

LOYOLA INSTITUTE OF BUSINESS ADMINISTRATION (LIBA) Ph.D. Programme

GUIDELINES FOR the Applicant

INTRODUCTION

The Loyola Institute of Business Administration (LIBA), established in 1979 in Chennai, is a premier management institute reputed for its academic excellence and quality education. It provides management education to both fresh graduates seeking world – class management education and also to those who are already employed and want to enhance their managerial skills.

LIBA is a Jesuit institution under the aegis of Loyola College Society run by Jesuit Fathers and Brothers and endeavors to contribute to the growth of national development by preparing managers who would possess superior qualities like professional competence, outstanding leadership qualities, personal integrity and sensitivity to ethical issues.

Since 2005 LIBA has been supervising theses leading to Ph.D. Degree in Business Administration. The PhD Degree programme is affiliated to the University of Madras, Chennai. The Ph.D. programme is offered in disciplines such as marketing, finance, economics, systems, human resource management, decision sciences, operations management and supply chain management and other areas related to management and allied areas of research.

The Institute offers Full Time as well as Part Time Ph.D. Programmes.

OBJECTIVES

- ✚ To provide PhD Scholars with supervision of high standard for theses that focus on relevant and innovative areas of research.
- ✚ To accompany the PhD Scholars in their formation to become expert in their fields of research.
- ✚ To promote an ecosystem of research and publication in the institute.

ELIGIBILITY

Candidates with First Class Post Graduate Degree in Management or related subjects are eligible for enrollment in the Ph.D. program. (**Refer Current University Guidelines**)

AREAS OF SPECIALISATION

LIBA has nine areas of specialization:

- Finance
- Economics
- Operations
- Systems
- Marketing
- Human Resources Management
- Supply Chain Management
- General Management
- Entrepreneurship

ADMISSION PROCEDURE

Applications are evaluated on the 3 following criteria:

- Certified results of qualifying education
- Written Entrance test and
- Performance in the personal interview

Based on the academic record and the performance of the candidates in the test and the interview, the Departmental Selection Committee will recommend the names of candidates found suitable for admission to the PhD programme.

After the approval by the Director, the candidates will be admitted to PhD programme subject to final approval by the University of Madras.

DURATION OF THE PROGRAM

The total duration of the program may, ordinarily, be of 3 years and a maximum of 5 years. Exemption of 1 year from the minimum duration is permissible in respect of candidates who possess M.Phil. Degree.

FEE

LIBA does not charge any tuition fee from Ph.D. students for the entire duration. An establishment fee as applicable for the year would be collected once a year.

As per the University Guidelines, the LIBA Ph.D. program is conducted on a non – stipend basis.

SUPERVISOR FOR RESEARCH

Allotment of research scholars to Supervisors will be made by the Dean of the Doctoral Programme taking into consideration the research interests of the research scholars and supervisors. Every scholar registered for the PhD programme shall work under the continuous supervision of a supervisor. Scholars shall also be guided by their co – guide.

ASSISTANCE IN RESEARCH WORK

From the commencement of the second year, a student may choose to assist in research work of the institute to enhance his/her teaching and research abilities.

THE PROGRAMME

Year Key Task

- I Completion of Course Work, required readings, and submission of Research Proposal
- II Conducting Research Work – field work, data collection etc.
- III Data analysis / Writing work / Submission of Research Synopsis / Thesis

Every student provisionally registered for the PhD programme shall undergo course work in the first year. The course work consists of the following:

Paper I : Research Methodology

Paper II : An advanced paper in the subject concerned Paper

III : Background paper relating to his/her PhD work.

Additional Course Work may be prescribed by the Guide based on the needs of the student including writing scholarly work etc. The syllabus for Paper I will be as framed by the board of Research Studies, University of Madras. The syllabi for Papers II and III will be prescribed by the Doctoral Committee. Regular classes will be held for Research Methodology and Quantitative Methods. Ph. D students are encouraged to participate and present papers in conferences and seminars organized by LIBA and also by other educational institutions. The expenses incurred by the Scholars in connection with the presentations / publications will be reimbursed by LIBA, subject to the terms and conditions.

SCHEME OF EXAMINATIONS

The Doctoral Committee will conduct the written examinations for all the three papers, each of three hours duration carrying 100 marks each and also the Viva – Voce. The results will be communicated by the Supervisor to the University of Madras with the answer scripts along with the Minutes of the Meeting of the Doctoral Committee.

On the basis of these examinations, provisional registration of the candidate will be confirmed by the University. He / She shall be permitted to proceed with his/her research work and submit the thesis at the expiry of minimum total period of research prescribed after provisional registration. The candidate should give seminars periodically after the confirmation of registration in the general field and in the topics connected with his/her research work.

The Doctoral Committee will periodically monitor the progress of the work of the scholar and the report may be sent to the University without fail.

DOCTORAL COMMITTEE

For every candidate registered for the PhD programme, a Doctoral Committee of not less than THREE members of the faculty shall be formed by the chairperson of Doctoral programme, subject to the approval of the University of Madras.

The Doctoral Committee shall consist of the supervisor as its convener, the Head of the Department concerned and one other member from institutions in the neighborhood, who is an expert in the subject, approved by the University.

In respect of inter – disciplinary research, the co – guide shall also be included as a member, in addition to those mentioned above.

FUNCTIONS OF THE GUIDE

- To discuss, advise and recommend on all matters connected with the candidate's research from provisional registration till the submission of the thesis.
- To suggest courses to be undertaken by the candidate during the first year of his/her provisional registration, in the light of his/her attainment and with a view to fulfilling the requirements of the research.
- Such courses of instruction may be given as short – term courses lasting from three to four months in such subjects as may be chosen by the Doctoral Committee and through seminars, discussions, occasional lecturers, laboratory techniques, field work, etc.
- To conduct the Part I, II, III course work and examination for the candidate by written and oral examinations, on the completion of such courses, at the end of the first year of provisional registration and to report to the University on the fitness or otherwise of the candidate to proceed with his/her research work for the PhD and recommending the confirmation of the provisional registration.
- To monitor the candidate's work periodically by directing him/her [a] to give periodical seminars on his/her work; [b] to submit reports once in six months on the candidates progress in research work in the prescribed format; [c] to conduct and supervise and presentation by 'the candidate of the final draft of his/her proposed thesis for approval before the submission of synopsis of the thesis to the University and to give a certificate to this effect to be submitted along with the synopsis.

- To suggest a panel of nine names (three from International; 6 from national (East, West and North) and three (from southern States of India) to be considered for appointment as examiners by the University, for evaluating the thesis and for the public viva – voce examination.

LIBA STANDARDS AND EXPECTATION FROM Ph.D. STUDENTS

- LIBA insists on high standards of integrity, discipline and propriety in all matters concerning student's behaviour on academic as well as non – academic matters inside and outside the campus.
- Any case of malpractice, like plagiarism, willful reporting of fictitious data etc. will be considered as a serious breach of discipline.
- Being enrolled in a **full-time** program, students are **prohibited from taking up any full time or part time work / engagement.**
- Work Timing as followed by LIBA **8.30 AM -3.30PM** has to be adhered to by students and regularity in attendance is compulsory. Leave can be granted on request; however, the discretion shall rest with the Chairperson of the Ph.D. program at LIBA.
- LIBA expects **both Full Time & Part Time** students to actively participate in research seminars / conferences, held both within and outside the state in their area of work.
- A minimum of **2 seminars/ conferences** have to be attended by the student and paper presented therein.
- A minimum of **3 papers per year** have to be written by student and steps taken to publish in reputed journals. In course of their stay at LIBA, a minimum of **9 papers** have to be written and published.
- The publications shall carry the name of the guide as the co – author.
- Participation in the organization of in – house LIBA research seminars / conclaves are mandatory.
- As part of continuous interactions and exchange of ideas amongst students a mechanism is set in place. Students are required to meet once in a month as part of the research seminar series and present their work / progress to fellow participants and seek their comments. Additionally, under the aegis of the Research Committee, a quarterly review will be done for all students in a comprehensive research seminar, and performance evaluated.
- LIBA adopts a sympathetic approach towards needy students and maintains a small fund to assist them financially in order to facilitate their studies.
- Students are expected to work closely with the Guide and associate themselves with any research / consulting work that is being pursued at LIBA.
- For other technical details students are required to follow the rules and regulations of the University of Madras. A relevant extract is appended as Annexure – 1.

SUBMISSION OF SYNOPSIS AND THESIS (As per the revised rules of the University of Madras)

SUBMISSION OF SYNOPSIS

Not less than THREE months before the submission of the thesis, every candidate shall submit to the University, through the Supervisor or the Convener of the Doctoral Committee wherever pertinent, a Synopsis (Three Copies & soft copy) of the proposed thesis together with the certificate of the doctoral committee, and stating the title of the thesis to be presented in the prescribed application form along with the prescribed fee. The candidate shall inform the probable date of submission of his/her thesis in the application. The synopsis shall be submitted both in the form of hard and soft copy in CD. The hard copy should not exceed 20 type written or printed pages (one side only of A4 size).

Before the submission of the synopsis, the candidate should present a seminar on his/her data for the PhD thesis and the Doctoral Committee should send a suitability report of the same while forwarding the synopsis.

Not later than SIX MONTHS after the submission of the synopsis and after the expiry of the minimum period of research prescribed, every candidate shall submit prescribed application and FIVE COPIES of thesis embodying the results of the research carried out by him/her along with the prescribed application and fee. In addition, the thesis shall also be submitted in the form of soft copy in CD.

SUBMISSION OF THESIS

The title page of the thesis, cover, format, etc., should strictly conform to the format of presentation as prescribed and the thesis (all copies) should carry a declaration by the candidate and certificates duly signed and issued by the Supervisor. The thesis should NOT be hard bound, and it should have a thin and flexible cover.

No candidate shall ordinarily be permitted to submit the thesis after a period of FIVE YEARS in the case of Full – time research scholars provided that the University may for valid reasons and on the recommendations of his/her supervisor, grant extension of time for not more than TWO YEARS in all, to the candidates. The registration of a candidate, who is not able to submit his/her thesis even after the grant of extension of TWO YEARS, stands cancelled.

BOARD OF EXAMINERS

The Vice – Chancellor may appoint a Board of Examiners for valuation of the thesis consisting of the Supervisor as Convener and two other external examiners either both from within India or one of them from outside India from the panel suggested by the supervisor, and obtain ratification for such appointment from the Syndicate.

EVALUATION OF THE THESIS

The Board of Examiners so appointed shall value the thesis and report on the merit of the candidate for the award of the PhD degree. Each examiner is expected to give a detailed report on the thesis apart from a proforma for adjudication, prescribed by the University.

The Board of Examiners shall report on the merit of the candidate as “Highly commended”, “Commended”, “Not Commended” or “To be Resubmitted”.

The two external examiners shall send the individual reports together with the proforma to the convener who will forward the same to the University together with his/her individual report and the proforma and also a consolidated report of the Convener of the Board, bringing out the salient points made in the individual reports

If all the three examiners unanimously recommend to the University, the award of the degree, the candidate will be asked to appear for a public Viva – Voce examination.

PUBLIC VIVA – VOCE EXAMINATION

A candidate whose thesis has been recommended for the award of the degree by the Board of Examiners who valued the thesis, shall submit himself/herself to a public viva – voce examination conducted by the supervisor and one external examiner appointed by the Vice – Chancellor in the department/institution where the research work was conducted. The Indian examiner, who valued the thesis, shall, as far as possible, be appointed as external examiner to conduct the public viva – voce examination for the candidate.

The supervisor shall convey to the university, the result of such public viva – voce examination duly endorsed by the external examiner, together with a list of participants in the examination with their signature, designation and address. A candidate who is also successful at the public viva – voce examination shall be declared to have qualified for the Ph. D. degree by the Vice – Chancellor and the ratification of the Syndicate be obtained for the same in due course.