



## **OSMANIA UNIVERSITY**

### **Ph.D. Rules and Regulations**

**(for the Academic Years 2014-15, 2015-16 and 2016-17)**

1. The Degree of Doctor of Philosophy (Ph.D) shall be awarded by Osmania University in the Faculties of Arts, Commerce, Management, Education, Law, Social Sciences, Oriental Languages, Science, Technology, Pharmacy, Engineering, Informatics and in such other faculties as may be notified, in accordance with the provisions of these rules and regulations in current or amended form, and subject to the conditions laid down herein.

#### **2. PROCEDURE FOR ADMISSION INTO PH.D.:**

##### **ELIGIBILITY CRITERIA:**

In all the Faculties of Osmania University, the eligibility criteria for registration/ admission into Ph.D. Programme in a subject is:

- 2.1 The candidates must have obtained a Post Graduate Degree from a recognized University or a Post Graduate Degree through Distance mode from a recognized University and approved by the concerned authority, in the concerned subject or in an allied subject approved by the Osmania University, securing not less than 55% marks or equivalent CGPA at the Post Graduate Degree (not less than 50% marks or equivalent CGPA in the case of SC/ST/PH candidates). If the results of Post Graduate Degree are declared in the form of grades / credits / cumulative grade point average in their marks cards/transcripts, such grades/points shall be converted into percentage of marks to assess the minimum eligibility criteria.

**AND**

- 2.2 The candidates have to appear in the Ph.D. Eligibility test in the subject in which they wish to pursue Ph.D. (for eg. a Candidate with M.Com. Degree may pursue Ph.D. in Business Management provided he/she appears and qualifies in the Ph.D. Eligibility test in the subject of Business Management).

**OR**

- 2.3 The candidates must have been awarded a research fellowship, either through a national level test conducted by national level organizations such as UGC / CSIR / ICAR / ICMR/ DBT or by a national level organization (such as DST-INSPIRE fellowship) or Teacher Fellowship applicants subject to clearance by the Dean, C.D.C., O.U.

**OR**

- 2.4 Qualified in the UGC-NET/ CSIR-NET/ SET-TS/AP /JEST /GATE/ GPAT Examination.

**OR**

- 2.5 M.Phil. Degree through regular mode in the concerned subject or Ph.D. in an allied subject approved by O.U.

A candidate, satisfying one or more of the eligibility criteria as per the rules 2.1 - 2.5, is not guaranteed the admission into Ph.D. programme. The Ph.D. admission is subject to the availability of vacancies with the Research Supervisors in the concerned department, candidate's academic record, the performance of the candidate in the Ph.D. admission interview and the Telangana State Govt. reservation policy.

- 2.6 The eligibility for admission of a foreign student who did his /her P.G. course in a foreign Country / in an Indian university to the Ph.D. Programme of O.U. is decided by the Ph.D. Admission Committee of the concerned Faculty on the basis of the course content (the detailed syllabus) of the candidate in their P.G. Degree. Further he/she shall submit a filled in application form to the Dean of the concerned Faculty with a comprehensive research proposal and the admission is subject to the clearance from UFRO, O.U.

### **3. PH.D. ELIGIBILITY TEST:**

- 3.1 "Ph.D. Eligibility Test" as mentioned in rule 2.2 in different subjects is conducted by Osmania University subject to the availability of vacancies as notified by the Dean of the concerned Faculty.

- 3.2 All the candidates who possess at least the minimum percentage of marks at the P.G. Degree (as on the last date of submission of application) as specified above (rules 2.1 & 2.2) shall appear for the Ph.D. Eligibility Test.

- 3.3 However, the following categories are exempted from appearing in the O.U. Ph.D. Eligibility Test:

a) Those candidates who have been awarded a research fellowship, either through a national level test conducted by national level organizations such as UGC / CSIR / ICAR / ICMR/ DBT or by a national level organization (such as DST-INSPIRE fellowship) or Teacher Fellowship applicants subject to clearance by the Dean, C.D.C., O.U.

b) Those who are qualified in the UGC-NET/ CSIR-NET/ SET-TS/AP /JEST /GATE/ GPAT Examination.

c) Those who hold M.Phil. Degree in regular mode in the concerned subject or Ph.D. in an allied subject approved by Osmania University.

- 3.4 The general pattern of the eligibility test is as follows:

*Maximum marks for eligibility test:* 100

*Nature of Test:* Objective type with multiple choice questions

*Syllabus for entrance test:* P.G. syllabus of the concerned Department as approved by the Board of Studies of the Department, O.U.

- 3.5 The minimum marks for qualifying the Ph.D. Eligibility Test shall be 40% in case of Open category candidates, 35% in case of BC candidates and 30% in case of SC/ST category candidates. Students belonging to Physically Challenged category are allowed a relaxation of 5% marks in each category.

- 3.6 The Ph.D. Eligibility Test is valid only for one concerned Ph.D. Admission Notification.
- 3.7 The University invites applications for Ph.D. Programme through its website and press notification after the declaration of the Ph.D. Eligibility Test results.

#### **4. PH.D. ADMISSIONS:**

- 4.1 After the declaration of the results of the Ph.D. Eligibility Test, the results shall be sent to the Dean of the concerned Faculty for further processing for Ph.D. admission/registration by the Ph.D. Admission Committee chaired by the Dean of the Faculty.
- 4.2. In response to the University notification, the eligible candidates are required to apply in a prescribed application form along with the prescribed fee to the Dean of the concerned Faculty. The candidates may be called for the Ph.D. admission interview after the scrutiny by the Departmental Research Committee subject to the availability of seats.
- 4.3. **Ph.D. Admission Committee:** The Dean concerned shall constitute the “Ph.D. Admission Committee” for each subject to select the candidates for admission. The Ph.D. Admission Committee shall comprise of the concerned Dean as the Chairperson, the Head of the Department, Chairperson, BOS and three senior Ph.D. supervisors from the concerned Department. In case, recognized Supervisors are not available in the concerned department, the Dean may include recognized supervisors from an allied subject or external subject experts who are recognized supervisors of Osmania University.

#### **4.4. The admission/registration into Ph.D. Programme is in two categories:**

##### **4.4.1 Category – I (Research fellowship holders):**

Category-I candidates are those who have been awarded a research fellowship, either through a national level test conducted by national level organizations such as UGC / CSIR / ICAR / ICMR/ DBT or by a national level organization (such as DST-INSPIRE fellowship) or Teacher Fellowship applicants subject to clearance by the Dean, C.D.C., O.U. These candidates are admitted directly to the Ph.D. programme.

For the admission of these candidates into Ph.D. programme, the procedure is as follows:

- a) The Dean of the concerned Faculty shall issue a notification twice in an academic year calling for applications for Ph.D admission from Research Fellowship holders mentioned in Category-I.
- b) The research fellowship holder shall submit a filled in application form to the Dean of the Faculty concerned with a comprehensive research proposal.
- c) The Ph.D. Admission Committee interviews these candidates and the candidate explains the research interests after which the committee allots him/her a research supervisor in the area of interest of the candidate and the specialization of the research supervisor.
- d) In case, there is a delay in conducting interviews for admission into the Ph.D. programme for the fellowship holders, the Dean of the Faculty is authorized to allot

a Research Supervisor to the candidate to enable him/her to start the research work and draw the research fellowship. Such a candidate must submit a filled in application form to the Dean of the Faculty along with a comprehensive research proposal. Such candidates shall appear for interview before the Ph.D. Admission Committee in response to the notification issued by the Dean of the Faculty. In case there are less number of vacancies than the JRF candidates, the merit list will be prepared based on the percentage of marks obtained in the qualifying PG examination.

- e) Dean of the Faculty informs the research supervisor regarding the allotment of candidate for the research guidance and the research supervisor must give his/her written consent.
- f) The admission of the fellowship holder into the Ph.D. Programme is only provisional.
- g) The candidate must undergo one-semester Ph.D. course work that comprises two theory papers and must pass the Ph.D. course work examination.
- h) The candidates with research fellowships as mentioned in rule 4.4.1 admitted into Ph.D. programme must work only as Full-Time research scholars.

(See Rule-7 for the rules governing full time and part-time research scholars)

#### **4.4.2 Category-II Candidates:**

Category-II candidates are those who qualified in the UGC-NET/ CSIR-NET/ SET-TS/AP /JEST /GATE/ GPAT examinations or those who qualified in Ph.D. Eligibility Test conducted by Osmania University in the concerned subject or those with M.Phil. Degree through regular mode in the concerned subject or Ph.D. in an allied subject approved by O.U.

For the admission of these candidates into Ph.D. programme, the procedure is as follows:

- a) The University will issue a notification after declaration of the results of the Ph.D. Eligibility Test, instructing the candidates belonging to category-II, to apply in the prescribed form to the Dean of the concerned Faculty. The Dean will send these applications to the concerned department to scrutinize for the purpose of establishing the eligibility of the candidate. Then the Dean informs the candidates to appear for the Ph.D. admission interview.
- b) The candidates appearing for this interview must submit a comprehensive research proposal.
- c) Each candidate shall be interviewed by the committee about the research proposal. After satisfactory performance of the candidate, the committee allots research supervisor in the area of interest of the candidate and the specialization of the research supervisor.
- d) Dean of the Faculty informs the research supervisor regarding the allotment of one or more candidates for the research guidance and the research supervisor must give his/her written consent.

#### 4.4.3 Criteria for Merit for Admission of Category-II Candidates

The total marks awarded for academic performance, merit in scholastic competence and interview performance are 50 and the division is as follows.

##### 1. Academic Performance

###### PG Level (10 marks)

70% and above : 10 marks  
60% and upto less than 70% : 08 marks  
50% and upto less than 60% : 06 marks

##### 2. Scholastic Competitiveness (25 Marks)

UGC-NET/ CSIR-NET: 25 Marks

SET-TS/AP / JEST/ GATE/ GPAT: 22 Marks

M.Phil./ Ph.D. in an allied subject/ OU Ph.D. Eligibility Test: 20 Marks

(M.Phil. must have been obtained through regular mode only)

In case a candidate is qualified in more than one test, the test having maximum marks is considered for awarding marks.

##### 3. Research Exposure : 5 marks

Project fellow: 01 mark per year of experience  
(in sponsored Research Projects)

Research publications: 01 mark per paper  
(as on the last date of application)

Conference Proceedings/Presentations (National/International): 01 mark per each

(Research publications/conference Proceedings must be ISSN/ISBN number)

##### 4. Research proposal & Interview Performance: 10 Marks

**Note:** In case of a tie in the total marks obtained, candidate with highest aggregate percentage of marks in the qualifying examination will be preferred for admission. In the event of further tie, the candidate who is older in age will be preferred for admission.

#### 4.4.4 Reservation of seats in the Ph.D. Admission

- a) The admission of the category-II students into Ph.D. programme is in accordance with the reservation policy of the Govt. of Telangana State.
- b) For the purpose of reservation, the Department is taken as a unit.
- c) The Dean of the Faculty notifies the total number of vacancies for Ph.D. admission in a particular year. All those candidates under Category-I (as mentioned in rule 4.4.1)

are directly admitted into Ph.D. by the Ph.D. admission committee chaired by Dean of the faculty as per the procedure given in rule 4.4.1. The remaining seats are filled up by the category –II candidates following the reservation policy of the Govt. of Telangana State as per the procedure given in rule 4.4.2.

- d) All category-II candidates admitted into Ph.D. programme may work either as full time research scholars or as part time research scholars.

(see rule 7 for the rules governing full-time and part-time research scholars)

- e) The admission of category-II students into the Ph.D. Programme after the interview by the Ph.D. Admission Committee is only provisional. The candidate must compulsorily do the one semester Ph.D. course work that comprises of two theory papers and must pass the Ph.D. course work examination conducted by the University.

#### 4.4.5 Ph.D. for Professionals and Foreign Scholars

**a) Foreign Scholars:** Two eligible foreign scholars shall be allotted to each supervisor on supernumerary basis, on receipt of a requisition/application received from the University Foreign Relations Office (UFRO) of the University; and on the recommendation of the Departmental Research Committee concerned.

**b) Corporate/industry Professionals and Officials, etc.:** To forge collaboration between the Govt./ corporate/ industry and the University, one eligible candidate among the following categories shall be allotted to each supervisor on supernumerary basis as under:

1. Civil Servants working in the Government not below the cadre of Joint Secretary
2. Scientists/ Researchers working in National level Scientific organizations not less than the rank of Scientist-G
3. National/State level top public sector organizations - working in the rank not less than the General Manager
4. Defence personnel in service with not below the rank of Wing Commander / Captain (Navy) / Colonel
5. Working personnel in Private Organizations with annual turnover not less than Rs. 100 crores and with the position not less than Vice-President
6. Judges in service with not less than the rank of Judges of High Court of the State.

The fee payable by these categories of the candidates shall be as per the University orders; those will be issued from time to time.

The applicants in the sub-category (b) above shall approach the Dean of the concerned Faculty along with the necessary proposal and documents, and the admission shall be given as per the rules applicable on the recommendation of the Departmental Research Committee concerned.

The candidates falling within the said two categories shall not be required to pass any NET/SET/Ph.D. Eligibility Test.

## **5. RESEARCH SUPERVISORS:**

- 5.1. Each Research Supervisor shall guide not more than eight candidates at a time in their Ph.D. programme that includes guiding of candidates who have registered for Ph.D. Degree in other departments of the University.
- 5.2. Out of these eight seats per supervisor, two seats are preferably allocated to research fellowship holders (category-I candidates).
- 5.3. Further, the research students on supernumerary basis as per rule 4.4.5 may also be allotted to a research supervisor as additional seats over and above the eight mentioned above.
- 5.4. During any one academic year, the Ph.D. Admission Committee shall not allot more than four (4) candidates to a research supervisor.
- 5.5. The Ph.D. Admission Committee shall ensure that a candidate allotted to a research supervisor is not his/her relative.
- 5.6. A vacancy with the supervisor may be considered to have occurred only when a candidate working under him/her submits the thesis OR his/her registration is cancelled.
- 5.7. Joint Supervisor:** Joint supervision is permitted in interdisciplinary areas of research provided the two supervisors are not from the same Department. In all such cases, both the Supervisors must give their written consent.
  - 5.7.1 For candidates registered under a supervisor working in a National research laboratory which is a recognized research centre by the University, such as IICT, NIN, etc, there may be a Joint Supervisor, who may be from the same subject or an allied subject (approved by the University), but is working as a Faculty in Osmania University.
  - 5.7.2 For candidates registered with a Supervisor from the University Department, the Joint Supervisor may be from the same subject provided he/she is working in a recognized research institution.
  - 5.7.3. All matters concerning the allotment of a joint supervisor to a candidate is decided by the Ph.D. Admission Committee at the time of admissions only.

## **5.8. Change of Research Supervisor:**

- 5.8.1 The Supervisor/Joint Supervisor of the candidate once allotted and approved shall not ordinarily be changed. However, the Dean may, after ascertaining the facts, permit change of Supervisor/ Joint supervisor in exceptional circumstances like demise / non-availability of the approved Supervisor/ Joint Supervisor for a continuous period of six months or more due to ill health or residence outside India. Such a change in Supervisor/Joint Supervisor is subject to availability of vacancy with new Supervisor/ Joint Supervisor and is permitted only once. All requests for change of Supervisor/Joint Supervisor should originate from the candidate with necessary documentary evidence. The candidate will have to work with new supervisor for a period of at least one year before submitting his/her Thesis.
- 5.8.2 The research supervisor, who retires or leaves the University/Institution, as the case may be, shall normally be permitted to supervise candidate(s) who have already registered with him/ her.

## **5.9. Retired Research Supervisors:**

Research supervisors who retired from the University service but have research projects(s) are permitted to supervise Ph.D. candidates up to 10 years after retirement. Research Supervisors who retired from the University service but do not have research project(s) are permitted to supervise Ph.D. candidates up to 5 years after retirement. Retired Research Supervisors shall guide not more than four (4) candidates at a time.

## **6. NUMBER OF CANDIDATES TO BE ALLOTTED TO A RESEARCH SUPERVISOR:**

- 6.1. The Ph.D. Admission Committee shall allot not more than four (4) candidates to a research supervisor in an academic year. This number includes those admitted in Category-I as well as Category-II.
- 6.2. The Dean of the faculty notifies the list of candidates selected under Category-I and Category-II separately for the admission into Ph.D. programme.

## **7. CATEGORIES OF PH.D. RESEARCH SCHOLARS:**

### **7.1. Full-time Research Scholars:**

- i) Candidates registered for Full-Time Research shall work and conduct research on full-time basis during the stipulated tenure of the course. Candidates belonging to Category-I and admitted into Ph.D. programme must work as Full-Time Scholars only.
- ii) The tenure of the Ph.D. course for a full-time research scholar is four (4) years from the date of admission order issued by the Dean of the concerned Faculty.
- iii) A full-time research scholar shall not accept any employment during the tenure of the course. However, any appointment in research/consultancy schemes is not considered as employment for the purpose stated.
- iv) If an employee of any organization is seeking admission as a full-time research scholar, he/she has to submit, at the time of Ph.D. admission/registration, a letter from his/her employer to the effect that necessary leave will be granted for the entire duration of the Ph.D. course.
- v) Hostel facility, including dining, for full-time research scholars is subject to the availability of vacancy in the designated hostel, and is for a maximum period of four (4) years only from the date of registration into Ph.D. programme or till the date of submission of Ph.D. thesis, whichever is earlier, and it is subject to satisfactory progress reports submitted once in every six months as certified by the Research supervisor and the Dean of the Faculty.

**Note:** Hostel facility, as mentioned above, shall be provided only to those Research Scholars who register with the Research Supervisors working in Osmania University. For those Research Scholars who register with the Research Supervisors working in other recognized Research Centres / Colleges, no hostel facility will be provided in the hostels of Osmania University, even if the Joint Supervisor is from Osmania University.



## 7.2. Part-time Ph.D. Research Scholars:

- a.
  - i) Candidates who are eligible for Ph.D. admission/registration and are not full-time research scholars will be designated as part-time research scholars.
  - ii) The tenure of the Ph.D. course for a part-time Research Scholar is five (5) years from the date of admission order issued by the Dean of the concerned Faculty.
  - iii) Candidates seeking admission as part-time research scholars have to submit employer's permission to pursue Ph.D. course.
  - iv) Candidates seeking admission as part-time research scholars must give an undertaking that he/she would take leave for a minimum of six months for attending the classes of the Ph.D. course work during the tenure of the Ph.D. course, and a letter from the employer that the required leave of six months will be sanctioned for the purpose stated, as additional documents at the time of registration. Without the permission letter from the employer the Ph.D. admission cannot be granted.
  - v) A part-time research scholar is not eligible for any hostel facility.
- b. A candidate is permitted to change his/her status from full-time to part-time research, or vice-versa, for any valid reason and approved by the Dean of the concerned Faculty. In such cases: If the candidate has changed his/her status from full -time to part-time for example after 2 years, remaining tenure of the Ph.D. course for such candidate shall be five (5) years minus the period already spent by him/her as full-time. Similarly if a part-time research scholar changes his/her status to full time, the remaining tenure of the Ph.D. course for such a candidate shall be (5) years minus the period already spent by him/her as part-time. Candidates who change their status from part time to full time or vice versa are not entitled for hostel admission.
- c) A candidate who is admitted to Ph.D. course either as full-time or as part-time research scholar shall not join any other course or appear for any other examination leading to a degree (either in regular or distance education stream) of this University or any other University. Any violation of this regulation will automatically lead to the cancellation of his/her admission in Ph.D. Course.

## 8. PH.D. COURSE WORK AND EXAMINATION:

8.1. After provisional admission into the Ph.D. programme all the registered candidates shall take up the Ph.D. course work in the respective main campus P.G. Department of the University for a period of one semester and this is compulsory for both Category-I and Category-II candidates, and for both full-time as well as part-time candidates. However, a candidate with a M.Phil. degree done in regular mode is exempted from the Ph.D. course work and the Ph.D. course work examination, provided that they have undergone the same course work in M.Phil.

8.2 The Ph.D. course work shall comprise of two theory papers:

**Paper 1:** Research Methodology (100 Marks): Common to all the candidates admitted in a Department. The syllabus of this paper includes the research techniques/ methods of the concerned subject.

**Paper 2:** Broad field of specialization (100 marks): The syllabus of this paper includes the current concepts/trends in the concerned specialization of the subject. The broad specializations in a department shall be restricted to five (5).

The candidate has to appear for an examination (the Ph.D. course work examination) in these two papers which have a weightage of 100 marks each.

- 8.3. Each theory paper shall have 60 contact hours of classes.
- 8.4. The Faculty for these classes are arranged by the Head of the concerned Department.
- 8.5. Both full-time and part-time research scholars shall have to attend a minimum of 75% classes in each paper to be eligible to appear for the Ph.D. course work examination.
- 8.6. The candidates who could not attend a minimum of 75% of the classes in each of the courses shall not be eligible to appear for the Ph.D. course work examination and they have to attend the classes again along with the next batch of students.

## **9. PH.D. COURSE WORK EXAMINATION AND EVALUATION OF ANSWER SCRIPTS**

- a) Ph.D. course work examination shall be conducted for the admitted candidates after the one semester Ph.D. course work.
- b) The pattern of the Ph.D. course work syllabus and the pattern of the Ph.D. course work examination question paper shall be uniform for the Faculties.
- c) The medium of examination for the Ph.D. course work examination shall be English for all subjects except those in which the official medium of instruction is a language other than English.
- d) The Chairperson, Bard of Studies (BoS) in the concerned subject shall communicate the syllabi to the Controller of Examinations for the purpose of conducting the Ph.D. course work examination.
- e) The Chairperson, BoS shall arrange for the evaluation of the answer scripts. The Ph.D. course work examination is of three-hour duration and is for 100 marks per theory paper. Each answer script is assessed by two examiners (one internal Course Teacher and another external examiner). The marks awarded to the answer script shall be the average of these two evaluations, and if the difference in the marks between two evaluations exceeds 20% of the maximum marks, such a script shall be assessed by a third external examiner. The marks awarded to the script shall be the average of two higher marks out of the three evaluations.
- f) The pass marks for Ph.D. course work examination in all the Faculties shall be 50% in each paper.
- g) If the candidate does not pass in two consecutive Ph.D. course work examinations conducted in the concerned subject, his/her Ph.D. registration shall automatically gets cancelled. For this purpose, the two successive examinations conducted after the admission of the candidate, and for the batch of students of which he/she belongs to, be counted.

## **10. PROGRESS REPORTS**

- 10.1 After the completion of the course work and the Ph.D. coursework examination, every candidate shall submit half-yearly progress report to the Dean duly forwarded by the Research Supervisor. The half-yearly Progress Report should cover, among others, the aspects such as the review of literature, data collected, techniques developed, progress in research, discussion of the work done including any findings, etc. If necessary, this progress report may be forwarded to the DRC by the Dean for further examination.
- 10.2 If a candidate fails to submit two consecutive half-yearly progress reports in time and/or if the progress of the candidate is not satisfactory for two half-year periods, the Department Research Committee shall recommend to the Dean of the faculty for the cancellation of his/her registration in consultation with the concerned Research Supervisor.

## **11. SEMINAR PRESENTATIONS**

During the tenure of the Ph.D. programme, candidate shall give three seminars of which the first one is presented after the Ph.D. course work examination. This seminar designated as "Research Design Seminar" will be a comprehensive literature review of the research topic and the plan of work. This seminar shall be conducted in the main Campus Department where the candidate is registered. The Head, Chairperson, BoS and the Research Supervisor of the Candidate shall certify the conduct of the seminar. The second one is "Research Progress Seminar", where the candidate presents the progress of his research work. The Head, Chairperson, BoS and the Research Supervisor of the Candidate shall certify the conduct of the seminar. The last seminar designated as "Pre-Submission seminar" is presented by a candidate whose Ph.D. thesis is ready for submission. This seminar deals with the entire Ph.D. work of his/her carried out by the candidate and is presented in the Department where he/she is registered and any feedback, comments and suggestions from the participants be included in the final manuscript of the thesis. The draft copy of the Ph.D. thesis must be available during this presentation. The pre submission seminar is held within the period three (3) months prior to the thesis submission. The presentation of this pre-submission seminar shall be certified by the Head of the Department, Chairperson, BoS, and the Research Supervisor of the candidate and three certificates (Research Design Seminar, Research Progress Seminar and Pre-Submission Seminar) must be enclosed at the time of thesis submission.

## **12. MODIFICATION OF THE TITLE OF PH.D. THESIS**

- 12.1 The Dean may permit the modification in title of the Ph.D. thesis. Candidate's request must be recommended with due justification by the Research Supervisor and the Research Committee of the concerned Department. However, such a modification is permitted only once.
- 12.2 Candidates seeking the change of topic of research or the title of the thesis have to pay the prescribed fee for each of the above.

## **13. EXTENSION OF REGISTRATION**

- 13.1 Candidate can seek extension of his/her registration as Ph.D. scholar, one year at a time, (a maximum of two (2) such extensions for a full-time and one (1) such extension for a part-time scholar) provided that he/she has been continuously engaged in active

research, the progress of the research work in the previous years has been satisfactory as certified by the supervisor(s), and that he/she has no dues in the library/ department / college / hostel as certified by the concerned authority.

13.2 Candidate seeking extension of registration shall submit a written request, along with the progress report of the work done and the prescribed fee, duly recommended by the supervisor(s), the chairperson, and the Head of the concerned Department in the University. The request must be submitted to the Dean at least two months before the expiry of the registration period, failing which the request for extension is liable for rejection.

13.3 Based on the recommendations of the Supervisor(s), the Chairperson and the Head of the Department, the Dean may extend, not exceeding one year at a time, the Ph.D. registration of a candidate for a maximum period of Two (2) years in case of a full-time, one year(1) in case of part-time research scholar. The registration of a research scholar whether full time or part-time shall automatically stand cancelled after the expiry of 6 years.

#### **14. PUBLICATION OF A RESEARCH PAPER:**

A Ph.D. candidate shall publish at least two research papers related to his/her Ph.D. work in a referred/recognized Journal before the submission of thesis for adjudication and produce the evidence of the same in the form of the reprint. These research papers shall be enclosed in the thesis as an Appendix.

#### **15. CANCELLATION OF PH.D. ADMISSION/REGISTRATION**

15.1. The Dean may cancel the registration of a Ph.D. scholar, if the candidate fails to satisfy the conditions stipulated in the admission order, within the prescribed period.

15.2. The Dean may cancel the registration of a Ph.D. scholar on the recommendation of the Supervisor and Head of the Department under any one or more of the following circumstances:

- i) Where the progress of the research work has been to be unsatisfactory in two consecutive Half-yearly reports or when two consecutive progress reports are not submitted.
- ii) Where a candidate discontinues his/her research, and/or where he/she has applied for employment without obtaining the written permission of the Dean, or when he/she accepts any appointment without the written consent of the Dean.
- iii) The University may cancel the admission of a research scholar at any time for proven misbehavior or misconduct of the candidate in the University or elsewhere.
- iv) If a research scholar is found guilty of committing any irregularity, malpractice, plagiarism, etc. in research, his/her result will be withheld / cancelled by the Controller of Examinations, even after the publication of the result.

#### **16. SUBMISSION OF PH.D. THESIS**

a) A full-time research scholar is eligible to submit his/her Ph.D. thesis after completing three (3) years of research and after four (4) years in case of Part-time research scholars from the date of admission order.

- b) A research scholar, full-time or part-time, whose registration has expired / cancelled, is not eligible to submit the thesis.
- c) After the completion of his/her Ph.D. thesis, each candidate is required to submit to the Controller of Examinations, the following along with the prescribed application form.
  - i) Four Soft bound copies of the thesis incorporating a certificate from the Supervisor to the effect that the thesis is an original work of the candidate and a certificate by the candidate to the effect that the thesis either in part or full does not constitute any part of any thesis/dissertation/monograph submitted by him/her or any other-person to this or any other University/ Institute. The candidate is also required to submit a soft copy (CD) of the thesis.
  - ii) A Demand Draft drawn in favour of the Controller of Examinations for the prescribed fee.
  - iii) Checking of thesis for Anti-Plagiarism is compulsory before submitting the thesis. Detailed guidelines will be issued in due course of time.
  - iv) Memorandum of marks of Ph.D. course work Examination and copy of the PG and UG Degrees.
  - v) A reprint of the paper published in a referred/recognized Journal as an enclosure in the thesis.
  - vi) A copy of the letter of admission / extension / change of title/ etc to the Ph.D. course along with a proof of having paid the prescribed fees and satisfied all conditions stipulated at the time of admission.
  - vii) A copy of the permission letter for change of title / topic / supervisor, if applicable.
  - viii) Certification from the Head of the Department, Chairperson, BoS and the Research Supervisor, that the candidate has i) presented the two seminars during the tenure of the Ph.D. work, ii) that he/she conducted research work in an institution recognized for the purpose by the University, and iii) about the leave particulars in case of part-time Research Scholar.
  - ix) No Dues Certificates from the Chief Warden, Principal of the concerned Campus College, Head of the concerned Department and the Librarian of the Department Seminar and University Librarian.
- d) The thesis submitted for adjudication shall conform to the following specifications:
  - i) It must be typed on both sides of A4 size paper using font face "Times New Roman", font size 12 with 1.5 line spacing. For drawings and maps, these restrictions do not apply. Binding should conform to the norms fixed by the University Library.
  - ii) The Research Supervisor of the candidate shall submit 6 copies of the synopsis of the thesis along with a panel of 12 examiners (10 copies) in a cover marked "confidential" to the Chairperson, Board of Studies at least three months before the actual submission of the Ph.D. thesis. Chairperson, BoS, shall take the approval of the members of the BoS for panel of examiners suggested by the Supervisor.
  - iii) Out of the panel of 12 examiners, 9 are to be identified from outside of the Telangana State, and not more than one from the same institution. The panel of

names is to be submitted with all particulars, like complete address, e-mail ID, telephone number in the prescribed Performa.

- iv) The Chairperson, Board of Studies, shall then forward the approved panel of 12 names along with the 6 copies of the Synopsis for further action to the Controller of Examinations within a fortnight. Ph.D. Supervisors recognized by Osmania University and persons related to the candidate shall not be included in the panel of Examiners. In case a candidate does not submit the thesis within 6 months from the date of approval of the panel, the panel lapses and a new panel has to be suggested.

## **17. PH.D. THESIS EVALUATION/ADJUDICATION**

- a) Three independent Examiners/Referees appointed for the purpose by the Vice-Chancellor shall do the Evaluation/ Adjudication of the thesis.
- b) The Controller of Examinations, while communicating the appointment to the Examiner, shall send a copy of the synopsis of the thesis and seek his/her willingness to adjudicate it based on the synopsis submitted. After obtaining the consent of the Examiner, a copy of the thesis will be sent with a request to submit his/her report in a prescribed format. The format consists of three parts.

Part-1: A Detailed Evaluation,

Part-2: A Detailed Report mentioning the strengths and weaknesses of the thesis, and

Part-3: A Final Recommendation.

- c) A candidate needs to score a minimum of 50 per cent of the points in Part-1 to be eligible for the viva-voce examination. As a final recommendation, the examiner has to state in clear/ unequivocal terms whether, in his/her opinion,
  - i. The thesis can be accepted for award of Ph.D. degree in its present form
  - ii. The thesis be accepted subject to revision/corrections suggested and be verified by the Research Supervisor
  - iii. The thesis be revised/resubmitted for re-evaluation by same adjudicator.
  - iv. The thesis is rejected.

After all the 3 reports are received, a decision is to be taken for the conduct of a viva-voce examination before the award of the Ph.D. degree, as per the following guidelines.

- i) If the reports of all the three examiners are favorable (i.e. accepting the thesis as it is), the candidate is permitted to take the Ph.D. viva-voce Examination.
- ii) If any one/two of the examiners suggest a revision, the thesis shall be revised accordingly and resubmitted for approval to the same examiner(s).
- iii) If two or all the three examiners reject the thesis, it will be rejected for the award of Ph.D. degree and the registration of the candidate shall stand cancelled.
- iv) If any one of the examiners rejects the thesis, the thesis shall be sent to another examiner from the existing panel of examiners approved by the Vice-Chancellor. If this examiner also rejects the thesis, the thesis is deemed to be rejected and the registration of the candidate shall stand cancelled.

- d) In the event of any adjudicator's report not received even after 3 months from the date of Submission, the thesis may be referred to a fourth Examiner from the same panel for Adjudication.
- e) Minor corrections suggested by the examiner(s) shall be intimated to the Research supervisor of the candidate by the Controller of Examinations before the conduct of the Ph.D. Viva voce Examination. These corrections must be incorporated in the thesis and errata be enclosed in the thesis and shown to the Ph.D. viva voce examiners.

## **18. PH.D. VIVA-VOCE EXAMINATION**

- 18.1. The Ph.D. viva voce examination of the candidate is conducted only after all the three examiners recommend the award of Ph.D. Degree. The Controller of Examinations instructs the Chairperson, BoS, to conduct the Ph.D. viva voce examination by constituting a Board of examiners.
- 18.2. The Ph.D. viva-voce examination shall be conducted in the concerned University Department by a Board of Examiners, and comprise the following five (5) members: a) Chairperson, Board of Studies, (b) Head of the Department, (c) two Faculty members of the Department who are recognized supervisors and working in the area related to the thesis work, approved by the Vice-Chancellor out of the four (4) suggested by the Chairperson, BoS and (d) the Supervisor of the candidate, who shall be the Convener.
- 18.3. If no eligible faculty member is available in the Department for inclusion in the Board of Examiners, an external expert may be invited for the purpose.
- 18.4. After the Board of Examiners is constituted for the conduct of viva-voce examination, the Head of the Department shall obtain two copies of the thesis and make it available to the members of the Board to enable them to conduct the viva voce examination.
- 18.5. The viva-voce examination is open to the students and faculty of the Department, and to the scientists in the concerned / allied subject. The Chairperson, Board of Studies of the concerned Department, shall display on the notice board the date and time of the Viva-voce examination one week in advance.
- 18.6. The Board of Examiners, who conduct the viva-voce examination shall either recommend for the award of the Ph.D. degree or recommend that the candidate be asked to take the viva-voce examination a second time giving reasons thereof. The second viva-voce examination shall be conducted by the same set of examiners, and not earlier than three months but not later than six months of the date of the first viva-voce examination. The Dean of the concerned Faculty shall participate in the second viva-voce examination, and record his/her observations and send it directly to the Vice-Chancellor.

## **19. DECLARATION OF THE PH.D. RESULT**

- 19.1. After completion of the viva voce examination, the reports of the thesis examiners and the report of the viva voce Board of Examiners shall be immediately sent to the Controller of Examinations in a cover marked "confidential".
- 19.2. After successful completion of the viva voce examination and incorporating the suggestions made by the Board of examiners/ participants the candidate must now submit 2 hard bound Copies of the thesis and 2 soft copies of the thesis. The hard

bound copies shall be made available to all, one in the University General library and the other in the Department Seminar Library. A soft copy of the thesis shall be sent to the UGC, New Delhi within 30 days of award of the Ph.D. degree for hosting the same in INFLIBNET, accessible to all Indian Universities / Institutions. Another soft copy is for hosting the thesis in the O.U. website. The Controller of Examinations declares the Ph.D. result of a candidate only on receipt of 2 hard bound copies of the thesis and 2 soft copies of the thesis.

**Note:** *All other matters that have not been covered by the rules mentioned above shall be referred to Standing Committee, whose decision will be final.*

*(These Ph.D. Rules and Regulations were approved by the Standing Committee of Academic Senate at its meeting held on 13.11.2017)*