

THE CENTRAL UNIVERSITY OF ANHRA PRADESH
ANANTHAPURAMU



Doctor of Philosophy (Ph.D.) Programme Ordinance, 2023

W.e.f. 2023-24 Academic Session

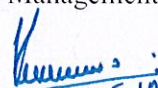
**Approved by the Executive Council Vide EC resolution no 7.2.6
dated 20.01.2024.**

An Overview

The Andhra Pradesh Reorganization Act, 2014 envisaged the bifurcation of the existing state of Andhra Pradesh as the state of Andhra Pradesh and the state of Telangana. As a result of the promise made by Government of India to fulfill the aspirations of people of Andhra Pradesh on the eve of bifurcation, the Central University of Andhra Pradesh (CUAP) was established in 2018 in the district headquarter of Anantapuramu in the Rayalaseema region of Andhra Pradesh. The region has immense historical importance as it forms the part of the Vijayanagara Empire, which was ruled by the majestic king Sri Krishnadevaraya, amongst others. The district of Ananthapuramu is a prominent academic hub, housing several eminent educational institutions.

The Central University of Andhra Pradesh (CUAP) is the 47th Central University which is governed under the Central University Act, 2009. The establishment of the University heralds a new era in the sphere of higher education with innovative, socially and culturally relevant academic programmes. The University is poised for rapid growth in the years to come. Transforming the students into knowledgeable and socially responsible citizens of the nation through value-based education with an emphasis on interactive learning coupled with the empirical experience, constitute the hallmark of this infant institution of learning. Accordingly, the University envisages offering demand-driven multi-disciplinary courses focusing on experimental learning through introduction of several short-term and long-term courses in active collaboration with the industry. The prime objectives of the CUAP are to disseminate and advance knowledge by providing instructional and research facilities in the area of integrated courses in Humanities, Social Sciences, Science and Technology in its educational programmes, to begin with. Moreover, the University shall focus on teaching learning process, interdisciplinary and multi-disciplinary research, apart from establishing the linkages with the industries for the promotion of Science and Technology with special emphasis on the improvement of social, economic, intellectual and cultural milieu of the society.

With the introduction of the Ph.D. programme, the Central University of Andhra Pradesh, shall certainly go a long way in establishing and nurturing the research ecosystem not only in the region but also in the global sphere at large. By keeping these objectives in view, the Central University of Andhra Pradesh has decided to offer the research programmes w.e.f. the Academic year 2023-2024 leading to the Degree of Doctor of Philosophy (Ph.D.) in Science, Management, Humanities and Arts.


10.2.2024
Vice Chancellor
Vice chancellor
Central University of Andhra Pradesh
ANANTHAPURAMU, A.P

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The Executive Council (EC) of the Central University of Andhra Pradesh, Anantapuramu, in exercise of the powers conferred u/s 28 of the C.U. Act, 2009, as per the provisions laid down in the relevant sections of the CUAP Act, 2009, and the statutes hereby frames the following rules for conducting and administering the Research Degree Programme of the University entitled Academic Ordinance No.1.

Short Title, Application & Commencement:

1. These rules shall be called the Doctor of Philosophy (Ph.D.) Ordinance, 2023 of the Central University of Andhra Pradesh.
2. These rules shall apply to all the candidates seeking admission and registration as research scholars in the Ph.D. Programme of the Central University of Andhra Pradesh.
3. The Degree of Doctor of Philosophy of the Central University of Andhra Pradesh (herein after referred to as the Ph.D. degree) shall be awarded to those fulfilling the conditions as laid down in these rules in compliance with the University Grants Commission (UGC) (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 and subsequent amendments from time to time.
4. The regulations/guidelines/instructions issued by the University Grants Commission from time to time regarding the research/Ph.D. programme in the universities shall be made applicable *mutatis mutandis* in these rules with the approval of the Executive Council based on the recommendation of the Academic Council (AC).
5. These rules under Academic ordinance -1 shall come into force from the date of issue of the notification.

Definitions

In these rules, unless the context otherwise requires—

1. “Act” shall mean the “Central Universities Act”, 2009 as amended from time to time.
2. “Statutes” and “Ordinances” shall mean the statutes and ordinances of the Central University of Andhra Pradesh for the time being in force and as amended from time to time.
3. “Executive Council” shall mean the Executive Council of the Central University of Andhra Pradesh, Anantapuramu.
4. “Competent Authority” shall mean the authority competent to exercise different powers and functions under these Rules.
5. “University” shall mean “Central University of Andhra Pradesh” established under “The Central Universities (Amendment) Act, 2019, an Act further to amend the Central Universities Act, 2009”.
6. “Research Supervisor” shall mean an academician/researcher recognised by the Central University of Andhra Pradesh to supervise the Ph.D. scholar for his/her research.
7. “Prospectus” shall mean any document, whether in print or otherwise, issued for providing fair and transparent information relating to the Central University of Andhra Pradesh and programmes, to the general public including those seeking admission in CUAP.
8. “UGC” shall mean the University Grants Commission established under Section 4 of the UGC Act, 1956.
9. “Inter-disciplinary Research” shall mean research conducted by a Ph.D. scholar in conjunction with more than one discipline.
10. “Degree” shall mean a degree awarded by the CUAP in accordance with the Section 6 (ii) of the CU Act, 2009.

11. "External Examiner" shall mean an academician/researcher with published research work who is not a part of the CUAP where the Ph.D. scholar has registered for the Ph.D. programme.
12. "CUAP" shall mean "Central University of Andhra Pradesh" established under "Central Universities Act, 2009".
13. "Government" shall mean the Government of India.
14. "SC" shall mean Scheduled Caste, "ST" shall mean Scheduled Tribe, 'OBC' shall mean Other Backward Classes, "PwBD" shall mean Persons with Benchmark Disability, "EWS" shall mean Economically Weaker Sections.
15. "BRS" shall mean the Board of Research Studies (BRS) of Central University of Andhra Pradesh.
16. "BOS" shall mean the Board of Studies of a Department of the University.
17. "Department" shall mean a Department of Studies and includes a Centre of Studies.
18. "DRC" shall mean the Departmental Research Committee (DRC) of Central University of Andhra Pradesh.
19. "IEC" shall mean the Institutional Ethics Committee (IEC) of Central University of Andhra Pradesh.
20. "SOP" shall mean Standard Operating Procedure (SOP) of the Ph.D. programme of Central University of Andhra Pradesh.
21. "Course Work" shall mean courses of study prescribed by the Department to be undertaken by a student registered for the Ph.D. Degree.
22. "Cumulative Grade Point Average (CGPA)" shall mean a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places.
23. "Grade Point" shall mean a numerical weight allotted to each letter grade on a 10 point scale.
24. "Credit Point" shall mean the product of grade point and number of credits for a course.
25. "Plagiarism" shall mean the practice of taking someone else's work or idea and passing them as one's own.
26. "Research Proposal" shall mean a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme.



Vice chancellor
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1. Introduction

- 1.1 This Ordinance shall be called the Doctor of Philosophy (Ph.D.) Ordinance, 2023 (Academic Ordinance-1) of the Central University of Andhra Pradesh.
- 1.2 The Degree of Doctor of Philosophy of the Central University of Andhra Pradesh (herein after referred to as the Ph.D. degree) shall be awarded to those who fulfil the conditions as laid down in these rules under Academic Ordinance-1 in compliance with the University Grants Commission (UGC) (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 and subsequent amendments from time to time.

2. Statutory Structure of the Ph.D. Programme

The research studies leading to the award of the Degree of Doctor of Philosophy (Ph.D.) shall be organized and managed by the following bodies in accordance with their respective role and functions as specified here under.

2.1. Academic Council

The Research Degree programme of the University shall be governed in accordance with the policy relating to the Ph.D. programme to be adopted by the Academic Council of the University (as and when constituted) subject to the provisions of the Act, Statutes of the University and also the UGC Regulations/guidelines as amended from time to time.

2.2 Research Council

The Research Council shall advise the Board of Research Studies pertaining to the Ph.D. programme of the University. The Research Council shall meet at least twice a year or as and when required. The term of the external members shall be for a period of two years. At least two thirds of the members shall constitute the quorum. The Constitution of the Research Council shall be as under:

- | | | |
|---|---|-------------|
| 1. Vice-Chancellor or his nominee | - | Chairperson |
| 2. External Experts
(Minimum 2 Maximum 4, who shall not be the employees of the CUAP to be nominated by the Vice-Chancellor and one of the members shall be nominated essentially from the Academic Council) | - | Member |
| 3. Professors
(Minimum 2 Professors to be nominated by the Vice-Chancellor in order of seniority by rotation) | - | Member |
| 4. Associate Professors
(Minimum 2 Associate Professors to be nominated by the Vice-Chancellor in order of seniority by rotation) | - | Member |
| 5. Assistant Professors
(Minimum 2 Assistant Professors to be nominated by the Vice-Chancellor in order of seniority by rotation) | - | Member |


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2.3 Board of Research Studies (BRS)

The registration of students by each Department of the Faculty/School shall require ratification by the respective BRS. The records of registration and the progress of research work done by the Ph.D. scholars shall be maintained by the BRS. The Constitution of the BRS shall be as under:

- | | | |
|---|---|-------------|
| 1. Dean of the Faculty | - | Chairperson |
| 2. Head of the Department (HoD) | - | Member |
| 3. All Professors of the Department | - | Members |
| 4. Two Associate Professors of the Department
(To be nominated by the Vice-Chancellor on the recommendation of the Dean in order of seniority and by rotation for a period of 2 years) | - | Member |
| 5. Two Assistant Professors
(To be nominated by the Vice-Chancellor on the recommendation of the Dean in order of seniority and rotation for a period of 2 years) | - | Member |

All members of the BRS must be qualified to be research supervisors.

2.4 Departmental Research Committee (DRC)

2.4.1 Each Department and Centre offering the Ph.D. Programme shall have a Departmental Research Committee (DRC). All members of the DRC must be qualified to be the research Supervisors. The DRC shall be constituted by the Dean of the Faculty/School on the recommendation of the HOD.

2.4.2 The following shall be the composition of the DRC:

- a. The Head of the Department (HOD)/coordinator (where the position of HoD does not exist) shall be the Chairperson and the Convener*.
- b. All the eligible Research Supervisors.
- c. At least two members of the faculty of the concerned Department from amongst the nominated members by the Supervisor, duly approved by the Chairperson, of the DRC.
- d. At least one member of the faculty belonging to the allied Departments or allied Institutions shall be nominated by the Chairman, DRC.
- e. In case any member proceeds on leave exceeding a duration of one-year or more, or resigns or retires from the Institute, the Chairman of the DRC shall nominate another member.
- f. The nomination of the member of the DRC from abroad can be made with the condition that the non-disclosure agreement shall be obtained from the proposed member of the DRC before nomination (In case the expertise in the concerned area of research requires an external expert from abroad, he may be invited to attend the meeting online).
- g. For conducting the comprehensive Viva-Voce examination, the HoD shall be the Chairman.
- h. The Supervisor shall intimate the Chairperson of the DRC to convene the meeting of the DRC as per requirement.
- i. Any other external member (as per the requirement of the area of research) shall be nominated by the competent authority.

Note: *In case, the Chairperson happens to be the Supervisor of a scholar, the senior most Professor of the Department concerned or the Dean (in case of non availability of Professor) shall act as the chairperson for that particular DRC.

3 Role and Functions of the DRC.

The DRC shall:

- 3.1 Advise on all such activities as are relevant to the research degree programme of a discipline.
- 3.2 Ensure implementation of the reservation policy of the Government of India in determining the seats for admission to the Ph.D. programme.
- 3.3 Approval of the Research Proposals subject to the ratification of the Board of Studies as and when constituted.
- 3.4 Monitor the progress of the research work.
- 3.5 Recommend the extension of the registration of research scholar as per the ordinance.
- 3.6 Lay down the course structure of the Pre-Ph.D. course-work and allocate the credits to each course.
- 3.7 Recommend the appointment of supervisor and co-supervisor after verifying their profile as per the recommendation of the Research Supervisor.
- 3.8 Amend/modify the research topic of the research scholars.
- 3.9 Change of supervisor/co-supervisor.
- 3.10 Any other responsibility as delegated by the BRS/Research Council/Academic Council as the case may be.
- 3.11 Recommend the UGC approved subjects (NPTEL/MOOC's/etc.,) as part of the Ph.D. Course work and Specified credits. These courses may be offered either offline or online.

4. Categories of Admission

4.1. Full Time: The Candidates fulfilling the following eligibility criteria may apply under the full time category.

- 4.1.1. The Candidates who appear and qualify the University Entrance Tests.
- 4.1.2. The Candidates holding a fellowship from the National Agency (CSIR/UGC-NET, DST etc.) and similar National Level Tests based on an interview.

4.2. Part-time: The Candidates may apply for the part-time Ph.D. program in Science, Management, Humanities and Arts after fulfilling the following eligibility criteria as per the UGC norms.

- 4.2.1 The Candidates who appear and qualify the University Entrance Test.
- 4.2.2 The Candidate working as a permanent faculty of a University or Academic/Administrative/Government Service/ Research/ Professional organization/ institution, subject to fulfillment of the UGC norms.
- 4.2.3 The Candidates admitted under the Part-time category shall be required to complete the course work as per the prescribed residential requirement. The research scholar shall be required to complete the course work in a maximum period of one year.
- 4.2.4 The Candidates shall have at least five years of work experience (Teaching, Research, Industry Experience Academic /Administration /Government Service /Professional Organization/Institution) after acquiring the requisite qualifications as per the UGC norms as amended from time to time.

4.2.5 The Candidates need to produce the NOC cum Sponsorship letter at the time of submission of application. The NOC has to be issued by the competent authority of the organization where the candidate is employed by clearly stating that:

- a)The candidate is permitted to pursue studies on a part-time basis.
- b)His/her official duties permit him/her to devote sufficient time to research.
- c)He/she shall be relieved of his/her duties to complete the course work, if required.

4.2.6 Conversion from full time to part time or vice versa in respect of any research scholar shall be considered by the concerned DRC on the request of the research scholar. The DRC shall record the reasons of conversion and issue a notification to this effect.

5. Eligibility for the Ph.D. Programme

5.1. Eligibility for the Ph.D. Programme

The candidates who have completed:

5.1.1. A 1-year/2-semester Master's Degree Programme after a 4-year/8-semester Bachelor's Degree Programme or a 2-year/4-semester Master's Degree Programme after a 3-year Bachelor's Degree Programme or qualifications declared equivalent to the Master's Degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.

or

An equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

5.1.2. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled/Economically Weaker Section (EWS) and other categories or candidates as per the decision of the University Grants Commission from time to time.

6. Availability of Seats:

6.1. The Head of the Department shall consult the members of the faculty (who are recognized as the Supervisors as per the UGC Regulation 2022) regarding the number of vacant seats available with each member in that particular Academic Year. Each prospective Supervisor may decide the number of seats that he/she may like to fill in a particular year within his/her maximum permissible strength and inform the Head of Department accordingly.

6.2. The eligible members of the faculty shall confirm their willingness to supervise the Ph.D. Scholars along with the Curriculum Vitae and the list of publications to the Head of the Department. The HoD shall ensure that the information from the members of the Department in this regard are available before the announcement of the vacant seats.

6.3. The number of students to be admitted in each admission cycle, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information shall be notified well in advance on the University website. The Advertisement relating to the announcement of admission shall be issued in at least two National newspapers.

6.4. The University shall adhere to the Government of India Reservation Policy in admission to the Ph.D. Programme.

7. Admission Process

7.1 The Departments/Centres shall regularly update all information regarding admissions on the admission portal, website of the Department/Centre as well as the Ph.D. Bulletin (as applicable).

7.2 The Ph.D. Candidates shall be admitted in a two-stage process through the following:

i) An Entrance Test to be held once a year. In this connection, the notification shall be issued by the University to conduct the entrance examination for the Ph.D. Programme. All candidates applying for the Ph.D. have to register on the **online admission portal** of the University. A candidate has to apply/register separately for each programme through online portal.

ii) An interview may be conducted for the candidates holding fellowship/scholarship from national agencies (CSIR/UGC-NET, DST, ICMR, etc.).

7.3 Entrance Test

7.3.1. The Entrance Test for the Ph.D. Programme shall be conducted once a year and the eligible shortlisted candidates shall be called for interview.

7.3.2 The Entrance Tests in various Departments shall be staggered to allow the candidates to appear at the written test in more than one subject, if they so desire.

7.3.3 The Entrance Test shall be a qualifying examination with the qualifying marks as 50% for the General candidates. A relaxation of 5% of marks (from 50% to 45%), shall be allowed for those belonging to SC/ST/OBC (non-creamy layer)/PWD and EWS category or any other category as notified by the University from time to time.

7.3.4 If in spite of the above-mentioned relaxation, the candidates for SC/ST/OBC (non-creamy layer)/differently abled categories are not available; the University reserves the right to fill the vacant seats from similar category of candidates who have qualified UGC NET/UGC-CSIR NET/GATE/CEED and similar National Level Tests based on interview by inviting fresh applications.

7.4 Exemption from Entrance Examination

7.4.1. The Candidates who have qualified the fellowship/Scholarship in UGC NET/UGC-CSIR NET/ GATE/ CEED and similar National Level Tests can directly appear at the interview. Such candidates who are exempted from the entrance tests may get registered in the online admission portal for interview.

7.5 Syllabus for Entrance Examination

7.5.1 The syllabus for the entrance tests shall consist of 50% questions on research aptitude/methodology and 50% subject-specific questions.

7.5.2 The syllabus for the written examination of each Ph.D programme shall be displayed on the respective Department's page on the University website (Subject-wise).

7.6 Declaration of Results of the Entrance Examinations

7.6.1. The results of the Entrance Test shall be hosted on the University website under Admission Tab.

7.6.2. The information related to the following shall be notified on the Ph.D. admission portal of the University:

- i) The list of candidates shortlisted through the entrance test for interview.
- ii) The list of candidates who are directly eligible to be called for interview.
- iii) Dates and other details of the interview.

7.7 Interview

7.7.1 Those who secure at least 50% marks in the Entrance Test (45% marks in the case of SC/ST/OBC (NC)/PH/EWS and other categories of candidates as per the decision of the UGC from time to time shall be shortlisted for the interview in order of merit, subject to a maximum limit of five times of the vacant seats in the respective categories.

7.7.2 The interview for admission to the Ph.D. programme shall be conducted by the DRC or a committee to be constituted by the DRC with prior approval of the Competent Authority.

7.7.3 The Interview shall comprise components of Research Aptitude (40%), Subject Knowledge (40%) and Communication Skills (20%).

7.7.4 The interviews for admissions shall be conducted simultaneously for all the categories and it shall be ensured that the category of candidates such as General/SC/ST/OBC (NC)/PH/EWS etc. is not revealed at the time of interview.

7.7.5 At the time of the interview if required, the experts/prospective Supervisors from the allied/specialized areas may be invited.

7.7.6 In case of the interview for the Ph.D programme, where it is conducted by a committee duly constituted by the DRC with prior approval by the competent authority, the committee shall submit the outcome of the interview duly signed by all the members of the interview panel to the DRC for further processing. Such Committee shall be represented by member of the SC/ST.

7.7.7 The final minutes of the DRC shall be signed by the Chairperson of the DRC and the nominee of the Vice Chancellor and be sent to the Board of Research Studies (BRS).

7.7.8 The merit list of the candidates selected through interview shall be hosted on the website of the University after approval by the DRC.

7.7.9 There shall be a waiting list in order of merit. The waiting list shall be prepared category-wise.

7.7.10 In case the University wants to hold the interviews (for candidates who have qualified UGC NET/UGC-CSIR NET/ GATE/ CEED and similar National Level Tests) twice or more number of times in a Year, the vacant seats may be notified—at least 15 days in advance before the schedule commence date of interview and notification shall be hosted on the website of the University.

7.7.11 At the time of interview, the candidates are required to discuss their research interest/area through a presentation before the interview panel (DRC or a

committee duly constituted by DRC). As per the University standards, the following aspects shall be considered during the interview:

- i) The candidate's competence for the proposed research.
 - ii) Whether the research work can be suitably undertaken at the University.
 - iii) Whether the proposed area of research can contribute to new/additional knowledge.
- 7.7.12 The Departments/Centres must notify the selection criteria during interview and all other relevant information for the benefit of the candidates on their respective websites as well as on the admission portal.
- 7.7.13 The Departments/Centres must have a record of scores/comments pertaining to the written examination and the interview of the candidates as applicable.
- 7.7.14 The DRC based on the recommendations of the competent authority, reserves the right not to select the candidates for all the vacancies advertised.
- 7.7.15 The DRC shall ensure that all rules of reservation (UGC and University) are followed in admission process for SC (15%) / ST (7.5%) / OBC (27%) / EWS (10%) as per the reservation policy of Government of India.

7.8 Weight-age of Entrance Test and Interview

- For the selection of candidates who qualify the Entrance Examination, a weight-age of 70% to the Entrance Test and 30% to the performance in the interview/viva-voce shall be given.
- For the selection of candidates appearing directly at the interview (i.e., the candidates exempted from the entrance examination (refer clause 7.4.1), weight age of 100% shall be given to the performance in the interview.
- A common merit list shall be published for both the categories as mentioned above.

7.9 Admission of Foreign Students

- 7.9.1 The Foreign nationals seeking admission in the University shall get registered with the Foreign Students Registry (FSR) (to be created by University) in acquiescence with the schedule notified by the FSR. No foreign students shall be admitted directly by the Department/Centre.
- 7.9.2 The Foreign nationals must have language competence suited to the Department they wish to join. Foreign nationals are exempted from appearing at the entrance test and interview. They may be admitted based on the merit of their research proposal, subject to fulfilling the minimum eligibility criteria. The decision regarding the eligibility criteria rests with the Departmental Research Committee (DRC), subject to approval of the Board of Research Studies (BRS) for the Ph.D. Programme, within the framework of the UGC Regulations.
- 7.9.3 The Foreign nationals fulfilling the eligibility criteria can be registered for Ph.D. over and above the maximum admissible strength. However, at any given time, the total number of foreign students shall not exceed 10% of the total admissible strength of the Department.

7.10. Selection and Admission Procedures

- 7.10.1 The merit list of the recommended candidates shall be hosted on the Ph.D. Admission portal/University website. There shall be a waiting list in order of merit.
- 7.10.2 The Central University of Andhra Pradesh shall not conduct the Ph.D. Programmes through distant educational mode.
- 7.10.3 No research scholar registered for the Ph.D. programme shall be permitted to undertake any other full-time Programme during the pendency/currency of the Ph.D. programme.
- 7.10.4 The Department shall maintain and host a list of all the Ph.D registered research scholars on its website year-wise basis. The list shall include the name of each of the registered candidates, topic of his/her research, the name of his/her supervisor/co-supervisor and the date of enrolment/registration.

8. Fees and Registration

- 8.1 On the basis of the recommendation of the DRC, a memorandum for provisional registration and payment of fees of the selected candidates shall be issued by the BRS, after its due approval by the competent authority.
- 8.2 The selected applicants have to pay admission fee on or before the specified date to be decided by the BRS/University through online admission portal.
- 8.3 The date of payment of fees submission (after the announcement of the merit list) shall be considered as the date of registration.
- 8.4 All candidates who are in residence and whose registration for research degree is still in force are required to enrol in person each semester on the stipulated date till their submission of thesis, on payment of the requisite fees. Those not in residences may pre-enrol in absentia during the stipulated period after payment of the requisite fees. The enrolment shall be cancelled if the progress is not satisfactory.

9. Allocation and Eligibility Criteria of the Research Supervisor

- 9.1 Permanent members of the faculty working as Professor/Associate Professor with a Ph.D., and at least five research publications in the peer-reviewed or refereed journals and the permanent members of the faculty working as Assistant Professors with a Ph.D., and at least three research publications in peer-reviewed or refereed journals shall be recognized as Research Supervisor in the University.
- 9.2 Co-Supervisors from within the same department shall be permitted only on the recommendations of the DRC with valid reasons to be recorded in writing subject to the approval of the competent authority.
- 9.3 In case of interdisciplinary/multi-disciplinary research work, if required, a Co-Supervisor from outside the Department/University may be appointed with the approval of the competent authority.
- 9.4 The members of the Faculty with less than three years of service before superannuation shall not be allowed to take any new research scholar under their supervision. However, such members of the faculty can continue to supervise the registered Ph.D. scholars until their superannuation. However, they may continue as co-supervisor after superannuation up to the age of 70 years.

- 9.5 The Head of the Department shall ensure the change of supervisor with the approval of the competent authority in case of deputation /Extraordinary Leave (EOL) / any other extraordinary circumstances, if the absence of supervisor from the University exceeds a period of more than six months.
- 9.6 At any point of time, the total number of Ph.D. scholars under a member of the faculty, either as a supervisor or a co-supervisor, shall not exceed 8, 6 and 4 in case of Professor, Associate Professor and Assistant Professor respectively. However, in case of foreign students registered in the University every faculty shall have one/two foreign students which will be considered as supernumerary.

10. Change/Addition of Supervisor

- 10.1 The Doctoral Research Committee (DRC) of a candidate may recommend a change of Supervisor or appointment of a Co-Supervisor by recording valid reasons in writing.

11. Course Work

- 11.1 Course work shall be compulsory for all research scholars both part time and full time.
- 11.2 The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a two credit course on "Research and Publication Ethics". The DRC shall normally prescribe two core courses and at least four electives. The prescribed courses shall be post-graduate level courses of the Institute.
- 11.3 The Ph.D candidate in respective streams shall complete two core courses and at least four electives.
- 11.4 A minimum of four credits shall be assigned to one or more courses on Research Methodology.
- 11.5 The Course Work per four credit courses shall be delivered in the following manner: a) Minimum Number of hours for classroom teaching learning: 30 hours b) Minimum Number of hours for library works: 20 hours c) Minimum Number of hours for tutorial and other interactive activities: 10 hours.
- 11.6 The DRC may prescribe additional courses for the candidates wherever found necessary.
- 11.7. All candidates enrolled for the Ph.D. Program are required to complete the course work examination.
- 11.8. All Ph.D. scholars shall submit the Thesis in English language only except in the disciplines of languages.
- 11.9. The Course Work examination shall be conducted by the examination section of the University in coordination with concerned Department.
- 11.10. If the performance of a candidate in the Course Work examination in the first attempt is not satisfactory, he/she will be given one more opportunity to appear for the course work examination within six months of the first attempt.
- 11.11. The registration of a candidate shall be cancelled in case of non-completion of the course work within two semesters or specified time period.
- 11.12. A candidate shall be intimated sufficiently in advance about the schedule of the Course Work Examination, which shall enable the scholar to prepare adequately.
- 11.13. Specific evaluation mechanism shall be evolved and laid down by the concerned Department within the framework of the UGC norms.

12. Evaluation of Coursework: The Course work and qualifying marks shall be as per the prescribed UGC Regulations as amended from time to time.

12.1 All full time Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their period of research. The Ph.D. scholars may also be assigned 4-6 hours per week for teaching/research assistantship for conducting tutorial or laboratory work and evaluations. The DRC of the concerned discipline shall take the decision accordingly.

13. Percentage/Grades

13.1 A Ph.D. scholar shall obtain a minimum of 55% marks or its equivalent grade in the UGC 10 point scale in each component of the course work individually and also in the total marks.

14. Progress Report

- 14.1 The progress of a research scholar shall be monitored by the supervisor(s).
- 14.2 A student is required to submit his/her progress report every six-months in the prescribed format to his/her research supervisor.
- 14.3 The periodic progress report shall be presented by the student before the concerned DRC after approval by the Supervisor. The report should be submitted to the HOD through the Supervisor, for consideration by the DRC. In addition, the student shall be required to present the progress report before the DRC as and when required.
- 14.4 In case of unsatisfactory progress of research over period of one year and/or non-submission of timely progress report, the DRC shall record the reasons and suggest corrective measures. In case the scholar fails to comply with the instructions of the DRC, the DRC may recommend cancellation of the Ph.D. registration of the scholar to the concerned authority.
- 14.5 Before recommending cancellation of registration, the supervisor shall send a show cause notice to the student concerned before placing his/her matter for cancellation of registration in the DRC.
- 14.6 The University also reserves the right to cancel the registration under any one or all the following conditions:
- i) Non-payment of fees.
 - ii) Unsatisfactory progress.
 - iii) Non-compliance with the provisions of the Ordinance and Regulations of the University.
 - iv) Failure to submit the Dissertation/Thesis within the time limit prescribed.
 - v) Plagiarism.
 - vi) Misconduct as specified in the code of discipline applicable for research students.
- 14.7 After registration, the Research Scholar shall submit annually a report to the Supervisor, HOD and the DRC every year.
- 14.8 The progress made by a candidate shall be reviewed by the DRC once in six months. The continuance of registration and award/continuance of scholarship/Research Assistantship shall be based on the recommendation of the DRC members.
- 14.9 In the case of candidates under the external registration program or working on a part-time basis, the DRC shall pay specific attention to the quantum of effort put in by the scholar. Inadequacy of effort/progress can be a reason for cancellation of registration.

15. Minimum Residential Requirement

- 15.1 The minimum period of study and research for regular full time candidates from the date of registration for the Ph.D. Program to the date of submission of the Ph.D. thesis shall be 3 years.
- 15.2 The minimum residential requirement for part time Ph.D. Scholars shall be one semester.
- 15.3 Withdrawal from the regular program is permitted for a semester or longer for reasons of ill health or other valid grounds as duly recorded and approved by the DRC.
- 15.4 Initially, all admissions to the Ph.D. Programmes shall be provisional and these shall be confirmed on approval of their synopsis by the DRC.
- 15.5 The DRC may consider the request for conversion from full time to part time and vice versa in the Ph.D. programme as per the latest UGC guidelines and the University rules.

16. Duration of the Programme:

The Duration of the Ph.D. programme shall be as per the UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2022 as amended from time to time.

- 16.1 The Ph.D. Programme shall be for a minimum duration of three (3) years, including Course Work and a maximum duration of six (6) years from the date of admission to the Ph.D. programme. However, all the candidates admitted to the Ph.D. Programme shall be required to complete the course work prescribed by the discipline concerned during the initial one or two semesters.
Maximum of an additional two (2) years can be given through a process of re-registration as per Clause 17 of this Ordinance. However, the total period for completion of a Ph.D. programme shall not exceed eight (8) years from the date of admission to the Ph.D. programme.
- 16.2 The Female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases shall not exceed ten (10) years from the date of admission in the Ph.D. programme.
- 16.3 The Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

17. Procedure for Re-Registration:

Re-registration shall be allowed under the recommendations of the DRC subject to the approval of the competent authority.

- 17.1 The application for re-registration shall be submitted by the research scholar through the research supervisor duly endorsed by the DRC for approval of the BRS. However, such applications shall be submitted strictly six months prior to the maximum validity period (i.e. 6 years / 8 years (for female and PwD students)). The request for re-registration shall not be considered and is liable to rejection, if not submitted within the above-prescribed time period. A maximum of an additional two (2) years can be given through a process of re-registration. However, the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme. Provided further that, the female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission to the Ph.D. programme.

18. Teaching Assistantship

- 18.1. Ph.D. scholars shall be given teaching/research assistantship of 4-6 hours per week for conducting tutorial classes or laboratory work or any other academic/research as assigned to them from time to time by the competent authority without any financial commitment on the part of the University.

19. Cancellation of Registration

- 19.1 The registration of a candidate whose progress is not found to be satisfactory by the DRC or who has not been enrolled is liable to be cancelled.
- 19.2. The registration of a candidate who has not submitted his/her thesis before the end of the maximum permissible period shall be cancelled. However, before recommending the cancellation of the registration, the supervisor has to send a show-cause notice to the research scholar communicating him as to why his/her registration shall not be cancelled.

20. Synopsis

- 20.1 On satisfactory completion of the prescribed courses, the comprehensive examination and the research work, the research scholar shall submit the requisite copies of the synopsis of his/her research work in the prescribed format to the HoD through the Supervisor(s) for onward transmission to the DRC and the Dean of the Faculty/School for consideration.
- 20.2 The candidate shall present the synopsis before the DRC. If the synopsis is approved by the DRC, the candidate shall be permitted to submit the thesis. Thereafter, a panel of at least 8 external examiners from at the National and International level shall be submitted for evaluation of the thesis.
- 20.3 The scholar should have at least two papers in the refereed journals of which one may be published/accepted in internationally reputed (SCI/SCIE/Scopus indexed) journal. Further, the scholar should have at least one paper published in a journal as the first author.
- 20.4 Prior to submission of the synopsis, the scholar is required to give at least two seminar talks on the topic of his/her research and the first seminar talk must be given before the end of the third year.
- 20.5 In case the submission of a research scholar in the pre-submission seminar is not up to the satisfaction of the DRC, he/she may be asked to present the synopsis within a period of 6 months from the date of the 1st pre submission seminar.
- 20.6 The synopsis of the 5th progress report may be presented before the DRC by the research scholar, if he/she so desires

21. Pre-Submission Seminar

- i) On the completion of the draft thesis, the supervisor of a research scholar shall request the HOD for convening the Pre-Submission seminar.
- ii) The Pre-Submission seminar shall be conducted before the DRC which shall be open to all the members of the Department or as deemed fit by the HoD with the permission of the Dean.
- iii) The minutes of the Pre-Submission seminar with the suggestion of the members of the faculty present in the seminar shall be recorded by the supervisor and the copy of the same shall be sent to the BRS/Dean for record.
- iv) The research scholar shall be required to submit the thesis within a maximum period of 90 days of the pre-submission seminar after incorporating all the suggestions.


22. Submission of Thesis

- 22.1 The scholar should submit the abstract and thesis both in hard and soft copy.
- 22.2 The DRC may grant additional time on the request of the scholar for valid reasons for the submission of the thesis.
- 22.3 The guidelines for use of plagiarism software for the Ph.D. thesis are as follows:
 - i) The University shall certify the software for generating the plagiarism report of the thesis.
- 22.4 The Supervisor may obtain a special relief from this checking from the Dean on ground of IP implications or National Security, if applicable.

23. Evaluation of Thesis

Panel of Examiners

- 23.1 The Supervisor is required to send the list of examiners with 8 names comprising Indian and Foreign experts.
- 23.2 The thesis shall be evaluated by three examiners (Supervisor, Indian External Examiner from the reputed institutions/research organizations and One Foreign Examiner in case of all the disciplines excepting Indian languages) as recommended by the DRC and approved by the Competent Authority.
- 23.3 The Viva-Voce examination shall be conducted by one of the examiners out of the two external examiners either offline or virtual mode.
- 23.4 The request shall be sent to the alternate examiner for Ph.D. thesis review after completion of the stipulated time limit and after issuing a second reminder to the existing examiners. This procedure has to be brought to the attention of examiners in the first letter of invitation sent to them.
- 23.5 The report of the evaluation shall be given in a prescribed format of the University which shall be sent to the external examiner.
- 23.6 All efforts shall be made to complete the entire process of the evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.
- 23.7 In case any examiner suggests certain modifications in writing or re-submission of the thesis, the same should be communicated in writing to the candidate, who shall be asked to resubmit the thesis with all the modifications within six months. The research supervisor(s) will ensure that the suggestions of the examiner are adequately addressed before re-submission of the thesis. The modified thesis shall be referred again to the examiner concerned for re-evaluation.
- 23.8 If one of the external examiners does not recommend the thesis for the award of a Ph.D. Degree, the thesis shall be referred to alternate examiner for independent evaluation. If the alternate external examiner recommends the thesis for the award, the Viva-Voce examination shall be organized. However, if this examiner also rejects the thesis, the thesis shall be deemed to be rejected by the University.
- 23.9 The reports of the examiners shall be communicated to the concerned Department and the Supervisor. The candidate shall be made known of the content of the reports at the time of the Viva-Voce examination.


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24. Viva Voce Examination

The Viva-Voce of the Ph.D. scholar shall be conducted if the external examiners recommend the acceptance of the thesis after incorporating the suggestions (if any) by them.

The Viva-Voce examination shall be conducted normally not earlier than two weeks from the date of the constitution of the Viva Voce board.

24.1 The Composition and Role of Viva Voce Board :

- 24.1.1 Head of the Department is the Chairperson of the Board.
- 24.1.2 If HoD happens to be the Supervisor of the candidate, the Senior Most Professor/previous HoD, shall be nominated as the Chairperson of the Viva Voce Board which shall be duly approved by the Dean of the Faculty/School.
- 24.1.3 The name of one of the external examiners of the thesis shall be approved by the Vice Chancellor to conduct the Viva Voce.
- 24.1.4 Research Supervisor(s).
- 24.1.5 An expert to be nominated by the Dean from the panel approved by the DRC either from or outside the University.
- 24.1.6 The Viva Voce Board shall be required to ensure that the scholar answers satisfactorily the questions raised by the examiner(s) thesis.
- 24.1.7 The E-copy of the thesis shall be circulated to the members of the DRC prior to the Viva Voce examination of the Ph.D. thesis. The reports of the examiners are to be circulated to the members of the DRC along with a soft copy of the thesis and the response of the candidate. In case there is any modification or suggestion by the examiner, the modified e-thesis shall also be circulated prior to the Viva-Voce meeting.
- 24.1.8 If the report of the Viva Voce board declares the performance of the candidates unsatisfactory, the candidate shall be asked to reappear for Viva Voce at a later date not earlier than a month and not later than six months from the date of the first Viva Voce.
- 24.1.9 The Chairman of the Viva Voce Board shall forward the thesis to the academic section certifying that the revisions recommended by the Viva Voce Board, if any, have been incorporated in the copy of the thesis along with the report of the Viva Voce Board.
- 24.1.10 All the candidates shall submit required number of copies of the final form of thesis and an electronic version in PDF format to the University after the Viva Voce Board recommends the award of the Ph.D. degree.
- 24.1.11 In all other cases, not covered by the above-mentioned Regulations, the matter shall be referred to the Vice Chancellor for appropriate decision.

25. Award of Ph.D. Degree

- 25.1 If the performance of the candidate in the Viva Voce is satisfactory, the candidate shall be awarded Ph.D. degree on the recommendation of the Dean and with the approval of the Academic Council (as and when constituted) or an equivalent body.

26. Code of Conduct for Research Scholars

- 26.1 Every scholar is required to observe discipline and decorum both inside and outside the campus and should not indulge in any activity, which shall tend to bring down the prestige and image of the University.

- 26.2 Use, possession, manufacturing, or distribution of drugs of abuse including, but not limited to, solvents; hallucinogens; narcotics; depressants; stimulants; or other controlled substances except as expressly permitted by law is punishable.
- 26.3 Scholars should not indulge in ragging, sexual harassment, criminal misconduct, unethical behaviour and ill treatment of the fellow scholars and staff of the University
- 26.4 Any act of indiscipline of a scholar reported to the Dean shall be referred to an appropriate body.

27. Discipline of Research Scholars

In case of any act of indiscipline, misconduct or committing an act of moral turpitude, ragging etc. the conduct of the research scholar shall be dealt with in accordance with the Acts, Statutes, and Ordinances of the University.

28. Issuance of Provisional Certificate

- 28.1 Prior to the actual award of the Ph.D. degree, the University shall issue a provisional certificate (within 15 days from the date of notification) to the effect that the Ph.D. is being awarded in accordance with the provisions of UGC (Minimum Standards and Procedures for the Award of Ph.D. Degree) Regulations, 2022 .

29. Depository with INFLIBNET (Shodhganga)

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the CUAP shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET(Shodhganga).

30. Grievance Redressal Mechanism

- 30.1 There shall be a grievance redressal mechanism in the University to be created for the research scholars as per the UGC norms. Accordingly, a committee shall be constituted.
- 30.2 In case of any grievance, the Research Scholar shall submit a representation at the first instance to the DRC. The DRC shall consider the grievance(s) and resolve the issue within 3 weeks from the date of submission of the representation. In case the Research Scholar is not satisfied with the decision of the DRC, he/she may approach the grievance committee stating the points of disagreement with the DRC. The recommendations of the Grievance Committee shall be placed before the Vice-Chancellor whose decision in this respect shall be final.

31. Institutional Ethics Committee (IEC)

The Institutional Ethics Committee shall be constituted by the University. The IEC as per its Standard Operating Procedure (SOP) shall vet the research proposals of the researchers (wherever necessary) as forwarded by the Supervisor and the DRC for ethical clearance of the proposals.

32. Power to Amend

- 32.1. Amendment or modifications to any provision of this Ordinance shall be made by the Executive Council on the recommendation of the Academic Council/equivalent body within the framework of the UGC Regulations as amended from time to time.

33. Territorial Jurisdiction

In case of any dispute, the territorial Jurisdiction for adjudication shall be the High Court of Judicature, Andhra Pradesh.

34. Interpretation

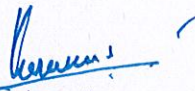
Any ambiguity or lack of clarity with regard to any clause of this Ordinance, the matter shall be referred to the UGC for clarification.

35. Removal of Difficulties

Notwithstanding anything contained in this Ordinance, the Vice Chancellor shall be competent to take such measures as may be deemed necessary within the framework of the UGC Regulations in respect of the Ph.D. scholars for the smooth conduct of the Ph.D. Programmes.

36. Withdrawal of Degree

The Ph.D Degree already awarded may be withdrawn by the University in accordance with clause 26(m) of the C.U. Act, 2009 read with statute 27 of the C.U. Act, 2009 in case it is detected at any point of time after the award of the Ph.D Degree that the holder of the degree has adopted fraudulent or unfair practice, indulging in criminal misconduct, suppression or concealment of material information from the University during the period of research which would have rendered him/her unfit or ineligible to pursue his/her research in the University.


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