

ACHARYA NAGARJUNA UNIVERSITY
RESEARCH RULES AND REGULATIONS

PREAMBLE

Research Programmes leading to the award of M.Phil and Ph.D. degree are offered in the teaching departments/centres of the University colleges, its affiliated colleges and research organizations recognized by the University as research centres. These regulations will come into force w.e.f. the date of meeting of 67th Academic Senate i.e., 20-10-2012.

1. RESEARCH ADVISORY COMMITTEE

It is responsible for the promotion of research activities in the University through periodical review and monitoring of ongoing research activities. The following members constitute the committee

Vice-Chancellor	---	Chairman
Rector, ANU	---	Member
Principals of the Campus Colleges	---	Members
Registrar, ANU	---	Member
Deans of the Faculties, ANU	---	Members
Coordinator, Research Cell, ANU	---	Convener

2. DEPARTMENT RESEARCH COMMITTEE (DRC)

Each department shall have a DRC and all recognized research supervisors of ANU department shall constitute its DRC. The Head of the department is the Convener of the Committee. The minimum number of members constituting DRC shall be 3. If the number of members is less than 3 in any department, the Vice-Chancellor shall appoint Research Supervisors of related disciplines for constitution of DRC.

3. FUNCTIONS OF DEPARTMENT RESEARCH COMMITTEE (DRC)

The following are the functions of DRC

- a) To fix up the number of seats in M.Phil./Ph.D. to be filled every year for research admissions as per the guidelines of UGC/University.

- b) To assist in preparation of the Academic Calendar for M.Phil./Ph.D. programmes for the academic year.
- c) To decide areas or topics of research to be pursued by the M.Phil./Ph.D. students at the time of admission.
- d) To recommend syllabi for M.Phil./Pre. Ph.D. course work for approval by the BOS.
- e) To suggest panel of examiners and paper setters for M.Phil./Pre. Ph.D. examinations 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. thesis. The data base may be periodically updated and made available to BOS.
- g) Any other functions referred to by the Research Advisory Committee or the Vice-Chancellor or any other statutory body.

4. CRITERIA FOR ELIGIBILITY TO RECOGNIZE A TEACHER/SCIENTIST AS A RESEARCH SUPERVISOR

- a) All the existing faculty of ANU (including those working at ANU Campus, Ongole) already recognized as research Supervisors will continue to be the research supervisors.
(OR)
- b) Any teacher (including contract) working in ANU or in any affiliated colleges teaching UG/PG courses having 5 years of continuous service with Ph.D. with at least 2 publications in refereed journals.
(OR)
- c) Any scientist/researcher, working as a regular employee in any National Institute/Research Centre with which ANU has entered an MOU, having 5 Years of continuous service with Ph.D. and with at least 2 publications in refereed journals.

5. PROCEDURE TO BE FOLLOWED BY A TEACHER/SCIENTIST /RESEARCHER FOR OBTAINING RECOGNITION AS A RESEARCH SUPERVISOR.

The application for recognition as Research Supervisors can be obtained from the Coordinator, Research Cell, Acharya Nagarjuna University on payment of a prescribed amount by way of Demand Draft drawn in favor of the “Registrar, Acharya Nagarjuna University”.

The Teacher/Scientist/Researcher seeking recognition as Research Supervisor should apply to the Head of the Department concerned along with supporting documents and he will in turn verifies

the eligibility conditions and shall send to the Principal within a week from the date of submission of the application along with his specific recommendations.

The Principal in turn puts up the file for the approval of the Vice-Chancellor. Upon approval of the Vice-Chancellor, the Principal concerned shall issue orders of recognition of the Teacher/Scientist/Researcher as Research Supervisor. **The application seeking recognition will be considered during the month of March for the next academic year.**

6. NUMBER OF SCHOLARS WITH A RESEARCH SUPERVISOR

- a) The number of Research Scholars under each Research Supervisor should not exceed the number specified below at any point of time.
Professor/Associate Professor/Asst. Professor --- 8 Ph.D +5 M.Phil Full-time/Part-time
- b) Scientists / Researcher who were recognized as supervisors can be allotted only 3 Ph.D. + 2 M.Phil FT/PT Scholars at any point of time. However, the above Research Supervisors shall submit the particulars of research scholars under their guidance allotted by other Universities/Institutions including their parent institution.
- c) But the total number of research scholars under any supervisor from all the Universities (including ANU)/Institutions shall not exceed the maximum number specified above. Further, they have to give a declaration signed by Head of the Institutions the particulars of the scholars working under him.
- d) The Faculty members of Acharya Nagarjuna University shall not accept research scholars of other Universities/Institutions without prior permission of the Vice-Chancellor.
- e) Candidates registered for Ph.D./M.Phil. need not be counted after completion of maximum period for purpose of determining the number of candidates under each guide. However, re-registered candidates shall be considered as new admission and counted for the purpose of determining the number of Candidates under each Guide.
- f) Any retired teacher willing to continue to guide the candidates

already registered under him /her can do so as Guide for a maximum period of 5 years from the date of superannuation

- g) Allotment of candidates will be permitted for the retired teachers of ANU upto the age of 65 years with their consent.
- h) A retired teacher may act as the Research Supervisor, 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. The research scholars so provided with admission shall continue to be under the guidance of such retired teacher till the completion of their research work. The supervisor or the scholar has the option to change the guide with mutual consent.

7. CRITERIA FOR ELIGIBILITY FOR ADMISSION INTO M.PHIL/PH.D. PROGRAMMES

Admissions into research studies are ordinarily made once in each academic year. The notification calling for applications will be issued every year at an appropriate time by the University following the guidelines formulated by UGC/APSCHE from time to time. Candidates have to apply in the prescribed form and submit the filled in applications with all necessary enclosures in accordance with the University rules.

- a) The candidate seeking admission into the M.Phil / Ph.D. course should have passed the P.G. Examination of this or any other recognized University in the concerned or related subject securing 1st or 2nd class with at least 55% of marks. However, in case of SC and ST candidates, a relaxation of 5% marks is given. In the case of related subjects the Boards of Studies concerned have to determine the eligibility for doing research in the related subject and the resolutions of Boards are to be approved in the proper statutory bodies such as S.C. to A.S. or Academic Senate. Before giving admission in the related subject, the Head of the Department has to check whether proper approval is accorded or not.
- b) The candidates qualified in NET/GATE/CSIR (Research Fellowship only) and FIP (UGC) can be admitted into M.Phil/Ph.D. course at any time of the academic year. In case, there is no vacancy in the Department, an extra seat may be provided to such candidates. The JRFs and Project Fellows selected through duly

constituted selection committee working in Research projects funded by National Research Organizations can also be admitted into M.Phil. / Ph.D. courses at any time during the academic year.

Project fellows and Research Assistants in projects sponsored by National / State and Public funding agencies and **not selected by a duly constituted selection committee** should follow the general rules of research admission.

c) For admission into research under part-time programme, a Candidate should satisfy the following conditions:

i) A teacher with at least 5 or 3 or 2 years of full-time teaching experience in a recognized Polytechnic/Junior College or Degree College/ Oriental College or Professional / PG College respectively.

(OR)

ii) An employee possessing at least 5 years of research experience in a cadre not lower than that of research assistant working in a research institution run by the State Government or Central Government or in a recognized institution funded by organizations like UGC/CSIR/CSSR/DST/DAE and such other agencies.

(OR)

iii) A gazetted officer with PG Qualification and having 5 years of professional experience

(OR)

iv) An Executive having PG Qualification and 10 years experience in Public Limited Company or quasi Government Organization.

Note: *Service Certificate issued by the Principal of the College or the Head of the Institution is valid for computing the length of service for the admission into part-time research course of the University.*

8. ADMISSION PROCEDURE

- a) All admissions in research programmes leading M.Phil./Ph.D. (F.T./P.T.) shall be made only through an entrance test to be conducted by the Director, Directorate of Admissions, Acharya Nagarjuna University except in case of Candidates with JRF of UGC/CSIR/GATE or selected under FIP.
- b) Candidates with a minimum of 55 % marks (50% in the case of SC/ST candidates) in the subject concerned in the qualifying examination are eligible to take the Entrance Test.**
- c) The Director, Directorate of Admissions, Acharya Nagarjuna University will send the list of applicants and applications received by him along with the ranks obtained by them in the Entrance Test to the respective Principal Office and the respective Principal Office in turn shall send them to respective departments for further scrutiny regarding eligibility and admission.
- d) Applications are scrutinized in the departments. The Head of the Department shall prepare a selection list of candidates to be submitted to the Principal. The allotment of candidates to research supervisors will also be indicated in the lists based on the vacancies and the consensus arrived at in the meeting.
- e) Admissions shall be processed as per the schedule and procedure approved by the Vice-Chancellor based on the rules of reservation in vogue and rank obtained by the student in the Entrance Test.
- f) Admission Fees: At the time of admission, every candidate shall have to pay the prescribed admission fee as given in the schedule of fee. In addition, the candidate shall have to pay tuition fee twice in a year as and when it falls due at the rates given in the fee schedule.
- g) Candidates admitted under Full-time category at affiliated colleges or organizations shall have to process all financial matters including fee reimbursement/welfare scholarships at the college/the institution where they are working.

9. ATTENDANCE

- a) Full-time research students shall be required to be present during working hours and shall sign in the attendance register on every working day. The Head of the Department shall maintain the attendance register and submit to the Principal the monthly statement of attendance of all research students (FT), while circulating a copy of the same to all research supervisors.
- b) A full-time research candidate may be permitted to be away from the campus on duties connected with his research work such as field work for collection of materials, consultation in other libraries, etc., for a specific period, which should not be more than four weeks at a time. The candidate shall have to take the permission of the Supervisor and the Head of the Department.
- c) A full-time research student whether enjoys fellowship /scholarship or not, shall have to put in at least 75% attendance. They are not eligible for any vacation.
- d) A full-time research student shall not be absent, except on medical grounds or with prior permission from the Supervisor and Head of the Department for not more than ten consecutive days in a term.
- e) Full-time research students have to apply for leave of absence to the Head of the Department through the Supervisor. The leave accounts of the research students shall be maintained by Head of the Department making the necessary entries from time to time in the register kept for the purpose. All Fellowship / Scholarship-holders shall have their bills and other papers relating to finance / accounts are to be forwarded through the Supervisor and the Head of the Department. The Supervisor's specific recommendation is also necessary for processing all such bills.
- f) Full-time research students will not be permitted study leave or for fieldwork for more than two months before writing the Part-I examination.
- g) The failure to comply with the above attendance rules may lead to any of the following consequences.
 - (i) The Scholar may be denied fellowship/scholarship;
 - (ii) The Scholar may not be allowed to appear in the Part I Examination
 - (iii) The Scholar's registration may be cancelled.

10. VALIDITY OF REGISTRATION AND RE-REGISTRATION

The minimum / maximum duration of working period to become eligible for submission of dissertation / thesis under Part – II of the examination is as follows:

Sl.No.	Particulars	M.Phil.		Ph.D. through M.Phil.	
		Minimum	Maximum	Minimum	Maximum
1.	Full-time	1 year	2 years	2 years	4 years
2.	Part-time	2 years	3 years	3 years	5 years

Sl. No.	Particulars	Ph.D. Direct Admission	
		Minimum	Maximum
1.	Full-time	3 years	5 years
2.	Part-time	4 years	6 years

If a candidate could not complete his M.Phil./ Ph.D. course even after the stipulated time, his/her case for extension of time can be considered only for a valid reason. Such cases shall be recommended by the Supervisor and forwarded by the Head of Department if it is a valid reason. The Vice-Chancellor may concede his request based on the recommendations of the Principal concerned. With the approval of the Vice-Chancellor, the candidate may be permitted to submit his dissertation / thesis within one year by paying prescribed fee. If he/she fails to submit the thesis within the extended period of one year, he/she shall not be permitted any further extension **and shall have to go for re-registration through Head of the Department and Principal concerned. The Vice- Chancellor is only authorized whether to permit any candidate for re-registration or not. In case if one is permitted, such re-registered candidates will be counted under his/her supervisor in determining the vacancy position of the supervisor concerned**

11. COURSE WORK AND EXAMINATION PATTERN

- a) M.Phil / Ph.D. programme is divided into two parts. Under Part-I, a candidate shall take course work and appear for the Part-I examination as per the schedule any time after 6 months.
- b) The Part-I M.Phil / Pre-Ph.D. examination shall be conducted on the same date for all the Departments of Acharya Nagarjuna University, University Campuses, Research Centers of Affiliated Colleges of ANU and other Research Centers recognized by ANU any time 6 months after the closing date of research admissions by the Coordinator, Research Cell. The Coordinator, Research Cell shall issue a schedule for holding seminar. The Seminar examination of the candidate shall be conducted by the individual Research Supervisor after the Part-I examinations as per the schedule given by the Research Coordinator. The Seminar should be conducted openly inviting the scholars and teachers of the department/related departments to attend the Seminar.
- c) Paper-I: Research Methodology (which may include quantitative methods, computer applications and review of literature wherever appropriate) shall be a common paper for all the research scholars admitted in a Department during a particular year. The second paper shall be within the specified areas identified by the DRC.
- d) Part-II examination will be dissertation / thesis for M.Phil. / Ph.D. respectively.

12. PREPARATION OF SYLLABI AND PANELS OF PAPER-SETTERS/ EXAMINERS:

The PG Boards of studies are empowered to deal with the following and make recommendations to the University for approval.

- a) Preparation of syllabi for papers I & II of M.Phil Part-I / Pre-Ph.D.
- b) Seminar topics.
- c) Panel of paper setters / examiners (for Part-I/Pre. Ph.D. examination) comprising teachers in University holding a rank not lower than Associate Professor. The list shall include at least four names

of experts in the subject of the concerned paper from A.P. and four from outside A.P.

- d) Question paper shall be set by the external expert, while valuation of answer scripts is to be done both by the external examiners and internal examiners.
- e) The Vice-Chancellor will appoint paper setters / examiners from among the panels approved by the local members of the BOS (PG) and submitted by the Chairman to the Coordinator, Research Cell, A.N.U. The Vice-Chancellor may use his discretion to appoint the paper setter/examiners outside the panels recommended by the Board of Studies.
- f) Board of Examiners for evaluation of performance at seminar: Each Board of Examiners shall consist of three persons with the research supervisor as the Convener, the Chairman BOS (PG) and the Head of the Department. The Board should award single mark' unanimously. In case of difference of opinion, marks will be awarded based on majority decision.
- g) The schedule for Part-I Pre. Ph.D. examination for all the candidates admitted in a particular session shall be prepared by the Coordinator, Research Cell, A.N.U. in consultation with the Heads of the Department and Research Supervisors.
- h) The examinations shall be held on alternate days.

13. PART – I EXAMINATION

Part-I examination for M.Phil / Ph.D. shall comprise two written papers and a seminar. To become eligible to appear for Part-I examination, a student shall:

- a) Pay the prescribed examination fees to the University examination account.
- b) In case of full-time research scholars put in at least 75% of attendance from the date of admission, including the authorized duty leave.
- c) The processing of paper setting, conduct of examination and evaluation are carried out by the Coordinator, Research Cell, A.N.U. He shall get the approval of examiners from the Vice-Chancellor for

paper setting and examination for evaluation of M.Phil / Ph.D. Part-I examination.

- (i) The Part-I examination will be common to the students of the University and other research centres.
- (ii) The Part-I examination will be handled by the Coordinator, Research Cell of the University.

d) A candidate for Ph.D. shall be exempted from appearing for Part-I examination provided that he / she has passed Part-I examination of this University or secured a M.Phil Degree in the same subject of specialization from Acharya Nagarjuna University / any other University recognized by the UGC.

14. PASS AND CLASSIFICATION RULES

a) A candidate shall be declared to have passed Part-I examination if he/she secures at least 50% of marks in papers I, II and in the seminar put together with a paper minimum of 40%. Otherwise he / she shall be declared to have failed in Part- I examination. A candidate who fails in Part-I shall appear for the paper concerned after payment of the required examination fees.

b) Marking system for M.Phil.

Examination	Maximum marks	Minimum marks for pass
Part – I: Paper-I	100	40
Paper-II	100	40
Seminar	100	40
Part – II : Dissertation	200	80
Viva-Voce	100	40
Total	600	300

(with an aggregate of 50%)

c) Award of class / grade (in case of M. Phil. only):

Grade A: 60% & above; Grade B: 50% & above but below 60%.

15. PRE-REQUISITES FOR SUBMISSION OF PH.D., THESIS

- a) When the Scholar, after having pursued the research work for the minimum length of period as stipulated in the Rule 10 satisfies himself/herself that he/she has carried out sufficient research work and therefore can submit the results in the form of a thesis, he/she should inform this to the Head of the Department through his / her supervisor. Along with this intimation he/she should also submit copies of the summary/synopsis of the research work done by him/her.
- b) The scholar should present his/her thesis work in an “Open Seminar” (pre talk) at least one month before submission of thesis in the concerned Department on the research work, carried out by him/her. The seminar will be open to all Faculty members and Research Scholars.
- c) After getting the clearance from the Research Supervisor the scholar shall prepare for the submission of the thesis. And, before submitting the thesis:
 - (i) The scholar should have passed Pre-Ph.D., Examination.
 - (ii) The Scholar should have published two research papers in refereed Journals before the submission of the thesis for adjudication, and produce the evidence for the same.
- d) Plagiarism checking is mandatory and will be carried out at the respective Principal’s Office, ANU before submission of the Thesis and the Principal concerned will issue the required certificate.

16. PANEL OF EXAMINERS

- a) The Research Supervisor shall submit to the Chairperson, Board of Studies three Panels of Experts consisting of not less than six names in each panel with full postal and e-mail addresses and contact numbers as detailed below **marking a copy to the Coordinator, Research Cell, ANU (advance copy)**. The Examiners must be of not lower than the rank of Associate Professor of the concerned discipline.

	M.Phil.	Ph.D.
Panel of adjudicators:	4 names from A.P. outside the jurisdiction of ANU and 4 names from other states	18 names with 6 from abroad, 6 from other states and 6 from A.P. outside the jurisdiction of ANU Two names of Indian origin can be included in Adjudicators from abroad. In case of Telugu and Sanskrit Departments, 8 names from within the State and 6 names from outside the State. The BOS is free to include names from outside the country.
<p><i>Note: 1) Identical panel for different scholars under same guide is to be avoided.</i></p> <p><i>2) Identical panels for different scholars under various guides are to be avoided.</i></p> <p><i>3) The Vice-Chancellor be authorized to appoint adjudicators from outside the panel forwarded by P.G. BoS.</i></p>		

b) While preparing the panel of examiners, care should be taken not to include names of persons related to the candidate in the panel of Examiners.

c) The Chairman, Board of Studies shall convene the meeting of the Board of Studies with local members for finalization of the panel of adjudicators for the evaluation of the thesis or by circulation and shall complete the process within ten days. The Chairman, Board Of Studies shall send the panel of examiners in a sealed cover duly signed by the members of the BOS and the Chairman, Board of Studies on each of the three panels to the Coordinator, Research Cell, A.N.U. within 10 days from the date of submission of panel by the Research Supervisor concerned.

d) If any adjudicator is found to be of the rank below that of Associate Professor, then the report of such adjudicators will be rejected and the thesis will be sent the adjudication to another examiner.

e) If the approved panel is not received by the Office of the Coordinator, Research Cell, Acharya Nagarjuna University within one month, the Coordinator shall put up the matter to the Vice-Chancellor for further course of action.

17. THESIS

After passing the Part-1 M.Phil/Pre-Ph.D. examination and completing the research work and minimum duration, the candidate shall submit his/her thesis on the concerned topic of research. Every thesis should make a distinctive contribution to the existing knowledge of the subject and afford evidence of the candidate's originality, whether based on new facts discovered by himself/herself or new relations of facts observed by others, whether constituting an exhaustive study and criticism of published work of others or forming a valuable contribution to the existing literature of the subject, contributing to the advancement of knowledge.

(a) Guidelines for writing Thesis

The thesis will be impeccable in all respects, which will be apparent primarily from the following:

(i) Definition of the research scope and goals:

The goals will have to be presented clearly, and the research scope will be clearly defined, which indicates deep understanding of the topic. The goals will be set high but are attainable.

(ii) Command of the topic:

The works to be cited will be selected not only appropriately but critically; the number of relevant works cited will be sufficient, consisting primarily of high quality scientific publications (journals or other refereed fora). The results will have to be evaluated in the light of the cited works and in that of prior research and theories on the topic. In addition, the Research Scholar has to demonstrate deep understanding of the research topic.

(iii) Methods and conclusions:

The Scholar has to demonstrate command of the relevant research methods, use appropriate and justified methods, report the research process and the methods accurately and precisely and justify the choices made. The reliability and transferability of the results will have to be evaluated thoroughly, and the thesis may be based on exceptionally extensive empiri-

cal data/analytical/simulated results. In addition, the line of reasoning behind the conclusions will be particularly clear, accurate and critical and proves that the Scholar has gained a deep understanding of the topic. The research results shall provide thorough answers to the posed research questions.

(iv) Contribution to knowledge and thesis structure:

The results will meet the standards of international conference publications and will be of interest to academia or industry or otherwise relevant to professionals in the field. The Research Scholar has to work very independently on the thesis, while the contributions of the supervisor should be minimum.

(v) Presentation and language:

The appearance, presentation and language of the thesis should be impeccable.

(b) Style of Presentation of Thesis

The presentation of the Thesis is recommended to be in the following order:

However the guide/scholar is free to design his own structure relevant to his subject.

- Title page
- Dedication
- Declaration
- Certificate from the Research Supervisor
- Plagiarism compliance certificate issued by the Principal concerned to be signed both by the Research Scholar and the Research Supervisor
- Preface
- Acknowledgements
- Index of the thesis
- List of Tables/Graphs/Figures
- Glossary of abbreviations
- Text of thesis
 - Introduction
 - Review of Literature
 - Objectives of Research
 - Materials and Methods
 - Results
 - Discussion
 - Summary and Conclusions
 - Recommendations

- Bibliography
- Webliography
- Appendices

(c) Guidelines for the preparation of Synopsis and Thesis

(i) Synopsis

Synopsis should outline the research problem, the methodology used for tackling it and the summary of the findings. The size of Synopsis should not generally exceed 10 pages of typed matter reckoned from the first page to the last page including the List of Publications. The Synopsis should be printed on both sides of the paper.

The sequence in which the Synopsis should be arranged is as follows:

- Cover Page/Title page
- Text divided into suitable Headings (numbered consecutively)
- References (not more than 15)
- List of Publications (those published/accepted for publication in Journals and papers presented in Conferences/Symposia)

The Candidate has to submit to the Head of the Department 10 copies of the Synopsis in case of Ph.D. and 6 copies of the Synopsis in case of M.Phil.

(ii) Thesis

The final thesis shall be presented in accordance with the following specifications:

- A. The paper used for printing shall be of A4 size.
- B. Printing shall be in a standardized form on one side of the paper and in 1½ spacing. In case the number of pages in the thesis (excluding the initial pages) exceeds 250, the candidate should get it printed on both sides of paper.
- C. A margin of 1½ inches shall be on the left hand side and one inch on the right hand side.
- D. The card used for cover shall not be more than 330 gsm.

- E. The title of the thesis, name of the University, degree, name of the candidate, place of the research work, and the month and year of submission shall be printed on the title page and the front cover.
- F. Spine should mention Ph.D. thesis on the top, name of the candidate and month and year.

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.

(iii) Binding

The Dissertation / thesis shall be properly soft bound, using hard cover of white color. The bound front cover should indicate in Colour Embossed letters with the following:

1.(Title)
2.(Name of the candidate)
3.(Name of the Department in which the thesis is being submitted)
4.(Name of the Faculty in which the thesis is being submitted) (e.g. Faculty of Natural Sciences)
5. University Emblem
6. University Name
7. Month and Year of submission at the bottom

The name of the scholar appearing on the Thesis and Synopsis etc. must be same as in his/her S.S.C. (X Class) Certificate.

Two plain blank papers should be provided at the beginning and at the end.

The following pages should be included in the Thesis after Title Page.

- Declaration by the candidate to the effect that the thesis either in part or full does not constitute any part of any thesis/ dissertation/ monograph submitted by him/her or any other person to

any University/Institute. The candidate shall be held responsible for the genuineness of his/her work and any false statement shall lead to cancellation of his/her registration/degree at any stage even after the declaration of result and award of the degree.

- Certificate from the supervisor to the effect that the thesis is the bona fide work done by the candidate.
- Plagiarism Compliance Certificate issued by the Principal concerned duly signed by both the Research Scholar and the Research Supervisor stating that the work is free from plagiarism and if plagiarism is proved, they are abide by the rules and regulations of the University.

(iv) Plagiarism Test

- A. For ensuring originality of submitted content, the thesis shall be checked by anti-plagiarism software by the Principal concerned, ANU. Thesis will be permitted for submission only when the match is less than 30 per cent in the plagiarism check. If any text strings/figures are found to be copied or dubious without proper acknowledgement of the source, the thesis has to be thoroughly revised.
- i. Each Research Scholar before submission of the thesis have to submit a SOFT COPY - CD (in pdf Format) of his/her Thesis to the Principal concerned, ANU, for Plagiarism Check.
The following details must be mentioned on the CD.....
 - Name of the Candidate, Supervisor & Co-supervisor if any
 - Department & Year of Admission
 - Contact Address, E-mail ID and Contact Number of the Candidate, Supervisor & Co supervisor
 - A covering letter duly signed by the Supervisor & Co-supervisor with seal.
 - Joining report along with copy of proceedings should be enclosed
 - ii. ENTIRE SOFT COPY of THESIS must be ONE FILE (cover page to references) only.
 - iii. Anti-Plagiarism Check Criterion/ Acceptability < 30% match.

- B. It should be mandatory to include Plagiarism Compliance Certificate issued by the Principal, concerned as a part of the Thesis.

C. Procedure for submission of thesis:-

The Candidate should submit 15 copies of Synopsis in case of Ph.D. (6 copies in case of M.Phil.) and 4 copies of the Thesis in case of Ph.D. (3 copies of the Dissertation in case of M.Phil.) and 2 soft copies to the Head of the Department along with Thesis submission form duly signed by the Research Director, Head of the Department and Principal of the concerned University College, Acharya Nagarjuna University along with all other necessary enclosures. The thesis should also contain the signature of the Head of the Institution/Organization (from place of work) in addition to the supervisor's signature in case of Part-Time Scholars.

The Head of the Department will forward the Thesis, Synopsis and Panel of Examiners to the Research Cell, Acharya Nagarjuna University along with thesis submission form within a week.

❖ Certificates/documents to be submitted along with thesis/dissertation:

- (i) No dues certificate from Principal Office, Department, Hostel and Library
- (ii) M.Phil Part-I Result copy/Pre-Ph.D. Result copy
- (iii) A copy of M.Phil original degree in case of Ph.D. if Ph.D. registration was after M.Phil.
- (iv) A copy of P.G. Degree in case of M.Phil./in case of direct registration to Ph.D. after PG.
- (v) Thesis submission form duly signed by the Research Director, Head of the Department and Principal concerned of the University College.
- (vi) Copy of Adjudication fee receipt from the DD Cell, Acharya Nagarjuna University
- (vii) Soft copy of the Synopsis
- (viii) Soft copy of the Thesis.
- (ix) Plagiarism Compliance Certificate issued by the Principal concerned.

18. EVALUATION OF THE THESIS

A thesis shall be evaluated independently by three examiners external to the University in case of Ph.D. and two examiners in case of M.Phil.. The examiners will be nominated / approved by the Vice-Chancellor from amongst the panel of examiners and the Coordinator, Research Cell, A.N.U. will arrange for adjudication.

a) **Adjudication report & recommendations of the adjudicators:**

The adjudicators are required to send their recommendations in the prescribed proforma and also enclose a detailed report. Based on the adjudication reports, the Vice-Chancellor may direct the candidate to revise and re-submit the dissertation/thesis. In such a case, the candidate shall re-submit after revising the dissertation/thesis as suggested after an interval of not less than six months and not more than 2 years on payment of the prescribed fees, failing which he/ she has to re-register.

M.Phil: Adjudication report shall contain approval or otherwise of the dissertation, award of marks for a maximum of 200 and a detailed report. Both the adjudicators should recommend the award of M.Phil degree. In case of revision it has to be submitted to the same examiner.

Ph.D.: All the three adjudicators shall recommend the award of Ph.D. degree. However, if one of the examiners rejects the thesis it may be referred to another examiner. If foreign examiner rejects the thesis, it shall be referred to another foreign examiner and if an examiner outside Andhra Pradesh rejects the thesis it will go to another examiner outside Andhra Pradesh. If an examiner within Andhra Pradesh rejects it, it will go to another examiner within Andhra Pradesh. In case revision / resubmission the revised thesis will be referred to the same examiner.

The examiners are required to:

- i. Outline the main features of the thesis.

- ii. Critically evaluate the thesis and send a detailed report on the thesis.
- iii. Make one of the four following definite recommendations.
 - ❖ The thesis attains the standard required for the award of the Ph.D. degree
 - ❖ The thesis requires revision and re-submission to Viva-Voce Committee.
 - ❖ The thesis requires revision and re-submission for re-evaluation by the same examiner.
 - ❖ The thesis is rejected.

In a nutshell, the following are the guidelines for taking further course of action in recommending the thesis for the award of Ph.D. degree.

S.No.	Recommendation of the adjudicator(s)	Action on the further processing of the thesis
1	All the adjudicators have recommended for the award of the degree	To constitute Viva-Voce committee
2	One/Two of the three adjudicators has/have recommended for revision of the thesis	To revise the thesis by the scholar on the suggestions of the adjudicator(s) and to be sent to the same adjudicator to evaluate the revised version
3	One of the three adjudicators has recommended for rejection of the thesis	To send it to another adjudicator
4	Two/all of the three adjudicators recommended for rejection of the thesis	To reject the thesis

- Viva-voce Examination shall be conducted only when all the three adjudicators unanimously recommended for the award of the degree in case of Ph.D. and two adjudicators in case of M.Phil.

19. OPEN VIVA-VOCE:

When the dissertation / thesis is approved by the duly appointed adjudicators for the award of the research degree, the Vice-Chancellor will appoint a Viva-Voce Committee for the conduct of Viva-Voce. One of the Indian Examiners shall be in the panel of Viva-Voce examination for the Ph.D. programme.

Constitution of Viva-Voce Committee	M.Phil	Ph.D.
a) Supervisor of Research	Convener	Convener
b) Head of the Department	Member	Member
c) Nominated by the Vice-Chancellor	Senior Faculty Member	Member Indian examiner
d) Chairmen BOS	Member	Member
e) Dean of the Faculty	--	Member
Quorum	3	3

The convener will fix the date and time of Viva-Voce examination and intimate the same to all the members.

If a candidate fails to defend his / her work to the satisfaction of the Viva-Voce Committee, he / she will be required to take the Viva-Voce once again after one month. In case of M.Phil, Viva-Voce shall be evaluated for 100 marks.

After the Viva-voce examination, the Candidate is required to submit his Thesis after reducing it into A5 size with printing in black letters on both sides with hard bound binding in white colour duly certified by the Supervisor and Joint Supervisor, if applicable, with his/her signature that all the corrections / modifications suggested by the examiners have been incorporated in the Thesis.

The Thesis in A5 size should contain the Certificate (as applicable) given below. Soft copy of the Thesis in CD form (2 Nos.) should be submitted for University archives along with A5 size Thesis..

CERTIFICATE

a) This is to certify that no corrections/suggestions were pointed out by the Indian / Foreign Examiner(s) in the Thesis titled “.....” submitted by Mr./Ms.
.....

(OR)

b) This is to certify that all corrections and suggestions pointed out by the Indian / Foreign Examiner(s) are incorporated in the Thesis titled “.....” submitted by Mr./Ms.....

SUPERVISOR

20. UNIVERSITY DIGITAL LIBRARY

Every Research Scholar before the date of Viva-voce Examination shall upload a **pdf file** of his/her thesis, after incorporating all the corrections and suggestions made by the examiners, in the University Digital Library. The electronic **pdf file** serves as the University's archival copy of the document.

After uploading the **pdf file**, take the print out of a form from the University Digital Library, which will serve as evidence of uploading of the file. **This print out should be sent as an enclosure to the Viva-voce Examination Report.**

21. REVIEW OF RESEARCH ACTIVITY

Research advisory committee, chaired by Vice-chancellor shall review at least once in six months, matters relating to the stage of adjudication of M.Phil Dissertations and Ph.D. theses submitted and bring to the notice of the Vice-Chancellor, the cases of inordinate delays for further action. The Principal of the University College office of the Coordinator, Research Cell, ANU shall place before the Committee a list of M.Phil. dissertations / Ph.D. theses received / pending in the Principal's office for the relevant period.

22. FAILURE OF THE M.PHIL / PH.D. EXAMINATION:

M.Phil.

- a) If he does not secure minimum pass marks at Part I/Pre. Ph.D. Examination, even on second appearance.

(OR)

- b) If he fails to secure minimum pass marks in Dissertation and Viva in case of M.Phil.

M.Phil./Ph.D.

If any one of the three examiners rejects the Thesis (any of the two examiners, in case of M.Phil.), the Candidate is deemed to have failed in the Examination. In such cases, the Candidate may re-register for the research programme, if he desires so within a period of the one month. He shall be permitted to submit the thesis after expiry of one year from the date of re-registration and upon payment of prescribed fee. The thesis shall be evaluated by the fresh panel of examiners following usual procedure.

23. CANCELLATION OF RESEARCH ADMISSION & REGISTRATION:

Research admission and registration of a full-time scholar shall be cancelled in case of any of the following:

- a) The candidate does not fulfill the attendance requirement,
- b) The candidate abstains consecutively on non-medical grounds for ten days or more without prior permission or he / she is engaged in the study of any other full-time course of this or any other University / Institution or the candidate being a full-time research student engages himself / herself in full-time employment / profession in the University or elsewhere or the candidate is found guilty of misconduct, indiscipline or fraud or participation in illegal and deviant activities which bring disrepute to the Institution or arouse/incite communal feelings, or group animosities / hostilities or other activities that disturb peace and tranquility on the campus (A research scholar is not expected to take part in activities other than those directly connected with his research work).
- c) If the candidate fails in Part-I examination even at the second chance
- d) If he/she fails to submit dissertation/thesis even after the maximum period
- e) If the candidate does not pass the Viva-Voce even during the second attempt;
- f) If he / she is found guilty of misconduct, indiscipline, fraud, such other activities that disturb the peace and tranquility on the campus and those that cause disrepute to the University.

24. HOSTEL FACILITY:

Hostel facility, if given, can be utilized for the prescribed minimum period of the respective research programme only.

25. M.PHIL./PH.D. FEE STRUCTURE (for Arts, Commerce, Law and Science Courses)

Particulars	M.Phil	Ph.D.
Admission Fee: (payable at the time of admission)	1) Rs.2,000/- for Science and Tech. Subjects; 2) Rs.1,500/- for other subjects	1) Rs.2,000/- for Science and Tech. Subjects; 2) Rs.1,500/- for other subjects
Tuition Fee / Research Fee (PT & FT) to be paid twice in a year	1) Rs.2,000/- per annum for Science & Tech. subjects 2) Rs.1,500/- per Annum for other subjects	1) Rs.2,000/- per annum for Science & Tech. subjects 2) Rs.1,500/- per annum for other subjects
Part-I Examination Fee:	Rs.1,000/-	Rs.1,000/-
Adjudication Fee:	Rs.1,500/-	Rs.7,000/-
Re-submission Fee:	Rs.1,500/-	Adjudication by a foreign examiner is Rs.7,500/- or by an Indian examiner is Rs.2,500/-
Change of Guide	Rs.2,000/-	Rs.2,000/-
Library Deposit	Rs.500/- (Refundable)	Rs.500/- (Refundable)
Registration Conversion Fee	Not applicable	Rs.2,000/-
Remuneration to Foreign Adjudicators:	Not applicable	US \$ 50
Remuneration to Indian Adjudicators:	Rs.500/-	Rs.1,000/-
Sitting allowance to the External Member, who is one of the Indian Examiner, of the Viva-voce Examination Committee besides TA and DA	Not applicable	Rs.500/-
Plagiarism checking fee	Rs.750/-	Rs.750/-

Note: (1) The above fees are subject to variation from time to time as decided by the E.C. of the University.

(2) In case of other courses the fee structure will be as decided by the E.C. of the University

26. PUBLICATION OF THESIS

The research scholars are free to publish their work. However, the University shall be suitably acknowledged.

27. DEPOSITORY WITH UGC

Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET accessible to all Institutions/Universities.

ADDITIONAL ISSUES

28. JOINT RESEARCH SUPERVISORS (JRS):

A Joint Supervisor of research may also be appointed in case of the research supervisor going on leave or on lien for a period longer than one year and feels it necessary for his research student. However, if the leave or lien period is more than two years, the candidate(s) working with him registered for M.Phil./ Ph.D., shall be transferred to another supervisor. In case of administrative exigencies arising out of the non-availability of a candidate's supervisor, the Head of the Department may forward routine papers and monthly claim bills of a research student, but not accounts or other financial statements.

29. CHANGE OF GUIDE:

Change of guide is permitted only once and can be considered within the subject only in such cases wherein (i) both the guides agree for such a change; (ii) the change shall be effected for valid reasons only, with a payment of a prescribed fee. Application made by the research scholar for such change shall be signed by both the guides indicating their willingness for the change specifying the reasons for the transfer and the letter shall be forwarded by the Head of the Department to the Principal, University College for further processing. The decision of the Vice-Chancellor is final in this matter. The Candidate is permitted to

submit his/her thesis after working under the new Guide for a period of not less than six months.

30. GUIDELINES FOR ADMISSION OF INTERNATIONAL STUDENTS INTO RESEARCH

- (i) They are exempted from appearing entrance test and admissions for them are made round the year.
- (ii) Their admissions are based on their scores in the qualifying examination/GPA Grade.
- (iii) Their admissions will be processed by the International student cell and the admitting authority is the Principal, College concerned.
- (iv) Their date of reporting shall be the date of joining and annual tuition fee payable is accounted from the date of joining.
- (v) The duration of the course, Pre-Ph.D. examination, the syllabus, seminars, Thesis submission procedure, evaluation etc. are as per ANU Research Regulations/guidelines in Vouge from time to time.
- (vi) They are allowed to appear for the next immediate Pre-Ph.D. examination after the date of joining, basing on their eligibility.

Sd/- xxx
(Y. P. RAMA SUBBAIAH)

Sd/- xxx
(T. UMA MAHESWARA RAO)

Sd/- xxx
(A.V. DATTATREYA RAO)

Sd/- xxx
(Z. VISHNUVARDHAN)

Sd/- xxx
(D.A.R.SUBRAMANYAM)