

श्री चन्द्रशेखरेन्द्र सरस्वती विश्वमहाविद्यालयः
SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA
(Accredited with 'A' Grade by NAAC)
(Deemed to be University under section 3 of the UGC Act 1956)
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REGULATIONS OF DOCTOR OF PHILOSOPHY



(Regulations of Doctor of Philosophy of SCSVMV which was placed in 33rd academic council on 09-12-2017 and approved in the 80th BoM meeting on 30-12-2017 and amended wef 04-01-2021 and approved in the 92nd BOM meeting dated 16.06.2021)

In these regulations-

“Viswa Mahavidyalaya” refers to Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya (SCSVMV)

“Vice Chancellor” refers to Vice Chancellor of Viswa Mahavidyalaya

“Registrar” refers to Registrar of Viswa Mahavidyalaya

“Controller of Examinations” refers to Controller of Examinations of Mahavidyalaya

“Dean” refers to Dean of the concerned faculty of Viswa Mahavidyalaya

“Head” refers to Head of the concerned Department of Viswa Mahavidyalaya

“Board of Management” refers to Board of Management of Viswa Mahavidyalaya

“Academic Council” refers to Academic Council of Viswa Mahavidyalaya

“Research Board” refers to Research Board of Viswa Mahavidyalaya

“Authority” refers to an authority of Viswa Mahavidyalaya - Board of Management, Academic Council, Finance Committee, Planning and Monitoring Board, Research Board, Vice Chancellor Registrar, Controller of Examinations, Deans and Heads of the Department of Viswa Mahavidyalaya.

“Guide” refers to an approved Guide of Viswa Mahavidyalaya

“Candidate” refers to a person desirous of applying for admission

“Ph. D.Applicant” refers to a person who has applied for admission into Ph. D.

“Scholar” refers to Ph.D. scholar admitted in Viswa Mahavidyalaya

“Recognized” refers to recognition by regulatory bodies of the Government of India like UGC / AICTE / NCTE / AIU / Academic Council and Board of Management of Viswa Mahavidyalaya

“Ph.D. regulations” refers to Ph.D. regulations of Viswa Mahavidyalaya

“Staff” refers to a person employed on a regular basis in a recognized institution

Peer Reviewed (refereed) Journals:

When articles are written by scholars, they are subjected to blind review process by other experts in the field of research (for validating scientifically) and based on their recommendations the articles are considered for publication on its own merit by the chief editor of the journal. Journals which scrupulously follow peer reviewing process before accepting the manuscript for publication are called as peer-reviewed (refereed) journals.

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1. PREAMBLE

The Degree of Doctor of philosophy (Ph.D.) is awarded to a scholar, who as per these regulations, has submitted a thesis on the basis of original and independent research in any particular discipline or involving more than one discipline (*inter-disciplinary*) that makes a contribution to the advancement of knowledge, which is approved by suitably constituted examiners as required and amendments / Clarifications thereof. Subject to the general control of Research Board and Academic Council, the PhD program of Viswa Mahavidyalaya shall be supervised and regulated by the Office of the Controller of Examinations in accordance with the UGC and ViswaMahavidyalaya regulations. Award of degrees to Scholars registered for Ph.D.on or after July 11, 2009 till May 5, 2016 shall be governed by Viswa Mahavidyalaya regulations in accordance with UGC (*Minimum Standards and Procedure for award of Ph.D Degree*) Regulations 2009. In the possibility of occurrence of an event not covered in these regulations, the Vice Chancellor may give orders or may opt to refer the case to the Research Board, Academic Council or a special committee constituted for this purpose, at his/her discretion. The decision of the Vice Chancellor on all matters shall be final and binding on all concerned.

2. CATEGORIES

Registration for Ph.D. program is offered in the following categories. The Ph.D. programme is offered only in the existing Faculties and Departments of Viswa Mahavidyalaya. The PhD programme is not offered through distance mode.

- a. **FULL TIME** - An eligible candidate (*as per eligibility criteria*) who wishes to Work for Ph.D. under a recognized internal Guide of any existing Department of Viswa Mahavidyalaya with regular attendance can apply for admission into Ph.D. under Full Time category.
- b. **PART TIME (INTERNAL)** - An eligible (*as per eligibility criteria*) Staff of Viswa Mahavidyalaya who wishes to work for Ph.D. under a recognized internal Guide of any existing Department of Viswa Mahavidyalaya can apply for admission into Ph.D. under Part Time (*Internal*) category.

- c. **PART TIME (EXTERNAL)** - An eligible (*as per eligibility criteria*) Staff of any recognized Institution in India, who wishes to work for Ph.D. under a recognized internal Guide of any existing Department of Viswa Mahavidyalaya along with his / her routine duties at his / her place of duty, can apply for admission into Ph.D. under Part Time (*External*) category.

3. ELIGIBILITY CRITERIA

a. BASIC QUALIFICATIONS

- i. The candidate should have studied in 10+2+3+2 or 10+2+4+2 pattern or others recognized as equivalent by Viswa Mahavidyalaya.
- ii. The candidate should have passed PG Degree or other recognized as equivalent by Viswa Mahavidyalaya with 55% marks or equivalent (*50% or equivalent in case of SC / ST / OBC(Non Creamy Layer) candidates / Candidates who obtained their PG Degree prior to 19.09.1991 / Physically or Visually Challenged Candidates*) in the concerned subject from a university / Institution approved by UGC / AICTE / NCTE and other regulatory bodies. The percentage requirement shall not apply if the candidate possesses M.S (*By research*) qualification.
- iii. Candidates, who have passed the qualifying examinations from any institution abroad, will have to submit equivalence certificates from the Association of Indian Universities (*AIU*) and Indian Embassy.
- iv. Candidates who possess UG / PG through distance education mode can also apply for admission into Ph.D. provided that such a degree is from an Institution approved by the Distance Education Bureau (*DEB*) of UGC to award that degree during the period in which the degree was obtained. Candidates who possess UG / PG through weekend programs cannot apply.

b. FOR FULL TIME CATEGORY

- i. The candidate should not be working anywhere during the minimum period of research and should be in a position to attend Ph.D. Program in Viswa Mahavidyalaya with regular attendance. Employed candidates who are sponsored by their employers for the tenure of research shall also be eligible to apply for admission into Ph.D. on Full Time Basis.
- ii. Research Fellows / Research Assistants / Technical Assistants / Project Assistants / Training Officers or equivalent in any existing Department of the Viswa Mahavidyalaya, are also eligible to apply for admission into Ph.D. on Full- time basis in the same Department provided they satisfy other eligibility criteria.

iii. Candidates who possess a PG Degree in a discipline other than Sanskrit and who fulfill the other requirements can apply for admission into Ph.D. in Sanskrit provided that their proposed research problem is connected or interrelated with Sanskrit and that they have sufficient knowledge of Sanskrit to the satisfaction of Viswa Mahavidyalaya.

c. FOR PART TIME (*INTERNAL*) CATEGORY

- i. The candidate should be a regular staff member of Viswa Mahavidyalaya during the tenure of research, with minimum two years of relevant teaching / research / professional / industrial experience in recognized Institutions after having obtained PG.
- ii. In service candidates of Viswa Mahavidyalaya, who possess a PG Degree in a discipline other than Sanskrit and who fulfill the other requirements can apply for admission into Ph.D. in Sanskrit provided their proposed research problem is connected or interrelated with Sanskrit and they have sufficient knowledge of Sanskrit to the satisfaction of Viswa Mahavidyalaya.

d. FOR PART TIME (*EXTERNAL*) CATEGORY

- i. The candidate should be a regular staff member of a recognized Institution with minimum two years of relevant teaching / research / professional / industrial experience in recognized Institutions in India or abroad after having obtained PG.
- ii. External Candidates, who possess a PG Degree in a discipline other than Sanskrit and who fulfill the other requirements, can apply for admission into Ph.D. in Sanskrit provided their proposed research problem is connected or interrelated with Sanskrit and they have sufficient knowledge of Sanskrit to the satisfaction of Viswa Mahavidyalaya.

4. RECOGNITION OF GUIDES

- a. A regular staff of Viswa Mahavidyalaya may apply in the prescribed format to be recognized as a Guide for Ph.D., if he / she possesses a Ph.D. degree of Viswa Mahavidyalaya or of any other university recognized by Viswa Mahavidyalaya as equivalent and has a minimum of two years of teaching / research / professional / industrial experience after obtaining Ph.D. degree, with a minimum of - two research publications (*in case of Assistant Professor*), four research publications (*in case of Associate Professor*) and six research publications (*in case of Professor*) in UGC approved journals or equivalent published work like books to his / her credit after obtaining Ph.D. for recognition as Guide. No external guide will be considered.

- b. However, the requirement of a minimum of two years of experience after Ph.D. degree can be relaxed, at the discretion of the Vice Chancellor on the merit of the case.
 - c. The applications for recognition as Guides shall be received and screened for completeness by the Office of COE and then scrutinized by the Heads of the respective Departments and shall be placed in the Research Board and subsequently in the Academic Council by the COE for approval.
 - d. Viswa Mahavidyalaya reserves its rights to approve Guides based on the specialization and other requirements in its Departments.
 - e. Generally, a regular staff of Viswa Mahavidyalaya will be recognized as a Guide in the discipline to which he / she belongs to, but a staff may also be recognized as a Guide in a related discipline if the authorities are satisfied about his / her expertise to Guide in that discipline.
 - f. A Guide, who is a Professor, shall not have, at any given point of time, more than eight (8) Ph.D. scholars and three (3) M.Phil. scholars. A Guide, who is an Associate Professor shall not have, at any given point of time, more than six (6) Ph. D scholars and two (2) M.Phil. scholars. A Guide, who is an Assistant Professor shall not have, at any given point of time, more than Four (4) Ph.D. scholars and one (1) M.Phil. scholar. A vacancy is considered to be created under a Guide, when the Synopsis submitted by an existing scholar is approved.
 - g. Guides found indulging in unethical practices shall be permanently derecognized by Viswa Mahavidyalaya and the scholars working under them shall be transferred to other Guides on the recommendation of Head / Doctoral Committee or at the discretion of the Vice Chancellor.
 - h. The status of the recognized internal Guides shall be generally reviewed by the Research Board every five years and the recommendations on continuation / discontinuation / cancellation of recognition shall be placed by the COE before the Vice Chancellor for approval.
- 5. FUNCTIONS OF A GUIDE**
- a. A Guide of Viswa Mahavidyalaya, shall give consent to take a scholar only after carefully examining the eligibility and suitability of the scholar to his / her satisfaction and continue to guide the scholars admitted under him / her throughout the tenure of research.

- b. The guide shall monitor the research progress of the scholars, shall monitor the attendance of the scholars under Full Time Category, shall monitor the course work of the scholars under Part Time Category, shall forward half yearly reports by the scholars, shall send confidential yearly reports on the scholars, shall maintain the attendance register of his / her Scholars and shall in general ensure that the scholars follow the Ph.D. regulations of Viswa Mahavidyalaya.
 - c. The guide shall be responsible to convene the Doctoral Committee meetings, whenever necessary, in coordination with the Head, External Expert and the scholar. The guide shall be present for all Doctoral Committee meetings and shall also ensure the presence of external expert and scholar for the Doctoral Committee meetings.
 - d. The guide shall ensure that the scholar does not indulge in plagiarism and unethical practices.
 - e. The guide shall not abandon the scholar in the middle of the program, unless the progress of the scholar proved to be unsatisfactory. No new scholars shall be admitted under guides who have the practice of abandoning scholars without valid reasons.
- 6. ADMISSION PROCEDURE**
- a. Admission into Ph.D. will be considered in January every year, if vacancies arise in the Departments of Viswa Mahavidyalaya. Notification for admission will then be posted on the Website of Viswa Mahavidyalaya indicating the number of pre-determined seats in each Department of Viswa Mahavidyalaya along with all relevant information.
 - b. Eligible candidates (*as per eligibility criteria*) can download and submit the application form only during the period of display of the admission notification after carefully going through the instructions.
 - c. Employed candidate's / research associates in funded projects should send their applications along with a No Objection Certificate from the employer / Project Supervisor.
 - d. Candidates with required experience but who are currently self- employed / unemployed may also be considered for admission on the merit of the case. Such candidates should attach a self- declaration in this regard.
 - e. The applicant can apply for admission into Ph.D. only in the discipline of his / her PG degree (*except for special provisions for Ph.D. in Sanskrit*).

- f.** For Inter Disciplinary Research, admission shall be granted in the parent discipline of the candidate mentioning the secondary discipline, if the applicant is selected for admission. On completion of the course, only Interdisciplinary Ph.D. shall be awarded.
- g.** Received applications will be screened by the Office of COE for completeness and then will be scrutinized by a committee in the respective Departments with the Head of the Department as Chairman, the teaching staff of the Department nominated by the Head as members.
- h.** If selected in the initial scrutiny, the applicant will be called to appear for an entrance test followed by a technical interview in Viswa Mahavidyalaya Campus on the date and time specified by Viswa Mahavidyalaya.
- i.** If the applicant fails to appear for the written test and interview on the date specified by Viswa Mahavidyalaya, the application shall be deemed to be cancelled.
- j.** The entrance test shall comprise of descriptive type questions to test the research aptitude, expertise in the concerned subject at PG level and in the opted broad research area / tentative topic of research.
- k.** At the time of interview, the applicant is expected to give a presentation to highlight the broad area of research, with specific tentative research topic, substantiated with detailed literature survey with in-depth discussion on at least one relevant recent research paper/work. The focus of the presentation should be on justifying the new knowledge addition to the existing literatures.
- l.** The allocation of the Guide / Co-Guide for a selected scholar shall be decided by the scrutiny / interview committee in a formal manner depending on the number of students under approved guides, their specializations and the research interest of the scholar as indicated during the interview taking into consideration the option given by the applicant.
- m.** Interested internal guides may observe presentations of the applicants during the technical interview. However, the allotment of Guide / Co- Guide shall not be left to the discretion of individual scholars or Guides.
- n.** The applicant, the Guide and Co-Guide should not be relatives and should be in a position to have frequent academic interactions in person, to the satisfaction of Viswa Mahavidyalaya.
- o.** After the entrance test and interview, successful applicants will be shortlisted according to the pre-determined number of vacancies in the Departments.

- p.** The result of the entrance examination and interview shall be placed before the Vice Chancellor and on his approval, provisional admission offer will be sent to the selected candidates.
- q.** The selected applicants should pay the prescribed fees within 15 days of receipt of the provisional admission offer along with pending documents, if any, as required by Viswa Mahavidyalaya. If the applicant fails to remit the fees within the stipulated time, the offer of provisional selection shall be deemed to be cancelled.
- r.** Upon realization of the remitted fees, orders confirming the provisional selection into Ph.D. indicating allotted Guide / Co-Guide, the broad area, tentative topic of research and the number of methodology examinations to appear, will be sent to the scholar.
- s.** The scholar should then immediately report to the Guide and send the joining report in the prescribed format. The research period shall be counted from the date of joining only.
- t.** The scholar shall regularly pay fees before 31st January every year, till the submission of synopsis, as per the fee structure prescribed for them at the time of admission. The scholar shall submit half yearly progress reports, in the prescribed format, regularly before 31st July and 31st January every year till the submission of synopsis. The scholar shall abide by the regulations laid by Viswa Mahavidyalaya from time to time.
- u.** Part Time (*Internal*) scholars need to pay the fees only for the first three years.
- v.** The scholar shall also pay the prescribed fees for synopsis submission, thesis submission, extensions, revision and resubmission, change of guide / topic / category, examination fees, viva fees etc., whenever applicable.
- w.** All communications from the Guide / Scholar shall be addressed to

The Office of the Controller of Examinations
Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya (SCSVMV)
(Deemed to be University)
Enathur, Kanchipuram – 631 561

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All fees shall be paid through online portal: <https://research.kanchiuniv.ac.in>

- x.** The admission is liable to be cancelled if the scholar fails to pay annual fees on time, fails to submit half yearly progress reports on time, fails to progress in research to the satisfaction of guide and Viswa Mahavidyalaya, indulges in unethical practices or fails to abide by the Ph.D. regulations framed by Viswa Mahavidyalaya from time to time.

7. DURATION OF RESEARCH

- a.** A scholar registered under Full Time / Part Time categories for the Ph.D. Degree in the Faculty of Engineering & Technology and Faculty of Health Sciences shall work under the guide concerned for a minimum period of three years / four years respectively from the date of joining before submission of thesis.
- b.** A scholar registered under Full Time / Part Time categories for the Ph.D. Degree in the Faculty of Sanskrit & Indian Culture, Faculty of Science, Faculty of Arts & Humanities, Faculty of Management, Human Resource and Commerce and Faculty of Education shall work under the Guide concerned for a minimum period of three years / four years respectively from the date of joining before submission of thesis. However, for scholars who had an M.Phil. (*with dissertation*) / M.Litt. Degree in the relevant discipline at the time of admission and for all scholars under Part Time (*Internal*) category in these Faculties, a relaxation of one year shall be admissible in the minimum period of research.
- c.** A scholar with Engineering & Technology / HealthScience UG, registered under Full Time / Part Time categories for the Ph.D. Degree in the Faculty of Management, Human Resource and Commerce shall work under the guide concerned for a minimum period of three years / four years respectively from the date of joining before submission of thesis.
- d.** No scholar shall ordinary be permitted to submit Thesis after a period of six years under Full Time and Part Time Categories.

8. EXTENSION OF DURATION OF RESEARCH

- a.** A maximum of two extensions, each of six months' duration, beyond the maximum period of research, may be considered by the Vice Chancellor on the specific recommendations by the guide, subject to satisfactory progress of the scholar, and subject to the full payment of fees / periodic submission of progress reports till the maximum period of research.
- b.** Women Candidates and Persons with Disability (*more than 40% disability*) may be allowed a relaxation of two years for Ph.D. In addition, women candidates may be provided Maternity Leave / Child Care Leave once in the entire duration of Ph.D. as per the current leave- rules.

- c. Upon approval of the requests for extensions, the scholar shall pay the prescribed fees. Requests for extensions should be sent a month prior to the expiry of the maximum research period / current extension.
- d. If deemed necessary, the scholar may also be ordered by the Vice Chancellor to appear before a Doctoral Committee to justify the request for extension.
- e. Requests from the scholars for grace periods may be considered on the recommendations of guide / doctoral committee / research board or at the discretion of the Vice Chancellor depending on the merit of the case.
- f. If the scholar fails to submit Thesis before the expiry of allowed extensions / grace periods, the registration will be cancelled.

9. PLACE OF RESEARCH

- a. The scholar shall work under the guide from the date of joining to the satisfaction of the guide and Viswa Mahavidyalaya adhering to the Ph.D. regulations / guidelines by the Viswa Mahavidyalaya from time to time.
- b. The place of research for Full Time Scholar, Part Time (Internal) scholar shall be the concerned Department of Viswa Mahavidyalaya.
- c. The place of research for Part Time (*External*) Scholar shall be his / her place of work under the constant directions of the guide and also the department of the Internal Guide whenever necessary, with the approval of all concerned, for which due recognition will be given.
- d. The facilities in recognized Institutions, laboratories may also be availed by the scholars with the permission of all concerned, for which due recognition will be given.

10. DOCTORAL COMMITTEE

- a. The guide shall send a panel of six experts in the prescribed format who are doctorates and working at the level of Professor/ Associate Professor from six different Institutions of repute outside the jurisdiction guide's Institution, for each scholar / group of scholars admitted under the guide in the same session, along with the joining report of the scholar(s) in a sealed and captioned cover to the Office of COE. None of the experts given in the panel can be a relative of the Guide / Co-guide / Scholar(s).

- b.** The Vice Chancellor will select one expert from the panel to act as the external member of the Doctoral Committee, which shall be constituted by Viswa Mahavidyalaya for each scholar and a minimum of three Doctoral Committee meetings shall be conducted in Viswa Mahavidyalaya Campus during the tenure of research of a scholar apart from the mandatory review at research colloquiums that will be conducted twice a year in each department.
- c.** Composition of the Doctoral committee

Composition	Designated as
Head of the Department	Chairman
Internal expert (nominated by the Dean)	Member
Special invitee / Co-opted member (nominated by the Vice-Chancellor, wherever necessary)	Co-opted member
External expert (nominated by the Vice-Chancellor)	External member
Guide	Convener

- d.** The presence of guide, external expert and scholar in the Doctoral Committee meeting is mandatory. The Vice Chancellor may nominate appropriate persons when the Head / Internal Expert is not in position to attend the meeting.
- e.** The Doctoral Committee shall have powers to monitor the progress of the scholar, to advise and pass recommendations on all matters pertaining to the research work of the scholar. The committee will also finalize the panels suggested by guide for examiners / adjudicators in the prescribed manner. The committee shall peruse the file pertaining to the scholar and verify that the file is complete and satisfactory in all respects.
- f.** The Vice Chancellor may order additional meetings of the Doctoral Committee to meet any time, apart from the mandatory doctoral committee meetings / research colloquiums,if necessary. The scholar shall pay the prescribed fees for all additional Doctoral Committee meetings.

- g. The guide shall convene the meetings in Viswa Mahavidyalaya campus in coordination with the concerned Head of the Department and External Expert, on a date convenient to all concerned, with an intimation to the COE. The Guide shall also direct the scholar to be present on the date of the meetings and to give a presentation on his / her research progress / synopsis.
- h. **Requirements for convening the first doctoral committee meeting** (*Fulfillment of minimum requirements by Ph.D. scholar for convening the first doctoral committee meeting*)
- (I) **The first doctoral committee meeting shall be convened:** (i) after completing 3 months and before 6 months of date of registration in PhD program; (ii) completion of 90 working days of course work in the place of research (at a stretch or in spells) certified by the guide; (iii) the preparedness of the candidate to present the literature reviews/survey and broad outline of the research work to be undertaken.
- (II) **Responsibility of the PhD guide:** The guide shall convene the first doctoral committee meeting after confirming the fulfillment of minimum requirements.
- (III) **Presentation by the PhD scholar:** The scholar shall present the literature surveys on the topic chosen and the broad outline of the research work to be carried out with research plan and expected outcomes.
- (IV) **Functions of the first Doctoral Committee:** The following items to be checked and recorded from the presentation of the candidate in the first doctoral committee meeting minutes: (i) National and International status of the research work from literature reviews; (ii) Recently published references in peer reviewed journals; (iii) Background of the research problem; (iv) Need of the proposed research study; (v) Approval of the syllabus, model question papers, panel of examiners in the prescribed format for course work theory examinations for research methodology / core subject / specialization subject (*which will be held after the completion of course work*).
- i. **Requirements for convening the second doctoral committee meeting** (*Fulfillment of minimum requirements by Ph.D. scholar for convening the second doctoral committee meeting*)
- (I) **The second doctoral committee meeting shall be convened:** (i) after the successful completion of course work and research methodology examinations; (ii) after the scholar has published at least one research article out of the research work performed in a peer reviewed (refereed) journal after registration; (iii) the preparedness of the candidate to present the work performed and able to finalize the topic of research work.

(Once the topic is approved by the doctoral committee it is not permitted to change later without adequate justification, need for additional course work requirements in the newly chosen topic, and proof of publications in the new topic).

(II) **Responsibility of the PhD guide:** The guide shall convene the second doctoral committee meeting after confirming the fulfillment of minimum requirements stated in PhD regulations / amendments made from time to time.

(III) **Presentation by the PhD scholar:** The scholar shall present the research work performed in a systematic way and the achievements along with focus on planned work to be carried out.

(IV) **Functions of the second Doctoral Committee:** The following items to be checked and recorded from the presentation of the candidate in the second doctoral committee meeting minutes: (i) checking and confirming the course work completion certificate provided by the guide and ascertaining the completion of course work examinations; (ii) checking and certifying the peer reviewed journal article publication recommended by UGC/AICTE/SCSVMV university from time to time; (iii) approve the topic of research based on adequate research results presented and discussed; (iv) agree the proposed future course of research plan; (v) advising the scholar to adhere to the approved topic and submit the synopsis and draft thesis in line with the approved topic.

j. Requirements for convening the third doctoral meeting (*Fulfillment of minimum requirements by Ph.D. scholar for convening the third doctoral committee meeting*)

(I) **The third doctoral committee meeting shall be convened:** (i) after the scholar has submitted the proof of having published at least two research articles out of the total research work performed as per the approved topic of research in peer reviewed (refereed) journals; (ii) Submission of synopsis of the thesis; (iii) submission of first draft of the thesis to be submitted to the DC committee during presentation; (iv) preparedness of the scholar for full presentation of the thesis work performed.

(II) **Responsibility of the PhD guide:** The guide shall convene the third doctoral committee meeting after confirming the fulfillment of minimum requirements stated in PhD regulations / amendments made from time to time. The guide shall ensure that the members of the Doctoral Committee receive a soft/hard copy (*1 number*) of the synopsis sufficiently in advance submitted to the Office of COE.

(III)**Presentation by the PhD scholar:** The scholar shall present the research work performed (in line with approved topic in second doctoral committee meeting) with results and analyses in a systematic way justifying the quality of research work and novel results achieved.

(IV)**Functions of the third Doctoral Committee:** The following items to be checked and recorded from the presentation of the candidate in the third doctoral committee meeting minutes: (i) checking and certifying the peer reviewed journal article publications recommended by UGC / AICTE / SCSVMV university from time to time; (ii) approve and accept the synopsis; (iii) checking the overall flow of the chapter content in the draft copy of the thesis and suggesting the required modifications; (iv) advising the scholar to adhere to the anti-plagiarism policy of the university in the final draft of the thesis.

- k. The minutes of all Doctoral Committee meetings shall be placed by the COE before the Vice Chancellor for approval and the orders will be sent to the guide with copies to members of the Doctoral Committee and the scholar.
- l. The Doctoral committee may also recommend the first / second/ third doctoral committee meetings to be repeated if the performance of the scholar is found unsatisfactory or may also recommend cancellation of registration on lack of scholar's progress.

11. COURSE WORK AND METHODOLOGY EXAMINATION

- a. All the candidates have to undergo and complete the course work requirements (*by submitting course work completion certificate from the guide*) and then appear for research methodology examinations (*Two / Four subjects*).
- b. Each scholar shall have to appear and pass two research methodology papers and two core papers after completion of course work. Each of these four papers will carry 4 credits. A scholar has to acquire minimum 8 credits and maximum 16 credits to complete course work examinations.
- c. However, scholars who have done M.Phil. with Dissertation (in the Faculties of Sanskrit & Indian Culture; Science; Management, Human Resource and Commerce; Arts and Humanities and Education) before admission, shall be exempted from Research Methodology I, and shall also be exempted from Research Methodology II if the Ph.D. research topic is a continuation of M.Phil. research topic.

- d. Exemption from Research Methodology I can also be considered if the scholar holds a Ph.D. degree in any discipline or if the scholar proves to the satisfaction of the authorities that he / she has undergone the methodology of research during post-graduation or equivalent degree.
- e. The two research methodology papers shall be common for all scholars admitted in a Faculty. The two core papers shall be related to the research topic of the scholar as prescribed in the first Doctoral Committee meeting.
- f. Methodology examinations shall be conducted periodically consolidating the list of scholars taking the examinations. Intimation shall be sent a month in advance to the scholars. Absence from the examinations on three consecutive occasions or not passing the examinations within three / four years of admission for Full Time / Part Time Scholars shall lead to the cancellation of registration.

12. SPECIFIC REGULATIONS FOR FULL TIME RESEARCH SCHOLARS

- a. There shall be one full time fellowship per department per year subject to the availability of internal guides and subject to vacancies under them and subject to our Ph.D. regulations.
- b. Full time scholars shall generally be assigned to a Professor or Associate Professor or Dean / Head on the approval of Hon.Vice Chancellor and in case of unavailability of Professor / Associate Professor full time scholars may also be assigned to an Assistant Professor on the approval of Hon.Vice Chancellor.
- c. The approved quantum of fellowship per month shall be given for the minimum period of research on the recommendations of Guide / Head every month. However, the scholar shall continue to do research as a Full Time scholar till the admissible maximum period of research along with extensions if necessary.
- d. The scholar shall pay the prescribed and approved fees till the submission of final synopsis and shall be governed by the Ph.D. regulations of Viswa Mahavidyalaya.
- e. The scholar shall be present in the concerned department on all working days, shall sign an attendance register and shall be available for all curricular, co-curricular extra - curricular and administrative activities of the department as may be assigned by the Head of the Department till the completion of research.
- f. The scholar shall compulsorily be assigned at least 10 teaching periods per week in UG / PG / M.Phil. depending on the departmental requirements.

- g. The scholar shall be eligible for 12 days of casual leave & two restricted holidays per year and 15 days of academic leave per year exclusively for data collection, library visits, paper presentations and to attend conferences / seminars / workshops with specific recommendations of the Guide and approval of the Head of the Department and attendance certificate should be produced wherever applicable.
- h. Instances of break of study and medical leave shall be considered on the merit of the case and any such break / leave shall be granted without fellowship and shall not be considered when counting the maximum period of research.
- i. Full time scholars may also be admitted without fellowship also, if so recommended and also under the sponsorship of government / private institutions / funding agencies apart from the scholars under Viswa Mahavidyalaya fellowship subject to Ph.D. regulations.
- j. In case of unsatisfactory progress, disobedience to the regulations, non- payment of fees and such similar reasons, the fellowship shall be discontinued and the registration of the scholar may also be cancelled.

13. SPECIFIC REGULATIONS FOR RE-REGISTRATION

- a. After cancellation of registration the (*erstwhile*) scholar may apply to consider re-registration subject to these specific regulations.
- b. The scholar, who is not in a position to submit synopsis / thesis before the expiry of the maximum period, shall apply for re- registration at least a month before the expiry of second extension of research in the prescribed format along with the specific recommendations of the guide. The scholar should have paid all fees and submitted all progress reports, should have completed course work and should have passed the course work examinations at the time of such application.
- c. Such a request will be examined by the doctoral committee of the scholar where he has to make a presentation justifying the request for re- registration.
- d. Based on the recommendations of the doctoral committee Hon.Vice Chancellor may order to cancel the present registrationof the scholar and may permit the scholar to re-register for Ph.D. He will then be exempted from the procedural formalities like application, entrance, interview, and coursework examinations, first and second doctoral committees.

- e. The scholar shall pay re-registration fees and shall submit synopsis after six months of re-registration but before two and half years from re- registration and shall pay fees as per the fee structure in force at the time of re-registration. In any case the scholar should have submitted thesis before expiry of three years from re-registration. No further extensions shall be entertained and if the scholar fails to submit thesis within three years of re- registration his candidature shall be cancelled.
 - f. Re-registration shall also be applicable to scholar whose registration has been cancelled on self-request or on completion of maximum period with all admissible extensions and shall not be applicable to cancelled registrations on other grounds like non-payment of fees / lack of progress.
 - g. Re-Registration shall be generally permitted only under the same guide and same approved topic. In case of scholars who were under external guides, re-registration shall be done under an internal guide only, as per new UGC guidelines, subject to availability of internal guides and vacancies under them. In such cases minor modifications of the approved topic of research may be permitted by Hon.Vice Chancellor on the recommendations of the special doctoral committee. When an internal guide is not available or when there is no vacancy under internal guides, re- registration will be considered only when internal guides are available / when vacancies get declared under internal guides.
 - h. Re-registration requests for cancelled registrations will be entertained only within a year of cancellation.
 - i. Re-Registration cannot be claimed as a right and Re-registration shall be permitted only once for a scholar.
- 14. SUBMISSION OF SYNOPSIS AND THESIS**
- a. The scholar can submit thesis only after the completion of the minimum duration of research provided that he / she fulfill other requirements. However, the scholar is allowed to submit synopsis three months before the completion of minimum period of research.

- b. The scholar should have submitted synopsis at least six months (*as per the Guidelines for submission of Synopsis*) before the expiry of maximum duration of research (*with allowed extensions / grace periods*) and should have submitted thesis before the expiry of maximum duration of research (*with allowed extensions*) provided that he / she fulfills other requirements, failing which the registration of the scholar will be cancelled.
- c. The scholar is expected to have conference publications and should have published a minimum of **two research articles in peer reviewed (refereed) journals recommended by UGC / AICTE / SCSVMV university from time to time**, out of the total research work performed on the approved topic in which the scholar has registered (*as first or second author, if the Guide happens to be the first author*) during the tenure of research work and before the submission of Synopsis to the satisfaction of the doctoral committee and the authorities
- d. In case of multiple authors of papers, the scholar and guide should give a certificate that the content of the papers shall not be used in the thesis of other authors mentioning the percentage of contribution of the authors. The scholar should acknowledge in his / her publications that he / she is a scholar registered with Viswa Mahavidyalaya. publications without such acknowledgement will not be considered.
- e. After a minimum of approval of the Second Doctoral Committee meeting the scholar shall prepare to submit a copy of the synopsis with soft copy (in a format as per the guidelines for the submission of synopsis) six months before the expiry of the maximum period of research (*with allowed extensions / grace periods*) along with prescribed fees.
- f. After approval of the third Doctoral Committee meeting, the scholar shall submit six copies of the approved synopsis in the prescribed format along a soft copy to the office of COE.
- g. The scholar should submit a draft copy of thesis with soft copy in the format as per the guidelines for submission of thesis, to the office of COE, not earlier than three months and not later than five and half months after date of approval of synopsis which will then be scrutinized by a committee for overall design and quality of the thesis, conformity to the prescribed format and as to whether the contents of the thesis conform to the Anti – Plagiarism Policy of Viswa Mahavidyalaya. Then the submission of thesis shall be permitted by the Vice Chancellor with / without modifications based on the recommendations of the draft thesis scrutiny committee.

- h.** The scholar shall then submit six copies of the (*revised if so ordered*) thesis with a soft copy in the format as per the guidelines for submission of thesis to the office of COE along with prescribed fees within a month from the date of approval of the draft thesis by the Vice Chancellor.
- i.** If the scholar fails to submit draft thesis within the stipulated time he / she shall resubmit the synopsis with justification for delay in the submission of thesis along with the specific recommendations of the guide to the satisfaction of the authorities. If permitted, the scholar shall get an extension for a maximum of six months to submit the thesis. In any case, if the scholar fails to submit thesis within the maximum period of research (*with allowed extensions / grace periods*), his / her registration will be cancelled.

15. EVALUATION OF THESIS

- a.** The panel of twelve experts for evaluation of thesis - (in the prescribed format) who are doctorates (*four from Institutions of National Importance / Institutions of Eminence / Central Universities / Institutions with potential for excellence / Centers with potential for excellence, four from State Universities / State Private Universities / Deemed-to-be Universities with NAAC Grade at least 'A' and four from Experts (without Indian Origin) from eminent Institutions abroad*) and working at the level of Professor / Associate Professor in institutions of repute along with their brief resumes – shall be finalized in the Third Doctoral Committee itself and the same shall be sent in a sealed and captioned cover, immediately after the approval of the synopsis to the Office of COE along with the file. None of the experts given in the panel can be a relative of the Guide / Co-Guide Scholar. The guide is expected to have obtained consent from the panel members and to have ensured their availability.
- b.** The Vice Chancellor will select three examiners from the panel and the synopsis shall be sent to these selected examiners to get their consent to evaluate the thesis. The Vice Chancellor, at his discretion, may also choose an examiner apart from the panel or may order to get a fresh panel from the guide. The receipt of the offer by the experts shall be confirmed and the examiners shall express their acceptance or otherwise, within fifteen days from the receipt of the offer.
- c.** In case of non-acceptance / unavailability / unresponsiveness of a selected examiner within fifteen days of intimation to him / her, other examiners in the panel shall be contacted as selected by the Vice Chancellor. In the event of an ineffective panel, a fresh panel from the guide will be ordered by the Vice Chancellor. Generally, the

process of selection of examiners with their consent shall be completed within two months of receipt of the panel of examiners from the guide following the approval of synopsis.

- d.** Upon submission of approved thesis by the scholar, the theses along with soft copies and format of the report shall be sent to the three selected examiners. Receipt of the thesis by the examiners shall be confirmed and monthly reminders shall also be sent to the examiners. The examiners shall send reports within 45 days from the date of receipt of theses. Generally, synopsis and thesis shall be processed within six months from the date of receipt of the panel of examiners from the guide following the approval of synopsis.
- e.** The three examiners shall send their detailed reports within 45 days of receipt of the thesis and their overall assessment shall be one of the following
 1. Thesis is Highly Commended / Commended and hence can be accepted without modifications.
 2. Thesis is recommended to be accepted subject to the modifications which should be incorporated and the corrected thesis should be produced for examination at the time of Viva – Voce. The corrected thesis need not be sent again to the examiner.
 3. Thesis is recommended to be accepted subject to the modifications which should be incorporated and the corrected thesis should be sent again to the same examiner for ratification within the period suggested by the examiner.
 4. Thesis is rejected for the reasons cited in the detailed report.
- f.** Blind copies of the evaluation reports will be sent to the guide consolidation. The guide shall also evaluate the thesis and send the consolidated report to the office Controller of Examinations.
- g.** Generally, if two of the three examiners and the guide recommend the acceptance of the thesis with / without modifications, Public Viva Voce shall be arranged at the concerned Department of Viswa Mahavidyalaya in coordination with the Head of the Department, widely notifying the date of Viva Voce and keeping a copy of the thesis at the Library. The recommendations of the third examiner may also be considered, depending on the nature of the recommendations in the first two reports received. If more than one examiner rejects the thesis the registration of the scholar shall be cancelled.

h. Composition of the Doctoral Committee

Composition	Designated as
Head of the Department	Chairman
Internal expert (nominated by the Dean, wherever necessary)	Member
One of the two Indian examiners who evaluated the thesis (nominated by the Vice Chancellor)	External expert member
Guide	Convener

- i.** During the Viva Voce, the scholar is expected to give a comprehensive presentation defending thesis. The committee shall examine whether the modifications suggested by the examiners have been incorporated (if any) The scholar shall address the queries, if any, raised by the examiners and by the audience after presentation, to the satisfaction of the committee.
- j.** On the successful completion of the Viva Voce, the scholar shall be declared to have passed all requirements of the Doctor of Philosophy and shall be eligible to receive the Ph.D. in the convocation.
- k.** A provisional certificate of having qualified for the Degree of Doctor of Philosophy shall be issued to the scholar, upon his / her application along with prescribed fees, within fifteen days from the date of the Viva Voce, mentioning the title of the Thesis, and certifying to the effect that the Degree has been awarded in accordance with the UGC (*Minimum Standards and Procedure for award of Ph.D. Degree*) Regulations 2009 / 2016 as applicable. The Ph.D. Degree shall also carry the certificate that the Degree has been awarded in accordance with the UGC (*Minimum Standards and Procedure for award of Ph.D. Degree*) regulations 2009 / 2016 as applicable.
- l.** In case of inter disciplinary research, the degree will be awarded mentioning both the primary and secondary disciplines and that the degree is inter disciplinary in nature.
- m.** If the performance of the scholar at the Viva Voce is not satisfactory, the committee may direct to reappear for another Viva Voce Examination within a stipulated time. If the performance is again not satisfactory, the registration shall be cancelled.

- n. If the scholar could not be present for the Viva Voce Examination, the Vice Chancellor, at his discretion, may give permission to conduct the Viva Voce Examination on another date. If the scholar again fails to appear for the Viva Voce Examination, the registration shall be cancelled.
 - o. Following the successful completion of the evaluation process and announcements of the award of Ph.D. degree the scholar shall submit a soft copy of the Ph.D. thesis, incorporating all modifications, if any, to the Controller of Examinations within a period of 15 days of declaration of the result which will be submitted by Viswa Mahavidyalaya to the UGC within a period of thirty days, for posting the same with INFLIBNET.
 - p. The research work of the scholar – research proposal, presented papers, synopsis, draft thesis and thesis - shall be subjected to Plagiarism check conforming to the Anti Plagiarism Policy of Viswa Mahavidyalaya. If the scholar is found to have indulged in plagiarism as per the Plagiarism Policy of Viswa Mahavidyalaya, his / her registration in to Ph.D. will be cancelled, his / her thesis / Ph.D. will be forfeited and the guide will also be derecognized for abetment of plagiarism.
- 16. CHANGE OF CATEGORY**
- a. Viswa Mahavidyalaya may permit conversion from one category to another for valid reasons and subject to satisfying the rules, regulations and conditions in force. Upon approval of requests for change of category, the scholar shall pay the prescribed fees.
 - b. In case of conversion from Full time to Part Time the period put in by the scholar will be worked out on pro-databases.
- 17. CHANGE OF TOPIC**
- a. At the time of application, the scholar shall identify the broad area and tentative topic of research, which will be mentioned in the order confirming registration. The topic will be confirmed only in the Second Doctoral Committee meeting and the scholar may be permitted to change the tentative topic of research with in the broad area chosen before the confirmation of topic in the second doctoral committee meeting subject to the recommendations of guide and authorities.

- b. If the scholar desires to change the topic after its confirmation, the same may be permitted by the authorities after ascertaining the degree of deviation from the confirmed topic. If the deviation is found to be considerable, the scholar may be permitted to change the topic but can submit thesis only after the minimum period of research counted from the date of change of topic. A special doctoral committee may also be ordered to determine the merit of the case and to decide whether course work / examinations is to be repeated.
- c. When the topic is changed, the course work may also have to be repeated and examinations may have to be taken again, if felt necessary by the authorities based on the recommendations of the doctoral committee.
- d. Upon approval of the request for change of topic, the scholar shall pay the prescribed fees.

18. CHANGE OF GUIDE / CO GUIDE

- a. Request by the scholar for change of guide shall not be entertained on a routine basis and will be processed on case to case basis on merit.
- b. The request by the scholar for change of guide shall be accompanied by justification and shall normally be supported by the consent letter from both the present guide. Situations wherein, the consent letter from the present guide could not be obtained may be considered by the Vice Chancellor on the merit of the case.
- c. After approval of change of guide, the Head of the Department shall allot the scholar to another approved guide of Viswa Mahavidyalaya with the approval of the Vice Chancellor
- d. On the unfortunate demise of the guide, Viswa Mahavidyalaya will assign an approved guide to scholar at its discretion.
- e. Request for change of Co-Guide may also be considered by the Vice Chancellor on the recommendations of the guide.
- f. Upon approval of the request for change of Guide / Co Guide, the scholar shall pay the prescribed fees.

19. PUBLICATION OF THESIS

- a. Papers arising out of the thesis may be published by the scholar, but the entire thesis shall not be published without the prior permission of Viswa Mahavidyalaya.
- b. Viswa Mahavidyalaya may periodically publish theses as its publications, on the recommendations of the publication committee.

- c. Requests from the scholar to publish the thesis through a different publisher, shall be referred to the publication committee. If the committee accords approval for publication of the thesis as requested, the scholar will be permitted to publish the thesis upon payment of required fees.

20. GRIEVANCE REDRESSAL MECHANISM

- a. Grievances shall be addressed by the Grievance Redressal Mechanism of the Viswa Mahavidyalaya constituted in accordance with the UGC Grievance Redressal Regulations
- b. Grievances / disputes shall generally be referred to the Research Board and the its decision shall be final and binding on all concerned.

21. NOTE

- a. Viswa Mahavidyalaya has the right to modify the above regulations without any individual notification to all concerned. Updated regulations will be posted on the website of Viswa Mahavidyalaya periodically for the information of all concerned.
- b. Viswa Mahavidyalaya's Anti Plagiarism Policy shall be applicable to Ph.D. scholars and guides.
- c. Scholars can access research scholar portal on the web to verify the data pertaining to contact details of scholar / guide, paid fees, submitted progress reports and status of submitted synopsis and thesis etc.