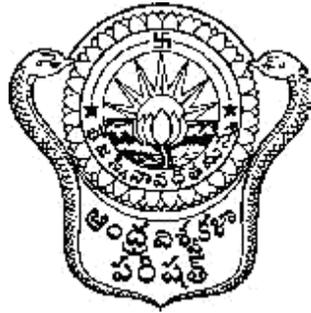


B.R.S. GUIDELINES
FOR M.Phil. AND Ph.D. PROGRAMMES
(Effective from April, 2017 admitted batch)



APPROVED BY ACADEMIC SENATE ANDHRA UNIVERSITY
ON 26TH MARCH, 2017

ANDHRA UNIVERSITY
Accredited by NAAC with 'A' grade with 3.60 CGPA
Visakhapatnam, Andhra Pradesh
April, 2017

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1 M.Phil. – REGULATIONS

The degree of Master of Philosophy (M.Phil.) is the first research degree and the study will provide the necessary advanced training in research methodology and recent developments in a subject. Admission into all Full-Time M.Phil. Programmes will be done against advertisement, except in cases which are exempted vide 1.1.1.

1.1 ELIGIBILITY :

M.Phil. can be pursued by candidates possessing the minimum qualifications as specified below either on Full-Time (FT) / Part-Time (PT) basis in the Faculties of Science, Arts, Humanities, Social Sciences, Fine Arts, Education, Physical Education, Commerce and Management Studies.

1.1.1 Full-Time (FT)

- (a) Post-graduate degree holders with at least 55% of marks (50% in the case of SC/ST, specially abled candidates) or equivalent grade / CGPA in the concerned subject or in an allied subject, or any other P.G. degree recognized by the University as equivalent there to and qualified in AURCET followed by an interview conducted by the University for that purpose, can register for full-time M.Phil. degree except those working as Project Fellows / Research Fellows funded by recognized National Funding Agencies.
- (b) The Admission into M.Phil. Programme will be made within the frame work of the reservation rules prescribed by the UGC and Govt. of Andhra Pradesh from time to time.
- (c) Candidates with requisite qualifications working in research projects in Campus Colleges/PG Centers and selected by a selection committee constituted/approved by the University are eligible to register for M.Phil. after putting in at least three months of service in the project. The project should have a valid tenure of at least one year from the date of joining in the project by the candidate for registration for M.Phil. degree.

1.1.2 Part-Time (PT)

Candidate satisfying the eligibility conditions noted under I.1.1. above can be registered as Part-time candidate through, AURCET notification, as per the following order of priority. Admission into Part-time category will be made on the basis of service seniority in the respective categories.

1. Regular Faculty working in the University or the A.U. P.G. Centers.

2. (a) Faculty working in Post graduate and Professional colleges. This provision is not applicable to Faculty teaching Physics, Chemistry, Mathematics and Humanities in professional colleges.

or

(b) Faculty/Librarians/Asst. Librarians working in affiliated degree /PG colleges and Faculty teaching Physics, Chemistry, Mathematics and Humanities in professional colleges.

or

(c) Faculty working in Polytechnic/Government or private aided Junior Colleges having completed at least four years of service.

Overall seniority for candidates under this category shall be calculated with the following weightage.

- (i) Teaching at P.G. level / Professional - five points for each completed year of service in colleges as specified in 2(a)
- (ii) Teaching at graduate level/Professional - two points for each completed year of service in colleges as specified in 2(b).
- (iii) Teaching at Polytechnic/ junior college - one point for every completed year of service

3. Technical employees working in research institutes attached to Andhra University / Non-Teaching employees of Andhra University, A.U. P.G. Centers, having completed atleast five years of service.

1.2 DURATION

- (a) A Full-time student is required to spend the prescribed period of 12 months in the concerned University Department or in the concerned institute recognized by the University for that purpose.
- (b) Part-time student has to spend at least six weeks in each year in the concerned department in the University or in the Institute concerned and complete all the requirements for the award of the degree within two years from the date of registration.
- (c) In deserving cases, the Principal concerned in the University campus college may permit extension of time for candidates pursuing M.Phil. (Full-Time) up to a maximum period of two years and for candidates pursuing M.Phil.(Part-Time) up to a maximum period of four years from the date of registration. The candidates who have excellent progress and who have got employment and up on the recommendation of the concerned DRC may be considered for conversion of their

full-time programme to part time provided they have fulfilled the attendance criteria and passed the M.Phil. written Examinations. Such candidates have to pay necessary conversion fee. Candidates under full-time and part-time M.Phil. programme category need to get the re-registration after the completion of two and four years respectively from the date of registration. Reregistration will be allowed only for one time. In no circumstances re-registration for second time will be given.

1.3 REQUIREMENTS FOR THE AWARD OF M.Phil.

The requirements for the award of M.Phil. Degree shall be the completion of the course work and submission of dissertation based on the research work carried out under the supervision of a recognized guide in the University Department or in its post-graduate centers or in the institute recognized by the University for the purpose. **Prior to submission of the dissertation, the student shall make a presentation (Pre-talk) in the department.**

1.3.1. Course Work

The course work for M.Phil. candidates shall be as follows :

PAPER – I: Recent Advances in the concerned discipline

PAPER – II: Special topic concerned with dissertation work including Research Methodology.

PAPER – III: Seminar

The instruction for course work shall be limited to one semester.

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

1.3.2. Dissertation

After successful completion of the research work under the supervision of the research guide, the candidate shall submit a dissertation embodying the results of his/her study. Two copies of the dissertation are to be submitted out of which at least one should be hard bound.

1.3.3. Attendance

A full-time candidate shall be required to put up a minimum of 75% attendance. However, candidates with not less than 66% of attendance can be considered for condonation on medical grounds.

1.4 EVALUATION OF M.Phil.

- (a) Papers I and II are to be evaluated for 100 marks each and it is single valuation only with qualifying mark of 50%.
- (b) For Paper-II the valuation shall be done by the Research Director.
- (c) Seminar for 50 marks will be evaluated by a committee consisting of Research Supervisor, Head and Chairperson BOS.
- (d) The dissertation will be evaluated by an external examiner and research supervisor for 200 marks separately. In case the external examiner suggests modifications / revisions for the M.Phil. Dissertation work, irrespective of whether or not the external examiner allots marks / grade, the dissertation should be revised and submitted to DRC for verification and approval.
- (d) In addition, there shall be a Viva-Voce examination for 50 marks on the topic of dissertation which will be evaluated by a duly constituted committee. The viva-voce is open for all. The viva-voce committee shall consist of the Head of the Department, the Chairperson of Board of Studies, the research guide and a teacher who is a specialist in the subject of the dissertation nominated by the Vice-Chancellor. The Research guide is the convener of the viva-voce committee.

Viva- voce examination in case of candidates from the University colleges and PG Centers will be held in the respective departments. However, in case of candidates registered in Research Centers recognized by the University the viva-voce examinations will be conducted by the HOD of the University department.

A quorum with two members is required. However, either the Head of the Department or Chairperson, Board of Studies must be present at the viva-voce examination.

(f) The panel of examiners, for Paper-I and valuation of the dissertation should be proposed jointly by the Research Guide and Chairperson, Board of Studies.

(g) The following credits are allotted for each paper

Paper –I	-	4 credits
Paper-II	-	4 credits
Seminar	-	2 credits
Dissertation	-	8 credits
Viva Voce	-	2 credits

S.No	Range of Marks %	Grade	Grade Points	
01.	>90 ≤100	O	10	Out Standing
02.	>80 ≤90	A+	9	Excellent
03.	>70 ≤80	A	8	Very Good
04.	>60 ≤70	B+	7	Good
05.	>55 ≤60	B	6	Average
06.	≥50 ≤55	C	5	Pass
07.	<50	F	0	Fail
08.		Ab	0	Ab (Absent)

1) CGPA multiplied by “10” gives aggregate percentage of marks obtained by a candidate and the candidate must obtain a minimum of C Grade in each theory paper, seminar, dissertation and viva for a pass.

(h) In case of failure in any course or courses the candidate may be permitted to re-take the examination, only once. If the candidate fails again he/she must seek fresh admission.

(i) In case a candidate does not apply or appear for an examination scheduled after he/she gets eligibility, he / she will be treated as Failed.

(j) In case the external examiner does not evaluate the dissertation within 2 months, he/she may be replaced by a new external examiner.

(k) After the completion of the Viva-Voce examination, the Convener of the Viva-Voce Committee shall submit the recommendations along with two soft copies in CD form for placing them in the University library and on INFLIBNET through UGC, respectively.

1.5 Faculty Development Programme

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

1.6 CONVERSION

Candidate pursuing a full-time M.Phil. programme after completion of a minimum period of 9 months stay on campus with prescribed attendance and **valid grounds** may be permitted to convert the registration into Part-Time M.Phil. programme after obtaining permission from the Vice-Chancellor and paying necessary fees.

2. Ph.D. REGULATIONS

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

2.1 ELIGIBILITY

Every candidate registered for Ph.D should have a Research Guide. Ph.D. can be pursued by candidates possessing the minimum qualifications prescribed for admission as given below, for the Faculties of Science, Arts, Humanities, Social Sciences, Fine Arts, Education, Physical Education, Commerce and Management Studies, Engineering, Science, Law and Pharmaceutical Sciences. **Self-submission by the University Faculty for Ph.D. degree is allowed for those having 10 years of teaching experience in the University or its PG Centers with at least two research papers published in refereed journals.**

2.1.1 Full-Time (FT)

- (a) Every candidate seeking admission to PhD Full Time or Part Time must qualify himself/herself in AURCET except those working as regular faculty in Andhra university, Project fellows working in a project in Andhra university/Recognized Research Centres, Extramural candidates and all national fellowship holders.
- (b) Post-graduate degree holders with at least 55% of marks (50% in the case of SC/ST,

specially abled candidates) or equivalent grade/CGPA in the concerned subject or in an allied subject, or any other P.G. degree recognized by the University as equivalent thereto are eligible for applying for Ph.D. programme.

- (c) Admissions into Ph.D. programme will be made within the framework of reservation rules in force prescribed by the Government of Andhra Pradesh from time to time.
- (d) Candidates with requisite qualifications working in research projects in Campus colleges/PG Centers/ Recognized Research Centres and selected by a selection committee constituted/approved by the University are eligible to register for Full-Time Ph.D. after putting in at least three months of service in the project and the project should have a valid tenure of at least two years from the date of joining in the project by the candidate. Registration under such category shall be done twice a year i.e. in the months of January and July every year.
- (e) Any candidate who wishes to pursue Ph.D. should have at least one guide from Andhra University to supervise his work.

2.1.2 Part- Time (PT)

Candidates satisfying the above eligibility criteria conditions noted under 2.1.1.a, b above, after getting qualified in AURCET, can register for part-time Ph.D. programme in AU Campus colleges, PG centers and research centers recognized by the Andhra University as per the following order of priority along with service seniority in the respective category.

- (a). Regular Faculty working in the University or the A.U. P.G. Centers.
- (b).(i) Faculty working in Post graduate and Professional colleges having completed a minimum service of two years. This provision is not applicable to Faculty teaching Physics, Chemistry, Mathematics and Humanities in professional colleges.
 - (ii) Faculty / Librarians / Asst. Librarians working in affiliated degree /PG colleges and Faculty teaching physics, chemistry, mathematics and humanities in professional colleges, having completed a minimum service of three years.
 - (ii) Faculty working in Polytechnic / Government or Private aided Junior Colleges having completed atleast four years of service.

Overall seniority for candidates under this category shall be calculated with the following weightage.

- (a) Teaching at P.G. level / Professional- five points for each completed year of service in colleges as specified in 2(a)

- (b) Teaching at graduate level / Professional- two points for each completed year of service in colleges as specified in 2(b)(i).
- (c) Teaching at Polytechnic Junior college - one point for every completed year of service

C. Technical employees working in research institutes attached to Andhra University / Non-Teaching employees of Andhra University, A.U. P.G. Centers, having completed at least five years of service.

25% extra seats (through part time Research) in each department are allocated for Executives / Administrators having completed at least 5 years of service, out of which at least two years with requisite qualifications in Govt./ Quasi Govt./ Legal / Public sector organizations / Public Ltd. / Private Limited companies with a turnover not less than 50 crores.

2.1.3 Extra-Mural Research (EMR Extramural)

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

2.1.4 Faculty Development Programme

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

2.2 DURATION

- (a) A full-time Ph.D. student is required to spend the minimum prescribed period of three years, in the case of master's Degree holders and two years in the case of M.Phil. / M.Tech./ M.L. / M.Pharm. / LL.M. / M.D. / M.S./MDS degree holders, in the University or in one of the A.U.P.G. Centers or Institutions recognized by Andhra University as Centers of Research.
- (b) The prescribed minimum period for Ph.D. part-time research with M.Phil./ M.Tech./M.L./M.Pharm./ LL.M. / M.D. / M.S./MDS degrees it is four years. A part-time candidate employed in an outside institution will be required to spend at least six weeks every year in the concerned University Department during the prescribed total period of research.
- (c) If a candidate pursuing Ph.D. programme under either Full-Time/Part-Time/Extramural/Executive category is unable to complete the work in the prescribed period the Principal of the concerned constituent college can give extension of time up to six years in case of candidates admitted with Master's degree and five years for those admitted with M.Phil./M.Tech. M.L./M.Pharm./LL.M./ M.D./M.S./MDS from the date of registration beyond which the registration of the candidate ceases. However, the candidates who have excellent progress and who have got employment and upon on the recommendation of the concerned DRC may be considered for conversion of their full- time programme to part time provided they have fulfilled the attendance criteria and qualified in the Pre-Ph.D. examination. Such candidates have to pay necessary conversion fee.
- (d) Candidate whose registration ceases after the completion of prescribed period from the date of registration, but fail to complete the work, and wants to submit the thesis needs to apply for re-registration and the Principal of concerned college will consider such cases as per the merit of the case.
- (e) If a candidate has completed the requirement earlier than the prescribed period, the Vice-Chancellor may permit for an early submission of thesis before six months provided the request is justified and substantiated by publications in refereed journals.
- (f) If a candidate wishes to change a guide or include a co-guide for valid reasons, the request may be considered as per the merits of the case. However, such cases where the candidate is permitted, he/she can submit the thesis only after ONE year from the date of change of guide and SIX months in case of inclusion of additional guide.

2.3 : REQUIREMENTS FOR THE AWARD OF Ph.D. DEGREE

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

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

2.3.1 Course Work

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

PAPER-I : Recent Advances in the concerned discipline

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

PAPER-III: Seminar

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

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

(b) The following credits are allotted for each paper

Paper –I	-	4 credits
Paper-II	-	4 credits
Seminar	-	2 credits

S.No	Range of Marks %	Grade	Grade Points	
01.	>90 ≤100	O	10	Out Standing
02.	>80 ≤90	A+	9	Excellent
03.	>70 ≤80	A	8	Very Good
04.	>60 ≤70	B+	7	Good
05.	>55 ≤60	B	6	Average
06.	≥50 ≤55	C	5	Average
07.	<50	F	0	Fail
08.		Ab	0	Ab (Absent)

- (i). CGPA multiplied by “10” gives aggregate percentage of marks obtained by a candidate and a candidate must obtain a minimum of C Grade in each theory paper and seminar for a pass.
- (ii). A candidate can apply for revaluation of his scripts if he/she is not satisfied with the grades by paying the requisite fee.
- (c) In case of failure in any paper(s) the candidate may be permitted to re-take the examination next time.
- (d) In case a candidate does not appear for an examination scheduled after he/she gets eligibility to write the examination he / she will be treated as failed.
- (e) If the candidate fails to apply/appear for the Pre-Ph.D. examination after getting eligibility he/she will be treated as failed, for second attempt they have to pay the examination fee and for subsequent attempts they have to pay examination fee along with the penal fee as prescribed by the University.

2.3.2 Review of Progress

Candidate has to submit progress report every six months. All the progress reports duly certified by the Guide(s) need to be submitted through the Head of the Department endorsed by the Chairperson Board of Studies to the Principal concerned. The DRC members will review the progress of the candidates every six months and submit their specific recommendations to the Principal concerned. **If a candidate has not given progress report for two consecutive years then his/her registration will be cancelled.**

Research Centers affiliated with the University should submit the progress report of the Center every 6 months and also the progress report of the research scholars every 6 months.

If any Research Center does not submit the activities and the progress of the Research of the concerned center the University Administration may cancel the research center.

2.3.3: Thesis

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

Panel I - List of at least six Foreign Adjudicators

Panel II - List of at least twelve Indian Adjudicators such that at least six of them from outside the state of AP

Foreign examiners panel should be preferably from English speaking countries.

The two panels must be duly signed by both the research guide(s) and the Chairperson, Board of Studies.

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

- (e) On completing the research work, the candidate is required to submit four copies of the thesis on the subject of his / her research. Out of four copies at least one should be hard bound and others can be of soft bound.
- (f) The candidate has to submit a soft copy of the thesis for checking plagiarism. If the plagiarism is less than 30% then only the thesis will be processed. Copies of Research publications should be submitted along with the copies of the thesis.
- (g) A candidate may utilize for his/her thesis the contents of any work which he/she may have already published on the subject. But he/she shall not submit the whole or any

substantial part of the work for which a degree has been conferred on him/her by the Andhra University or any other University.

- (h) The candidate may also enclose to his/her thesis and printed contribution(s) to the advancement of the subject which he/she may have published independently or jointly with others.
- (i) 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.
- (j) Candidates working for Ph.D in subjects such as Music, Fine Arts and Theatre arts can write their thesis in English, Telugu or Hindi. If the thesis is not written in English a detailed summary in English should accompany the thesis.
- (k) In the case of items (i) and (j) the panel of examiners should be not less than 18 out of which 12 must be outside the state.

2.3.4 Attendance

A full-time candidate shall be required to put in a minimum of 75% attendance in a year. Condonation for shortage of attendance will be permitted only on medical grounds. Condonation cannot be granted to candidates with less than 66% attendance. The monthly attendance particulars should be sent to the Principal concerned in the first week of every month. **If a candidate fails to obtain the requisite attendance even after condonation he has to spend one more extra year paying the full fee.**

2.4. EVALUATION OF Ph.D. THESIS

- (a) The Ph.D. thesis shall be adjudicated by three examiners selected by the Vice-Chancellor one from Panel I and two from Panel II described in clause 2.3.3. In case of theses in Fine Arts including Music and National Languages other than English, Panel –I may also be replaced by Indian Adjudicators. If all the three examiners recommend the thesis for the award of Ph.D. there shall be a viva-voce examination with internal examiners. In cases where a foreign examiner is not fixed within one month or has not sent the report within four months from the date of dispatch of the thesis (by airmail) the Vice-Chancellor may consider the change of the foreign examiner with another foreign examiner. Also in cases where the Indian examiners do not send the reports within three months from the date of dispatch of thesis, the Vice-Chancellor may consider the nomination of alternative examiners. In case no foreign examiner is fixed within six months from the date of submission of panel of

examiners, the Vice-Chancellor may nominate an Indian examiner in place of the foreign examiner.

- (b) While sending the offer letter to the adjudicators, only two examiners from panel I and four examiners from Panel II shall be contacted at any given time.
- (c) The viva-voce relating to Ph.D. thesis shall be conducted by a viva-voce committee to be appointed by the Vice-Chancellor.

The viva-voce committee shall consist of

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

In case of Extramural candidate the External Guide and for Part Time candidate the Guide from the University will be the Convener of the Viva-Voce Committee. Further wherever there is a co-guide, he will also be a Member of the Committee.

- (d) The viva is to be conducted in the presence of the external member wherever nominated and at least two other members from the Viva-voce committee, one being the Head of the Department/Chairperson, Board of Studies.
- (e) Members of the DRC are required to attend the Viva-Voce examination. The research guide shall be the Convener of the Viva-voce Committee. In case if the guide superannuates from the University service or is on long leave/ deputation or cannot attend on any other valid reasons the co-guide/ Chairperson will be the convener. The Viva is open to all members of the department and allied departments. The candidate shall have to successfully defend his/her work to the satisfaction of majority members of the Viva-Voce committee.
- (f) If the reports of all the examiners are favorable the candidate shall be permitted to take Viva-voce and he/she shall be awarded the Ph. D degree on the recommendation of the Viva-voce committee.
- (g) If all the examiners reject the thesis the registration of the candidate stands cancelled.

- (h) If a thesis is approved by two examiners and suggested for revision by the third examiner or the thesis is approved by one examiner and suggested for revision by two examiners or all three examiners ask for revision, the candidate will be permitted to resubmit and it will be referred to the same examiners(s), who have suggested for revision and resubmission. At the time of resubmission the guide has to certify that all the suggestions made by the examiner(s) have been incorporated.
- (i) If two of the examiners approve the thesis and one rejects, or vice-versa or if one of the examiners approves the thesis, one rejects and the other asks for revision, the candidate may be permitted for resubmission. However, in such cases, the examiner(s) who have rejected the thesis shall have to be replaced by new examiner(s) while keeping the other examiner(s) the same. A minimum time limit of three months shall be enforced for resubmission in all such cases.
- (j) If two of the examiners ask for revision and one examiner rejects the thesis or one examiner asks for revision of the thesis and the remaining two reject the thesis, resubmission may be permitted. In this case, however a fresh set of all the three examiners has to be appointed. A minimum time limit of three months shall be enforced in these cases as above.
- (k) If the re-submitted thesis is again rejected by all the three, the candidate shall not be permitted to re-submit it on a subsequent occasion and his registration stands cancelled. If, however an examiner asks for re-submission, the candidate may be allowed to re-submit and it shall be sent to the same examiner. If one of the examiners accepts, the revised thesis conditions in clause-2.4h above shall be applicable.
- (l) The summary report of the thesis should be accompanied by a detailed report. In case, the thesis is recommended for revision or rejected outright the reason for the same has to be incorporated in the report.
- (m) A candidate who is not successful at the Viva-Voce may be permitted to take the viva-voce a second time within a period of three months. No candidate shall be permitted to take the viva-voce more than twice. If the candidate fails for the second time, the case shall be disposed off by the Vice-Chancellor on its merits.
- (n) After the completion of the Viva-Voce examination, the Convener of the Viva-Voce Committee will submit the recommendations along with the Corrected final copy of the thesis in Hard Bound and two soft copies in CD form for placing them in the University library and on INFLIBNET through UGC, respectively.

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

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

2.6 CONVERSION FROM M.Phil. TO Ph.D.

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

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

2.7 EXEMPTION FROM APPEARING PRE-PH.D. EXAMINATION

- (a) Exemption from appearing Pre-Ph.D. examination be granted to the candidate, in case they possess M.Phil./ M.Tech./M.L./M.Pharm./ LL.M. / M.D. / M.S./MDS degrees in the concerned subject at the time of admission into Ph.D. programme.
- (b) If a candidate is qualified for M.Phil/M.Tech degree from University other than Andhra University, the candidate should get approval from the DRC of the concerned Department.
- (c) Exemption will be given, if the candidate has published two or more research papers in the concerned subject in referred journals prior to his/her admission into Ph.D. programme and they should produce evidence for the same in the form of acceptance letters/ reprints.

2.8 GRACE PERIOD

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

3. RECOGNITION OF RESEARCH GUIDES

- (a) Any permanent teacher having at least one year of service after obtaining Ph.D. and presently working in any department of A.U. Colleges or its P.G. Campuses or in School of Distance Education can be recognized as research guide on application if he/she has published two research papers in refereed journals. The quality of publications of the teacher has to be endorsed by the concerned Departmental Research Committee (DRC).
- (b) Any permanent teacher, having put in two years of service after obtaining Ph.D. and possessing two publications as mentioned above, working in a P.G. Department of an affiliated college and recruited through a duly constituted selection committee is eligible to be recognized as a Co-Research Guide on application.
- (c) (i) Any University can be considered as a research centre and any teacher who is in active service of that University can apply for recognition as a research guide, provided the application is routed through the parent University and the University issues "No objection certificate". Since the guidelines provided refer to the full-time employees of other Universities, enabling them to guide the Research Students registered for admission into Ph.D. in Andhra University, such employees are recognized as Co-Guides to Guide Part-time Research Scholars of Ph.D. programme.
(ii) Those Faculty working in Andhra University who wish to be recognized as Guides of other Universities or other similar academic institutions which are awarding Ph.D. degrees should obtain prior permission from Andhra University by processing the same through DRC and the concerned Principal.
- (d) Any scientist or researcher working as a regular employee in an Institute / Research Centre recognized by University as a Research Centre having put up two years of service after obtaining Ph. D degree is eligible to be considered as research guide in given Department if he/she has publications as mentioned in (a) above.
- (e) The DRC of the relevant Department at Andhra University campus, Visakhapatnam processes the application for recognition as research guide and forward it to the Principal of the concerned University College. The Principal will give necessary orders for recognition based on the recommendation of DRC and approval of Vice-Chancellor.

A copy of the proceedings issued by all the constituent colleges of the University shall be sent to the Convener, BRS for record and compilation.
- (f) The registration of a candidate can be done either at university department or any Institution recognized by the university as a centre of research.

(g) The Number of Ph.D. candidates to be allotted to each teacher is as follows:

A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil, and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.

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

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

- (h) Faculty on lien/deputation shall include an eligible teacher from their departments as co-guide for every research student working under their guidance. Further, in case the teacher extends his lien period beyond one year, the co-guide shall be nominated as the Principal guide and in case the teacher on-lien wishes to continue to guide the candidate he can do so as co-guide for a maximum of two/three years from the date of sanction of initial lien.
- (i) The Faculty and Scientists from Institutions recognized as Research Institutions, interested to guide the research scholars registered for Ph.D. in Andhra University under part-time category may be permitted to be included as co-guide(s), while a teacher from the University will act as the guide.
- (j) A retired teacher may act as Research Guide for full-time, if he/she is appointed as Emeritus Professor and or if he/she has a Major Research Project with Junior Research Fellowship/Senior Research Fellowship. Those faculty having Emeritus position or a Research Project beyond their retirement can act as guides for two years.
- (k) Any retired teacher will continue to guide already registered Ph.D. candidates for two years and should include a co-guide for each of his/her research scholar soon after his/her retirement.

- (l) Faculty who resigned/retired voluntarily from service shall include an eligible teacher from their departments as co-guide for every research student working under their guidance. However, their guideship will be terminated in two year from the date of resignation/voluntary retirement, while the co-guide will become the Principal Guide.
- (m) Notwithstanding anything stated above, recognition may be bestowed on persons with exceptional merit by the Vice Chancellor.
- (n) Under condition when a co-guide was not appointed in time Rs.10,000/- penalty fee should be paid by the candidate at the time of submission of his/her thesis, if there are no eligible Professor to act as co-guide from the concerned department.

Note: The application for recognition as Research Guides (from other recognized research institutes) are to be obtained from the Office of the Principal, College of Science and Technology on payment of a **Rs. 1,000/- (Rupees one thousand only)** by way of **Demand Draft drawn in favor of the “REGISTRAR, ANDHRA UNIVERSITY, VISAKHAPATNAM”**.

4. GUIDELINES FOR RECOGNITION OF INSTITUTES AS RESEARCH CENTRES

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

- (a) Any Government Institute (Central or any State) where research activity is one of the major functions of the institute, having at least two persons qualified to guide research scholars in each subject. (Refer Item 3).
- (b) Any institute in private sector where the major activities are in research, having at least two persons qualified to guide research. (Refer Item 3).
- (c) The process of awarding recognition will be initiated on receipt of application from the Institute in a prescribed proforma. Recognition to these institutions will be given by the Vice-Chancellor based on the recommendations of a committee appointed by the Vice-Chancellor to examine the infrastructure and other facilities. These institutions will be required to bear the cost of inspection. Institutions thus recognized as research centers shall pay a recognition fee as prescribed by the University from time-to-time.
- (d) In case of institutions of national and international eminence, the Vice-Chancellor may recognize them as research centers for offering M.Phil. and Ph.D. programmes based on the information provided by the institutions and the recommendations of the Board of Research Studies.

5. RECOGNITION OF AFFILIATED COLLEGES AS RESEARCH CENTRES

The following conditions have to be fulfilled for recognizing any affiliated college as research center

- (a) The P.G. Course in Science /Arts and Commerce/Engineering/Pharmacy must be in existence for at least five years
- (b) Necessary amount per course as prescribed by the university should be invested for procurement of latest journals and books.
- (c) An amount per course prescribed by the University should be invested to upgrade the Laboratory facilities for the courses.
- (d) At least two regular eligible faculty members should be available for recognition as research guides in each subject who should be associated with the P.G. course.
- (e) A minimum of two years working experience for the faculty in teaching the P.G. course in the college after obtaining Ph.D. having at least two research articles in refereed journals.
- (f) Failure to ensure the recognized research guide's stay in the college for a period of three years from the date of admission of the candidates into research, the college has to pay a penal fee as prescribed by the University from time to time.
- (g) If the teacher is retired or leaves the Institution the research student may be transferred to any other eligible guide or to any other research centre recognized by Andhra University. For any reason, if that is not possible the teacher may have to suggest any person from any of the recognized research institutes.
- (h) In case of admission in affiliated colleges recognized as research centers of Andhra University, there shall be a co-guide from the concerned academic department of the constituent college of University or PG center of Andhra University.

6. FEE STRUCTURE FOR RECOGNITION OF RESEARCH CENTRE

The application for recognition for Research Center is to be obtained from the Office of the Principal, College of Science and Technology on payment of **Rs.5,000/- (Rupees five thousand only)** by way of Demand Draft drawn in favor of the **“REGISTRAR, ANDHRA UNIVERSITY, VISAKHAPATNAM”**. All the completed applications need to be submitted to the Convener, BRS, and Principal, A.U. College of Science and Technology, Andhra University.

Registration fee for Recognition of Research Centre	:	Rs.1,00,000/- (Initial)
Registration fee for each Subject/Laboratory	:	Rs.20,000/- (Initial)
Renewal fee for Recognition of Research Centre	:	Rs.25,000/- (per annum)
Renewal fee for each Subject/Laboratory	:	Rs.10,000/- (per annum)

7. DEPARTMENTAL RESEARCH COMMITTEE - FORMATION AND FUNCTIONS

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

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

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

The functions of the Departmental Research Committee are :

1. To fix up the number of seats in M.Phil./Ph.D. to be filled every year for research admissions (the strength of the candidates with a guide at any time shall not exceed the number given in Research Regulations).
2. To assist in preparation of the Academic Calendar for M.Phil./Ph.D. programmes for the academic year.
3. To decide areas or topics of research to be pursued by the M.Phil./Ph.D. students for that academic year at the time of admission.
4. To recommend syllabi for M.Phil./Pre-Ph.D. course work for approval by BOS.
5. To suggest panel of examiners and paper setters for M.Phil./Pre-Ph.D. examinations to the BOS.
6. To prepare Database of experts for each specialized area which can be used for the preparation of panel of examiners for adjudicating the M.Phil./Ph.D./ D.Lit/D.Sc. dissertations / thesis. The database may be periodically updated and made available to BOS.

7. To participate in all the Viva-Voce examinations and seminars of the M.Phil./Pre.Ph.D./Ph.D. programmes.
8. Any other functions referred to by the Convener, Board of Research Studies or the Vice-Chancellor.
9. Departmental Research Committee of the concerned department in the University campus shall process the submission of dissertation, etc for the scholars working in all the Research Centers both in the University Colleges and affiliated colleges, and departments without BOS. For all the admitted candidates into M.Phil./Ph.D. (Full-Time/Part-Time), the DRC will assign a guide as per the UGC/ University norms. The DRC must follow the guidelines prescribed by the B.R.S. from time to time.

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

8 FEE STRUCTURE :

Fee structure will be as per the recommendations of the AURCET Advisory Committee from time to time.

M.Phil.

S.No.	Description	M.Phil. (Full Time)	M.Phil. (Part Time)
		Rs. Ps.	Rs. Ps.
1.	1st year	7,000.00	10,000.00
2.	2nd year	8,000.00	10,000.00
3.	3rd year	—	12,000.00
4.	4th year	—	12,000.00
5.	Examination Fee	2,000.00	2,000.00
6.	Library Fee (to be paid along with the 1 st year fee)	500.00	500.00
7.	Re-Registration fee	12,000.00	12,000.00
		(after 2 years)	(after 4 years)

Ph.D. in faculties of Engineering & Pharmacy:

S.No.	Description	Ph.D. (Full Time)		Ph.D. (Part Time)	
		Rs.	Ps.	Rs.	Ps.
1.	1st year	15,000.00		20,000.00	
2.	2nd year	15,000.00		20,000.00	
3.	3rd year	15,000.00		20,000.00	
4.	4th year	20,000.00		25,000.00	
5.	5th year	-		30,000.00	
6.	6th year	-		35,000.00	
7.	Examination Fee	2,000.00		2,000.00	
8.	Library Fee (to be paid along with the 1 st year fee)	500.00		500.00	
9.	Re-Registration fee	15,000.00		15,000.00	

Ph.D. in faculties of Science, Arts and Law :

S.No.	Year	Ph.D. (Full Time)		Ph.D. (Part Time)	
		With M.Phil.	Without M.Phil.	With M.Phil.	Without M.Phil.
		Rs.	Ps.	Rs.	Ps.
1.	1st Year	10,000.00	10,000.00	15,000.00	15,000.00
2.	2nd Year	11,000.00	11,000.00	16,000.00	16,000.00
3.	3rd Year	12,000.00	12,000.00	17,000.00	17,000.00
4.	4th Year	12,000.00	12,000.00	18,000.00	18,000.00
5.	5th Year	-	12,000.00	18,000.00	18,000.00
6.	6 th Year	-	15,000.00	-	20,000.00
7.	Examination Fee	-	2,000.00	-	2,000.00
8.	Library Fee (to be paid along with the 1 st year fee)	500.00	500.00	500.00	500.00
9.	Re-Registration fee	15,000.00	15,000.00	15,000.00	15,000.00

Ph.D. under Extramural / Executives or Administrators category :

S.No.	Year	Extramural	Executives or
		Rs. Ps.	Administrators
		Rs. Ps.	Rs. Ps.
1.	1st Year	25,000.00	50,000.00
2.	2nd Year	25,000.00	50,000.00
3.	3rd Year	25,000.00	50,000.00
4.	4th Year	30,000.00	75,000.00
5.	5th Year	30,000.00	75,000.00
6.	6th Year	35,000.00	80,000.00
7.	Examination Fee	2,000.00	2,000.00
8.	Library Fee (to be paid along with the 1st year fee)	500.00	500.00
9.	Re-Registration fee	25,000.00	50,000.00

Processing charges:

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