

DRAVIDIAN UNIVERSITY

Srinivasavanam

Kuppam – 517426 (A.P.)



REVISED M. Phil / Ph.D. REGULATIONS : 2012 (modified)

(Approved by URC on 09.06.2014)



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These Regulations are applicable to the candidates who are qualified in the Dravidian University Research Common Entrance Test (DURCET) from the year 2011-2012. However, the candidates who were admitted prior to 2011 – 2012 remain under old regulations concerned.

1. GENERAL:

- 1.1 M.Phil. / Ph.D. degree programme shall be pursued either on Full-time or Part-time basis in the concerned subject of Post-Graduation only and the degree shall be awarded in the concerned subject.
- 1.2
 - (a) A candidate for the Ph.D. Degree may undertake interdisciplinary research. In such cases, there may be one or two guides - one guide (Main guide) from the subject concerned from **Dravidian University** and another guide (Co-guide) from a relevant discipline of the **University** or from a recognized National Research Institute/Laboratory.
 - (b) The candidate shall work in the concerned Department/Institute where he/she has a 'Main Guide'.
 - (c) He/She shall be awarded the Degree in the subject in which he/she registered mentioning specifically the title of the thesis.
- 1.3
 - (a) M.Phil. Programme (Full-time/Part-time) in Regular mode shall be carried in concerned Departments of **Dravidian University**.
 - (b) M.Phil. Programme (Full-time) in Regular mode shall also be carried out in concerned Departments of **Dravidian University**.
 - (c) Ph.D. Programme (Full-time / Part-time) in Regular mode shall be carried in concerned Departments of **Dravidian University**.
 - (d) Ph.D. Programme (Full-time) shall also be carried out in recognized to **Dravidian University** or recognized National Research Institutes / Laboratories.
- 1.4 Admission to Research programmes (M.Phil. and Ph.D.) shall be through an Entrance Test (DURCET) conducted by **Dravidian University** subject to satisfying all other requirements as prescribed for registration. At the time of admission the candidates have to attend the interview before the Admission committee.
- 1.5 The following categories of candidates are exempted from taking the Research Entrance Test for admission into Ph.D. programme. However, they have to apply in the prescribed application form for consideration for direct Admission into Ph.D. Programme.
 - (a) Candidates qualified in GATE/UGC-JRF/UGC-CSIR-JRF/UGC-NET/APSET/ any SET of any Southern States

- (b) Foreign students.
 - (c) M.Phil Regular (Full-Time/Part-Time) Scholars of Dravidian University who have submitted their dissertation.
- 1.6 An Executive with a minimum of 10 years of service in Commercial Banks, Industries, Financial Institutions, Reputed Service Organizations, Central / State Government Gazetted and Non-Gazetted Officers may be considered for admission into Ph.D. (Part-time) Programme of the University. These Executives shall qualify for admission to Ph.D. (Part-time) programme by passing DURCET or by having at least two research papers in reputed research journals and shall qualify all other requirements as prescribed for registration into Ph.D. programme.
- 1.7 (a) Candidates qualified in the GATE/UGC-JRF/UGC-NET/APSET/CSIR/ any SET of any Southern States can be admitted into Ph.D. programme twice in an academic year i.e. in June and December. However, the candidates can submit the applications throughout the year without waiting for regular advertisement.
- (b) Foreign students can be admitted into Ph.D. programme (Full-time) through personal interview by a Committee consisting of the Dean of Academic Affairs / School Dean / Chairman, Board of Studies and Head of the Department and the guide. They may be admitted at any period of time in the academic year without waiting for regular advertisement provided their applications are routed through Govt. of India.
- 1.8 A candidate carrying on Full-time research shall not be a student pursuing any other full-time course, or engage himself or herself in any other occupation during the period of research.
- 1.9 Candidates shall have to join within the specified date, paying the necessary fees and submit all original certificates simultaneously. Joining report duly signed by the guide and Head of the Department concerned shall be submitted to the concerned School Dean / Dean of Academic Affairs under a copy to the University.
- 1.10 A part-time candidate has to attend the concerned department at least for 30 days in a year (preferably in summer vacation) for two consecutive years immediately following the date of registration. The concerned research supervisor has to maintain the attendance register to this effect.
- 1.11 (a) A Full-time candidate should submit his/her progress report through the guide for every quarter together with attendance particulars through proper channel to the concerned School Dean / Dean of Academic Affairs under a copy to the University.
- (b) A Part-time candidate should submit his/her progress report through the guide for each year together with attendance particulars through proper channel to the concerned School Dean / Dean of Academic Affairs under a copy to the University.
- (c) In case, the report at any stage is adverse or not satisfactory, the registration of the candidate shall be cancelled. It is desirable that a guide maintains a record of the progress reports.

- 1.12 (a) If a Full-time Research Scholar (Ph.D. and M.Phil.) absents continuously for 3 months without any written intimation to the Department, the concerned guide shall report the same to the concerned School Dean / Dean of Academic Affaires through proper channel recommending cancellation of the registration.
- (b) If a Part-time Research Scholar (Ph.D. and M.Phil.) has not attended the concerned department at least for 30 days in a year for two consecutive years immediately following the date of registration, the concerned guide shall report the same to the concerned Dean of Academic Affaires/ School Dean/ Head of the Department through proper channel recommending cancellation of the registration.
- 1.13 The non-teaching staff category candidates of **Dravidian University** shall be subjected to the same rules and regulations as other research candidates, in terms of actual attendance in the departments, progress reports and leave of absence from the institutions where they are working.
- 1.14 (a) The Dean of Academic Affairs may convert Part-time Research to Full-time when a Research scholar is selected under Faculty Improvement Programme / Faculty Development Programme by the University Grants Commission by obtaining specific remarks from the Research Supervisor, the Head of the Department and the Dean of School concerned. If there is no vacancy under Full-time at that point of time, the scholar may be converted into Full-time as against Part-time. Further, if there is no vacancy in Part-time, it may be treated as an extra seat.
- (b) The Dean of Academic Affairs may convert Full-time registration to Part-time and vice-versa subject to the availability of seat by obtaining specific remarks from the Research Supervisor, the Head of the Department and the Dean of School concerned. This conversion is allowed only once.
- (c) The Conversion of M.Phil/Ph.D from Full-Time to Part-Time be allowed if the candidate gets permanent Government Job after the Registration as a full-time scholar. The request letter is to be submitted through proper channel and approval by the DRC.
- 1.15 Notwithstanding the contents in the Regulations, the University Research Committee (*URC*) shall have the power to permit any candidate, who is found, after screening to be possessing extraordinary ability and aptitude of research and whose profession has relevance to the area of research proposed to be carried on by him/her to register for Ph.D. degree. The University Research Committee shall coordinate all the research activities (See Appendix - II). The decision of the University Research Committee is final in all these matters.
- 1.16 The rule of reservation shall be implemented in the admission of M. Phil / Ph. D students as per the Government of Andhra Pradesh Rule of Reservation policy.

2. ENTRANCE TEST:

- 2.1 The entrance test will be of 2 hours duration with 120 multiple choice questions. Each question carries one mark. The question paper will be in English only except in the case of language subjects.

- 2.2 There is a prescribed syllabus for the entrance test of each subject. The syllabus for the test consists of Section A – General Aptitude for 30 questions (as per the syllabus given in the Annexure – IV) and Section B – concerned subject syllabus at PG level for 90 questions.
- 2.3 Section A is common to all the candidates and it is based on the syllabus given in Annexure – IV. The Syllabus for Section B is to be provided by the Chairman, Board of Studies of the concerned subject of PG. The syllabus shall consist of Five (5) units covering the important topics in the concerned PG syllabus on the model of UGC.CSIR tests.
- 2.4 The cut-off pass marks in the Entrance Test shall be decided every year.

3. M. Phil. DEGREE PROGRAMME:

3.1 Eligibility Criteria

- (a) A candidate may be permitted to carry on M.Phil. (Full-time) course when he/she satisfy the following criteria:
- (i) Candidates with P.G. degree of this University or degree recognized as equivalent thereto shall have a minimum of 55% marks in the concerned subject of PG. However, a concession of 5% marks is allowed to SC/ST candidates.
 - (ii) Candidates shall have to qualify in the (DURCET) Entrance Test conducted by **Dravidian University**.
 - (iii) Candidates should satisfy the Local or Non local status in Andhra Pradesh as laid down in Andhra Pradesh Educational Institutions (Regulations of Admissions) order, 1974.
 - (iv). Candidates who wrote Entrance Test (DURCET) other than Andhra Pradesh, shall give 10 % seats to Tamilnadu, Karnataka, Kerala and Pondicherry for M. Phil/ Ph.D admissions.
- (b) A candidate who is on employee may be permitted to carry on M.Phil. (Part-time) course only when he/she satisfies the eligibility criteria as mentioned in 3.1(a) and belong to any one of the following categories: (The permanent employees shall submit an attested copy of first page of Service Register at the time of registration).
- (i) A teacher working in a Govt./Aided college offering PG / UG courses with 2 years of teaching experience as Permanent employee
 - (ii) Junior Lecturers in Govt./Aided Junior Colleges with 2 years of teaching experience as Permanent employee

3.2 Admission Procedure

- i) Admission into M.Phil. programme is based on merit from among the qualified candidates in the entrance test following the rule of reservation.
- ii) If the candidates get same marks, preference shall be given to those who secure higher marks in Section – B. If there is a further tie, preference shall be given for the elder person.
- iii) Mere qualifying in the DURCET does not guarantee admission into M.Phil. programme.

- iv) Admissions shall be made by a Committee consisting of members as given in Appendix - I.
- 3.3 The duration of the M.Phil. programme is as follows:
- i) M.Phil (Full-time) - Minimum 1 year and Maximum 2 years
 - ii) M.Phil (Part -time) - Minimum 2 years and maximum 3 years
- No extension of time is permitted under any circumstance.
- 3.4 M.Phil. Course shall consist of Part-I and Part-II.
- Part-I : Course work consists of Paper-I and Paper-II. The written examination should be written in English only except for language subjects.
- Paper-I : Research Methodology. (Syllabus is common to all M.Phil. candidates of the discipline concerned as recommended by the Department concerned. It is of 3 hours duration and with a maximum of 100 marks.) (Common to Ph.D. Programme also)
- Paper-II : Topic of specialization and research problems. (The syllabus shall be decided by the Research Supervisor. It is of 3 hours duration and with a maximum of 100 marks.)
- The syllabus for Paper-I and Paper-II shall be organized into Five units each. One question with internal choice from each unit should be set. The candidate has to answer all the five questions.
- Part-II: Dissertation: Dissertation carries 200 marks. Topic of dissertation shall be chosen by the candidate in consultation with the guide. The dissertation shall be written in English only except for language subjects.
- 3.5 The M.Phil. (Part-time) Scholar shall spend two consecutive summer vacations immediately following the date of registration in the University Department concerned. The candidates shall also work in the Department during mid-term vacation, if required by the guide.
- 3.6 (a) M.Phil. (Full-time) Scholar shall appear for the examination under Part-I at the end of one year from the date of registration. He/She shall be permitted to submit the dissertation within Two years from the date of Registration. No extension of time is permitted.
- (b) M.Phil. (Part-time) Scholar shall appear for the examination under Part-I after completing two years from the date of registration. He/She shall be permitted to submit the dissertation within Three years from the date of Registration. No extension of time is permitted.
- 3.7 Candidates shall put in a minimum of 75% attendance in order to secure eligibility to appear for Part-I examination.
- 3.8 Examination for Part-I shall be conducted once in a year. A candidate can appear only twice for Part-I Examination. Failure to register for the written examination at the appropriate time or absence, be it for whatever reason, shall be considered as a chance lost. The candidate who fails to secure pass marks in any paper of Part-I shall be re-examined only in that Paper.

- 3.9 The panel of paper setters / examiners for Paper I (Research Methodology) shall be furnished by the Chairman, BOS of the concerned subject and panel for Paper II (subject / topic of specialization) shall be provided by the research supervisor of the candidate.
- 3.10 A candidate shall submit THREE hard copies of dissertation along with soft copy to the Controller of Examinations through the Guide, Head of the Department / School Dean / Dean of Academic Affairs with the other required documents.
- 3.11 The dissertation shall be prepared as per the following format:
- (a) Paper size – A4, Font - Times New Roman
 - (b) Font size - 12 for text, 1.5 line spacing
 - (c) One side printing
 - (d) Hard bound binding
 - (e) Tissue/Transparent sheets should not be used
 - (f) The dissertation should not be dedicated
 - (g) The title page should contain only **Dravidian University** Logo.

The Research Supervisor should meticulously observe the above rules while preparing the dissertation.

- 3.12 The M.Phil. written papers and dissertation shall be subjected to double valuation by internal and external examiners.

Internally, Paper I will be evaluated by the Chairman, BOS or any other senior faculty member suggested by him/her of the concerned department and Paper II and dissertation will be evaluated by the research supervisor of the candidate.

A Candidate shall be declared to have passed Part I if he/she secures a minimum of 50% average of marks in each paper.

When there is a difference of 25% of marks between first and second valuation in Part-II Dissertation, the dissertation be referred to the third examiner. Out of the marks awarded by the three examiners, nearest marks awarded by any two examiners be averaged and taken as final.

A candidate shall be declared to have passed Part II if he/she secures a minimum of 50% of marks in dissertation.

- 3.13 A candidate who secures 60% of marks and above in aggregate in Part-I and Part-II shall be placed in First Class and all other successful candidates shall be placed in the Second Class.
- 3.14 A candidate who fails to secure a pass in Part-II (Dissertation) shall be allowed to resubmit the revised dissertation within one year from the date of communication of examiners comments. No further revision is allowed in this regard.
- 3.15
- (a) M.Phil. (Full-time) candidate who fails in the written examination or fails to submit dissertation within a period of Two years from the date of admission shall be deemed to have discontinued. No extension of time is permitted.
 - (b) M.Phil. (Part-time) candidate who fails in the written examination or fails to submit dissertation within a period of Three years from the date

of admission shall be deemed to have discontinued. No extension of time is permitted.

4. Ph.D. DEGREE PROGRAMME:

4.1 Eligibility Criteria

4.1.1 A candidate may be permitted to carry on Full-time Ph.D. Programme only when he/she satisfies the following:

- (i) Candidates shall have a Post Graduate Degree of this University or Degree recognized as equivalent there to in the concerned subject of Post Graduation.
- ii) Candidates shall have a minimum of 55% marks in the concerned subject of Post Graduation. In case of Engineering courses candidates shall have either 1st class in B.Tech. or 1st Class in concerned M.Tech. course. However, a concession of 5% in marks is allowed to SC/ST candidates.
- (iii) Candidate shall have to qualify in DURCET or in GATE/UGC NET/SLET/CSIR Examination.

4.1.2 A candidate who is on employee may be permitted to carry on Part-time Ph.D. programme only when he/she satisfy the eligibilities mentioned in 4.1(a) and belongs to any one of the following categories: (The permanent employees shall submit an attested copy of the first page of Service Register at the time of registration.)

- i) A Teacher/Research Assistant/Research Fellow working in the Dravidian University with not less than two years of Regular Service.
- ii) Non-Teaching Staff of the Dravidian University with not less than 2 years of Regular Service.
- iii) A Teacher working in Dravidian University / other Universities recognized by UGC with 2 years of teaching experience as Permanent employee.
- iv) Junior Lecturers in Govt./ Aided Junior Colleges or Polytechnics/ DIET/PG Teachers equivalent to Junior Lecturers working in Govt./Aided Colleges with 2 years of teaching experience as Permanent employee.
- v) Librarians / Deputy Librarians / Assistant Librarians/ Directors/ Deputy Directors/ Assistant Directors working in Govt./Aided Colleges / Govt./Aided Junior Colleges with 2 years of experience as Permanent employee.
- vi) Lecturers in Physical Education / Physical Directors working in Govt./Aided Colleges / Govt./Aided Junior Colleges with 2 years of experience as Permanent employee.
- vii) Teachers with PG Degree working in Govt./Aided Engineering Colleges with 2 years of teaching experience as Permanent employee.

- viii) Permanent employees working in Reputed National/State Institutions with not less than 2 years of Regular service. (The list of such institutes shall be furnished by the Departmental Research Committee (DRC)).
- ix) Permanent teachers working in Govt./Aided High Schools with not less than 5 years of Regular Service.
- x) An Executive with a minimum of 10 years of service in Commercial Banks, Industries, Financial Institutions, Reputed Service Organizations, Central / State government Gazette and Non-Gazetted Officers. These Executives shall qualify for admission to Ph.D. (Part-time) programme by passing DURCET or by having at least two research papers in reputed research journals and shall qualify all other requirements as prescribed for registration into Ph.D. programme.

4.1.3 Retired employees are not eligible for Part-time Research Programme.

4.2 Admission Procedure

4.2.1 Admission into Ph.D. programme is subject to availability of a seat and concurrence of the guide. Mere qualifying in the DURCET does not guarantee admission into Ph.D. programme.

4.2.2 Dravidian University Regular (Full-Time/Part-Time)M.Phil Scholars are exempted from writing Entrance Test for Admission into Ph.D. provided the candidate submits application for admission into Ph.D. within a month after the Submission of M.Phil dissertation and depending on the vacancies available with the same Research Supervisor.

4.2.3 Candidates qualified in the GATE/UGC-NET/APSET/CSIR/ any SET of other any Southern States shall be admitted into Ph.D. programme twice in an academic year i.e. in June and December without waiting for regular advertisement subject to availability of seat.

4.2.4 Foreign students can be admitted into Ph.D. programme (Full-time) through personal interview by a Committee consisting of the Dean of Academic Affaires/ School Dean/ Head and Chairman, Board of Studies, and the guide. They may be admitted at any period of time in the academic year without waiting for regular advertisement provided their applications are routed through Govt. of India.

4.2.5 Not more than three candidates shall be allotted to a Research Supervisor in an academic year.

4.2.6 Admissions shall be made by a Committee consisting of members as given in Appendix – I.

4.3 The duration of Ph.D. Programmes shall be as follows:

- i) Ph.D. (Full-time) with M.Phil - Minimum 1 year & Maximum 3 years
- ii) Ph.D. (Full-time) without M.Phil – Minimum 2 years & Maximum 4 years
- iii) Ph.D. (Part-time) with M.Phil - Minimum 2 years & Maximum 4 years

iv) Ph.D. (Part-time) without M.Phil.- Minimum 3 years & Maximum 5 years

4.4 Extension of time may be granted by the Dean, Academic Affairs after completion of the maximum period based on the following criteria:

a. Obtaining specific recommendations from the research supervisor.

b. Year-wise Penalty Charges:

(i) First Year: Rs.5000/-

(ii) Second Year: 5000+7500 = 12,500/-

(iii) Third Year : 5000 + 7500 + 10,000 = 22500/-

(iv) Beyond Three Years and up to Five Years: 30,000/-

As one time final payment of penalty with no more extensions. If the candidate(s) fails to submit the thesis within the permitted extension period, his/her registration stands cancelled automatically.

4.5 Ph.D Programme shall consist of Part-I and Part-II as detailed below:

Part-I : Course work consists of Paper-I and Paper-II. The written examination should be written in *English only except for language subjects*.

Paper-I : Research Methodology. (Syllabus is common to all Ph.D. candidates of the discipline concerned as recommended by the Department concerned. It is of 3 hours duration and with a maximum of 100 marks.) (Common to M.Phil. Programme also)

Paper-II : Topic of research. (The syllabus shall be decided by the Research Supervisor. It is of 3 hours duration and with a maximum of 100 marks.)

The syllabus for Paper-I and Paper-II shall be organized into Five units each. One question with internal choice from each unit should be set. The candidate has to answer all the five questions.

Part-II: Submission of Thesis on the topic chosen by the candidate in consultation with the guide. The thesis shall be written in *English only except for language subjects*.

4.6 **Title of Research Topic:**

4.6.1 The field or area of research shall be specified in the application at the time of registration. The Full-time candidate has to present a seminar on the provisional topic chosen within the broad area of research given in the application before the Departmental Research Committee (DRC) within six months from the date of registration, so as to finalize the topic of research whereas in the case of Part-time, it will be within one year.

The finalized title of the thesis shall be communicated to the Controller of Examinations and also to the concerned the Dean of Academic Affairs.

4.6.2 In case of any variation between the finalized title and the title proposed at the time of submission of synopsis, decision of the Committee consisting of the following members shall be final:

1. The Dean of Academic Affairs.
2. The School Dean
3. The Chairman, Board of Studies concerned.
4. Head of the Department.
5. The Guide.

The Dean of Academic Affairs has to convene the meeting. Quorum will be three for the Committee including the School Dean and the Research Guide.

- 4.6.3 No change in the title shall be permitted after submission of the synopsis.
- 4.6.4 After the finalization of the topic (Six Months for Full-Time and One year for Part-Time), change of topic is allowed with penal fee of Rs.2000/-. (i) Request for Change of topic can be submitted through proper channel up to Pre-Ph.D written examination. (ii) After this period, any minor modifications in the title may be allowed with the recommendations of DRC. (iii) Any major change in the title be referred to URC.

4.7 **Ph.D. Written Examination:**

- 4.7.1 A candidate registered for the Ph.D. degree shall appear for the written examination in two papers of three hours duration based on a syllabus prescribed by the Research Supervisor(s). Except in the case of languages, the candidate has to write the examination in English only.
- 4.7.2 M.Phil Degree holders under regular mode from any Recognized University are exempted from writing Pre-Ph.D. Examination both Paper-1(Research Methodology), Paper-2 (Topic of Research). The candidate has to write Pre-Ph.D. Examination in Paper-2 if his/her Ph.D. Topic is different from that of M.Phil. The candidate has to make a request for exemption to be certified by the Research Supervisor and approved by the BOS Chairman.
- 4.7.3 The panel of paper setters / examiners for Paper I (Research Methodology) shall be furnished by the Chairman, Board of Studies of the concerned subject and panel for Paper II (subject / topic of specialization) shall be provided by the research supervisor of the candidate.
- 4.7.4 The Ph.D. written papers shall be subjected to double valuation by internal and external examiners.

Internally, Paper I will be evaluated by the Chairman, Board of Studies or any other senior faculty member suggested by him/her of the concerned department and Paper II will be evaluated by the research supervisor of the candidate.

A Candidate shall be declared to have passed Part I if he/she secures a minimum of 50% average of marks in each paper.

- 4.7.5 A Full-time candidate has to put in a minimum of 75% attendance to take the Ph.D. written examination whereas a Part-time candidate has to put in a minimum of 30 days attendance in each of the two consecutive years following the date of registration.

- 4.7.6 A Full-time candidate has to take the Ph.D. written examination after one year from the date of registration whereas a Part-time candidate has to take the examinations after two years from the date of registration.
- 4.7.7 (a) A candidate will not be permitted to take more than three consecutive chances to pass the written examination.
- (b) Failure to register for the written examination at the appropriate time or absence to it for whatever reason shall be considered as a chance lost.
- (c) If a candidate does not pass the written examination in the three consecutive chances, his/her registration shall stand cancelled automatically. However, he/she may apply for registration to write and qualify in DURCET again to seek fresh admission for the research programme.
- 4.7.8 After qualifying in the Ph.D. written examination, if there is any change in the area or field of research, the candidate has to take the Ph.D. written examination in the new area of research before the submission of synopsis.
- 4.8 (a) A Full-time candidate has to put in a minimum of 75% of attendance in each year until he/she submits his/her thesis or completes the maximum period whichever is earlier.
- (b) A Part-time candidate has to put in a minimum of 30 days of attendance in each of the two consecutive years following the date of registration.
- 4.9 **Submission of Synopsis:**
- 4.9.1 A candidate can submit the Ph.D. synopsis only when he / she
- (a) Has passed the Ph.D. Written examination.
- (b) Has published at least *One research article* or accepted for publication in the area of research in a standard / refereed research journal. (The list of such journals shall be furnished by the Departmental Research Committee (DRC) of the Department concerned and should be made available to all the candidates.)
- Only such research articles where the name of the candidate or the research supervisor appears as the first or second author will be considered for this purpose. If the candidate has a co-guide or if the candidate receives considerable help from any teacher/scientist/co research scholar for the same work, they may appear as the third author.
- (c) Has presented an Open Seminar on the topic of the thesis in the Department, the School Dean, the Guide, the Head of the Department, Chairperson of Board of Studies, Faculty and other Research Scholars shall be present for the seminar. The guide, Head of the department and Chairman of Board of Studies are must for the seminar.

- d) The synopsis should be written in English only, except in the case of languages.
- 4.9.2 Every candidate shall submit TEN (10) hard copies of the synopsis to the Controller of Examinations through proper channel at least One month prior to the submission of thesis along with the following:
- i) Soft copy of the synopsis
 - ii) Certificate form the Head of the Department to the effect that the Ph.D. Research Scholar has presented the open seminar on the topic of the thesis.
- 4.9.3 The research supervisor while forwarding the synopsis to the Controller of Examinations he/she shall address a letter to the Chairman of Board of Studies, along with a copy of synopsis with a request to submit the panel of examiners to the Controller of Examinations.
- 4.9.4 The synopsis may be sent to the examiners either by post or by e-mail. The acceptance through e-mail is also acceptable.
- 4.10 Submission of Thesis:**
- 4.10.1 The Thesis should be written in English only, except in the case of languages.
- 4.10.2 (a) A Full-time candidate with M.Phil. Degree may submit his/her thesis after One year from the date of registration.
- (b) A Full-time candidate without M.Phil. Degree may submit his/her thesis after Two years from the date of registration.
- 4.10.3 (a) A Part-time candidate with M.Phil. degree may submit his/her thesis after Two years from the date registration.
- (b) A Part-time candidate without M.Phil. degree may submit his/her thesis after Three years from the date of registration.
- 4.10.4 The candidate should submit the thesis only after One month from the date of submission of synopsis but not later than six months failing which a penal fee as prescribed should be paid by the candidate for a maximum of three more months' extension to submit the thesis.
- 4.10.5 The candidate has to submit FOUR (4) copies of thesis to the Controller of Examinations through proper channel along with the following:
- i) Xerox copies of the two published articles or accepted for publication.
 - ii) Certificate from the Departmental Research Committee (DRC) to the effect that the articles published or accepted for publication are a part of the thesis and they have been published in a standard / refereed journal (as per the list given by the DRC).
- 4.10.6 The thesis shall be prepared as per the following format.
- a) Paper Size - A4
 - b) Font – New Times Roman, Font size -12 for text
 - c) 1.5 line spacing

- d) One side printing
- e) Hard Bound binding
- f) Tissue / Transparent sheets should not be used
- g) The thesis should not be dedicated.
- h) The title page should contain Dravidian University logo only.

The Research Supervisor shall meticulously observe the above norms while preparing the thesis.

4.10.7 The candidate shall also enclose to the thesis, a certificate from the guide(s) under whom he/she worked that the thesis submitted is a bonafide record of research work done by the candidate during the period of study under his/her/them and that the thesis has not previously formed the basis for the award of any Degree, Diploma, Associate ship, Fellowship or other similar title to the candidate or to any other person(s).

4.10.8 The candidate shall also append to his/her thesis copies of published papers relevant to his/her work.

4.11 **Adjudication of Thesis**

4.11.1 Two panels of Indian Examiners (each consisting of 12 names of which six are from Andhra Pradesh and six are from other states) for adjudication of the thesis shall be provided one by the Research supervisor and the other by the Chairman, Board of Studies (P.G./Combined) of the concerned subject, within fifteen days from the date of submission of the synopsis to the Controller of Examinations.

4.11.2 In case the Chairman, Board of Studies (PG/ Combined) happens to be the Research Supervisor, another internal Member of the *Board with Ph.D. nominated by the Vice-Chancellor*, shall be required to provide the second panel of examiners.

4.11.3 In the case of inter-disciplinary themes involving two or more disciplines, the Chairman of Board of Studies of the subject in which the candidate has registered for Ph.D. shall provide the panel of examiners in addition to the panel provided by the Main guide (in consultation with the Co-Guide, if any).

4.11.4 In the case of candidates working in National Research Institutes/Laboratories or in affiliated colleges recognized by the University, the guide and the Chairman of Board of Studies / Combined Board of Studies shall submit the panel of examiners separately.

4.11.5 The thesis shall be adjudicated by a panel of three examiners of whom at least one shall be from outside the State.

4.11.6 (a) The examiners shall forward to the Controller of Examinations, their individual evaluation reports on the quality and merits of the thesis and on the standard of the thesis for consideration for the award of the Degree.

(b) The University shall not accept the Evaluation reports of Ph.D. thesis from Examiners through e-mail.

4.11.7 When all the three examiners recommend the award of the Degree, an open viva-voce examination shall be conducted.

- 4.11.8 a) If two adjudicators recommend the award of the Degree and one recommends revision, the thesis shall be revised by the candidate in consultation with the guide according to the suggestions of the examiner and sent thesis to that examiner only for re-adjudication, If the examiner insists once again further revision or rejection, the revised thesis be sent to the Fourth examiner.
- b) If two adjudicators recommend the award of the Degree and one recommends rejection of the thesis, it shall be forwarded to a Fourth examiner.

When the Fourth examiner recommends revision, the thesis shall accordingly be revised as per his suggestions and the revised thesis shall be sent for adjudication to that examiner only.

If the decision of the Fourth examiner is in favour of the award, open viva voce examination shall be conducted. If the fourth examiner recommends rejection, the thesis shall be rejected.

- 4.11.9 a) If two or all the three examiners recommend revision, the candidate shall revise and resubmit the thesis according to suggestions of examiners. The resubmitted thesis shall be sent to the two or the three of the examiners as the case may be. If the thesis resubmitted after revision is recommended for the award by all the three examiners, then an open Viva voce shall be conducted. If any one of the examiners recommends revision/rejection of the thesis, it shall be rejected.
- b) If one examiner recommends the award of the Degree and among the other two, one recommends revision on and the other one recommends rejection, then the candidate shall be asked to revise and resubmit the thesis according to suggestions of examiners. The resubmitted thesis shall be sent to those who recommended revision and to the fourth examiner. If all the three recommends the award of the Degree, open Viva-voce shall be conducted. If any one of the examiner recommends rejection or revision, the thesis shall be rejected.
- c) If two or more examiners recommend rejection of the thesis, then the thesis shall be rejected and the candidate has to register afresh.

4.12 **Viva Voce Examination:**

4.12.1 An Open Viva-Voce shall be conducted in the concerned department by a Committee consisting of the following members, on the receipt of the favorable reports from the adjudicators. The Committee consisting of the following shall conduct the Viva-voce examination:

- (a) Chairman of the Adjudication Committee (one of the examiners to be appointed by the Vice-Chancellor).
- (b) The School Dean concerned.

- (c) The Chairman of the Board of Studies in the concerned subject.
- (d) The Head of the Department concerned.
- (e) The guide(s) of the candidate.

The Chairman of the Committee, the Research Supervisor and Head of the department are must for the Viva-Voce Examination.

4.12.2 All the members of the Committee and the candidate shall be provided with copies of the adjudication reports of the adjudicators two days before viva-voce examination, without their names.

4.12.3 The Head of the Department concerned shall notify the programme of the viva-voce examination to all the related Departments of the University. Teachers and Research scholars of the concerned Departments of the University may participate in the viva-voce examination.

4.12.4 The viva-voce Committee alone shall be competent to recommend the award of the Degree. After the Viva Voce Examination, the Committee's report shall be sent immediately by the Chairman of the Adjudication Committee to the Controller of Examinations along with the copy (s) of the thesis.

4.12.5 A candidate shall be permitted to take viva-voce examination for a second time, if the Committee so recommends. It should be conducted within one month.

4.12.6 The award of the Degree will be reported to the Executive Council.

4.13 **Publication of Thesis:**

4.13.1 The examiners and the Viva-Voce Committee shall indicate whether the thesis can be published as it is or with suitable improvements.

4.14 **Patentable Matter:**

4.14.1 If any portion of the thesis consists of patentable matter, a request should come from the candidate through the Research Supervisor, after the award of the Degree.

4.14.2 In order to protect the intellectual propriety rights of the author, the actual patentable matter may be replaced with codes.

4.14.3 Those who want to refer the work can get in touch with the author for decoding. This can be done by the author in consultation with the Research Supervisor.

4.14.4 The thesis copy shall be sent to the Library after replacing the patentable matter with codes by the author.

5. ELIGIBILITY CRITERIA FOR RESEARCH SUPERVISORS:

- 5.1 a) A teacher with Ph.D. degree in Dravidian University and published at least two research papers and completed two years of P.G. teaching experience becomes eligible for guiding Ph.D. and M.Phil. programmes.
- b) Directors/Scientists with Ph.D. degree in Recognized National

Research Institutes /Laboratories with not less than 5 years of Research Experience and published at least 5 Research Papers are eligible for guiding Ph.D. programme.

- 5.2 Professors, Associate Professors and Assistant Professors and other employees (Librarian / Deputy Librarian/ Assistant Librarian/ Director of Physical Education/ Deputy Director of Physical Education/ Assistant Director of Physical Education/ Director of Publication/ Deputy Director/ Assistant Director of Publication in Dravidian University shall be permitted to have a total number of *Eight* for Ph.D and *Three* for M. Phil. including Part-time candidates.
- 5.3 Directors/Scientists of Recognized National Research Institutes /Laboratories shall be permitted to guide not more than Three (3) Full-time Ph.D. candidates only.
- 5.4 The stipulated cadre wise quota includes supervision as Guide or Co-guide.
- 5.5 (a) A Research Guide in Dravidian University should have at least Two years of service before retirement for guiding a student as on the date of acceptance to guide the candidate for Ph.D. Programme.
(b) Research Guide in the University /Scientists in recognized National Institutes/Laboratories must have at least Five years of service before retirement for taking a candidate for guiding research.
- 5.6 A Teacher/Scientist who is on Lein / Deputation or on foreign assignment may accept a candidate for Ph.D guidance if the candidates are willing to register under him / her.
- 5.7 Once the candidate has admitted into a research programme under a guide, change of guide is not permissible. If the candidate intends to carryout research under another guide, he /she has to seek fresh registration.

However, when the Research Guide retires from service or leaves the country or resigns or on long leave/lien/deputation the candidate will have the option to transfer to some other guide who is willing to take.

If the Research Guide expires, the Departmental Research Committee (DRC) shall allot the candidate to another eligible Guide in the Department treating that as an additional seat.
- 5.8 (a) A vacancy for Ph.D. programme shall be deemed to have arisen under a guide when a Research scholar doing research under his/her guidance submits the thesis or his/her registration is cancelled or discontinued the research programme.
(b) A vacancy under the faculty member for M.Phil. Course arises only after one year from the date of registration.

6. RECOGNITION OF INSTITUTIONS AND EXTERNAL GUIDES:

For recognizing the outside institutions and external guides/Co-guides for doing research leading to the Ph.D. Degree of this University, the following procedure be adopted:

- 6.1 A Committee consisting of the Dean of Academic Affairs, School Dean, the Chairman of Board of Studies or combined Board of Studies concerned, shall have to certify after inspection that the Research Institute has facilities for research in the subject concerned.

- 6.2 The publications of the teacher/scientist who proposed to be the guide should be sent by the University to an external subject specialist for assessing the publications and make the assessment available to the Inspection Committee.
- 6.3 The Institute shall be recognized by the University and subsequently the concerned person who proposes to guide in that institution shall be recognized.
- 6.4 Reputed Institutions such as National Research Institutes, Institutes which have been recognized by other Universities in the country, need not be inspected.

APPENDIX – I

Admission in to M.Phil. / Ph.D. Degree programmes shall be done by the Committee consisting of the following from the Dravidian University:

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| a) The Dean of Academic Affairs | Chairman |
| b) School Dean concerned | Member |
| c) Chairman of Board of Studies concerned | Member |
| d) Head of the Department concerned | Convener |

- NOTE : 1. In the absence of the Chairman of the Admission Committee alternate arrangements shall be made by the Dean of Academic Affairs. The quorum shall be Two. The Chairman and the Convener are compulsory.
2. The Chairman shall convene the meeting of the above admission Committee.
3. The University shall not pay any T.A. and DA to the Dean of Academic Affairs, School Dean, Board of Studies Chairman and Head of the Department for attending the meeting of the above Admission Committee.

APPENDIX – II

The University Research Committee shall coordinate all research activities. It consists of the following members:

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| 1. The Vice-Chancellor | Chairman |
| 2. The Dean of Academic Affairs | Convener |
| 3. The School Deans. | Members |
| 4. Four senior Professors from Dravidian University nominated by the Vice-Chancellor. Under (8) shall hold office for a period of TWO years. | Members |

APPENDIX – III

Syllabus for Section – A : General Aptitude of the Research Entrance Test

- Reasoning (including mathematical) :** Number series; Letter series; Codes; Relationships; Classification. (5 Questions)
- Logical Reasoning:** Understanding the structure of arguments; Evaluating and distinguishing deductive and inductive reasoning; Verbal analogies: Word analogy – Applied analogy; Verbal classification; Reasoning Logical

Diagrams: Simple diagrammatic relationship, multi-diagrammatic relationship; Venn diagram; Analytical Reasoning. (10 Questions)

3. **Data Interpretation** : Sources, acquisition and interpretation of data; Quantitative and qualitative data; Graphical representation and mapping of data. (5 Questions)
4. **Information and Communication Technology (ICT)** : ICT : meaning, advantages, disadvantages and uses; General abbreviations and terminology; Basics of internet and e-mail. (5 Questions)
5. **Research Aptitude:** Research: Meaning, characteristics and types; Steps of Research; Methods of Research; Research ethics. (5 Questions)

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