD programme if they are in a position to submit the thesis within one year. **The re-registration is only for one year (non extendable)** and the student has to submit the thesis before the end of that period. In order to re-register, the student need to submit a written request endorsed by the supervisor/s and forwarded by the PhD coordinator to the Academic Programme Office at least 45 days before the proposed date of re-registration following which the programme management will constitute a committee consisting of supervisors, two other internal faculty members and the PhD coordinators to assess the student's preparedness for re-registration. The student must submit the **hard copy of a full draft of the thesis** and make a presentation before this committee. The committee may recommend the student for re-registration or may recommend that the student needs to do more work before re-registration, in which case the student must re-appear before the committee later.

*\*This will be applicable to students who join the PhD programme from 2014 onwards.*

## **Pre submission seminar (Open presentation of 45 minutes to 1 hour followed by discussion)**

1. The student must present a pre submission seminar when s/he has completed a full draft of the thesis. In the case of students who have de-registered they may **present the pre submission seminar only after completing the process of re-registration**
2. The student may submit a written request forwarded by supervisor/s and PhD Coordinator to the Academic Programme Office for presenting pr-submission seminar at least 3 weeks before the proposed date.

3. The student must provide the programme office with the abstract & a detailed synopsis of the dissertation two weeks before the presentation. If any published work from the dissertation is available, it can be also given.
4. The synopsis must be at least 20 pages and must state clearly the research problem, objectives, analytical framework & research methods and contain adequate discussion of the analysis & findings of the thesis which will be circulated in advance to CDS faculty & students
5. The pre-submission presentation will be open to all faculty members and students.
6. Based on the pre submission presentation along with the evaluators report and recommendation of supervisor/s, the student may either be allowed submit the thesis or may be advised to put in further work before making another pre submission presentation

### **Protocol for Change of Study Topic and Title**

If the supervisor / evaluators of presentation find the study as being carried out at any time to be unviable to be continued for any reason, they should initiate the process to help the scholar identify an alternative topic. **The topic and title of the dissertation can be changed only prior to the confirmation process** and with sufficient time to complete the process in the stipulated two years. Further, a scholar should first approach the Coordinator with a formal request in all such cases for review by the Academic Programme Advisory Committee.

### **Ethics Committee**

The Centre has a three-member Ethics Committee constituted by the Director. The Committee is responsible for considering the ethics of research carried out by the faculty and students of the Centre if the research involves human beings, issues concerning their physical, psychological and attitudinal matters and reputation. The terms of references are:

- to review research proposals and provide written endorsement of the ethical implications of such proposals, if any;
- if there are ethical implications, to advise on the revision of the proposal and its resubmission;

- if required, to advise on the most appropriate monitoring mechanisms and to receive monitoring reports at agreed intervals from the principal investigator; and
- to advise the Centre on training needs for faculty and students on ethical issues.

In view of the best practice in academic institutions the world over, the PhD students are required to get a clearance of the ethical implications, if any, of the proposed research studies. The procedure for clearance is as follows: the research proposals may be submitted to the APAC 2 months prior to the confirmation presentation (at the end of the second semester) for whetting. Where the APAC feels the need i.e., where it is of view that there are ethical implications, it may require the student to refer the proposal along with instruments developed for field work to the Ethic Committee of CDS for clearance.

### **Submission of PhD thesis**

**Six copies of the PhD thesis** prepared in the prescribed format (**refer Appendix-1 & 2**) with **two soft copies of the thesis in two CDs** should be submitted to the Academic Programme office. A **one-page abstract, in triplicate, and two soft copies of the abstract in two CDs** should be also submitted by the scholar at the time of submission of the thesis.

JNU has made it mandatory for Supervisors/Students to check plagiarism using **turnitin software** and give a certificate of authenticity before the submission of thesis.

Every candidate should submit the following forms (available in the Academic Programme Office) duly signed and forwarded by the supervisor/s, the coordinator and the Director before submission of thesis for evaluation.

1. **Thesis submission form**
2. **Thesis Authentication Certificate**
3. **Thesis Metadata form**
4. **Consent form for Digital Archiving**

The thesis produced by the PhD student in the Institution and submitted to the University, shall be evaluated by at least two experts, out of which at least one shall be from outside the State.

## **Evaluation Rules**

Degree will be awarded to the candidate only if both the examiners recommend for the award and on successful completion of the Viva-voce examination by the candidate.

If any examiner recommends revision of the thesis, the candidate should submit the revised thesis within a period of one year. The revised thesis will be sent for valuation to the same examiner

If a PhD thesis is commended by one examiner and is rejected by one examiner, the thesis will be evaluated by a third examiner, approved by the Vice-Chancellor, from the panel of examiners submitted earlier or chosen by the Vice-Chancellor. The adjudication results will be declared by taking into account the reports of the examiner who had approved the thesis and report of the newly appointed third examiner.

If the PhD thesis is not recommended by the two examiners, the matter will be referred to the Syndicate of University.

## **Open defense & Viva-Voce Examination**

If the thesis is recommended for the award of the degree by both examiners, a public open defense and closed viva - voce will be conducted, after proper announcement, with 15 days notice to the candidate. The reports of the examiners will be made available to the student and to the supervisor/s. The conduct of PhD open defense and viva-voce examination should be notified at least fifteen days before the date of the viva-voce examination. A copy of the thesis will be kept in the library for perusal of interested persons before the conduct of the public open defense & viva-voce examination. One of the two examiners who evaluated the thesis will serve as an external examiner of the Viva voce committee. The other members of the viva-voce board will be the supervisor/s, PhD coordinators and Director. The Open defense & Viva Voce Examination will be conducted in CDS. In the open defense, prior to the viva voce, the candidate should make a presentation of the key findings of the thesis after a brief exposition of the research puzzle, objectives, hypothesis and methods in the presence of the CDS faculty and students. The **presentation must not exceed 30 minutes** followed by a question hour for 30 to 45 minutes moderated by the director. This will be followed by a closed viva- voce examination. The candidate should be able to explain and defend all aspects of the thesis during the open defence as well as in the viva voce examination

If a candidate fails in the viva-voce examination, s/he may be permitted to re appear for the viva-voce examination after a period of three months. No further chance will be granted to the candidate on any account.

### **Provisional Certificate and the Degree**

The candidate will be issued provisional certificate from CDS on successful completion of the viva-voce examination and after the Director signs the resolution. For official purpose the date of signing of resolution is to be treated as the date of award of the PhD Degree. The degree will be formally awarded later

### **Norms regarding joint supervision**

In case a Supervisor, under whose guidance a thesis has been prepared in part or in full, **ceases to be a teacher of the University** he/she may subject to his/her availability and recommendation of the Department/Centre be continued by the *Committee for Advanced Studies and Research* as Joint Supervisor of the student concerned . (**JNU Ordinance relating to the award of degree of Doctor of Philosophy - Clause 5(b)**). In the case of CDS, JNU-CDS Committee of Direction/ or Faculty Committee of CDS will take the decision on the Joint Supervisor of the student concerned.

### **FELLOWSHIPS**

Financial support for Doctoral studies at CDS is mainly through the Institutional Doctoral Fellowships of the ICSSR which has a maximum tenure of three years with fellowship and Contingency Grant on par with UGC rates. UGC's JRF/SRF, the RGNF for SC/ST scholars and Moulana Azad fellowship for minority students can also be availed of at CDS. SC/ST scholars from Kerala can avail of the Govt. of Kerala fellowship The tenure, emoluments and other conditions of the fellowships will be as per the provisions of each scheme. The award of fellowship is contingent on the participant not receiving any salary/fellowship/ scholarship from any other source.

### **Contingency Grant (CG) under various Fellowship schemes**

UGC and ICSSR allow the administering organisation to frame its rules for utilisation of the Contingency Grant.

#### **Norms for utilization of Contingency Grant.**

1. The Contingency Grant (CG) is intended to meet the study related expenses as below:



- Purchase of books and periodicals,
- Data collection/management including processing charges; access fee levied by libraries, computer consumables and data recording/storage peripherals.
- Reprographic charges
- Travel expenses/Visa Charges for filed surveys/data collection/participation in conferences/seminars and workshops.
- Essential stationery.
- Purchase of a personal computer. While the CG Funds shall not be used for purchase of capital goods/ equipments, an exception is made in this case in view of the substantial benefits for scholars to have personal computer preferably a laptop, Pen drive, External hard disc
- Expenses relating to preparation of the thesis.

**Note:** The scholar shall solely be responsible for any infringement of copyright laws, while copying publications and CDS shall not be liable for any litigation consequent there of.

2. After completion of the study, the scholar can retain custody of all items purchased with the CG funds, including books and computation equipments.
3. Expenses related to Field Surveys and data collection, necessary for the thesis work (as decided by the supervisor) can be met from the CG. Reimbursement shall be as:
  - i. Return 3<sup>rd</sup> AC rail fare by the most direct route
  - ii. Daily Allowance @ Rs. 300 /- from the date of departure to date of return to CDS to cover living expenses (local travel, board & lodging).
  - iii. Daily allowance @ Rs. 150/- if the study is conducted from the home town/village.

- Note:**
1. Travel plan should be approved at least 10 days in advance.
  2. The scholar can avail an advance travel grant, which should be requested at least 10 days prior to the intended date of travel. Such advances shall be fully adjusted immediately on return along with tour detail, in the prescribed format and duly endorsed by the supervisor.

4. CG funds for each year shall be utilized during the year itself, except as below for the first year of the study/fellowship when the study and work plan are evolved.
5. The unutilized amount of the first year shall be carried forward to the second year; and such cumulative funds of the first & second years shall be utilized in the second year itself.

**Note:** Unutilized amount at the end of other years shall automatically lapse.

6. Claims shall be submitted by the scholar in the prescribed format, duly endorsed by the supervisor and enclosing the invoices in the name of the scholar.

**Note:** Field Study work plan should be approved at least 10 days in advance.

7. The student can avail an Advance Travel grant, which should be requested at least 10 days prior to the intended date of travel. Such advances shall be fully adjusted immediately on return along with a tour detail, duly endorsed by the supervisor.

### **Leave Rules for PhD Programme**

- Eligible leave of maximum 30 days per Academic year (January –December)
- No carry forward of leave
- Entitled to CDS holidays
- Not entitled to CDS vacations
- 135 days maternity leave with fellowship for women scholars, once in tenure
- Three months leave without fellowship for other purposes, once in tenure. The period of leave without fellowship will be counted towards the total tenure of the award of fellowship
- Scholar should submit a request for leave to the Academic Programme Office in the prescribed format forwarded by the concerned supervisor(s) and recommended by the Coordinator

### **Hostel**

CDS Campus has separate hostels for men and women.

- **Rooms are allotted for the tenure of the registration.**
- Due to shortage of rooms at present, rooms may be allotted on a shared basis with a batch-mate.
- Current monthly rent: Rs. 500/-

- All rooms have attached bath and furnishings include bed (with mattress), table, chair, wardrobe bed linen and pillows are not provided).

## **Canteen**

The CDS canteen is run by a private caterer selected through open bidding. It serves south Indian and some north Indian cuisine. A Canteen Management Committee (CMC) constituted by the Director with members from all sections of the CDS community oversees its functioning. There are student representatives from MA, MPhil and PhD programs. The student representatives are expected to gather the views of the student community and represent them at the periodical meetings of the CMC. Students are expected to approach their representatives whenever they experience any problems in canteen and the student representatives may try and sort these out directly or when necessary bring these to the attention of the CMC. **From July 2012**, compulsory dining was introduced for those staying in the hostel so that the canteen will run like a mess for the students.

## **Appendices**

Format of CDS PhD Thesis: **Appendix- 1**

Format of CDS PhD Thesis (As per JNU Notifications dated Jan 4 & 18, 2013): **Appendix- 2**

**Appendix – 1**

**FORMAT OF CDS PhD THESIS**

PAGE Number	CATEGORY	CONTENT
	<b>FLY LEAF</b>	A blank page
i.	<b>Half-Title</b>	<p>&lt; Title&gt; (only the title printed 5 cm from the top edge)</p>
ii.	<b>Title</b>	<p>&lt;Title&gt; Thesis submitted in partial fulfilment of the requirements for the award of the degree of Doctor of Philosophy in Economics of the Jawaharlal Nehru University, New Delhi</p> <p>&lt;Name of Student&gt; PhD Programme in Economics &lt;Years of Study&gt; (like 2001–08)</p> <p>CENTRE FOR DEVELOPMENT STUDIES Thiruvananthapuram &lt;Month, Year of Submission&gt; (like June, 2008)</p>
iii.	<b>Certificate</b>	<p>I hereby affirm that the work for this Thesis, &lt;title&gt;, being submitted as part of the requirements for award of the degree of Doctor of Philosophy in Economics of the Jawaharlal Nehru University, New Delhi was carried out entirely by myself. I also affirm that it was not part of any other programme of study and has not been submitted to any other University for the award of any Degree.</p> <p style="text-align: center;">             &lt;Date&gt;             <span style="float: right;">&lt;Signature&gt; &lt;name of student&gt;</span> </p> <p>Certified that this study is the bona fide work of &lt;name of Student&gt;, carried out under our supervision at the Centre for Development Studies.</p> <p style="text-align: center;">             &lt;Signature&gt;             <span style="float: right;">&lt;Signature&gt;</span>              &lt;Name&gt;             <span style="float: right;">&lt;Name&gt;</span>              &lt;Designation&gt;             <span style="float: right;">&lt;Designation&gt;</span> </p> <p style="text-align: center;">             Director              Centre for Development Studies              Thiruvananthapuram, Kerala, India           </p>
iv.	<b>Dedication</b>	<to....> (optional)
v	<b>Acknowledgement</b>	Brief and true to hear thanks-giving/acknowledgement of help/assistance

vi	<b>Abstract</b>	<p style="text-align: center;">ABSTRACT OF THE THESIS &lt;TITLE&gt; &lt;Name of Student&gt; PhD Programme in Economics, Jawaharlal Nehru University, at the Centre for Development Studies. Brief statement of objectives, methodology, analysis and conclusion; preferably in one page, single spaced.</p>
vii	<b>Contents</b>	<p>CONTENTS &lt;Chapter title&gt;                      &lt; page Number&gt; &lt;Subtitles&gt;..... &lt;Chapter title&gt;                      &lt;page Number&gt;</p>
viii.	<b>List of Tables/ Graphs</b>	List of Tables/Graphs (format as above)
1	Text	1.5 spaced. (Suppress page number in Page 1)
	References	<ol style="list-style-type: none"> <li>1. Angus Deaton and John Muelbauer (1980) Economics and Consumer Behaviour, Cambridge University Press, Cambridge, pp 3-115, 114-153.</li> <li>2. Hal R. Varian, Intermediate Microeconomic: A Modern Appropriate, (3rd ed. 1990), W.W. Norton &amp; Co., New York, Chs, 2-1</li> <li>3. N. Bhattacharya (1978) "Studies in Consumer Behaviour in India", in ICSSR, A Survey of Research in Economics Vol. VII. Econometrics, Allied Publishers.</li> </ol>
	Appendix	Additional material like Tables not directly relevant for the content of the text, survey questionnaire, etc.
	suppress page numbers	continuous numbering 1,2,3,.....

1. Thesis text should be typed in usual font with size 12 and 1.5 line spacing. Each page should contain at least 25 lines.
2. The number of pages in any PhD thesis should be restricted to 250 pages and in addition to this any scholar can include an annexure of maximum 100 pages.
3. The publications can be annexed in the appendix.

## Appendix – 2

### FORMAT OF CDS PhD THESIS

#### As per JNU Notifications dated January 4, 2013

- PhD thesis may be typed on **both sides** of good quality paper
- PhD thesis may be submitted with **soft binding**

#### As per JNU Notifications dated January 18, 2013

- On the basis of UGC proposal, JNU is planning to provide degrees and certificates in bilingual form. This is applicable only to those PhD scholars **who joined after July 2013**. To facilitate this, all PhD scholars who joined after July 2013 are required to type the title of the thesis and the name of the scholar **in English and in Hindi** in the appropriate pages of the thesis.