

BOARD OF RESEARCH STUDIES



Guidelines for Ph.D. Program (Effective from 2018 - 19 Admitted Batch)

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Guidelines for Ph.D. Program **(Effective from 2018 - 19 Admitted Batch)**

1. Ph.D. REGULATIONS

The programme of Doctor of Philosophy (Ph.D.) is intended to provide advanced training in research. The research carried out towards this degree should lead to new results, new method(s) of analysis or new relationship. The candidate can register for Ph. D. under Full-Time, Part-Time and Extramural category depending upon the fulfillment of the respective eligibility criteria. Admission into any Ph.D. programme will be done against advertisement unless or otherwise specified, except in cases which are exempted vide I.1.1.

ELIGIBILITY FOR ADMISSIONS

Every candidate registered for Ph.D. should have a Research Guide. Ph.D. can be pursued by candidates possessing the minimum qualifications prescribed for admission as given below, for the Faculties of Science, Arts, Social Sciences, Education, Physical Education, Commerce and Management Studies and Engineering. **Self-submission by the Faculty for Ph.D. degree is allowed for those having 10 years of teaching experience in Adikavi Nannaya University (will be documented as Nannaya University in the following pages) and its Campuses at Kakinada and Tadepalligudem with at least two research papers published in refereed journals.**

Full-Time (FT)

- (a) Every candidate seeking admission to PhD Full Time or Part Time must qualify himself/herself in APRCET or its Equivalent exam except those working as regular faculty or as Project fellows in a project in Nannaya University or its Recognized Research Centers, Extramural candidates and all national fellowship holders.
- (b) Post-graduate degree holders with at least 55% of marks (50% in the case of SC/ST, specially abled candidates) or equivalent grade/CGPA in the concerned subject or in an allied subject, or any other P.G. degree that is recognized by the Nannaya University as equivalent thereto, are eligible for applying for Ph.D. programme.
- (c) Provided that a relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-Creamy layers) Differently-abled category in the entrance examination conducted by the Universities (As per UGC (1st Amendment) Regulation 2018).
- (d) Provided further that, if in spite of the above relaxation, the seats allotted for SC/ST/OBC (Non-Creamy layers) Differently-Abled categories remain unfilled, the concerned Universities shall launch a special Admission Drive, for that particular category within one month from the date of closure of admissions of General Categories. The concerned University will devise its own admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled.” (As per UGC (1st Amendment) Regulation 2018).
- (e) Admissions into Ph.D. programme will be made within the framework of various rules of reservation that are prescribed by the Government of Andhra Pradesh from time to time.

- (f) Candidates with requisite qualifications working in research projects in Nannaya University Campus colleges / Recognized Research Centres and selected by a selection committee constituted/approved by the University are eligible to register for Full-Time Ph.D. after putting in at least three months of service in the project and the project should have a valid tenure of at least two years from the date of joining in the project by the candidate. Registration under such category shall be done twice a year i.e. in the months of January and July every year.
- (e) Any candidate who wishes to pursue Ph.D. should have at least one Research Supervisor from Nannaya University to supervise his work.

Part- –Time (PT)

Candidates satisfying the above eligibility criteria conditions noted under 1.1.1.a, b above, after getting qualified in APRCET or its Equivalent exam, can register for part-time Ph.D. programme in NANNAYA University Campus colleges and Research Centers recognized by the University as per the following order of priority along with service seniority in the respective category.

- (a). Regular Faculty working in the Nannaya University Campuses.
- (b). (i) Regular Faculty working in Post graduate and Professional colleges having completed a minimum service of two years. This provision is **not** applicable to the Faculty teaching Physics, Chemistry, Mathematics and Humanities in professional colleges.
- (ii) Faculty / Librarians / Asst. Librarians working in affiliated degree /PG colleges and Faculty teaching physics, chemistry, mathematics and humanities in professional colleges, having completed a minimum service of three years.
- (iii) Faculty working in Polytechnic / Government or Private aided Junior Colleges having completed at least four years of service.
- (iv) The order of preference of service in preparing seniority list shall be:
- A) Government Service – PG/UG/Polytechnic or Junior College/School
- B) Aided Service – PG/UG/Polytechnic or Junior College/School
- C) Private Service- PG/UG/Polytechnic or Junior College/School
- (v) Calculation of Service: Two Years of Service as minimum requirement for admission under Ph.D. (PT) for any level of teaching
- (a) Teaching at P.G. level / PG Professional- 05 points for each completed year of service in colleges as specified
- (b) Teaching at graduate level /PG Professional- 02 points for each completed year of service in colleges as specified
- (c) Teaching at Polytechnic or Junior college - 01 point for every completed year of service
- (d) Teaching at school level – 0.5
- (e) Permanent Technical / Non-Teaching employees of Nannaya University and its Campuses, having completed at least five years of service.

25% extra seats (through part time Research) in each department are allocated for Executives / Administrators having completed at least 5 years of service, out of which at least two years with requisite qualifications in Govt./ Quasi Govt./ Legal / Public sector organizations / Public Ltd. / Private Limited

companies with a turnover not less than 50 crores.

Extra-Mural Research (EMR)

- (a) For admission into Ph.D. programme under Extra-mural category there should be an Internal Research Supervisor recognized by Nannaya University in the recognized research institution where the candidate is working. In addition to the Internal Research Supervisor, a faculty member eligible to guide research from within the concerned Department of Nannaya University and its Campuses has to be included as an External Research Supervisor.
- (b) Registration of a candidate under extramural category shall be done twice in a year i.e. in January and July every year.
- (c) Eligibility for admission under Extramural category shall be as follows :
 - i. Scientists or technical Officers working in a research institution recognized by Nannaya University with a P.G. or equivalent degree and having put in two years of experience (Ph.D. Part Time).
 - Or
 - ii. Research Scholars with P.G. or equivalent degree having a fellowship awarded by a duly constituted selection committee approved by University and attached to institutions recognized as Research Centers by Nannaya University and having completed at least for six months with scholarship tenable for a further period of two years (Ph.D. Full Time).

Faculty Development Programme

Regular Faculty working in Nannaya University affiliated colleges / Nannaya University local area colleges and institutions, intending to pursue Ph.D. programme under FDP or other similar programmes would be required to get their nominations processed by the concerned agencies and join in respective colleges and departments either in the month of January or June in a calendar year.

DURATION

- (a) A full-time Ph.D. student is required to spend the minimum prescribed period of three years in the case of master's Degree holders and two years in the case of M.Phil. / M.Tech/ M.L. / M.Pharm. / LL.M. / M.D. / M.S./MDS degree holders, in the University or in one of the Nannaya University campuses or Institutions recognized by Nannaya University as Centers of Research.
- (b) The prescribed minimum period for Ph.D. part-time research with or without M.Phil./ M.Tech./M.L./M.Pharm./ LL.M. / M.D. / M.S./MDS degrees is four years. A part-time candidate employed in an outside institution will be required to spend at least six weeks every year in the concerned University Department during the prescribed total period of research.
- (c) The women candidates and persons with disability (More than 40% Disability) may be allowed a relaxation of one year for M.Phil & Two years for Ph.D in the maximum duration. In addition, the woman candidate maybe provided maternity leave/child care leave one's in the entire duration of M.Phil/Ph.D for up to 40days.

- (d) If a candidate pursuing Ph.D. programme under either Full-Time/Part-Time/Extramural category is unable to complete the work in the prescribed period, the Principal of the concerned constituent college can give extension of time up to the maximum period of six years in case of candidates admitted with Master's degree and five years for those admitted with M.Phil./M.Tech. M.L./M.Pharm./LL.M./ M.D./M.S./MDS from the date of registration beyond which the registration of the candidate ceases. However, the candidates who have excellent progress and who have got employment and on the recommendation of the concerned DRC may be considered for conversion of their full- time programme to part time provided they have fulfilled the attendance criteria and qualified in the Pre-Ph.D. examination. Such candidates have to pay necessary conversion fee.
- (e) Candidate, whose registration ceases after the completion of prescribed maximum period (6/5 years. 1.2/d) from the date of registration, but fails to complete the work, and wants to submit the thesis needs to apply for re-registration and the Principal of concerned college, will consider such cases as per the merit of the case.
- (f) If a candidate has completed the requirement earlier than the prescribed period, the Vice-Chancellor may permit for an early submission of thesis before six months provided the request is justified and substantiated by publications in refereed journals.
- (g) If a candidate wishes to change a Research Supervisor or include a co-Research Supervisor for valid reasons, the request may be considered as per the merits of the case. However, such cases where the candidate is permitted, he/she can submit the thesis only after ONE year from the date of change of Research Supervisor and SIX months in case of inclusion of additional Research Supervisor.

REQUIREMENTS FOR THE AWARD OF Ph.D. DEGREE

The requirements for the award of a Ph.D. degree are:

- (a) All Ph.D Candidates have to qualify in review of research progress and in Pre-Ph.D. Examination.
- (b) Prior to the submission of final copy of the thesis, the candidate should make a presentation of the Ph.D. thesis work (Pre- Submission Talk).
- (c) Candidate should have published at least one research paper in a refereed Journal and make Two paper presentation in conference/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of reprint certificates.
- (d) Candidate should submit the thesis based on the research work that is carried out under the supervision of one or more recognized Research Supervisor/s as per the University norms.
- (e) After the receipt of positive recommendations on the presentation of the thesis from the thesis adjudicators, the candidate should defend the thesis in a viva-voce examination successfully before a committee appointed by the Vice-Chancellor.

Course Work

- (a) The course work for Ph.D candidates is as follows :

PAPER-I : Recent Advances in the concerned discipline

PAPER-II: Special topic concerned with thesis including Research Methodology.

PAPER-III: Seminar

Papers I & II shall be theory papers for 100 marks each with four credits. Paper III is a seminar to be given by the candidate, which carries 50 marks with two credits. The Departmental Research Committee of the concerned department shall prescribe the syllabi for paper-I while the syllabi for paper II shall be provided by the concerned research guide/s. The paper setting is to be done by External examiners. The candidate shall give a seminar on the research topic emphasizing the importance of the problem, review of literature, methodology and techniques to be adopted including interpretation of data and the expected outcome. The seminar is open to all members of the department. In case of full-time candidates, these examinations are to be conducted after 9 months and before one year from the date of registration, while in case of part-time candidates the examination is to be conducted after 18 months and before the completion of second year from the date of registration.

A pre-submission talk should be given on the PhD work done about the research findings of the work to the members of the DRC. The candidate should submit the thesis within three months after the pre-submission talk after taking all the suggestions/modifications made by the members of the DRC for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor. The date of payment of fee at the time of admission will be treated as the date of registration.

- (b) The following credits are allotted for each paper

Paper – I: 4 credits

Paper – II: 4 credits

Paper – III: 2 credits

S. No	Range of Marks in %	Grade	Grade points	
1	<90 to ≤100	O	10	Out Standing
2	>80 to ≤90	A+	9	Excellent
3	>70 to ≤80	A	8	Very Good
4	>60 to ≤70	B+	7	Good
5	>55 to ≤60	B	6	Average
6	<50 to ≤55	C	5	Average
7	<50	F	0	Fail
8		Ab	0	Ab (Absent)

- (i). CGPA multiplied by “10” gives aggregate percentage of marks obtained by a candidate and a candidate must obtain a minimum of C Grade in each theory paper and seminar for a pass.
- (ii). A candidate can apply for revaluation of his scripts if he/she is not satisfied with the grades by paying the requisite fee.

- (c) In case of failure in any paper(s) the candidate may be permitted to re-take the examination next time.
- (d) In case a candidate does not appear for an examination scheduled after he/she gets eligibility to write the examination he / she will be treated as failed.
- (e) If the candidate fails to apply/appear for the Pre-Ph.D. examination after getting eligibility he/she will be treated as failed. For the second attempt they have to pay the examination fee and for the subsequent attempts they have to pay examination fee along with the penal fee as prescribed by the University.

Review of Research Progress

Research Scholars have to undergo progress evaluation test for every six months before RAC. The Candidate has to give an open seminar for every six months on the concerned research topics specified in the following table. All the RAC members and other scholars have to participate in the seminar. In case the progress of the research scholar is unsatisfactory, RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the DRC with specific reasons for cancellation of the registration of the research scholar. The DRC shall review the recommendation of the RAC and may make final recommendation to the University. Also, if a candidate has not given progress evaluation test for two consecutive years then his/her registration will be cancelled.

Research Centers affiliated with the University should submit the progress evaluation report of the Center every 6 months and also the progress evaluation results of the research scholars every 6 months. If any Research Center does not submit the activities and the progress of the Research of the concerned center the University Administration may cancel the research center.

Pre-submission Talk:

The Pre-submission talk shall be evaluated by the DRC. The talk shall be given before members of RAC, other scholars and department faculty.

Full-time Ph.D.

At the end of	Open Seminar Presentation on	Credits
I Semester	Chosen research topic	50 marks (2 credits)
II Semester	Pre- PhD Examination Seminar (i.e., part of course work)	
III Semester	Published work in the chosen topic / Focussed literature review on the Research topic, preliminary studies and data collection work	50 marks (2 credits)
IV Semester	Published/to be published research paper of the Scholar / communicated / completed work	50 marks(2 credits)
V Semester	Published/to be published research paper of the Scholar / communicated & Review of completed work	50 marks (2 credits)
VI Semester	Pre Submission talk on the Thesis	50 marks (2 credits)

Part-time Ph.D.

At the end of	Open Seminar Presentation on	Credits
I Year	Chosen research topic	50 marks(2 credits)
II Year	Pre- PhD Examination Seminar (i.e., part of course work)	
III Year I Semester	Published work in the chosen topic / Focussed literature review on the Research topic, preliminary studies and data collection work	50 marks(2 credits)
III Year II Semester	Published/to be published research paper of the Scholar / communicated / completed work	50 marks(2 credits)
IV Year I Semester	Published/to be published research paper of the Scholar / communicated & Review of completed work	50 marks(2 credits)
IV Year II Semester	Pre Submission talk on the Thesis	50marks 2credits)

In case the progress of the research scholar is unsatisfactory, the Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to get 60% of marks in progress evaluation, the Committee may recommend to the University with specific reasons for cancellation of the registration of the research scholar. For Ph.D., the Candidate has to secure a minimum of 6 credits (60% marks) out of total 10 credits during the last two years to become eligible to submit his/her Ph.D. Thesis.

1.3.3. Evaluation of PhD course work

The evaluation of course work theory papers should be double valuation (i.e., external valuation and research supervisor valuation).

Submission of PhD Thesis

- (a) After passing the Pre-Ph.D. examination Review of Progress evaluation test and completing the research work, the candidate shall submit his/her thesis on the concerned topic of research.
- (b) Research Scholars working in the University Campus should submit Ph.D. Thesis through the concerned department in the campus. Whereas scholars working in all the Research Centers of University Colleges, and other recognized Research Centers, will submit their Thesis through proper channel.
- (c) Prior to the submission of the thesis, 10 copies of the synopsis along with soft copy should be submitted to the University.
- (d) Chairperson, Board of Studies in consultation with the Research Supervisor/s will submit **three** Panels of Experts from research institutions of national importance and universities with not more than one expert from each institution/university in the related research area with full postal and e-mail addresses and contact numbers to the University as detailed below :

- Panel I - List of at least six Foreign Adjudicators
Panel II - List of six Indian Adjudicators from out of AP
Panel III - List of six Indian Adjudicators within AP

The Panel of Foreign examiners should be preferably from English speaking countries.

The three panels must be duly signed by the Research Supervisor/s and the Chairperson, Board of Studies.

In case of the Chairperson, Board of Studies being the Research supervisor, the panels shall be signed by the Head of the Department in place of Chairperson, Board of Studies.

- (e) On completing the research work, the candidate is required to submit four copies of the thesis on the subject of his / her research out of four copies at least one should be hard bound and others can be of soft bound by following **ANUR GUIDELINES FOR PREPARATION OF PhD thesis 2019 along with plagiarism certificate and acceptance for posting in INFLIBNET.**
- (f) A candidate may utilize for his/her thesis the contents of any work which he/she may have already published on the subject. But he/she shall not submit the whole or any Substantial part of the work for which a degree has been conferred on him/her by the Nannaya University or any other University.
- (g) The candidate may also enclose to his/ her thesis and printed contribution(s) to the advancement of the subject which he/she may have published independently or jointly with others.
- (h) The thesis in all subjects shall be written and submitted only in English except in language subjects where the candidate shall have the option of writing the same either in English or in the language concerned. Where the thesis is submitted in a Language other than English, a detailed summary in English version of the thesis shall also be submitted.
- (i) Candidates working for Ph.D. in subjects such as Music, Fine Arts and Theatre arts can write their thesis in English, Telugu or Hindi. If the thesis is not written in English a detailed summary in English should accompany the thesis.
- (j) In the case of items (h) and (i) the panel of examiners should be not less than 18 out of which 12 must be from outside the state.

Plagiarism

The candidate has to submit a soft copy of the thesis for checking plagiarism. If the plagiarism is less than 30% then only the thesis will be processed. Copies of Research publications should be submitted along with the copies of the thesis. The thesis shall be submitted along with the Plagiarism certificate issued by the concerned Authority.

Attendance

A full-time candidate shall be required to put in a minimum of 75% attendance in a year. Condonation for shortage of attendance will be permitted only on medical grounds. Condonation cannot be granted to candidates with less than 66%

attendance. The monthly attendance particulars should be sent to the Principal concerned in the first week of every month. **If a candidate fails to obtain the requisite attendance even after condonation he has to spend one more extra year paying the full fee.**

EVALUATION OF Ph.D. THESIS

- (a) The Ph.D. thesis shall be adjudicated by three examiners selected by the Vice-Chancellor, each one from Panel I II & III as described in clause 1.3.3. In case of theses in Fine Arts including Music and National Languages other than English, Panel –I may also be replaced by Indian Adjudicators. If all the three examiners recommend the thesis for the award of Ph.D. there shall be a viva-voce examination with internal examiners. In cases where a foreign examiner is not fixed within one month or has not sent the report within four months from the date of dispatch of the thesis (by airmail) the Vice-Chancellor may consider the change of the foreign examiner with another foreign examiner. Also in cases where the Indian examiners do not send the reports within three months from the date of dispatch of thesis, the Vice-Chancellor may consider the nomination of alternative examiners. In case no foreign examiner is fixed within six months from the date of submission of panel of Examiners, the Vice-Chancellor may nominate an Indian examiner in place of the foreign examiner.
- (b) While sending the offer letter to the adjudicators, only two examiners from panel I and four examiners from Panel II & III respectively shall be contacted at any given time.
- (c) The viva-voce relating to Ph.D. thesis shall be conducted by a viva-voce committee to be appointed by the Vice-Chancellor.

The viva-voce committee shall consist of

1. Dean of the Faculty
2. The Head of the Department (all the concerned Heads, in the case of interdisciplinary).
3. The Chairperson of the Board of Studies (all the concerned chairpersons, in the case of inter-disciplinary)
4. One of the examiners from Panel II who adjudicated the thesis (nominated by the Vice-Chancellor wherever necessary)
5. One of the Research supervisor(s) as Convener

A quorum with 1/3 of the members is required.

In case of Extramural candidate the External supervisor and for Part Time candidate the supervisor from the University will be the Convener of the Viva-Voce Committee.

Further wherever there is a co- Research supervisor, he/she will also be a Member of the Committee.

- (d) The viva is to be conducted in the presence of the external member wherever nominated and at least two other members from the Viva-voce committee, one being the Head of the Department/Chairperson, Board of Studies.
- (e) Members of the DRC are required to attend the Viva-Voce examination. The research supervisor shall be the Convener of the Viva-voce Committee. In case if the supervisor superannuates from the University service or is on long leave/ deputation or cannot attend on any other valid reasons the co-supervisor / Chairperson, Board of Studies will be the convener. The Viva is open to all members of the department and allied departments. The candidate shall have to successfully defend his/her work to the satisfaction of majority members of the Viva-Voce committee.
- (f) If the reports of all the examiners are favorable the candidate shall be permitted to take Viva-voce and he/she shall be awarded the Ph. D degree on the recommendation of the Viva-voce committee.
- (g) If all the examiners reject the thesis the registration of the candidate stands cancelled.
- (h) If a thesis is approved by two examiners and suggested for revision by the third examiner or the thesis is approved by one examiner and suggested for revision by two examiners or all three examiners ask for revision, the candidate will be permitted to resubmit and it will be referred to the same examiner(s), who have suggested for revision and resubmission. At the time of resubmission the guide has to certify that all the suggestions made by the examiner(s) have been incorporated.
- (i) If two of the examiners approve the thesis and one rejects, or vice-versa or if one of the examiners approves the thesis, one rejects and the other asks for revision, the candidate may be permitted for resubmission. However, in such cases, the examiner(s) who have rejected the thesis shall have to be replaced by new examiner(s) while keeping the other examiner(s) the same. A minimum time limit of three months shall be enforced for resubmission in all such cases.
- (j) If two of the examiners ask for revision and one examiner rejects the thesis or one examiner asks for revision of the thesis and the remaining two reject the thesis, resubmission may be permitted. In this case, however a fresh set of all the three examiners has to be appointed. A minimum time limit of three months shall be enforced in these cases as above.
- (k) If the re-submitted thesis is again rejected by all the three, the candidate shall not be permitted to re-submit it on a subsequent occasion and his registration stands cancelled. If, however an examiner asks for re-submission, the candidate may be allowed to re-submit and it shall be sent to the same examiner. If one of the examiners accepts, the revised thesis conditions in clause-1.4(h) above shall be applicable.
- (l) The summary report of the thesis should be accompanied by a detailed report. In case, the thesis is recommended for revision or rejected outright the reason for the same has to be incorporated in the report.

- (m) A candidate who is not successful at the Viva-Voce may be permitted to take the viva-voce a second time within a period of three months. No candidate shall be permitted to take the viva-voce more than twice. If the candidate fails for the second time, the case shall be disposed off by the Vice-Chancellor on its merits.
- (n) After the completion of the Viva-Voce examination, **the Convener of the Viva-Voce Committee will submit the recommendations along with the Corrected final copy of the thesis in Hard Bound and two soft copies in CD form for placing them in the University library and on INFLIBNET through UGC, respectively.**

CONVERSION FROM FULL TIME TO PART TIME AND VICE-VERSA.

- (a) Candidates pursuing full-time Ph.D. programme may be permitted to convert into part-time Ph.D. programme provided they satisfy the eligibility conditions for part-time notwithstanding the length of service. However, the candidate has to pay the prescribed fee for such conversion. **This conversion of full time to part time will be permitted only if one gets a job (Academic/Scientific). Full Time to Part Time conversion is allowed only after 9 months of registration and with the permission of the Supervisor(s) and with the discretion of the Principal.**
- (b) Conversion from Part-time to full-time is not allowed, except in case of candidates joining under Faculty Development Programme or getting a National /State Government/State Government undertaking body Fellowship.

Notwithstanding anything contained in the above in exceptional cases, the Vice-Chancellor can review and take a decision which is final.

CONVERSION FROM M.Phil. TO Ph.D.

A candidate who has been awarded M.Phil. degree can register for Ph.D. programme by applying within two months the date of award of M.Phil. degree provided he / she gets the consent of a Research Supervisor from the same department. This provision is applicable for M.Phil. (Full Time) to Ph.D (Full Time) and M.Phil. (Part Time) to Ph.D (Part Time) conversion only.

Notwithstanding anything contained in the above in exceptional cases, the Vice-Chancellor can review and take a decision which is final.

GRACE PERIOD

A grace period of 30 Days will be given to the Ph.D Research Scholars after completion of stipulated period for submission of thesis. After 30 days the candidate has to pay the Extension/Re-registration fee as prescribed in fee structure for submission of thesis.

2. RECOGNITION OF RESEARCH SUPERVISORS

- (a) Any permanent teacher having at least one year of service after obtaining Ph.D. and presently working in any department of Nannaya University or its campuses in Kakinada & Tadepalligudem can be recognized as research supervisor on application if he/she has published two research papers in refereed journals as per UGC group-A. The quality of publications of the teacher has to be endorsed by the concerned Departmental Research Committee (DRC).
- (b) Any permanent teacher, having put in two years of service after obtaining Ph.D. and possessing two publications as mentioned above, working in a P.G. Department of an affiliated college and recruited through a duly constituted selection committee is eligible to be recognized as a Co-Research supervisor on application.
- (c) (i) Any University can be considered as a research centre and any teacher who is in active service of that University can apply for recognition as a research supervisor, provided the application is routed through the parent University and the University issues "No objection certificate". Since the guidelines provided refer to the full-time employees of other Universities, enabling them to guide the Research Students registered for admission into Ph.D. in Nannaya University, such employees are recognized as Co-supervisor/s to supervise the Part-time Research Scholars of Ph.D. programme.
- (ii) Those Faculty working in Nannaya University who wish to be recognized as Guides of other Universities or other similar academic institutions which are awarding Ph.D. degrees should obtain prior permission from Nannaya University by processing the same through DRC and the concerned Principal.
- (d) Any scientist or researcher working as a regular employee in an Research Institute / Centre recognized by University as a Research Centre having put up two years of service after obtaining Ph. D degree is eligible to be considered as Research Supervisor in given Department if he/she has publications as mentioned in (a) above.
- (e) The DRC of the relevant Department at Nannaya University campus, Rajahmundry processes the application for recognition as research guide and forward it to the Principal of the concerned University College. The Principal will give necessary orders for recognition based on the recommendation of DRC and approval of Vice-Chancellor.
- A copy of the proceedings issued by all the constituent colleges/ campuses (Kakinada & Tadepalligudem) of the University shall be sent to the Convener, BRS for record and compilation.
- (f) The registration of a Research Supervisor can be done either at university department or any Institution recognized by the university as a centre of research.
- (g) **The Number of Ph.D. candidates to be allotted to each teacher is as follows:**
- A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil, and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can supervise up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars**

and an Assistant Professor as Research Supervisor can supervise up to a maximum of one (1) M.Phil. and four (4) Ph.D. Scholars.

Two Part-time Ph.D. Candidates shall be considered as one full-time Ph.D./ M.Phil. candidate for the purpose of counting.

Candidates registered for Ph.D. (Full Time) and Ph.D. (Part Time) after completion of four years and five years, respectively, extramural, executive, FDP, National Fellowship holders, foreign nationals and project fellows need not be counted for the purpose of determining the limit of number of candidates under each Research Supervisor. But a Research supervisor/ Co-Research Supervisor cannot have more than six 6 extramural/executive/FDP/National Fellowship holder/foreign nationals/project fellows at any point of time. Similarly candidates registered for M.Phil. (FT) and M.Phil. (PT) need not be counted for fixing up the limit after completing 18 months and 2 years of period from the date of registration, respectively.

- (h) Faculty on lien/deputation shall include an eligible teacher from their departments as Co-Research Supervisor for every research scholar working under their supervision. Further, in case the teacher extends his lien period beyond one year, the Co-Research Supervisor shall be nominated as the Principal Research Supervisor and in case the teacher on-lien wishes to continue the supervision he/she can do so as Co-Research Supervisor for a maximum of two/three years from the date of sanction of initial lien.
- (i) The Faculty and Scientists from Institutions recognized as Research Institutions, interested to guide the research scholars registered for Ph.D. in Nannaya University under part-time category may be permitted to be included as Co-Research Supervisor/s, while a teacher from the University will act as the Research Supervisor.
- (j) A retired teacher may act as Research Supervisor for full-time, if he/she is appointed as Emeritus Professor and or if he/she has a Major Research Project with Junior Research Fellowship/Senior Research Fellowship. Those faculty having Emeritus position or a Research Project beyond their retirement can act as Research Supervisors for two years.
- (k) Any retired teacher will continue to supervise already registered Ph.D. candidates for two years and should include a Co-Research Supervisor for each of his/her research scholar soon after his/her retirement.
- (l) Faculty who resigned/retired voluntarily from service shall include an eligible teacher from their departments as Co-Research Supervisor for every research student working under their guidance. However, their supervision will be terminated in two year from the date of resignation/voluntary retirement, while the Co-Research Supervisor will become the Principal Guide.
- (m) Under condition when a Co-Research Supervisor was not appointed in time Rs.10, 000/- penalty fee should be paid by the candidate at the time of submission of his/her thesis, if there are no eligible Professor to act as Co-Research Supervisor from the concerned department.
- (n) Notwithstanding anything stated above, recognition may be bestowed on persons with exceptional merit by the Vice Chancellor.

Note: The application for recognition as Research Supervisors (from other recognized research institutes) are to be obtained from the Office of the Convener BRS (Principal, University College of Arts and Commerce) on payment of a **Rs. 1,000/- (Rupees one thousand only)** by way of Demand Draft drawn in favor of the “REGISTRAR, ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM”.

3. GUIDELINES FOR RECOGNITION OF INSTITUTES AS RESEARCH CENTRES

The following types of institutions may be considered as centers of research:

- (a) Any Government Institute (Central or any State) where research activity is one of the major functions of the institute, having at least two persons qualified to guide research scholars in each subject. (Refer Item 3).
- (b) Any R&D centers of public sector undertakings/private R&D Centers of Industries with a turnover of not less than Rs. 50 crores, where the major activities are in research, having at least two eligible research supervisors in the concerned departments. (Refer Item 3).
- (c) The above centers should have required infrastructure, administrative and research promotion facilities as per UGC regulations only be eligible for getting recognition as Research Centers.
- (d) The process of awarding recognition will be initiated on receipt of application from the Institute in a prescribed proforma. Recognition to these institutions will be approved by the academic senate based on the recommendations of a committee appointed by the Vice-Chancellor to examine the infrastructure and other facilities. These institutions will be required to bear the cost of inspection. Institutions thus recognized as research centers shall pay a recognition fee as prescribed by the University from time-to-time.
- (e) In case of institutions of national and international eminence, the Vice-Chancellor may recognize them as research centers for offering M.Phil. and Ph.D. programmes based on the information provided by the institutions and the recommendations of the Board of Research Studies.

4. RECOGNITION OF AFFILIATED COLLEGES AS RESEARCH CENTRES

The following conditions have to be fulfilled for recognizing any affiliated college as the Research Center

Colleges may be considered eligible to offer Ph.D programmes only if they satisfy the availability of eligible Research Supervisors required infrastructure and supporting administrative and research promotion facilities as mentioned below:

- (a) In case of science and technology disciplines exclusive research laboratories with sophisticated equipment as specified by the institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply. An amount per course prescribed by the University should be invested to upgrade the Laboratory facilities for the courses.

- (b) Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials. Necessary amount per course as prescribed by the university should be invested for procurement of latest journals and books.
- (c) Colleges may also access the required facilities of the neighbouring Institutions/ Colleges, or of those Institutions / Colleges/R&D laboratories Organizations which have the required facilities.
- (d) The P.G. Course in Science /Arts and Commerce/Engineering/Pharmacy must be in existence for at least five years
- (e) At least two regular eligible faculty members should be available for recognition as Research Supervisors in each subject who should be associated with the P.G. course.
- (f) A minimum of two years working experience for the faculty in teaching the P.G. course in the college after obtaining Ph.D. having at least two research articles in refereed journals.
- (g) Failure to ensure the recognized research supervisor's stay in the college for a period of three years from the date of admission of the candidates into research, the college has to pay a minimum penal fee of one lakh for each scholar admitted.
- (h) If the teacher is retired or leaves the Institution the research student may be transferred to any other eligible guide or to any other research centre recognized by Nannaya University. For any reason, if that is not possible the teacher may have to suggest any person from any of the recognized research institutes.
- (i) In case of admission in affiliated colleges recognized as research centers of Nannaya University, there shall be a co- research supervisor from the concerned academic department of the constituent colleges of University campuses.

5. FEE STRUCTURE FOR RECOGNITION OF RESEARCH CENTRE

The application for recognition for Research Center is to be obtained from the Convener BRS (Principal, University College of Arts and Commerce) on payment of **Rs.5,000/- (Rupees five thousand only)** by way of Demand Draft drawn in favor of the "REGISTRAR, ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM". All the completed applications need to be submitted to the Convener, BRS, and (Principal, University College of Arts and Commerce) Adikavi Nannaya University. The payment of Renewal fee for recognition of research center and as well as for each subject/laboratory fees is to be paid before 30th March of the forth coming academic year.

Registration fee for Recognition of Research Centre: Rs.1, 00,000/- (Initial)

Registration fee for each Subject/Laboratory: Rs.20, 000/- (Initial)

Renewal fee for Recognition of Research Centre: Rs.25, 000/- (per annum)

Renewal fee for each Subject/Laboratory: Rs.10, 000/- (per annum)

6. DEPARTMENTAL RESEARCH COMMITTEE - FORMATION AND FUNCTIONS

Every academic department must have a Departmental Research Committee (DRC). The term of the Departmental Research Committee is for a period of three years or coterminous with Chairperson, Board of Studies whichever is earlier. The composition of the Committee is as follows:

4 Professors, 3 Associate Professors, 2 Assistant Professors, Head of the Department and Chairman, Board of Studies. One extra person may be included from any National/International R&D organizations. All the members must have doctoral degrees.

The Head of the Department is the Convener of the Committee. The Chairman, Board of Studies is the Chairman of the Committee. If there are no adequate number of Faculty in any cadre in the Department, those places may be filled in by the Faculty of other cadres.

The functions of the Departmental Research Committee are :

- a. To fix up the number of seats in Ph.D. to be filled every year for research admissions (the strength of the candidates with a guide at any time shall not exceed the number given in Research Regulations).
- b. To assist in preparation of the Academic Calendar for Ph.D. programmes for the academic year.
- c. To decide areas of research to be pursued by the Ph.D. students for that academic year at the time of admission.
- d. To recommend syllabi for Pre-Ph.D. course work of common paper for approval by BOS.
- e. To suggest panel of examiners and paper setters for Pre-Ph.D. examinations of common paper to the BOS.
- f. To prepare Database of experts for each specialized area which can be used for the preparation of panel of examiners for adjudicating the M.Phil./Ph.D./D.Lit/D.Sc. dissertations / thesis. The database may be periodically updated and made available to BOS.
- g. To participate in all the Viva-Voce examinations and seminars of the M.Phil./Pre.Ph.D./Ph.D. programmes.
- h. Any other functions referred to by the Convener, Board of Research Studies or the Vice-Chancellor.
- i. Departmental Research Committee of the concerned department in the University campus shall process the submission of dissertation, etc for the scholars working in all the Research Centers both in the University Colleges and affiliated colleges, and departments without BOS. For all the admitted candidates into Ph.D. (Full-Time/Part-Time), the DRC will assign a Research Supervisor as per the UGC/ University norms.
- j. 10. The DRC must follow the guidelines prescribed by the B.R.S. from time to time.

Note: All special cases which do not fall under the above categories will be discussed at the BRS for final recommendations.

7. RESEARCH ADVISORY COMMITTEE (RAC):

There shall be a Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

- a. To review the research proposal and finalize the topic of research;
- b. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- c. To periodically review and assist in the progress of the research work of the research scholar.
- d. To suggest panel of examiners and paper setters for Pre-Ph.D. examination (Topic specific paper) and Thesis adjudication.
- e. In case of EMR student, RAC maybe constituted at the research centre and half-yearly Review / evaluation reports on the progress of research work to be submitted and a copy to be forwarded to the principal, convenor BRS and to the student.
- f. A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the RAC to the Institution/College with a copy to the research scholar, DRC – Chairman, Principal of the college and Convenor - BRS.
- g. The Principal should forward the half-yearly evaluated progress/credits to the COE, for issuing of consolidated marks memo at the end of the course work.
- h. In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures. The RAC may recommend to the Institution/college with specific reasons for cancellation of the registration of the research scholar.

8.

Fee Structure w.e.f.2018-19

Sl No	Courses	Years	Ph.D Full Time		Ph.D Part Time / Extra-Mural (FT/PT)	
			with M.Phil/M.Tech	without M.Phil/M.Tech	with M.Phil/M.Tech	without M.Phil/M.Tech
			Total Fee	Total Fee	Total Fee	Total Fee
1	Arts & Commerce/Education	I	11000	11000	19000	19000
		II	8000	8000	16000	16000
		III	8000	8000	16000	16000
		IV	8000	8000	16000	16000
		V	8000	8000	16000	16000
		VI	-	8000	-	16000
2	Science	I	13000	13000	23000	23000
		II	10000	10000	20000	20000
		III	10000	10000	20000	20000
		IV	10000	10000	20000	20000
		V	10000	10000	20000	20000
		VI	-	10000	-	20000
3	Engineering	I	18000	18000	33000	33000
		II	15000	15000	30000	30000
		III	15000	15000	30000	30000
		IV	15000	15000	30000	30000
		V	15000	15000	30000	30000
		VI	-	15000	-	30000

* For all Courses Total Fee includes an Examination Fee of Rs.2000/- and the Library Fee of Rs.1000/- in the 1st Year

* Adjudication Fee : 10000/- to be paid at the time of submission of Thesis:

If a Candidate wants to convert his admission from Full Time to Part Time

* He / She should pay the conversion fee of Rs.15000/-.

If a candidate fails to complete the Ph.D course & submission with in the stipulated duration, he/she

* needs to apply for Re-registration for which the fee is as follows:

Category	Years	Arts & Commerce	Science	Engineering
Full Time	for every year	16000	20000	30000
Part Time		32000	40000	60000
Extramural (FT / PT)		32000	40000	60000

Application Processing charges:

1. For Ph.D. admission under Extramural/FDP/NET Fellowship/Project Fellow/Other Fellowship : 5,000.00
2. Conversion from M.Phil. to Ph.D. Full-Time to Part-Time or Vice-versa, : 5,000.00
3. Change of Research Supervisor : 3,000.00
