Ph.D. REGULATIONS 2024

ANNAMACHARYA UNIVERSITY

(Estd under A.P Private Universities (Establishement and Regulations) Act, 2016)

Ph.D Guidelines and Regulations – 2024

1. **Introduction**

   Annamacharya University, Rajampet is a private university established in 2024 under the brownfield category. It is governed by the Andhra Pradesh Private Universities (Establishment and Regulations) Act No. 3 of 2016 and G.O.Ms.No.13, Higher Education (UE) Department, dated 13.03.2024, as approved by the Government of Andhra Pradesh. Our primary focus is to cater to the evolving needs of both industry and society. Annamacharya University is sponsored by the Annamacharya Educational Trust (AET), Rajampet.

   The University offers doctoral programmes in various disciplines, available both full-time and part-time in accordance with University Grants Commission (UGC) regulations. Every School/Department is equipped with laboratories and specialized centers for conducting research.

2. **Definitions**. –

 (1) In these Regulations, unless the context otherwise requires, -

   a) "Act" means the University Grants Commission Act, 1956 and the Andhra Pradesh Private Universities (Establishment and Regulations) Act 2016 and from time-to-time amendments.

   b) "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places.

   c) "Credit" means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit.

   d) "Commission" means the University Grants Commission established under Section 4 of the UGC Act 1956.

   e) "Course" means one of the specified units which go to comprise a programme of study.

f) "Course Work" means courses of study prescribed by the school/Department to be undertaken by a student registered for the Ph.D. Degree.

g) "Degree" means a degree awarded by a Higher Educational Institution in accordance with the provisions of section 34 of the Act.

h) "External Examiner" means an academician/researcher with published research work who is not part of the Higher Educational Institution where the Ph.D. scholar has registered for the Ph.D. programme.

i) "Foreign Educational Institution" means– an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode.

j) "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale.

k) "Research Supervisor" means an academician/researcher recognized by Higher Educational Institutions to supervise the Ph.D. scholar for his/her research.

l) "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines.

m) "Open and Distance Learning Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020 and from time-to-time amendments.

n) "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020 and from time-to-time amendments.

o) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.

p) "Programme" means a higher education programme pursued for a degree specified by the Section 22(3) in the University Grants Commission Act, 1956.

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q) "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme.

r) "University" means a Higher Educational Institution established or incorporated by or under a Central Act, a Provincial Act, or a State Act, and shall include any institution for higher education deemed to be a University under Section 3 of the Act.

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

3. Branches of Study

The University is offering research programs in 11 departments, as on today.

a. Ph.D. in Engineering.

b. Ph.D. in Sciences, Management, Humanities and Social Sciences

1. Eligibility Criteria:

a. Minimum Educational Qualifications

i. Ph.D. in Engineering

Candidates with a first class (minimum of 60% marks) master's degree in engineering / technology or equivalent Degree from University recognized by UGC.

ii. Ph.D. in Sciences/Management/Humanities

Master's degree or equivalent Degree in the relevant area with a minimum of 55% marks from a university recognized by UGC.

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Table 1: Eligibility Criteria

SNo.	Name of the School	Name of the Department	Ph.D. Program offered	Eligibility criteria for admission
1.	School of Engineering	Civil Engineering	Ph.D. in Civil Engineering	PG programme in the relevant discipline and Minimum of 60% or equivalent. In case of CSE, UG can be with any Engineering discipline, PG should be in CSE discipline
		Electrical & Electronics Engineering	Ph.D. in Electrical & Electronics Engineering	
		Mechanical Engineering	Ph.D. in Mechanical Engineering	
		Electronics & Communication Engineering	Ph.D. in Electronics & Communication Engineering	
		Computer Science & Engineering	Ph.D. in Computer Science & Engineering	
2	School of Sciences	Mathematics	Ph.D. in Mathematics	PG programme in in relevant discipline with Minimum of 55% or equivalent
		Physics	Ph.D. in Physics	
		Chemistry	Ph.D. in Chemistry	
		English	Ph.D. in English	PG program in English with a minimum of 55% or equivalent.
		Computer Science / Computer Applications	Ph.D. in Computer Science / Computer Applications	PG program in relevant programme with a minimum of 55% or equivalent.
3	School of Business	Management programme	Ph.D. in Management	PG programme in the concerned discipline of Management with minimum 55% or equivalent.

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b. **Salient Points**

    i. Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate, or its equivalent grade in a point scale wherever the grading system is followed, or an equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency approved, recognized, or authorized by an authority established or incorporated under a law in its home country, or any other statutory authority in that country to assess, accredit, or assure the quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme

   ii. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC from time to time.

2. **Duration of the Program:**

a. **Full-time:** A full-time Ph.D. student admitted with PG qualification is required to spend the minimum prescribed three years (maximum of six years) in the University.

b. **Part-time:** A part-time Ph.D. student admitted with PG qualification is not permitted to submit the thesis before the minimum prescribed Four years (maximum of eight years).

c. In case the admitted candidate possesses the **M.Phil. Degree**, minimum of two years duration (maximum of four years) for the full-time programme and minimum three years (maximum of six years) for part-time Programme is applicable.

d. A grace period of 30 days will be given to the Ph.D. Research Scholars after completion of the stipulated period for submission of thesis.

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

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f. In addition, the women full-time scholars shall be provided Maternity Leave/Child Care Leave once in the entire duration of the Ph.D. Program for up to 240 days.

3. **Procedure for Admission**

   a. Admission into the Ph.D. program will be solicited through a transparent and inclusive advertisement process. The intake capacity for each program will be determined by the Vice Chancellor and subsequently ratified by the Board of Management and Academic Council.

   b. Upon evaluating the candidates' performance in the test (Annamacharya University Research Admission Test (AURAT)) and interview, the departmental selection committee, appointed by the Vice Chancellor, will recommend suitable candidates for admission to the Ph.D. programme to the Director, R&D Cell.

   c. Candidates who qualify UGC (NET) / CSIR (JRF) examination / SLET / GATE or hold a teacher fellowship or have completed an M.Phil./ The Andhra Pradesh Research Common Entrance Test (APRCET) may have the entrance test requirement waived.

   d. However, the candidates from the above (b) and (c) subclause must clear the Interview conducted by the University

   e. The R&D Cell will then approve research admissions after considering the recommendations of the departmental selection committees, subject to ratification by the Borad of Management and Academic Council.

   f. Foreign Nationals / PIOs / NRIs sponsored by the government of India or their respective government on any exchange programme or self-response and who satisfy the eligibility conditions as per the university regulations shall.

4. **Allocation of Research Supervisor:**

   a. Each student in the school will be assigned a Research Supervisor by the respective Dean / Head of the Department, considering:

      i. **The student's preferences and research interests**.

      ii. The allocation of a research Supervisor for a selected research scholar shall be decided depending on no. of scholars for research

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Supervisors, the available specialization among the supervisors and research interests of the scholars as indicated by them at the time of interview.

    iii. **The interest of the concerned faculty member**.

b. The student will choose their research topic based on advice from the Research Supervisor.

c. A research scholar will not have more than two supervisors overseeing their work.

d. In cases of inter-disciplinary / multi-disciplinary research work, if required, scholar can opt the supervisor / co-supervisor from outside the university.

    i. An expert from a neighbouring educational institution, R&D Lab, or industry may be appointed as a Research Supervisor / Co-Supervisor.

    ii. However, a Research Supervisor from within the institute must still be identified.

e. The appointment of a Research Supervisor / Co-supervisor requires approval from the appropriate authority within the institute.

    i. This process is initiated by the Research Supervisor through the respective Dean / Head of the Department.

    ii. A detailed biodata of the proposed Research Supervisor, along with sufficient justification for the appointment, must be provided.

5. Supervision/Guideship Details:

a. Eligibility criteria for appointment as a Research Supervisor within the institute are as follows:

    i. Possession of a doctoral degree (Ph.D., D.Sc., or Dr. Ing).

    ii. Faculty with a minimum of seven years of teaching/research experience, including at least two years of post-Ph.D. experience.

    iii. Publication of research papers, including five best Journal publications (published in SCI / WoS / Scopus) in case of Professor/Assoc. Professor

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and minimum Two best publications (published in SCI / WoS / Scopus) in case of Asst. Professor.

iv. Minimum of three years of service remaining at the Institute.

v. When a faculty member seeks appointment as a supervisor for the first time, they must apply along with a detailed curriculum vitae / resume for consideration by an authorized committee chaired by the Director of R&D Cell.

vi. Faculty members who are resigning will automatically forfeit their eligibility as research supervisors, unless special circumstances warrant an exception, as recommended by the Director of R & D Cell.

b. An eligible Professor / Associate Professor / Assistant Professor can guide up to **eight (8)** / **six (6)** / **four (4)** Ph.D. scholars, respectively, at any given time.

c. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years. The retired faculty member, continuing as a co-supervisor, will be invited to Research Advisory Committee meetings without any financial obligation.

6. **Research Advisory Committee (RAC) Constitution**

a. Research Advisory Committee will inform the Director R&D of each scholar's research area within four weeks of the scholar's admission. This notification includes the identification of faculty members specializing in relevant areas for the constitution of the RAC.

b. RAC is constitution as follows:

- Chairperson: Dean / Head of the Department (In cases where the HOD is the supervisor or does not hold a doctorate, a senior Professor with a doctorate from the department will be appointed by the Vice-Chancellor).

- Convener: Research Supervisor or Co-Supervisor.

- Member: One senior faculty member of the department nominated by the Vice-Chancellor from the suggested panel of names provided by the Dean / HoD.

c. If any member of the committee goes on leave exceeding one year, resigns, or retires from the university, the Vice-Chancellor will nominate a replacement member upon the recommendation of the Chairperson, RAC.

7. **Course Work:**

a.

i. The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research Methodology" course and a "Research and Publication Ethics" course.

ii. Subjects 1 & 2: Two courses (4 credits each) relevant to the research area. These courses, offered by the concerned school / Department or through the concerned PG program of the University, or through online certification via NPTEL/SWAYAM which must be approved by the supervisor.

iii. Subject 3 and Subject 4:Research Methodology (2 Credits) and Research & Publication Ethics (2 Credits) offered within the University or available through online certification provided by NPTEL/SWAYAM (Minimum of 8 weeks),

iv. The coursework must be completed within two years from the date of admission for both full-time and part-time scholars. Additionally, scholars are required to maintain a minimum attendance of 75% in each subject (not required for those who attend online certifications). Failure to meet this attendance requirement will necessitate repeating the coursework.

v. Prior to enrolment, the chosen subjects must be communicated to the Director of Research and Development, accompanied by endorsements from the supervisor and co-supervisor (if applicable). The syllabus for the selected subjects must be submitted to the Director of Research and Development, endorsed by the Supervisor and Dean / Head of the Department offering the Course.

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vi. Those who complete Subjects through NPTEL / SWAYAM shall produce the certificate of completion with the grades endorsed by the Research Supervisor to the Director, R & D.

vii. The candidates shall obtain 50% marks in each subject to pass the examination.

Important Note:

- Candidates who do not pass the examination on the first attempt will have a maximum of four additional attempts to qualify. Merely registering for the examination will not count as an attempt unless the candidate appears for the examination.

- If a candidate fails to complete all four subjects within a maximum of five attempts, their admission will be cancelled.

8. Research Advisory Committee (RAC) Meetings

i. A Research Scholar must submit a written progress report within two weeks before the end of each six-month period from the date of registration. This report, in the prescribed format, is forwarded to the Dean / Head of the Department / Supervisor along with their remarks for consideration by the Research Advisory Committee. The report should cover:

- Status of the thesis proposal
- Completion status of coursework
- Progress made during the reporting period
- Publications or reports, if any
- Encountered problems or difficulties
- Plans for future work

ii. The Research Advisory Committee convenes at least once every six months, and the Research Scholar presents their work progress during these meetings. The Committee reviews the progress and provides suggestions for further action if necessary.

iii. If the progress of the Research Scholar is found to be unsatisfactory, the Research Advisory Committee issues a warning and suggests corrective measures. After two such warnings, if there is no improvement, the registration of the Research Scholar may be cancelled.

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9. **Publications**

    i. Candidates must have published a minimum of Three (03) papers before submitting their thesis for adjudication.

    ii. Out of these publications, at least two (02) must be research papers published in refereed journals, the other may be a Conference Publication.

    iii. Papers published before admission will not be considered.

    iv. Scholars must include Annamacharya University as an affiliation in all publications required for submission criteria.

    v. Only papers that include the names of the scholar and supervisor(s) will be considered.

10. **Submission of Synopsis**

    i. When the thesis is nearly complete, the candidate must submit eight copies of the research work synopsis through the supervisor and Dean / Head of the Department of the School / Department to the R&D Cell for consideration by the Research Advisory Committee. This synopsis, should be submitted by the candidate eight weeks before the anticipated thesis submission date, facilitating the early finalization of the panel of examiners for thesis evaluation.

Prior to submitting the synopsis, the candidate is required to deliver at least one presentation seminar on their thesis work in the Department/School. The candidate must present the synopsis in the presence of the Research Advisory Committee. Upon approval of the work outlined in the synopsis, the Research Advisory Committee will authorize the research scholar to proceed with the thesis submission

11. **Change of Topic:**

The research scholar must submit the application form in the prescribed format for the Change of Topic and it will be permitted based on the recommendation of the Chairman, respective Board of Studies and with the approval of the Vice-Chancellor. However, submission of the thesis is permitted only after one year from the date of change of topic. The exact title of the thesis shall be finalized during the Pre-submission seminar by the committee.

12. Change of Supervisor(s):

a. If a candidate has valid reasons for changing their supervisor or co-supervisor, the University may consider the request based on the merits of the case. Candidates who are permitted may submit their thesis one year after changing or adding supervisors.

b. Publications with an earlier supervisor/co-supervisor that meet the norms are permitted.

13. Tuition fee per year:

- Full Time Fee: Rs. 50,000/-
- Part Time Fee: Rs. 60,000/-

Upon selection through the admission process, candidates shall be required to pay the fee as per the prescribed criteria. The fee is Rs. 50,000 for full-time and Rs. 60,000 for part-time. The fee must be paid on or before the commencement of every academic year until the successful completion of the programme and submission of the thesis or cancellation of the admission. If the fee is not paid by the stipulated date, a late fee of Rs. 2,000 will be levied (within six months from the due date)

Candidate must preserve all fee receipts and produce them as and when required.

In case of cancellation of Ph.D. registration by the candidate on his / her request or by university for any reason, the entire fee amount due till the date of cancellation, must be paid by the candidate.

Full time Ph.D. scholars' services are utilized by the department and shall be paid a stipend of Rs.25,000/- per month for three (03) years of duration. (***This is applicable for CSE and its allied branch candidates only***)

14. Requirements for Anti Plagiarism:

Prior to the submission of the Ph.D. thesis, the candidate is required to submit a soft copy of the thesis for a plagiarism check. Submission of the thesis will be allowed only if the similarity detected by the plagiarism check is less than or equal to 20% (excluding self-publications related to the thesis).

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15. **Process of pre-submission:**

   i. Before the submission of the dissertation/thesis, the scholar must submit two hard copies and a soft copy of the synopsis to the Director, Research & Development.

   ii. As per the directions, the scholar shall make a presentation in the presence of the Research Advisory Committee (RAC), which shall also be open to all faculty members and other research scholars.

   iii. iii. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Supervisor. The RAC should certify the eligibility for submission of the thesis.

16. **Process of Thesis Submission:**

   After meeting the requirements and passing the Pre-Ph.D. examination, the candidate is required to submit a thesis on the designated research topic.

   i. Part time Research Scholars are instructed to submit their Ph.D. thesis directly to the Director of Research and Development, whereas full-time scholars in the Department must go through the proper channels to submit their Thesis to the Director.

   ii. After completing the research, the candidate must submit six (6) hard copies of the thesis (soft bound) relating to their research topic after incorporating all suggested changes by the Research Advisory Committee (RAC) during the Pre-submission seminar.

   iii. Candidates must not submit the entire or any significant portion of their thesis for the purpose of obtaining a degree or diploma from another university.

   Evaluation

   i. The thesis evaluation process involves three examiners selected by the Vice-Chancellor, ensuring diverse geographical representation. The examiners are chosen from a panel of nine, recommended by the Supervisor and approved by the University Research Board. The panel includes three examiners from within the IIT's / NIT's / IIIT's, three from

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the State Government Universities and three from Private Universities whose NIRF is below 200.

ii. Each examiner reviews the scholar's thesis and submits a detailed report, including a clear recommendation regarding its quality and suitability for acceptance.

The thesis evaluation has one of four possible results:

i. If accepted, a viva-voce exam is scheduled.

ii. If revisions are required, the thesis is returned to the scholar for changes and resubmission, followed by a viva-voce exam.

iii. Alternatively, if major revisions are required, the thesis is returned for re-evaluation following revisions.

iv. If the thesis is not of adequate quality, it is rejected.

During the examination, examiners may ask questions or seek clarification on the thesis content. The university makes the thesis decision based on the recommendations in the three reports. The university can take a decision on the thesis based on these reports according to the following:

Recommendation of Examiners			Decision
(1)	(2)	(3)	
Accept	Accept	Accept	Accept
Revise	Revise	Revise	Revise
Reject	Reject	Reject	Reject
Accept	Accept	Revise	Revise
Accept	Revise	Revise	Revise
Accept	Accept	Reject	Send to 4th examiner
Accept	Reject	Reject	Reject
Accept	Revise	Reject	Revise; send to 4th examiner
Revise	Revise	Reject	Revise; send to 4th examiner
Revise	Reject	Reject	Reject

- When the thesis is referred to the fourth examiner, the fourth examiner's opinion is final.

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- For revision and resubmission of thesis, the scholar may be given a maximum period of one year from the date of communication by the university.
- The revised thesis should be referred to that examiner who has originally recommended revision

   Note:

   In case of undue delay in receiving the evaluation report from any examiner, the Vice Chancellor shall appoint another examiner in his/her place for evaluating the thesis.

Viva-voce Examination

 i. The open viva-voce for defending the dissertation/thesis of the research scholar occurs only if the evaluation report(s) from external examiner(s) deem the dissertation/thesis satisfactory and recommend awarding the Ph.D. Degree.

 ii. The viva-voce examination regarding the Ph.D. thesis is overseen by a committee appointed by the Vice-Chancellor. This committee comprises:

   1) Research Supervisor and Co-supervisor (if applicable)
   2) One of the examiners who evaluated the thesis (appointed by the Vice-Chancellor)
   3) The Head of the Department (or all relevant Heads in interdisciplinary cases)
   4) The Chairperson of the Board of Studies (or all relevant chairpersons in interdisciplinary cases) – Optional
   5) Director of Research and Development – Optional

 iii. The decision of the internal examiner (one of the supervisors) and the external examiner is final for conferring the degree.

 iv. The viva-voce is open to all members of the department and related departments. The candidate must successfully defend their thesis work during this examination.

 v. If a candidate fails in the Viva-Voce, they may be allowed to attempt it again within three months. However, no candidate is permitted more

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than two attempts. If unsuccessful in the second attempt, the case will be reviewed by the Vice-Chancellor.

vi. Following the Viva-Voce examination, the Viva-Voce Committee submits recommendations along with the soft copy of the thesis provided by the scholar to the Committee.

Issuing a Provisional certificate

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

17. **Depository with UGC:**

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the R&D of University shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same to make it accessible to all the Higher Educational Institutions and research institutions.

FOR ADMISSION FORMS AND OTHER FORMATS NEEDED PLEASE VISIT UNIVERSITY WEBSITE

Annamacharya University, Rajampet