



# PALAMURU UNIVERSITY

Mahabubnagar-509 001.

## Ph.D. Rules and Regulations (with effect from ACY 2021-22)

### Table of Contents

	<b>Title</b>	<b>Page No.</b>
1.	The Research Advisory Committee (RAC)	2
2.	Ph.D. Admission Committee	2
3.	Eligibility and Admission of Candidates	2-5
4.	The Admission/Registration Procedure	5-6
5.	Ph.D. Admission Interview	6-7
6.	Criteria for Merit	7
7.	Categories of Ph.D. Research Scholars	8-9
8.	Ph.D. Course Work	9-11
9.	Ph.D. Course Work Examination and Evaluation of Answer Scripts	11-12
10.	Progress Reports and Department Research Review Meeting	12
11.	Compulsory Seminar Presentation	12-13
12.	Publication of Research Papers	13
13.	Modification of the Topic of Research and the Title of Ph.D. Thesis	13-14
14.	Extension of Registration	14
15.	Submission of Ph.D. Thesis	14-17
16.	Ph.D. Evaluation and Adjudication	17-20
17.	Ph.D. <i>Viva Voce</i> Examination	20-21
18.	Declaration of Ph.D. Result	21
19.	Research Supervisors	21-23
20.	Change of Research Supervisor	23-24
21.	Retired Research Supervisors	24
22.	Cancellation of Ph.D. Admission/Registration	24
23.	General Regulations	25-26

# **PALAMURU UNIVERSITY**

**Mahabubnagar-509001.**

## **Ph.D. Rules and Regulations**

The Degree of Doctor of Philosophy (Ph.D.) shall be awarded by Palamuru University in the Faculties of Arts, Social Sciences, Sciences and in such other faculties as may be notified in future, in accordance with the provisions of these rules and regulations in current or amended form and subject to the conditions laid down herein.

### **1. The Research Advisory Committee (RAC)**

The Research Advisory Committee (RAC) constituted by the Vice Chancellor will promote research activities of Palamuru University and will monitor and administer research programmes of Ph.D. offered by the University. The Research Advisory Committee will initiate the following specific activities for monitoring and evaluation of candidates admitted into Ph.D. in all Faculties of the University.

### **2. Ph.D. Admission Committee**

The Research Advisory Committee (RAC) shall constitute the “Ph.D. Admission Committee” for each subject to select the candidates for admission. The Ph.D. Admission Committee shall comprise of the concerned Dean as the Chairperson, Chairperson-BOS, the Head of the Department, and three senior Ph.D. supervisors from the concerned Department. In case, recognized Supervisors are not available in the concerned department, the Dean may include recognized supervisors from an allied subject or external subject experts who are recognized supervisors of Palamuru University.

### **3. Eligibility and Admission of Candidates**

In all faculties (as above) admission shall be open to Full-Time/Part-Time candidates into Ph.D. programme if he/she fulfils the following requirements.

a. Candidate must have obtained a Post Graduate Degree, from a recognized University in the concerned subject or in an allied subject approved by the University securing not less than 55% marks at the Post Graduate Degree and securing not less than 50% marks in the case of SC/ST candidates. If the results of Post Graduate Degree are declared in the form of grades/ credits/cumulative grade point average in their marks cards/transcripts, such grades/points shall be converted into percentage of marks to assess the minimum eligibility criteria.

b. The candidates must have been awarded a research fellowship through a national level test such as UGC-CSIR/ ICMR / ICAR /DBT /JRF fellowship/ and Teacher Fellowship applicants subject to clearance by the RAC, PU.

(Or)

The candidates, who do not have any fellowship and have cleared qualifying exams i.e., NET/ TSET/ GATE/ JEST etc., are directly admitted into Ph.D. programme subject to clearance by the RAC, PU.

(Or)

The candidates with ICSSR/ RGNF/ MANF/DST-INSPIRE/ NIN- JRF/ICAR/IICT-JRF awarded by national level bodies/ institutes, Project Fellows etc., having NET/TSET/GATE/Joint Entrance Screening Test (JEST) or any other equivalent Ph.D. eligibility test qualification are also admitted directly to the Ph.D. programme. Those who have any fellowship but do not have any eligibility test qualification are also admitted directly into Ph.D., subject to the condition that they must clear NET/TSET/ other Ph.D. Eligibility Test recognized by PU, as decided by RAC within two years from the date of admission into Ph.D. programme.

c. The candidate with an M.Phil. or an equivalent degree from a recognized University shall be eligible for direct admission into Ph.D. programme.

d. Notwithstanding the eligibility criteria listed above, the University reserves the right to amend/ alter from time to time, the eligibility conditions for admission into Ph.D. programme.

e. A candidate satisfying one or more of the eligibility criteria as above does not guarantee admission into Ph.D. programme. The Ph.D. admission is subject to the availability of vacancies with the Research Supervisors in the concerned Department in the current academic year, candidate's academic record, the performance of the candidate in the Ph.D. admission interview and as per the Telangana State Govt. reservation policy.

f. The eligibility for admission of a foreign student who did his /her P.G. course in a foreign Country /in an Indian university into the Ph.D. Programme of P.U. is decided by the Ph.D. Admission Committee of the concerned Faculty on the basis of the course content (the detailed syllabus) of the candidate in his/her P.G. Degree. Further he/she shall submit a filled-in application form to the RAC with a comprehensive research proposal and the admission is subject to the clearance from the Ph.D. Admission Committee, Palamuru University.

g. The Maximum Age Limit for the Full-Time Research Programme shall be 35 years in case of fresh candidates, and 50 years in case of in-service candidates in Educational Institutions/ Government Organizations/ Industry/ Research Organizations.

h. Regular faculty members of Palamuru University, possessing the minimum academic qualifications, and desiring admission into Ph.D. programme shall be deemed as external (part-time) candidates.

i. Candidates who have been working for at least one year in well-equipped Educational / Scientific / R&D / Industrial / Government Organizations and engaged in Scientific / Technological / Engineering / Managerial activities, as the case may be, and possessing the minimum academic qualifications, shall be deemed as External candidates.

j. A candidate seeking admission as external (part-time) scholar will have to declare and register as such and produce the following at the time of registration - (i) a letter from the employer permitting the candidate to pursue the course (No Objection Certificate), and,

(ii) a commitment from the candidate and sanction from the employer that he/she would be permitted to avail leave at least for four months for course work/ Pre-Ph.D. Examinations/Thesis compilation, etc.

k. During the research period/time at PU, the candidate shall not register for any other course, at any other University or Institution, leading to the award of a degree. In case of any such ambiguity he/she will forfeit the admission.

l. The accounts section of the university colleges will maintain receipt books, cash books, details of financial transactions, the original certificates and admission folio of the candidate etc. An identity card with the student's admission number for the exclusive use of academic facilities at PU will be given to each candidate.

m. There is NO provision for the hostel facility to any research scholar(s).

#### **4. The Admission/Registration procedure**

1. a) The candidates who are awarded a research fellowship in a national level test such as UGC /CSIR/ ICMR / ICAR /DBT /JRF fellowship and Teacher Fellowship applicants are admitted directly into the Ph.D. programme.
- b) The candidates with ICSSR/ RGNF/ MANF/DST-INSPIRE/ NIN- JRF/IICT-JRF or SRF awarded by national level bodies/institutes, Project Fellows etc., having NET/TSET/ Ph.D. eligibility test qualification are also admitted directly into the Ph.D. programme. Those who do not have any eligibility test qualification are also admitted directly into Ph.D. programme subject to the condition that they must clear NET/TSET/ Ph.D. Eligibility Test (as recognized by PU) within two years from the date of admission into Ph.D. programme.
2. a) The RAC issues a notification twice in an academic year calling applications for Ph.D. admission.
- b) All eligible candidates shall submit a filled-in application form to the Ph.D. admission committee with a comprehensive Research Proposal.

- c) The Ph.D. Admission Committee interviews these candidates and the candidate explains the research interests after which the committee allots him/her a research supervisor in the area of interest of the candidate and the specialization of the research supervisor.
- d) In case there is a delay in conducting interview for admission into the Ph.D. programme for the fellowship holders, the RAC is authorized to allot a research supervisor to the candidate provided his application has undergone proper scrutiny, to enable him/her to start the research work and draw the research fellowship. Such a candidate must submit a separate application to the RAC. Such candidates shall appear for interview before the Ph.D. Admission Committee in response to the Ph.D. notification issued by the RAC.
- e) The Ph.D. Admission Committee informs the research supervisor regarding the allotment of the candidate for the research guidance and the research supervisor must give his/her written consent.
- f) The admission of the fellowship holder into the Ph.D. programme is only provisional.
- g) The candidate must undergo Ph.D. course work for a semester that comprises two theory papers and must pass the Ph.D. course work examination.
- i) The candidates with research fellowships as mentioned in rules above, admitted into Ph.D. programme must work only as Full-Time research scholars.
- j) The candidates who have been intimated about their selection/ admission into Ph. D. programme shall have to report to the Principal of the College concerned where the department exists within stipulated time through the Supervisor, Head of the Department and the Dean of the Faculty concerned after paying the prescribed fee.

## **5. Ph.D. Admission Interview**

In response to the University notification, the eligible candidates are required to apply in a prescribed application form along with the fee to the Registrar, Palamuru University,

Mahabubnagar. The candidates may be called for the Ph.D. admission interview after the scrutiny by the Ph.D. Admission Committee subject to the availability of seats.

## 6. Criteria for Merit

The total marks awarded for academic performance, merit in scholastic competence and interview performance are 50 and the division is as follows.

### 1. Academic Performance UG Level (05 marks)

80% and above	:	05 Marks
Less than 80 but up to 70%	:	04 Marks
Less than 70 but up to 60%	:	03 Marks
Less than 60 but up to 55%	:	02 Marks
Less than 55 but up to 50%	:	01 Marks

### PG Level (10 marks)

80% and above	:	10 Marks
Less than 80 but up to 70%	:	08 Marks
Less than 70 but up to 60%	:	06 Marks
Less than 60 but up to 55%	:	04 Marks
Less than 55 but up to 50%	:	02 Marks

### 2. Scholastic Competitiveness (20 Marks)

NET/Ph.D. in the allied subject	:	20 Marks
M.Phil. in the concerned subject	:	17 Marks
TSET/JEST	:	15 Marks
Other Eligibility Test (recognized by PU)	:	10 Marks

In case a candidate is qualified in more than one test, the test having maximum marks is considered for awarding marks.

### 3. Research Exposure: (05 marks)

Project fellow	:	01 mark per year
Research publications	:	01 mark per paper
Conference presentations (Nat./ Int.)	:	01mark/presentation

### 4. Interview Performance (10 Marks)

## 7. Categories of Ph.D. Research Scholars

### Full-Time Research Scholars

i) Candidates registered for Full-Time Research shall work and conduct research on full-time basis during the stipulated tenure. Candidates with CSIR/UGC/ICAR/ICMR/DBT-JRF/IICTJRF/NIN-JRFs, DST INSPIRE/ ICSSR/RGNF/MANF holders, project fellows and teacher candidate with FIP award admitted into Ph.D. programme must work as Full-Time scholars.

ii) The tenure of the Ph.D. course for a full-time research scholar is Four (4) years from the date of admission order issued by the Ph.D. Admission Committee.

iii) A full-time research scholar shall not accept any employment during the tenure of the course. However, any appointment in research/consultancy schemes is not considered as employment for the purpose stated.

iv) If an employee of any organization is seeking admission as a full-time research scholar, he/she has to submit, at the time of Ph.D. admission/registration, a letter from his / her employer to the effect that necessary leave will be granted for the entire duration of the Ph.D. programme.

### Part-Time Ph.D. Research Scholars

a. i) Candidates who are eligible for Ph.D. admission/registration and who are not full-time research scholars will be designated as part-time research scholars.

ii) The tenure of the Ph.D. course for a part-time Research Scholar is five (5) years from the date of admission order issued by the Ph.D. Admission Committee.

iii) Candidates seeking admission as part-time research scholars have to submit their employer's permission to pursue Ph.D. course.

iv) Candidates seeking admission as part-time research scholars must give an undertaking that he/she would take leave for a minimum of four months for attending the classes of the Ph.D. course work during the tenure of the Ph.D. programme, and a letter from the employer that the required leave of four months will be sanctioned for the purpose stated, as additional documents



at the time of registration. Without the permission letter from the employer, the Ph.D. admission cannot be granted.

b. A candidate is permitted to change his/her status from full-time to part-time research, or vice-versa, for any valid reason after the approval of the RAC.

In such cases, basing on the quantum of work done and the time spent in research as full-time / part-time, the remaining period of time to be spent in research, is decided by the RAC with the recommendation of the DRC.

c) A candidate who is admitted into Ph.D. programme either as full-time or as part-time research scholar shall not join any other course or appear for any other examination leading to a degree (either in regular or distance education stream) of this University or any other University. Any violation of this regulation will automatically lead to the cancellation of his/her admission into Ph.D. programme.

d. The woman candidates and persons with disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the woman candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

## **8. Ph.D. Course Work**

1. After provisional admission into the Ph.D. programme, all the registered candidates shall take up the Ph.D. course work in the respective Departments of the University for a period of one semester and this is compulsory for both full-time as well as part-time candidates. However, a candidate with an M.Phil. degree done in regular mode is exempted from the Ph.D. course work and the Ph.D. course work examination, provided that they have undergone the same course work in M.Phil.

2. All candidates admitted into the Ph.D. programme shall be required to complete the course work prescribed by the department during initial semester. The course work examination (Pre-Ph.D.) has to be cleared before the Seminar II (Pre-Submission seminar).

3. The research activity of all the scholars in a department shall be monitored from time-to time by the Department Research Committee (DRC) duly constituted by the university consisting of the following members:

- |  |                  |
|--|------------------|
| a) Head of the Department                  | -Chairperson     |
| b) Research Supervisors in the Department  | -Members         |
| c) Chairperson, Board of Studies concerned | -Member Convener |

4. The Candidates registered for the Ph.D. programme on full-time basis shall be available in the Department throughout the programme and the Head of the Department shall maintain their attendance in the department. The candidates registered on part-time basis should be in regular contact with the concerned Supervisor.

5. All the admitted candidates have to undergo a course work of one semester as per the syllabus prescribed by the concerned department.

6. As per the recent UGC Guidelines, a Course Work of one Semester is compulsory. The Course work for the Ph.D. Programme therefore shall include two theory papers:

Paper 1: Research Methodology (100 Marks): Common to all the candidates admitted in a Department. The syllabus of this paper includes the research techniques/ methods of the concerned subject.

Paper 2: Broad Field of Specialization (100 marks): The syllabus of this paper includes the current concepts/ trends in the concerned specialization of the subject.

The candidate has to appear for an examination – (the Ph.D. course work examination) in these two papers which have a weightage of 100 marks each.

7. Each theory paper shall have 60 contact hours of classes.

8. The Faculty for these classes is arranged by the Head of the concerned Department.

9. Both full-time and part-time research scholars shall have to attend a minimum of 75% classes in each paper to be eligible to appear for the Ph.D. course work examination.

10. The candidates who could not attend a minimum of 75% of the classes in each of the courses shall not be eligible to appear for the Ph.D. course work examination and they have to attend the classes again along with the next batch of students.

11. The candidates are required to pass in these two papers; the minimum marks required for a pass in each course shall be 55%. In case a candidate fails to pass in two attempts for both the subjects put together, his admission shall be cancelled. Payment of exam fees for writing Pre-Ph.D. (either for one or both papers) and inability to write the exam is also deemed as an attempt. Pre-Ph.D. exam fees are same whether the candidate is appearing for two papers or one paper at a time. The Pre-Ph.D. hall ticket will be issued by examination cell two days before the scheduled exam, subject to the condition that the payment of tuition fees is up to date (The candidate has to register for both the subjects at a time).

12. Generally the Pre-Ph.D. examination shall be held twice in a year. The conduct of these examinations, declarations of results, and preparation of marks lists will be carried out by the Office of the Controller of Exams, PU.

### **9. Ph.D. Course Work Examination and Evaluation of Answer Scripts**

- a) Ph.D. course work examination shall be conducted for the admitted candidates after the one semester Ph.D. course work.
- b) The pattern of the Ph.D. course work syllabus and the pattern of the Ph.D. course work examination question paper shall be uniform for all the Faculties.
- c) The medium of examination for the Ph.D. course work examination shall be English for all subjects except those in which the official medium of instruction is a language other than English.
- d) The Chairperson-BoS, shall communicate the syllabi to the Controller of Examinations for the purpose of conducting the Ph.D. course work examination.
- e) The Chairperson-BoS shall arrange for the evaluation of the answer scripts. The Ph.D. course work examination is of three-hour duration and is for 100 marks per theory paper. Each answer script is assessed by two examiners (one internal Course Teacher and another External

Examiner). The marks awarded to the answer script shall be the average of these two evaluations, and if the difference between two evaluations exceeds 20% of the maximum marks, such a script shall be assessed by a third external examiner. The marks awarded to the script shall be the average of two higher marks out of the three evaluations.

#### **10. Progress Reports and Department Research Review Meeting**

1. Every candidate shall submit a half-yearly progress report to the RAC duly forwarded by the Research Supervisor. The half yearly Progress Report should cover, among others, the aspects such as the review of literature, data collected, techniques developed, progress in research, results and discussion of the work done including any findings, etc. If necessary, this progress report may be forwarded to the DRC by the RAC for further examination.

2. For the purpose of monitoring the progress of Research Works, all the research candidates including those who are on the current rolls of PU for Ph.D., are required to make power point presentations before the DRC after 2 years from the date of registration. At the time of review meeting, research scholars should submit hard copies of their research progress along with the research proposal in duplicate, in prescribed format with the signatures of the Supervisor and the Co-supervisor. Additionally, tangible output if any, such as: Concerned Research Publications/Oral Presentations/Poster Presentation in a Seminar/Conference or a Patent, etc. should be submitted.

3. If a candidate fails to submit two consecutive half-yearly progress reports in time and/or if the progress of the candidate is not satisfactory for two half-year periods, the Department Research Committee shall recommend to the RAC for the cancellation of his/her registration in consultation with the concerned Research Supervisor.

#### **11. Compulsory Seminar Presentations**

1. The candidates registered for the Ph.D. Programme (Full-Time & Part-Time) should give a minimum of two (2) Seminars as follows, under the chairmanship of the Head of the Department and in presence of the DRC.

2. I Seminar (Research Design Seminar): Soon after the Pre-Ph.D. examination/ within one-year from the date of registration. The theme pertaining to the Seminar shall be on the Methodology, Sample Questionnaire and Objectives of Study. It will be a comprehensive literature review of the research topic and the plan of work. This seminar shall be conducted in the main Campus Department where the candidate is registered.
3. II Seminar (Pre-Submission Seminar): It shall be held at least three months before the submission of thesis. This seminar deals with the entire Ph.D. of his/her work carried out by the candidate and is presented in the Department where he/she is registered and any feedback, comments and suggestions from the participants be included in the final manuscript of the thesis. The draft copy of the Ph.D. thesis must be available during this presentation.
4. The presentation of the above two seminars shall be certified by the Head of the Department, Chairperson-BoS, and the Research Supervisor of the candidate and two certificates (Research Design Seminar, and Pre-Submission Seminar) must be enclosed at the time of thesis submission.

## **12. Publication of Research Papers**

For the candidate to submit the thesis for Ph.D. programme, he/she shall publish one (1) research paper from his/her research findings of Ph.D. programme (peer-reviewed refereed national or international journal which has to be enclosed to the thesis) and two (2) paper presentations in (International/ National) conferences or seminars. The candidate has to produce the evidence of the same in the form of the reprint/certificate before the submission of thesis for adjudication. The research papers shall be enclosed in the thesis as an Appendix. In the journal papers and conference papers the research scholar's name must be as the first author. In case the supervisor/co-supervisor is first named author, the research scholar's name must be the next. The candidate can also submit the thesis, if he/she has at least one recognized patent rights, whose evidence and details are to be enclosed. (Mere filing for Patent will not be considered).

## **13. Modification of Topic of Research and the Title of Ph.D. Thesis**

1. The RAC may permit the modification in the topic of research, provided the candidate has applied for it within one year from the date of admission or before he/she passed the Ph.D.

course work examination, whichever is earlier. His/her request must be recommended with due justification by the Research Supervisor and the Research Committee of the concerned Department in the prescribed form. However, such a modification is permitted only once. Any change in the topic of research shall not be permitted after the candidate has passed the Ph.D. course work examination.

2. The RAC may permit the modification in title of the Ph.D. Thesis. The candidate's request must be recommended with due justification by the Research Supervisor and the Research Committee of the concerned Department in the prescribed form. However, such a modification is permitted only once.

3. Candidates seeking the change of Topic of research or the Title of the thesis have to pay the prescribed fee for each of the above.

#### **14. Extension of Registration**

1. The registration of a research scholar whether Full-Time or Part-Time shall automatically stand cancelled after the expiry of 6 years. Candidate can seek extension of his/her registration as Ph.D. scholar, one year at a time, (a maximum of two (2) such extensions for a full-time and one (1) such extension for a part-time scholar) provided that he/she has been continuously engaged in active research, the progress of the research work in the previous years has been satisfactory as certified by the supervisor(s), and that he/she has no dues in the library/department / college as certified by the concerned authority.

2. Any candidate seeking extension of registration shall submit a written request, along with the progress report of the work done and paid the prescribed fee, duly recommended by the supervisor(s), the chairperson, and the Head of the concerned Department in the University. The request must be submitted to the RAC at least two months before the expiry of the registration period, failing which the request for extension is liable for rejection.

#### **15. Submission of Ph.D. Thesis**

1. Research Scholars registered for Ph.D. programme Full-Time/Part-Time shall be allowed to submit the thesis in not less than three (3) years (Full-Time) and Four (4) years (Part-Time) from the date of registration, subject to passing of Pre-Ph.D. examinations and research publications as stipulated. The Vice-Chancellor may, however, relax this condition up to a maximum of one year

if he is satisfied by the reasons mentioned for not completing the work in stipulated time after obtaining the opinion of a Committee constituted for this purpose.

2. A research scholar, full-time or part-time, whose registration has expired/ has been cancelled, is not eligible to submit the thesis.

3. Full-Time/Part-Time Candidates should complete the research work within a maximum period of 6 years. They should pay tuition fee until the end of the year in which the thesis is submitted. If the Tuition Fee is not paid as per rules, penalty may be levied. If Tuition Fee is not paid continuously for two years, the registration will be cancelled.

4. Early Submission: If a Full-time research scholar desires to submit a Ph.D. Thesis prior to the completion of three years, he/she should satisfy the following criteria:

i) Completed two years of regular research work in the concerned department. The Vice Chancellor may however, relax this to a maximum period of one year if he is satisfied completely by the reasons for early submission.

ii) Published at least three (3) International Journal papers.

iii) Has an outstanding contribution and recommendations of the DRC.

iv) Has valid reasons thereof for early submission and he/she should have passed the prescribed Pre-Ph.D. Examinations.

5. Late Submission: If the candidate fails to submit thesis within stipulated period, his/her registration will be cancelled. However, depending on the progress of the work and as per the recommendation of the DRC, permission for submission of Thesis may be given with a penalty and approval from the Vice Chancellor based on the merit of the case.

6. On completion of the Ph.D. programme, every candidate shall submit the thesis which shall be a distinct contribution to the subject and afford evidence of originality and scholarliness shown either by the discovery of new facts or by the exercise of independent critical analysis. It shall be satisfactory as regards literary presentation and shall be worthy of publication whether in full as submitted or in an abridged form.

7. For ensuring originality of submitted content, the thesis will be checked by Anti-plagiarism software. After completion of pre-submission seminar, a soft copy of the thesis in word format

should be brought along in person to the RAC and have it checked before binding and sending it to the examination section. If any text strings/figures are found to be copied or dubious without proper acknowledgement of the source, the thesis has to be thoroughly revised. In such event the revised soft copy of the CD must be submitted within one month from the date of checking with anti-plagiarism service. The stipulated percentage permissible includes the candidate's own publications and presentations. A soft copy of the thesis must also be submitted with all the modifications and corrections made in the thesis after pre-submission seminar and anti-plagiarism check.

8. Five Hard-bound copies of the thesis incorporating a certificate from the Supervisor to the effect that the thesis is an original work of the candidate and a certificate by the candidate to the effect that the thesis either in part or full does not constitute any part of any thesis / dissertation / monograph submitted by him / her or any other person to this or any other University/Institute. The candidate is also required to submit two soft copies (CD) of the thesis. A candidate may submit the thesis any time during one month before or after the expiry of the stipulated period of research.

9. A candidate may utilize for his or her thesis, the contents or any work which he or she may have already published on the subject, but has not submitted the whole or any substantial part thereof for which a degree has been conferred on him/ her of this or any other University.

10. The thesis in all subjects shall be written and submitted only in English, except in language subjects where the candidates shall have the option of writing it either in English or in the language concerned. Where the thesis is in a language other than English, a detailed summary of the same in English may also be submitted.

11. Every candidate shall apply to the Controller of Examinations on a prescribed form for submission of thesis along with submission fee. It shall be submitted duly filled-in and accompanied by five (5) Hard-bound copies of the thesis printed along with the following:

- a) Five (5) copies of Synopsis of the thesis (10 to 15 pages).
- b) A proper receipt showing that the prescribed fee has been paid through Challan at the State Bank of Hyderabad, Raichur Road Branch, Mahabubnagar (or) a Crossed Demand Draft drawn in favour of the Registrar, Palamuru University payable at Mahabubnagar.
- c) A certificate from the DRC to the effect that the Candidate has given TWO (2) Seminars.



- d) A certificate from anti-plagiarism cell for anti-plagiarism.
- e) Memorandum of marks of Pre-Ph.D. examination and copies of the PG degree and SSC certificate. In case the candidate is exempted from Pre-Ph.D. examination for possessing M.Phil. degree, a copy of the M.Phil. Certificate shall be enclosed.
- f) A reprint of the paper published and certificates of two seminar/conference presentations.
- g) A copy of the letter of admission/ extension/ change of title etc. to the Ph.D. programme along with a proof of having paid the prescribed fees and satisfied all the conditions.
- h) A copy of the permission letter for change of title/topic/supervisor.
- i) A 'No Dues Certificate' duly certified by the Accounts Branch, Library, and the Department concerned.

#### **16. Ph.D. Thesis Evaluation/Adjudication**

The thesis submitted for adjudication shall conform to the following specifications:

- i) It must be typed on one side of A4 size paper using font face "Times New Roman", Font Size 12 with 1.5-line spacing. For drawings and maps, these restrictions do not apply. Binding should conform to the norms fixed by the University Library.
- ii) The Research Supervisor of the candidate shall submit a panel of 12 examiners (4 copies) in a cover marked "confidential" to the Chairperson- BoS/RAC after the completion of Seminar II (Pre-Submission Seminar). The Chairperson-BoS, shall take the approval of the members of the BoS for panel of examiners suggested by the Supervisor.
- iii) Out of the panel of 12 examiners, 9 are to be identified from outside the State of Telangana, and not more than one from the same institution. The panel of names is to be submitted with all particulars, like complete address, e-mail ID, telephone number in the prescribed proforma. The University may revise the panel of examiners, if necessary.
- iv) The Chairperson-BoS/RAC, shall then forward the approved panel of 12 names along with the 4 copies of the Synopsis for further action to the Controller of Examinations within a fortnight. The Ph.D. Supervisors recognized by Palamuru University and persons related to the candidate shall not be included in the panel of Examiners. In case a candidate does not submit

the thesis within Three (3) months from the date of approval of the panel, the panel lapses and a new panel has to be suggested.

#### Evaluation/Adjudication of the Thesis

a) Three independent Examiners appointed for the purpose by the Vice Chancellor shall do the Evaluation of the thesis. The thesis shall be evaluated independently by the three examiners, external to the University, one of whom shall be from outside the State and preferably from Institute of High Reputation where Ph.D. programmes are offered.

b) The Controller of Examinations, while communicating the appointment to the Examiner, shall send a copy of the synopsis of the thesis and seek his/her willingness to adjudicate it based on the synopsis submitted. After obtaining the consent of the Examiner, a copy of the thesis will be sent with a request to submit his/her report in a prescribed format. The format consists of three parts.

Part-1: A Detailed Evaluation (not less than 500 words);

Part-2: A Detailed Report mentioning the strengths and weaknesses of the thesis; and

Part-3: A Final Recommendation.

c) A candidate needs to score a minimum of 50 percent of the points in Part-1 to be eligible for the *Viva Voce* examination. As a final recommendation, the examiner has to state in clear/unequivocal terms whether, in his/her opinion,

- i. The thesis can be accepted for the award of Ph.D. degree in its present form
- ii. The thesis be accepted subject to Minor revision/corrections suggested and be verified by the Research Supervisor
- iii. The thesis be revised/resubmitted for re-evaluation by the same adjudicator.
- iv. The thesis is rejected

d) After all the 3 reports are received; a decision is to be taken for the conduct of a *Viva Voce* examination before the award of the Ph.D. degree, as per the following guidelines.

Recommendation of Examiners			Decision
1	2	3	4
Accept	Accept	Accept	Accept
Revise	Revise	Revise	Revise
Reject	Reject	Reject	Reject
Accept	Accept	Revise	Revise
Accept	Revise	Revise	Revise
Accept	Accept	Reject	4 <sup>th</sup> examiner
Accept	Reject	Reject	Reject
Accept	Revise	Reject	4 <sup>th</sup> examiner
Revise	Revise	Reject	4 <sup>th</sup> examiner
Revise	Reject	Reject	Reject

- e) If two or all the three examiners reject the thesis, it will be rejected for the award of Ph.D. degree and the registration of the candidate shall stand cancelled.
- f) If any one of the examiners rejects the thesis, the thesis shall be sent to another examiner from the existing panel of examiners approved by the Vice Chancellor. If this examiner also rejects the thesis, the thesis is deemed to be rejected and the registration of the candidate shall stand cancelled.
- g) If two examiners reject the thesis, the candidate shall revise and re-submit it after one year (the comments made by the examiner will be forwarded to the Supervisor and also to the candidate for their justification/clarification) which will be sent for evaluation to the same examiners who had rejected it. If the two examiners rejected it again, the thesis is summarily rejected. If the thesis is accepted at the second time, it will be accepted.
- h) For revision and resubmission of the thesis, the candidate will be given a maximum period of one year from the date of communication of the report (s) to the candidate.
- i) The revised thesis shall be referred to those examiners who have originally recommended revision and re-submission for revaluation.
- j) In the event of any adjudicator's report not received even after 3 months from the date of submission, the thesis may be referred to a fourth Examiner from the same panel for Adjudication.
- k) Minor corrections suggested by the examiner(s) shall be intimated to the Research supervisor of the candidate by the Controller of Examinations before the conduct of the Ph.D. *Viva Voce* Examination.

### 17. Ph.D. *Viva-Voce* Examination

1. The Ph.D. *Viva Voce* examination of the candidate is conducted only after all the three examiners recommend the award of Ph.D. Degree. The Controller of Examinations instructs the Chairperson-BoS, to conduct the Ph.D. *viva voce* examination by constituting a Board of Examiners.
2. The Ph.D. *Viva-Voce* examination shall be conducted in the concerned University Department by a Board of Examiners, and comprise the following members:
  - a) Chairperson-BoS, (b) Head of the Department, (c) two Faculty members of the Department who are recognized supervisors and working in the area related to the thesis work, approved by the Vice-Chancellor out of the four (4) suggested by the Chairperson-BoS (d) the Supervisor of the candidate, who shall be the Convener.
3. If no eligible faculty member is available in the Department for inclusion in the Board of Examiners, an external expert may be invited for the purpose.
4. After the Board of Examiners is constituted for the conduct of *Viva Voce* examination, the Head of the Department shall obtain two copies of the thesis and make it available to the members of the Board to enable them to conduct the *Viva Voce* examination.
5. The reports of the external examiners shall be made available to the Board for the *Viva Voce* examination.
6. The *Viva Voce* examination should primarily be designed to test the understanding of the candidate on the subject matter of the thesis, including methodology employed and the candidate's competence in the general field of study.
7. The candidate should also be asked to clarify any of the points raised by the external examiner/adjudicators in their reports.
8. The *Viva Voce* examination is open to the students and faculty of the Department, and to the scientists in the concerned / allied subject. The Chairperson-Board of Studies of the concerned Department, shall display on the departmental Notice Board the date and time of the *Viva Voce* examination one week in advance.

9. The Board of Examiners, who conduct the *Viva Voce* examination shall either recommend for the award of the Ph.D. degree or recommend that the candidate be asked to take the *Viva Voce* examination a second time giving reasons thereof. The second *Viva Voce* examination shall be conducted by the same set of examiners, and not earlier than three months but not later than six months of the date of the first *Viva Voce* examination.

#### **18. Declaration of the Ph.D. Result**

1. After completion of the *Viva Voce* examination, the reports of the thesis-examiners and the report of the *Viva Voce* Board of Examiners shall be immediately sent to the Controller of Examinations in a cover marked "Confidential". The Controller of Examinations declares the Ph.D. result of a candidate only on receipt of 2 soft copies of the thesis.

2. The hard bound copies shall be made available to all, one in the University General library and the other in the Department Seminar Library. A soft copy of the thesis shall be sent to the UGC, New Delhi within 30 days of award of the Ph.D. degree for hosting the same in INFLIBNET, accessible to all Indian Universities/ Institutions. Another soft copy is for hosting the thesis in the P.U. website.

3. The candidate has to apply for Provisional Certificate immediately within a week days, otherwise a penalty will be imposed. The Vice Chancellor may approve the announcement of the award of the provisional Ph.D. Degree to the candidate and provisional certificate will be issued. The candidate must submit a copy of the SSC pass certificate for the record of the name on the Provisional Certificate/Original Degree.

4. The award of the Degree shall be confirmed by the Executive Council of the University.

Note: All other matters that have not been covered by the rules mentioned above shall be referred to the Standing Committee whose decision will be final.

#### **19. Research Supervisors**

1. Only a Full Time regular teacher of the Palamuru University can act as a supervisor. The external supervisors are not allowed however a Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institutes or from the related institutions with the approval of the Research Advisory Committee.

2. Any regular professor of the University/Institution deemed to be a University/College with at least five research publications in refereed journals and any regular Associate/Assistant professor of the University/Institution deemed to be University with a PhD degree and at least two research publications in refereed journals may be recognized as Research Supervisor.
3. The recognition as Supervisor shall be after two years of regular service in the University.
4. A Supervisor or Co-supervisor should have a Ph.D. degree from a reputed university with a minimum of Two years teaching/research experience having publications in Five refereed national /international journals and also presented two refereed national/international conference papers. Out of the 5 papers, at least three (03) shall have been published after obtaining the Ph.D. degree as a corresponding author.
5. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars. Out of these, two seats are preferably allocated to research fellowship holders.
5. A teacher working in any of the Constituent or Affiliated Colleges of the University or Research Institute may be recognized as a Supervisor provided the infrastructure facilities in the College are adequate for carrying out research. A Committee constituted for the purpose by the University shall inspect and recommend the same.
6. A Supervisor shall not take Scholars for Ph.D. Programme prior to two years from his/her retirement. However, the teachers who have ongoing research projects from any funding agency may be relaxed from this rule.
7. During any one academic year, the Ph.D. Admission Committee shall allot not more than four (4) candidates to a research supervisor.
8. The Ph.D. Admission Committee shall ensure that a candidate allotted to a research supervisor is not his/her relative.
9. The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the

available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview.

10. A research supervisor of one university should not be the guide for a Full-Time scholar registered in another university except in the case of joint supervision for multidisciplinary research with the prior approval of the universities/institutions concerned.

11. A vacancy with the supervisor may be considered to have occurred only when a candidate working under him/her submits the thesis or his/her registration is cancelled.

12. Appointment of Care-Taker Supervisor: A Care-Taker Supervisor shall be allotted to a Research Scholar in case the original supervisor leaves for abroad. The tenure of Care-taker Supervisor shall be up to One (1) year only. In case the original supervisor does not turn up within one (1) year, the Care-Taker Supervisor shall be the full-time Supervisor.

13. Co- Supervisor: Co-supervision is permitted in interdisciplinary areas of research provided the two supervisors are not from the same Department. In all such cases, both the Supervisors must give their written consent.

14. For candidates registered under a supervisor working in a National research laboratory which is a recognized research centre by the University namely IICT, NIN etc, there may be a Joint Supervisor who may be from the same subject or an allied subject (approved by the university), but is working as a faculty on Palamuru University.

16. All matters concerning the allotment of a joint supervisor to a candidate is decided by the Ph.D. Admission Committee at the time of admissions only.

## **20. Change of Research Supervisor**

The Supervisor/Joint Supervisor of the candidate once allotted and approved shall not ordinarily be changed. However, the Vice Chancellor may, after ascertaining the facts, permit change of Supervisor/Joint supervisor in exceptional circumstances like demise/non-availability of the approved Supervisor/Joint Supervisor for a continuous period of six months or more due to ill-health or residence outside India. Such a change in Supervisor/Joint Supervisor is permitted only once. For this purpose, the candidate should apply in the prescribed format and submit to the RAC. The letters of No Objection from both, old and proposed supervisor/s should be submitted.

All requests for change of Supervisor/Joint Supervisor should originate from the candidate with necessary documentary evidence. The candidate will have to work with new supervisor for a period of at least one year before submitting his/her Thesis.

## **21. Retired Research Supervisors**

1. Research supervisors who retired from the University service but have research scheme(s) are permitted to supervise Ph.D. candidates up to 5 years after retirement.
2. A supervisor who retires or leaves the University/Institution, as the case may be, shall normally be permitted to guide candidate(s) already registered with him/her.
3. Any teacher who intends to continue research and supervise Ph.D. work of scholars even after retirement can apply to the Dean of the concerned faculty through the Chairperson-Board of Studies and the Head of the Department before two years of his superannuation for continuation of his/her recognition as supervisor.

## **22. Cancellation of Ph.D. Admission/Registration**

1. The RAC may cancel the registration of a Ph.D. scholar, if the candidate fails to satisfy the conditions stipulated in the admission order, within the prescribed period.
2. The RAC may cancel the registration of a Ph.D. scholar on the recommendation of the Supervisor and Head of the Department under any one or more of the following circumstances:
  - i) Where the progress of the research work has been reported to be unsatisfactory in two consecutive Half-Yearly Reports or when two consecutive Progress Reports are not submitted.
  - ii) Where a candidate discontinues his/her research, and/or when he/she accepts any appointment without the written consent of the RAC.
  - iii) The University may cancel the admission of a research scholar at any time for proven misbehaviour or misconduct of the candidate in the University or elsewhere.
  - iv) If a research scholar is found guilty of committing any irregularity, malpractice, plagiarism etc., in research, his/her result will be withheld / cancelled by the Controller of Examinations, even after the publication of the result.
  - v) Where the candidate requests for cancellation due to their personal reasons.



### 23. General Regulations

1. On selection for admission, candidates shall be required to pay the prescribed fee as per the Palamuru University criteria and deposits. The fee and deposits have to be paid on or before 31st July every academic year, till the successful completion of the programme and submission of thesis or cancellation of the admission as the case may be. If the fee is not paid by the stipulated due date, late fee of Rs.500/- will be levied. Non-payment of the prescribed fee beyond the extended due date will lead to the cancellation of admission without any prior notice to the candidate.
2. Mode of Fee Payment for Full-Time as well as External Candidates is year-wise before 31st July of every year. Payment must be made in the form of crossed DD in favour of 'The Registrar, Palamuru University', payable at Mahabubnagar from any nationalized banks.
3. A candidate must write his name, registration number and complete address (E-mail ID & Contact no.) at the back of the DD.
4. Fee receipts must be preserved till the scholar receives Provisional Certificate/Original Degree.
5. In the case of candidates who will not be able to complete Ph.D. even after the stipulated time period of six years and with further extension of one more year i.e within seven years, they have to pay the existing annual fee at that time for the students admitted during that period.
6. In the event of cancellation of Ph.D. registration by the candidate on his/her request or by University for any reason, the entire fee amount due must be cleared by the candidate for the return of his/her original certificates.
7. A candidate must clear all the fee dues before Seminar II (Pre *Viva Voce*)
8. If by any reason a candidate takes his/her Original Certificates temporarily from the office during the course of research work, the original certificates must be returned within the stipulated time otherwise their admission is liable to be cancelled.
9. The academic regulations should be read as a whole for purposes of any interpretation.

10. In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice Chancellor with the recommendation of the RAC is final.
11. The University reserves the right to alter the regulations from time to time as and when necessary.
12. The Vice Chancellor may, on the recommendation of the Supervisor and the Head of the Department, permit a candidate to work elsewhere for not more than six (6) months, if it is in the interest of his/ her research work. In exceptional cases, his/ her stay, outside the University may be extended for a further period of six months.
13. The Head of the Department on the recommendation of the Supervisor may grant a leave for FOUR (4) weeks to the candidate during a calendar year.
14. Re-registration into the Ph.D. programme for the candidates who have completed 6 years will be made by the RAC provided there is no change of topic or the guide. The re-registration will be effective from the date the candidate completes 6 years. The candidate shall pay a re-registration fee. The candidate will be exempted from Pre-Ph. D. examination and may submit his/ her thesis any time within ONE (1) year.