

Ph.D Guide lines and Regulations–2024-25



ANNAMACHARYA UNIVERSITY

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

1. Introduction

Annamacharya University, Rajampet is a private university established in 2024 under the brown field 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 (Annexure 1) , 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 (3 of 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 22(3) 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-pointscale.
- k) "Research Supervisor" means an academician/researcher recognized by Higher Educational Institutions to supervise the Ph.D. scholar for his/her research.
- l) "Inter disciplinary 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.
- 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 12 departments, as on today.

- a. Ph.D. in Engineering. (Civil Engineering, Electrical and Electronics Engineering, Mechanical Engineering, Electronics and Communication Engineering and Computer Science and Engineering).
- b. Ph.D.in Sciences, Management, Humanities and Social Sciences, Education and Agriculture sciences.

1. Eligibility Criteria:

a. Minimum Educational Qualifications

- i. Ph.D.in Engineering Candidates with a minimum of 55%marks master's degree in engineering / technology or equivalent Degree from University recognized by UGC.
- ii. Ph.D. in Sciences/Management/Humanities/Education/Agriculture sciences Master's degree or equivalent Degree in the relevant area with a minimum of 55% marks from a university recognized by UGC.

Table1: 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 or equivalent with Minimum of 55%
		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	PG Programme in Computer Science & Engineering and Allied branches of Computer Science & Engineering or equivalent with Minimum of 55%
2	School of Science	Mathematics	Ph.D. in Mathematics	PG Programme in the relevant discipline or equivalent with Minimum of 55%.
		Physics	Ph.D. in Physics	
		Chemistry	Ph.D. in Chemistry	
		English	Ph.D.in English	PG Programme in English or equivalent with Minimum of 55%.
		Computer Science /Computer Applications	Ph.D. in Computer Science/Computer Applications	PG Programme in the relevant discipline or equivalent with Minimum of 55%.
		Agriculture sciences	Ph.D. in Agricultural Science	PG Programme in the relevant discipline or equivalent with Minimum of 55%.
3	School of Business	Management Programme	Ph.D. in Management	PG Programme in Management or equivalent with Minimum of 55%.
4	School of Education	Education	Education	PG Programme in Education or equivalent with Minimum of 55%.

b. Salient Points

- i. Candidates who have completed the M.Phil. programme with atleast 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 Ph.D. 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 Ph.D. Programme in such cases not exceed ten (10) years from the date of admission in the Ph.D. Programme.
- 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. The admission process starts with conducting offline/online research admission test called Annamacharya University Research Admission Test (AURAT).
- c. 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, admissions.
- d. 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.
- e. However, the candidates from the above (d) sub clause must clear the Interview conducted by the University
- f. The Directorate of admissions will then approve research admissions after considering the recommendations of the departmental selection committees, subject to ratification by the Board of Management and Academic Council.
- g. 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 be admitted directly provided they must clear the interview conducted by the university.

4. Allocation of Research Supervisor:

1. The selected Research scholar shall get consent from one of the empaneled supervisors approved by the University.

2. In case of topics that are inter-disciplinary where the expertise needs to be supplemented, the University may appoint a Co-Supervisor. The co-supervisor will be either from the Annamacharya University or established research organizations approved by Annamacharya University.
3. List of Supervisors along with their area of research approved by university is made available in the university website.

5. Course Work:

- i. The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including the credits allocated for 1 "Research Methodology" course and 2 "Research and Publication Ethics" course.
- ii. Subjects 1: Research Methodology (2 Credits) and Subject 2: Research & Publication Ethics (2 Credits) offered within the University or available through online certification provided by NPTEL/SWAYAM (Minimum of 8weeks).
- iii. Subjects 3 & 4: 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 (PG Course) and shall be approved by the supervisor.
- 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. 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 co-supervisor through proper channel.
- 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 through proper channel.
- vii. The candidates shall obtain 55% marks in each subject to pass the examination.
- viii. In case any research scholar who opted the NPTEL/Swayam courses are not

in a position to clear, he/she is given an option for off-line courses conducted by Annamacharya University, whenever they are offered.

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.

6. Research Review Meetings (RRM)

1. RRM's are conducted to assess the quality of work carried out regularly and thereby, suggesting the candidate on suitable modifications to be incorporated for improvement of the quality in the proposed research work.
2. RRM's shall be conducted every six months. The scholars exhibiting significant progress in their Research work can only register for RRM on the recommendation of research supervisor.
3. The candidate has to present the progress of research in the Research Review Meetings.
4. A research scholar shall appear before the Research Review Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Research Review Committee to the university with a copy to the research scholar.
5. All part time scholars shall attend and present the progress of the research work for at least one Research Review Meeting in a year and minimum of 4 is mandatory.
6. All full time scholars shall attend and present the progress of the research for at least one Research Review Meeting in a year and minimum of 3 is mandatory.

7. 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) research papers must be published in Scopus/WoS journals, the rest may be a Conference Publication.
- iii. For education, out of these publications, at least two (02) must be research papers published in UGC Care group 1 journals, the other may be a Conference Publication.
- iv. For English, out of these publications at least one must be Scopus/WOS journal publication, the second from UGC Care group 1 and third may be a Conference Publication
- v. Papers published before admission will not be considered.
- vi. Scholars must include Annamacharya University as an affiliation in all publications required for the submission criteria.
- vii. Only papers that include the names of the scholar and supervisor(s) will be considered.

8. Submission of Synopsis

Before the submission of the dissertation/thesis, the scholar has to submit a hard copy and a soft copy of the synopsis and a rough draft of the thesis approved by supervisor/co-supervisor to the Director, Research & Development. As per the directions from the R&D cell, the scholar shall make a presentation before the Doctoral Research Committee (DRC), which shall also be open to all faculty members and other research scholars. The R&D cell shall intimate to the concerned BOS chairman and the research supervisor/ Co-supervisor well in advance. The feedback and comments obtained from them may be suitably incorporated into the draft Dissertation/thesis in consultation with the Research Supervisor. Doctoral Research Committee should certify the eligibility for submission of the thesis.

9. Requirements for Anti Plagiarism:

1. 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 to the university where such mechanism is available. 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).

2. The thesis shall be submitted together with an originality report produced by an anti-plagiarism software application. The supervisor (and co-supervisor, if there is any) shall receive an originality report on the whole text of the thesis and shall take this report into account in the evaluation on the submission.

10. Process of Thesis Submission:

After meeting the requirements, 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 channel to submit their Thesis to the R&D Director.
- ii. After completing the research, the candidate must submit six (6) hardcopies of the thesis (soft bound) relating to their research topic after incorporating all suggested changes by the Doctoral Research Committee 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. The panel includes three examiners from within the IIT's/NIT's/IIIT's, three from the State Government Universities and three from Private Universities.
- ii. In the case of English discipline, the supervisor will furnish a panel of 09 examiners, out of which, (a) 03 examiners from IITs/NITs/ EFLUs/Central Universities/State Govt. IIITs (b) 03 examiners from State Government universities (c) 03 examiners from Private universities
- iii. In the case of Department of Education, the supervisor will furnish a panel of 06 examiners, 03 from State Government universities and 03 from central/ Private Universities.

- iv. 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 decision on the thesis based on their comments 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	Accept
Accept	Revise	Revise	Revise
Accept	Accept	Reject	Accept
Accept	Reject	Reject	Revise; send to 4 th examiner
Accept	Revise	Reject	Revise; send to 4 th examiner
Revise	Revise	Reject	Revise; send to 4 th examiner
Revise	Reject	Reject	Reject

- When the thesis is referred to the fourth examiner, the fourth examiner's opinion is final.
- 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 and will be held in the presence of the BoS chairman of the Department. This committee comprises:
 - Research Supervisor and Co-supervisor (if applicable)
 - One of the examiners who evaluated the thesis (appointed by the Vice-Chancellor)
- 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 than two attempts. If unsuccessful in the second attempt, the case will be reviewed by the Vice-Chancellor.
- vi. After the completion of the Viva-Voce examination, the Viva-Voce Committee will submit the recommendations along with the soft copy of the thesis (to be submitted by the scholar to the Committee) for placing on INFLIBNET through UGC, to the Directorate of R&D.
- vii. The Ph.D. degree shall be awarded only after uploading the thesis in INFLIBNET (Shodhganga).

Provisional certificate

Before the actual award of the degree, the University shall issue a provisional

certificate to the effect that the Degree has been awarded following the provisions of the UGC Regulations, 2016.

11. Change of Topic:

The research scholar has to 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, 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):

If a candidate wishes to change a Supervisor or a co-supervisor for valid reasons, the request may be considered by the University as per the merits of the case. However, in such cases where the candidate is permitted, he/she can submit the thesis only after one year from the date of change of Supervisor or inclusion of an additional supervisor. Publications with earlier supervisor/co-supervisor satisfying the norms are permitted.

13. Conversion from Full-Time to Part-Time and Vice-Versa

The Conversion of the Ph.D. research from full-time to part time and vice-versa shall be approved by the Vice-Chancellor only once during the tenure, subject to submission of necessary documents along with the recommendation of the Supervisor(s) after completion of one year from the date of registration and on payment of the Conversion fee of Rs.5000/-.

14. 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)*

15. Research Review Committee (RRC):

RRC constitution is as follows:

- Chairperson: Chairman BoS (In cases where the Chairman BoS is the supervisor or does not hold a doctorate, a faculty member from the department with a doctorate and more research competence will be appointed by the Vice-Chancellor).
- Convener: Research Supervisor or Co-Supervisor.
- Expert Members: Minimum of one senior faculty member from outside of university (External member) and one competent faculty from the department with Ph.D. will be nominated by vice-chancellor from the suggested panel.
- 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, Doctoral Committee.

Functions of RRC:

The functions of the Research Review Committee are:

- To Conduct Research Review Meetings.
- To assess the progress of the research work and provide suggestions, if any, to improve the quality.
- Review the suggestions of the previous research review meeting and provide

remarks on the present work.

- In case the progress of the research scholar is unsatisfactory in a Research Review, the research review committee shall record the reasons for the same and suggest corrective measures.
- In the last Research review meeting before applying for the Pre-Submission Seminar, the committee has to ensure the compliance of remarks made in early Research Review Meetings.

16. Doctoral Committee Constitution

Doctoral Committee constitution is as follows:

Doctoral Research Committee (DRC) will be constituted by the Vice Chancellor with a minimum of three members per scholar discipline wise. All members must fulfill the eligibility norms of the supervisor.

Functions of DRC

The functions of the Doctoral Research Committee are:

- To conduct a Pre-submission seminar for research scholars.
- To suggest changes in the draft copy of the Thesis produced during the Seminar.
- Recommendation for final submission of the Thesis.
- Deciding the suitable title for the Thesis.

General Information

- a. The academic regulations should be read as a whole for the purpose of any interpretation.
- b. Malpractices rules-nature and punishments are as per the PG regulations of the University.
- c. Wherever the words "he", "him", "his", occur in the regulations, they also include "she", "her", "hers", respectively.
- d. In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- e. The University may change or amend the research regulations or syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the University.
- f. The registration of a Ph.D. scholar may be canceled by the University within the stipulated period if the candidate fails to satisfy the conditions stipulated in

the admission order or violates the rules and regulations of Ph.D. after giving notice to the concerned candidate.

- g. The admitted candidates are advised to see the Annmacharya University website <http://annamacharyauniversity.edu.in/> for instructions from time to time.

For any clarifications, candidates can contact Research & Development Cell of Annamacharya University.