



JAWAHARLAL NEHRU ARCHITECTURE AND FINE ARTS UNIVERSITY
Mahaveer Marg, Masab Tank, Hyderabad, Telangana, India - 500 028.

ACADEMIC REGULATIONS AND GUIDELINES FOR DOCTORAL RESEARCH
(Effective for candidates admitted from Academic Year 2023 - 2024)

Academic Regulations and Guidelines for Admission, Monitoring and Evaluation

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The Degree of Doctor of Philosophy (Ph.D.) shall be awarded by Jawaharlal Nehru Architecture and Fine Arts University (Hereby referred as JNAFAU) in the Faculties of (1) Architecture, (2) Urban and Regional Planning, (3) Applied Arts, (4) Painting, and in such other faculties as may be notified, in accordance with the provisions of these Rules and Regulations as per the UGC (Minimum Standards and Procedure for Award of Ph.D. Degree, Regulations, 2022) as amended from time to time.

1 Short title, Application, and Commencement:

- a. These Regulations may be called JNAFAU (Minimum Standards and Procedure for Award of Ph.D. Degree) Ph.D. Rules & Regulations, 2023.
- b. They shall apply to every faculty established or incorporated by JNAFAU and its territorial jurisdiction under the Act No.31 of 2008.
- c. They shall come into force from the date of the Academic Standing Committee meeting held on 11.01.2024.

2 Definitions:

2.1 In these Rules & Regulations, unless the context otherwise requires, -

- a. "Act" means the Universities Act 1991;
- b. "Adjunct Faculty" means a part-time or contingent instructor, but not full-time faculty member hired to teach by the JNAFAU / Higher Educational Institution;
- c. "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
- d. "Credit" means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit or two-hours of practical's;
- e. "College" means an institution engaged in higher education and/or research, either established by a University as its constituent unit or is affiliated with it.
- f. "Commission" means the University Grants Commission established under Section 4 of the UGC Act 1956;
- g. Competent authority means the Vice Chancellor of JNAFA University;





- h. "Course" means one of the specified units which go to comprise a programme of study;
- i. "Course Work" means courses of study prescribed by the Faculty / Department / Research Centre to be undertaken by a student registered for the Ph.D. Degree;
- j. "Degree" means a degree awarded by the JNAFA University as per the Clause '4(v)' of Chapter II of the JNAFAU Act No. 31 of 2008.
- k. "External examiner" means an academician/researcher with published research work who is not part of the JNAFAU where the Ph.D. scholar has registered for the Ph.D. programme;
- l. "Foreign Educational Institution" means-(i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;
- m. "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;
- n. "Guide/Research Supervisor" means an academician/researcher recognized by JNAFAU to supervise the Ph.D. scholar for his/her research;
- o. "Higher Educational Institution" means a university or institution specified under clause 2 of Regulation 1 of University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022.
- p. "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines;
- q. "Open and Distance Learning Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- r. "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- s. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;
- t. "Prospectus" means any document, whether in print or otherwise, issued for providing fair and transparent information relating to JNAFAU and programmes,



to the general public including to those seeking admission in its constituent unit or is affiliation with the JNAFAU;

- u. "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme.
- v. "University" means Jawaharlal Nehru Architecture and Fine Arts University established by Telangana State Act No. 31 of 2008 and called as JNAFAU Act, 2008

2.2 Words and expressions used and not defined in these Regulations but defined in JNAFAU Act and not consistent with these Regulations shall have the meanings assigned to them in that Act.

3 Eligibility criteria for admission to the Ph.D. Programme:

The following are eligible to seek admission to the Ph.D. programme:

3.1 Candidates who have completed arelevant 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a relevant 2-year/4-semester master's degree programme after a 3 year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.

or

Equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized, or authorized by an authority, established, or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

3.2 A relaxation of 5% marks or an equivalent grade may be allowed for candidates belonging to SC/ST/BC/Differently Abled, Economically Weaker Section (EWS), and other categories as per the decision of the Commission from time to time.

3.3 Eligibility for admission of a foreign student into the Ph.D. program of JNAFAU is decided by the Ph.D. Admission Committee comprising of R&D Committee, Director Admission, Director, IRC, and any other subject expert if required and chaired by the Vice Chancellor of the University. The admission is based on the course content (the detailed syllabus) of the candidate's P.G. Degree. The Candidate shall submit a filled-in application form to the Director R&D Cell with a comprehensive research proposal through the Office of the International Relations Cell (IRC), JNAFAU. The admission is subject to the approval of the R&D Committee and the International Relations Cell of the University. The foreign students need not qualify the Ph.D. Entrance test conducted by the University.



4 Duration of the Programme:

- 4.1 The Ph.D. Programme shall be for a minimum duration of **THREE(03)** years for Full-time research and **FOUR(04)** years for Part-Time research, including course work from the date of admission. However, the maximum duration for completing the Ph.D. programme shall be six (06) years for Full-time research and eight (08) years for Part-Time research from the date of admission.
- 4.2 A maximum of an additional two (02) years can be given through a process of **RE-REGISTRATION** as per the approval of the Research & Development Committee of the University provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (08) years for Full-time research and ten (10) for Part-time research from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (02) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years for Full-time research and twelve years (12) for Part-time research from the date of admission in the Ph.D. programme.

- 4.3 Female Ph.D. Scholars may be provided Maternity Leave / Childcare Leave for up to 240 days in the entire duration of the Ph.D. programme.

5 Admission Procedure:


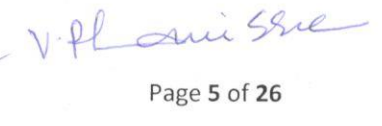
Procedure for Admission into Ph.D. programme:

- 5.1 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.
- 5.2 Admission to the Ph.D. programme by the University shall be made using the following methods:
- Category-I** (Fellowship/Scholarship Holders) The University shall admit students who qualify for fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/CEED and similar National level tests based on an interview.

And / Or

- Category-II** (Candidates Qualified in University Ph.D. Entrance Test) The University shall admit students through an Entrance Test conducted by the University. The Entrance Test syllabus shall consist of 50% of research

methodology, and 50% shall be subject- specific in the concerned subject or allied subjects as approved by the University.

- iii. Under Category II students who have secured 50 % marks in the entrance test are eligible to be called for the interview.
- iv. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Central/State government from time to time.
- v. After the declaration of the Ph.D. Entrance test results the Director Admissions of the University shall prepare a merit list of eligible candidates for an interview.
- vi. The Director Admissions will decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available under each department.
- vii. Initially 50% of the available vacancies shall be allocated to Category I, with the remaining 50% reserved for Category II. If there are no qualified candidates from Category I, the vacancies shall be transferred to Category II. It is essential to note that the foreign candidates admitted through IRC is considered super numerary and does not impact the distribution of other categories.
- viii. The Ph.D. Admission Committee interviews these candidates, and the candidate shall present the research proposal and explain the research interests after which the committee shall provisionally allot a research supervisor in the area of interest of the candidate and generally based on the specialization of the research supervisor and availability of the vacancies.
- ix. After the interviews are completed the Director of admissions shall prepare merit list department wise.
- x. Provided that for the selection of candidates based on the entrance test conducted by the JNAFA University i.e., Category II, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva-voce shall be given.
- xi. The Director admissions shall issue the list of provisionally admitted candidates and the Ph.D. scholars shall report to the Director Research and Development to complete the course requirements and subsequently complete Ph.D. program.



- 5.3 To conduct Ph.D. programs, the Directorate of Admissions of the University shall:
- i. Issue a notification in Newspapers and notify the prospectus well in advance on the University website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates and adhere to the Central /State-level reservation policy, as applicable.
 - ii. Conduct the Ph.D. Entrance Test, as mentioned in clause 5.2 (ii), in different subjects subject to the availability of the vacancies as informed by the Directorate of R & D Cell.
 - iii. The research supervisor shall be informed regarding the allotment of the candidate for research guidance, and the research supervisor must give his/her written consent to supervise the candidate's Ph.D. work.
 - iv. The candidates with research fellowships shall be admitted into the Ph.D. Program as Full-time Research Scholars only.

5.4 The Directorate of R & D Cell of the University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the University and update this list every academic year.

Note: A candidate, satisfying one or more of the above eligibility criteria is not guaranteed the admission into Ph.D. Program. The Ph.D. admission shall be subject to the availability of vacancies with the Research Supervisors in the concerned department, candidate's academic record, the performance of the candidate in the Ph.D. Entrance Test, Ph.D. admission interview / viva-voce and statutory State reservation policy."

6 Ph.D. Entrance Test:

Admissions for the Research Program (Ph.D.) shall be made on the basis of written test and interview, as per UGC stipulations by Director Admissions, JNAFAU. Category II candidates have to appear in the Ph.D. Eligibility Test (PEET) in the subject in which they wish to pursue Ph.D. All the candidates who possess at least the minimum percentage of marks at PG Degree as specified in clauses 3.1 & 3.2 are eligible for the test. Candidates must appear for the entrance test conducted at JNAFAU, Hyderabad at their own cost.

The general pattern of the eligibility test is as follows:

1. The test consists of two sections-
 - Research Aptitude
 - Knowledge of the subject of specialization
2. Maximum marks for eligibility test:150 (75 marks for each subject)
3. Nature of Test: Objective type in the form of multiple-choice questions
4. Duration of the Test: 180 minutes or three (3) hours

The qualifying marks at the entrance test is as specified in the clause 5.2.ii and 5.2.iii.

7 Allocation of Research Supervisor:

- 7.1 Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of Ph.D.scholars permissible per supervisor, etc.
- i. Permanent faculty members working as Professor/ Associate Professor in the university with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in the University with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the University where the faculty member is employed. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as Co-Supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university would be in violation of these rules.
 - ii. For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by JNAFAU, the scientists in such research institutionsituated in Hyderabad andwho are equivalent to Professor/ Associate Professor/ Assistant Professor with at least 10 years' experience can be recognized as supervisors if they fulfil the above requirements.In cases where the supervisor is from Research Institution, Co-supervisor/Internal member of Research advisory Committee shall be from JNAFA University.
 - iii. Provided that in areas/ disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University shall relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing and approved by the University Standing Committee.


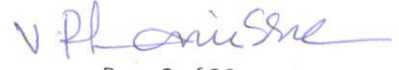
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- iv. Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.
- v. Adjunct Faculty members shall not act as Research Supervisors and can only act as Co-Supervisors.
- vi. In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
- vii. An eligible Professor/ Associate Professor/ Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- viii. In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and on the condition the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- ix. The research supervisor, who retires or leaves the University/Institution, as the case may be, shall normally be permitted to supervise candidate(s) who have already registered with him/ her, but not after attaining the age of 70 years.
- x. At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 7.1(vii) and clause 8.1.
- xi. During any one academic year, the Ph.D. Admission Committee shall not allot more than 50% of total number of candidates allottable to a research supervisor at first allotment.
- xii. The Ph.D. Admission Committee must ensure that a candidate allotted to a research supervisor is not his/her relative.

7.2 Change of Research Supervisor:

The Supervisor/Co-supervisor of the candidate once allotted and approved shall not ordinarily be changed. However, the Director R&D Cell may, after ascertaining the facts, permit change of Supervisor/Co-supervisor in exceptional circumstances like demise/non-availability of the approved Supervisor/Co-

supervisor for a continuous period of six months or more due to ill health or residence outside India. Such a change in Supervisor/Co-supervisor is subject to availability of vacancy with new Supervisor/Co-supervisor and is permitted only once. All requests for change of Supervisor/Co-supervisor should originate from the candidate with necessary documentary evidence. The candidate will have to work with new supervisor for a period of at least one year before submitting his/her thesis.

7.3 Retired Research Supervisors with ongoing Research grant projects:

Research supervisors who have retired from the University service but have been awarded research projects and have been permitted to continue working on the research projects(s) shall be allotted Ph.D. candidates up to a maximum of five (5) years depending on the duration of the project. Retired Research Supervisors shall guide not more than four (4) candidates at a time under this provision

8 Admission of International students in Ph.D. Programme:

- 8.1 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 7.1 (vii) above.
- 8.2 Foreign candidates shall approach the Directorate of IRC along with the Research Proposal and necessary documents, and the admission shall be given as per the Rules applicable on the recommendation of the Ph.D. Admission Committee of the University. The foreign candidates shall be exempted from the Ph.D. Entrance Test but however are required to appear for an interview.
- 8.3 Eligible foreign scholars shall be allotted to each supervisor on a supernumerary basis, on receipt of a requisition / application received from the Director International Relations Cell (IRC), JNAFAU and on the recommendation of the Ph.D. Admission Committee of the University.
- 8.4 The Director IRC shall prepare the selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.
- 8.5 A vacancy with the supervisor may be considered to have occurred only when existing candidate working under him/her submitted the thesis OR his/her registration is cancelled or on the expiry of his/her Ph.D. course duration.

9 Research Advisory Committee and its Functions:

Research Advisory Committee (RAC) previously called as Doctoral Research Committee (DRC) shall be constituted with one senior research faculty in the concerned field (External), one senior research faculty (Internal) and the Supervisor/Co-Supervisor or as defined in the Statutes/Ordinances of the

JNAFAU for each Ph.D. scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research.
- ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.
- iv. Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Research and Development Cell of the University. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- v. In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

Note: Sub clause (i and ii) of Clause 9.0 may be completed within one month from date of admission into the Ph.D. programme.

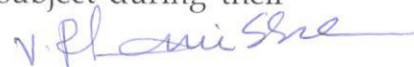
10 Ph.D.Course Work and Examination:

10.1 Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

- a. The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019 and a research methodology course. The UGC recognized online courses recommended by Research Advisory Committee/ Supervisor can be considered as part of the credit requirements for the Ph.D. programme.
- b. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education/pedagogy/writing related to their chosen Ph.D. subject during their







doctoral period. Full time Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations. Part Time Research scholars may be assigned 02 (two) weeks per semester for conducting classes /seminars/workshops for Undergraduate/Postgraduate students.

- c. The Ph.D. Course Work shall comprise of TWO theory papers and each theory paper shall have 60 contact hours of classes either online or offline.
- d. **Paper-1:** Research Methodology and Publication Ethics (100 Marks/6 Credits): Common to all the candidates admitted in a University. The syllabus of this paper includes the research techniques / methods of the concerned subject.
- e. **Paper-2:** Broad field of specialization (100 Marks/6 Credits): The syllabus of this paper includes the current concepts/trends in the concerned specialization of the subject. The broad specializations in a department shall be restricted to maximum of five (5).
- f. Both full-time and part-time research scholars shall have to attend a minimum of 75% classes in each paper to be eligible to appear for the Ph.D. course work examination for course work online/ offline.
- g. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.
- h. The medium of examination for the Ph.D. course work examination shall be English for all subjects except those in which the official medium of instruction is a language other than English.
- i. The pattern of the Ph.D. course work syllabus and the pattern of the Ph.D. course work examination question paper shall be uniform for all the faculties.
- j. If the candidate does not pass in two attempts Ph.D. course work examinations conducted in the concerned subject, his/her Ph.D. registration shall automatically get cancelled. But however, if a candidate represents for an additional attempt to pass, it may be allowed on the approval of the competent authority.
- k. Upon satisfactory completion of course work and obtaining the marks/grade prescribed in clause 10.1 (g) above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.

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- I. The conduct of Ph.D. course work examination and evaluation is as per the corresponding procedure in vogue in the University for conducting of PG examinations and evaluation.

10.2 Progress Reports

- i. After the completion of the course work and the Ph.D. coursework examination, every candidate shall submit half-yearly progress reports to the Director R&D Cell duly forwarded by the Research Supervisor. The half-yearly progress report should cover, among others, the aspects such as the review of literature, data collected, techniques developed, progress in research, discussion of the work done including any findings, etc. If necessary, this progress report may be forwarded to the R&D Committee for further examination.
- ii. For the purpose of monitoring the progress, all the research candidates including those who are on the current rolls, are required to attend Research Review Meeting (RRMs) and present their progress to the Research Advisory Committee (RAC), once every six months. At the time of RRM, research scholars should submit hard copies of their research progress in duplicate with supervisor(s) signatures.
- iii. If the research scholar does not attend two consecutive meetings or if the reports are not satisfactory in two consequent meetings, the admission is liable to be cancelled.
- iv. If a candidate fails to submit two consecutive half-yearly progress reports in time and/or if the progress of the candidate is not satisfactory for two half-year periods, the RAC shall recommend to the R&D Committee for the cancellation of his/her registration.

10.3 Additionally, tangible output, if any, such as: Journal Publication/Presentations in a Conference/Poster Presentation in a Seminar/Conference or a Patent, etc. should be submitted. The intimation of the RRM will be in the University website only. Candidates are requested to see the University website periodically. No individual letters will be sent to research scholars.

10.4 The results of RRM will be put up on the website, indicating the performance of the research scholar. If the progress is not satisfactory, the research scholar should show an improvement in the research progress by the next RRM.

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10.5 Compulsory Seminar prior to Thesis submission:

Each candidate shall present a seminar at least three months before submission of thesis in the concerned Department on the research work, carried out by him/her. **The scholar should submit six copies of synopsis to RAC highlighting original/ significant contributions made in the research work.** The RAC is empowered to make suggestions for improving the quality of the work on the basis of the seminar. The seminar will be open to all faculty members and research scholars. The research scholar should incorporate the suggestions made by the RAC and any feedback, comments, and suggestions from the participants in the final manuscript of the thesis and then prepare a synopsis and thesis. The draft copy of the Ph.D. thesis must be available during this presentation. The RAC shall certify the results of the seminar. The research scholar shall also submit duly signed copies of the feedback given by the RAC at the time of periodical Research Review Meetings. A minimum of six (6) months gap must be there between the final RRM (Analysis & Conclusions) and the compulsory seminar.

11 Modification / Change of the title of Ph.D. Thesis:

11.1 The R&D Committee may permit the modification/ change in title of the Ph.D. thesis. Candidate's request must be recommended with due justification by the Research Supervisor and the RAC. However, such a modification/ change of title is permitted only once, and it must be before or at the time of first RRM.

12 Extension of Registration:

12.1 Candidate can seek extension of his/her registration as Ph.D. scholar, one year at a time (a maximum of two such extensions for a full-time and one such extension for a part-time scholar), provided that he/she has been continuously engaged in active research, the progress of the research work in the previous years has been satisfactory as certified by the supervisor(s), and that he/she has no dues in the library/department/ college/hostel as certified by the concerned authority.

12.2 The Re-registration may be considered with a penalty. (Annexure-I)

12.3 Candidate seeking extension of registration shall submit a written request, along with the progress report of the work done and the prescribed fee, duly recommended by the supervisor(s), and RAC. The request must be submitted to the Director R&D Cell at least two months before the expiry of the registration period, failing which the request for extension is liable for rejection.

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12.4 The registration of the research scholar shall automatically stand cancelled after completion of six years for full time scholars and eight years for part time scholars.

13 Minimum number of Research Papers to be published:

A Ph.D. candidate shall publish at least two research papers related to his/her Ph.D. work in a refereed/recognized Research Journal before the submission of thesis for adjudication and produce the evidence of the same in the form of the reprints. These research papers shall be enclosed in the thesis as an Appendix.

14 Cancellation of Ph.D. Admission/Registration:

14.1 The Director R&D Cell may cancel the registration of a Ph.D. scholar, if the candidate fails to satisfy the conditions stipulated in the admission order, within the prescribed period.

14.2 The University may cancel the registration of a Ph.D. scholar on the recommendation of the Supervisor and RAC under any one or more of the following circumstances:

- a. Where the progress of the research work has been unsatisfactory in two consecutive Half-yearly reports or when two consecutive progress reports are not submitted.
- b. Where a candidate discontinues his/her research, and/or where he/she has applied for employment without obtaining the written permission of the Director R&D Cell, or when he/she accepts any appointment without the written consent of the Director R&D Cell.
- c. The University may cancel the admission of a research scholar at any time for proven misbehaviour or misconduct of the Scholar in the University or elsewhere.
- d. If a research scholar is found guilty of committing any irregularity, malpractice, plagiarism, etc. in research, his/her result will be withheld/ cancelled by the Director of Evaluation, even after the publication of the result.

15 Submission of Ph.D. Thesis:

15.1 A full-time research scholar is eligible to submit his/her Ph.D. thesis after completing three (3) years of research and after four(4) years in case of Part-time research scholars from the date of admission order.

15.2 A research scholar, full-time or part-time, whose registration has expired/ cancelled, is not eligible to submit the thesis, unless the same is permitted by Academic Standing Committee of the University.

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- 15.3 Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation (compulsory seminar) before the Research Advisory Committee of the University which shall also be open to all faculty members and other research scholars/students.
- 15.4 A Ph.D. candidate shall publish at least two research papers related to his/her Ph.D. work in a refereed/recognized Research Journal before the submission of thesis for adjudication and produce the evidence of the same in the form of the reprints. These research papers shall be enclosed in the thesis as an Appendix.
- 15.5 Before submission of the thesis for evaluation, the Ph.D. Scholar on recommendation of the supervisor shall submit a soft copy of the thesis to the Research and Development Cell to detect plagiarism in research work using Anti-Plagiarism software approved by the University and the research integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree. A certificate should be enclosed as an Appendix in the thesis stating similarity index (10%) as per the U.G.C (Promotion of Academic Integrity and Prevention of Plagiarism in HEIs Regulations-2018, dated 23-07-2018.
- 15.6 After the completion of his/her Ph.D. thesis, the concerned Research Scholar is required to submit **four** (04) soft bound copies of the thesis to the Director of R&D Cell along with all relevant documents/No-dues certificates as prescribed below:
- i. The Examination fee for evaluation (which will be revised from time to time), a D.D. drawn in favour of Registrar, JNAFAU, Hyderabad.
 - ii. Copy of Ph.D. admission letter/Extension letter (if any)/change of title (if any)/etc., along with a proof of fees paid from time of admission till time of submission and satisfied all terms and conditions stipulated at the time of admission.
 - iii. S.S.C Marks sheet.
 - iv. Copy of Pre-Ph.D. Marks Memo.
 - v. Sealed cover of Panel of Examiners prepared by the Supervisor.
 - vi. An undertaking declaring that there is no plagiarism.
 - vii. A declaration by the candidate to the effect that the thesis either in part or full does not constitute any part of any theses/dissertation/monograph submitted by him/her or any other person this or any other University/Institute. The candidate is also required to submit a soft copy (CD or Pen drive) of the theses. (To be enclosed in the thesis report).

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- viii. A certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution (To be enclosed in the thesis report).
- ix. A copy of the permission letter for change of title / topic / supervisor, if applicable any).
- x. No Dues Certificates from the Research Supervisor, Co-Supervisor, Assistant Registrar (Accounts/fee Collection), Asst. Registrar,R&D cell, Principal of the concerned Constituent College, Head of the concerned Department,Hostel warden (if applicable),the Librarian of the concerned college and University Librarian.
- xi. Certification from the Director Research Development Cell, Research advisory committee, and the Research Supervisor, that the candidate has:
 - a. Presented the research progress at the RRM's conducted during the tenure of the Ph.D. work along with the feedback forms of all the RRM's duly signed by the RAC.
 - b. Presented the compulsory seminar three months prior to the submission of the thesis report along with the recommendations of the RAC.
 - c. Certificate that he / she has conducted the research work in an institution recognized for the purpose by the University.
 - d. Followed all the leave particulars in case of part-time Research Scholar.
- xii. A reprint of the papers published in a Peer-reviewed Journals (Listed in Scopus/Web of Science/ UGC-CARE List) as an enclosure in the thesis.
- xiii. Submit six copies of the synopsis duly certified by the Research Supervisor.

15.7 The Research Supervisor shall prepare the panel of ten examiners in the relevant/ related area of Research. Out of the panel of 10 examiners, 9 are to be identified from outside Telangana State, and not more than one from the same institution. The panel of names is to be submitted with all particulars, like complete address, e-mail ID and telephone number. The prepared list of examiners shall be sealed in a cover and marked confidential and this has to be submitted by the candidate along with relevant documents mentioned in clause 15.6 to the Director, R & D Cell.

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15.8 Director R & D Cell shall then forward the approved panel of 10 names along with the 6 copies of the Synopsis for further action to the Director of Evaluation within a fortnight from submission of Ph.D. Thesis reports by the candidate.

15.9 Supervisors belonging to the same University and persons related to the candidate shall not be included in the panel of Examiners.

15.10 The report writing and binding should conform to the norms fixed by the University. (Annexure-II)

16 Ph.D. Thesis Evaluation and Adjudication:

16.1 Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.

a. The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by at least three external examiners who are experts in the field and not in employment of the JNAFA University. Such examiner(s) should be academics with a good record of scholarly publications in the field. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students.

b. Three independent Examiners/Adjudicators appointed for the purpose by the Vice-Chancellor shall do the Evaluation/ Adjudication of the thesis.

c. The Examiners are required to:

i. Outline the main features of the thesis.

ii. Critically evaluate the thesis and send a report on the thesis in not less than 500 words.

iii. Make one of the three following definite recommendations.

a. The thesis attains the standard required for the award of the Ph.D. degree (Minor revisions can be suggested without resubmission).

b. The thesis requires revision and re-submission for re-evaluation by the same examiner.

c. The thesis is rejected.

d. The Director of Evaluation will inform these Examiners of their appointment and shall send a copy of the synopsis of the thesis to each of the Examiners and seek their willingness to adjudicate it based on the synopsis submitted. After obtaining







the consent of the Examiner, a copy of the thesis will be sent with a request to submit his/her report in a prescribed format.

e. After all the three (3) reports from the Adjudicators are received, a decision is to be taken for the conduct of a viva-voce examination before the award of the Ph.D. degree, as per the following guidelines.

1. If the reports of all the three Adjudicators are favourable (i.e. accepting the thesis as it is or with minor corrections), the candidate is permitted to take the Ph.D. viva-voce examination.

2. If two/or all of the Adjudicators suggest revisions, the thesis shall be revised accordingly and resubmitted for approval to the same examiner(s).

3. If one examiner reject the thesis, the comments made by the examiner should be forwarded to the Supervisor and also to the candidate for their justification/Clarification/Modification after receiving their justification/clarification, the Viva-Voce examination may be conducted.

4. If two examiners reject the thesis, the candidate shall revise and re-submit it after one year, which will be sent for evaluation to the same examiners who had rejected it. If the two examiners reject it again, the thesis is summarily rejected. If the thesis is accepted the second time, it will be accepted.

5. If two or all the three Adjudicators reject the thesis, it will be rejected for the award of Ph.D. degree and the registration of the candidate shall stand cancelled.

6. In the event of any Adjudicator's report not received even after 3 months from the date of submission, the thesis may be referred to a fourth Examiner from the same panel for Adjudication.

7. Minor corrections suggested by the Adjudicator(s) shall be intimated to the Research supervisor of the candidate by the Director of Evaluation before the conduct of the Ph.D. Viva voce Examination. These corrections must be incorporated in the thesis and an erratum be enclosed in the thesis and shall be shown to the Ph.D. viva-voce examiners.

16.2 Ph.D. Viva-Voce Examination

a. The Ph.D. viva voce examination of the candidate will be conducted only after receiving all the three reports from the Adjudicators and at least two of the Adjudicators recommend the award of Ph.D. Degree. The Director of Evaluation conducts the Ph.D. viva-voce examination by constituting a Board of Examiners.

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- b. The Ph.D. viva-voce examination shall be conducted in the concerned University by a Board of Examiners, comprising of the following, a) One External Examiner (Adjudicator) approved by the Vice-Chancellor b) The Supervisor of the candidate who shall also be the Convener.
- c. After the Board of Examiners is constituted for the conduct of viva-voce examination, the Director of Evaluation shall obtain two copies of the thesis and make it available to the members of the Board to enable them to conduct the viva voce examination.
- d. The viva-voce examination is open to other Research Scholars, Students, Faculty of the Department, etc. The Director of Evaluation shall inform the Principal of the concerned college and Director Research and Development Cell to display on the notice board the date and time of the Viva-Voce examination one week in advance.
- e. The University shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

17 Declaration of the Ph.D. Result:

- 17.1 After completion of the viva-voce examination, the report of the viva-voce Board of Examiners along with Adjudicators reports shall be immediately sent to the Director of Evaluation in a cover marked "confidential".
- 17.2 After successful completion of the viva voce examination and after incorporating the suggestions made by the Board of Examiners, the candidate must now submit five (5) hard bound copy shall be made available in the University library. The Director of Evaluation shall send a soft copy of the thesis to the UGC, New Delhi within 30 days of award of the Ph.D. degree for hosting the same in INFLIBNET, accessible to all Indian Universities/Institutions. Another soft copy is for hosting the thesis on the website of concerned University. The Director of Evaluation declares the Ph.D. result of a candidate only on receipt of 5 hard bound copies of the thesis and 2 soft copies of the thesis. The guidelines to upload the Thesis in the INFLIBNET (Annexure III) shall be made available in the University website and may be shared by the office of Director of Evaluation to the Research Scholar.

18 Ph.D. Programme through Full time/ Part-time mode:

- 18.1 Ph.D. programmes through Full time/ Part-time mode shall follow all the conditions stipulated in these Regulations and fulfilled.
- 18.2 Full-time Research Scholars:
 - a. Candidates registered for Full-Time Research shall work and conduct research on full-time basis during the stipulated tenure of the course. Candidates belonging to

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Category-I and admitted into Ph.D. programme must work as Full-Time Scholars only.

- b. The tenure of the Ph.D. course for a full-time research scholar is three (3) years, including course work and a maximum of six (6) years including re-registration period from the date of admission order issued by the Director of Admissions of the University.
- c. A full-time research scholar shall not accept any employment during the tenure of the course. However, any appointment in research/consultancy schemes is not considered as employment for the purpose stated.
- d. If an employee of any organization is seeking admission as a full-time research scholar, he/she has to submit, at the time of Ph.D. admission/registration, a letter from his/her employer to the effect that necessary leave will be granted for the entire duration of the Ph.D. course.
- e. Full time Ph.D. scholars shall be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

18.3 Part-time Ph.D. Research Scholars:

- a. Candidates who are eligible for Ph.D. admission/registration and are not full-time research scholars will be designated as part-time research scholars.
- b. The tenure of the Ph.D. course for a part-time Research Scholar is four (4) years and a maximum of eight (8) years including re-registration period from the date of admission order issued by the Director of Admission of the University.
- c. Candidates seeking admission as part-time research scholars have to submit employer's permission to pursue Ph.D. course.
- d. Candidates seeking admission as part-time research scholars must give an undertaking that he/she would take leave as per the requirement/schedule for attending the classes of the Ph.D. course work during the tenure of the Ph.D. course.
- e. A part-time research scholar is not eligible for any hostel facility.

18.4 For a part-time Ph.D. programme, the Candidate shall submit to the University "No Objection Certificate" from the appropriate authority in the organization where he/she is employed, clearly stating that:

- a. The candidate is permitted to pursue studies on a part-time basis.









- b. His/her official duties permit him/her to devote sufficient time for research.
 - c. If required, he/she will be relieved from the duty to complete the course work.
 - d. Part Time Research scholars may be assigned 02 (two) weeks per semester for conducting classes/ seminars/workshops for Undergraduate/ Postgraduate students.
- 18.5 A candidate is permitted to change his/her status from full-time to part-time research, or vice-versa, for a valid reason with the approval of the Director R&D. In such cases, the total tenure of the Ph.D. admission will be four (4) years only.
- 18.6 A candidate who is admitted to Ph.D. course either as full-time or as part-time research scholar shall not join any other course or appear for any other examination leading to a degree (either in regular or distance education stream) of concerned University or any other University. Any violation of this regulation will automatically lead to the cancellation of his/her admission in Ph.D. Course.

19 Issuing a Provisional certificate:

Prior to the actual award of the Ph.D. degree, the Directorate of Evaluation of the University shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.

20 General information:

- 20.1 All the other matters that have not been covered by the rules mentioned above shall be referred to the Academic Standing Committee.
- 20.2 The academic regulations should be read as a whole for purposes of any interpretation.
- 20.3 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- 20.4 The University reserves the right to alter the regulations from time to time as and when necessary.

These Ph.D. Rules and Regulations 2023 were approved by the Academic Standing Committee of the University at its meeting held on 11-01-2024_____.

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ANNEXURE-I

S. No	PARTICULARS	Fee (In Rupees)
FULL-TIME RESEARCH SCHOLARS:		
1.	CSIR/UGC/ICAR/ICMR/ AP-NL/DBT/DST/ GATE Direct JRF & SRF and those JRF/SRF IN Projects Who have qualified CSIR/UGC-NET:	8,000/- per year
2.	Scholars Working as Project Fellows With GOI/other agency funded research projects with two/ three years duration (appointment ratified by university)	10,000/- per year
3.	Registered as Full Time Research Scholars but with no financial assistance	10,000/- per year
PART-TIME RESEARCH SCHOLARS:		
1.	JNAFAU Internal Regular faculty Registered for Ph.D	8,000/- per year
2.	JNAFAU Lecturers on contract registered for Ph.D	10,000/- per year
3.	Other part-time scholars	1,00,000/- per year
4.	Corporate / Industrial Professionals' and Officials etc	1,00,000/- per year
RE-REGISTRATION:		
1.	Penalty may be paid in favour of Registrar, JNAFAU and submitted along with Application to Coordinator, R & D cell	25,000/-
EXAMINATION FEE:		
1.	Examination Fees may be paid in favour of Registrar, JNAFAU and submitted along with application to Coordinator, R & D cell along with 6 Copies of thesis Report	5,000/-

NOTE:

Mode of Fee Payment for Full - Time as well as Part - Time Candidates is year wise. The fee Structure may be modified by the University from time to time.

Sd/-
DIRECTOR, R & D CELL &
REGISTRAR

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ANNEXURE III

UGC INFLIBNET Guidelines for Ph.D. Thesis Submission Format for Shodhganga

1. Research scholars have to submit e-version of Ph.D. thesis in PDF format in DVD for uploading in shodhganga along with printed version of thesis (See 4.1 in User Guide) as given below in Table 1.
2. Research Scholars have to ensure that a standard template is used for compilation of a thesis and it contains all essential elements (like declaration, certificate, table of content, list of tables and figures, list of appendices, abbreviation used, abstract/summary, chapters, conclusion and bibliography). Appendix- IV provides standard template for a thesis.
3. Research Scholars have to use standard citation style for rendering bibliographic references as well as web resources (For example: APA/Harvard style manual/Chicago style manual). (Please see citation style and bibliography available at Chapter 10 of User Guidelines Tutorials).
4. Research Scholars have to store each chapter in a separate file using an agreed file naming convention. It is suggested to start the file with 01_title_, 02_certificate_, 03_Abstract and so on, so that the content of thesis are displayed in the record as they appear in hard copy of thesis. **Sample naming conventions** used for a thesis is given in Table no -1

File Name	Content Name
01_title.pdf	Title Page
02_certificate.pdf	Certificate
03_abstract.pdf	Abstract (max characters: 2048)
04_declaration.pdf	Declaration
05_acknowledgement.pdf	Acknowledgement
06_contents.pdf	Content/Index page
07_list_of_tables.pdf	List of Tables
08_list_of_figures.pdf	List of Figures
09_abbreviations.pdf	Abbreviations
10_chapter1.pdf	First Chapter
11_chapter2.pdf	Second Chapter
12_chapter..... .pdf	Chapter...
13_conclusion.pdf	Conclusion
14_summary.pdf	Summary
15_bibliography.pdf	Bibliography
16_References.pdf	Reference
17_Questionnaire.pdf	Questionnaire

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18_Maps.pdf	Maps
19_Publications.pdf	Publications
80_Recommendation.pdf	Recommendations (Recommendation file should contain title page and the chapter which contains Recommendations/ Conclusion/ Summary/Future findings without any images)

Table 1: Naming Convention used for each PDF file

The standardised naming convention, mentioned above, will facilitate users to easily identify, the relevant parts of a thesis by its file name that is common across all theses. It will also allow users to quickly look at the table of content and other introductory information without having to wait for the entire thesis to download.

5. Research Scholars have to provide Registration Year, Completed Year, Awarded year of Ph.D.
6. Research Scholars have to give declaration/consent in the format given below assigning non-exclusive rights to archive and distribute their doctoral work through Shodhganga as well as through University.

Note: For detailed guidelines, please see User Guide and Tutorials available in <http://shodhganga.inflibnet.ac.in>.

Student Approval Form*

Name of Author	
Department	
Degree	
University	
Guide	
Thesis Title	
Year of Award	

Agreement

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission/Statement from the Owner(s) of each third party copyrighted matter to be included in my thesis/dissertation, allowing distribution as specified below.
2. I hereby grant to the university and its agent the non-exclusive licence to archive and make accessible, under the conditions specified below, my thesis/dissertation, in whole or in part in all form of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis/dissertation. I also retain the right to use in future works (such as article or books) all or part of thesis, dissertation, or project report.






Conditions :

1.	Release the entire work for access worldwide	
2.	Release the entire work for "My University" only for <ul style="list-style-type: none">• 1 year• 2 years• 3 years And after this time release the work for access world wide	
3.	Release the entire work for "My University" only, while at the same time releasing the following parts of the work (eg. because others parts relate to publications) world wide access: <ul style="list-style-type: none">a. Bibliographic details and synopsis onlyb. Bibliographic details and synopsis and the following chapters only.c. Preview /Table of contents/ 24 pages only	
4.	View only (No Downloads) (Worldwide)	

* In case of clause no 2,3 &4, the application should be forwarded through Vice Chancellor or Registrar by citing valid reasons such as patent, book or article publishing.

Signature of Scholar

Signature and Seal of the Guide

Place:

Signature of Vice Chancellor or Registrar

Date:

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