



**OSMANIA UNIVERSITY**

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

(With effect from the year 2022)



## OSMANIA UNIVERSITY

### Ph.D. Rules and Regulations (With effect from the year 2022)

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 and as per the *UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2016* as amended from time to time.

## 2. PROCEDURE FOR ADMISSION INTO PH.D. PROGRAMME

### Eligibility Criteria:

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

- 2.1. The candidates must have obtained a Post Graduate Degree from a recognized University or its equivalent in the concerned subject or in an allied subject approved by the Osmania University, securing not less than 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution aggregated by an Assessment and Accreditation Agency which is 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 2.2. A relaxation of 5% of marks from 55 to 50%, or an equivalent relaxation of grade may be allowed for those belonging to SC/ST/BC/PWD and other categories of candidates as per the decision of the UGC from time to time, or for those who had obtained their master's degree prior to 19<sup>th</sup> September 1991.
- 2.3. The candidates must have been awarded a **Junior Research Fellowship (JRF)**, either through a National Level Test conducted by national level organizations such as UGC / CSIR / ICAR / ICMR / DBT / DST-INSPIRE or should have FIP / QIP Teacher Fellowships.

**OR**

- 2.4. The candidates shall appear for and qualify in the Ph.D. Entrance Test conducted by the University in the concerned subject in which they wish to pursue Ph.D. Program.

**Note:** A candidate, satisfying one or more of the eligibility criteria as per the Rule 2.1 to 2.4, is not guaranteed the admission into Ph.D. Program. The Ph.D. admission shall be subject to the availability of vacancies with the Research Supervisors in the concerned department, candidate's academic record, the performance of the candidate in Ph.D. Entrance Test, Ph.D. admission interview / *viva-voce* and statutory State reservation policy.

2.5. The eligibility for admission of a **foreign student** into the Ph.D. program of O.U. is decided by the Ph.D. Admission Committee of the concerned Faculty based on 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 through University Foreign Relations Office (UFRO), O.U. and the admission is subject to the approval of the University as recommended by the Departmental Research Committee and the Dean of the faculty concerned.

### 3. PH.D. ENTRANCE TEST

- a. A. Ph.D. Entrance Test, as mentioned in Rule 2.4, in different subjects will be conducted by Osmania University subject to the availability of the vacancies as notified by the Dean of the concerned Faculty.
- b. All the candidates who possess at least the minimum percentage of marks / grades at the P.G. Degree level (as on the last date of submission of application) as specified above (Rule 2.1 & 2.2) can appear for the Ph.D. Entrance Test.
- c. All those candidates who fail to get Ph.D. admission in Category-I and wish to get admission in Category-II, then he/she needs to get through the O.U. Ph.D. Entrance Test.

3.1. The general pattern of the **Entrance Test** is as follows:

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| <i>a. Maximum marks for entrance test is :</i> | 70 (Seventy Marks)  |
| <i>b. Duration of Examination</i>              | : 90 minutes.   |
| <i>c. Mode of Exam</i>                         | : Online (CBT- Computer Based Test)                                       |
| <i>d. Nature of Test</i>                       | : Objective type questions with multiple choice in the concerned subject. |
| <i>e. Syllabus for entrance test</i>           | : The syllabus shall be as approved by the concerned Board of Studies.    |

3.2. The minimum marks for qualifying the Ph.D. Entrance Test shall be 50% of marks in case of Open Category candidates and 45% marks in case of candidates belonging SC/ST/BC/PWD.

3.3. The Ph.D. Entrance Test is valid for admissions made under the concerned Ph.D. Admission Notification only.

### 4. PH.D. ADMISSIONS

4.1. The Deans of the faculties shall invite the applications for Ph.D. Program from eligible candidates and shall provisionally admit the candidates based on merit-cum-statutory reservations against the notified vacancies of which 50% is demarcated for Category-I and 50% for Category-II. Category-III is on supernumerary basis. In case of a tie, the order of merit will be decided based on the age of the candidate (senior in age will be getting higher priority).

#### 4.2 The admission / registration into Ph.D. Program is made in three broad categories as follows:

##### 4.2.1 Category – I (Research Fellowship Holders)

These candidates are admitted directly into the Ph.D. Program by following the procedure mentioned as under:

- a) The Dean of the concerned Faculty shall issue a notification twice in an academic year by calling applications for Ph.D. admission from Junior Research Fellowship holders (UGC / CSIR / ICAR / ICMR / DBT or DST-INSPIRE or FIP / QIP Teacher Fellowships) as **Category-I**.
- b) The research fellowship holder shall submit a filled in application form to the Dean of the Faculty concerned with necessary required documents.
- c) The Ph.D. Admission Committee/Departmental Research Committee interviews (**Annexure-I**) 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 generally based on the specialization of the research supervisor and availability of the vacancies.
- d) 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 to supervise the candidate's Ph.D. work.
- e) The candidates with research fellowships admitted into the Ph.D. Program must work only as Full-time Research Scholars.

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

##### 4.2.2. Category – II Candidates

- a. The category-II candidates are those candidates who are admitted by the Directorate of Admissions O.U., **through the Ph.D. Entrance Test** conducted by Osmania University in the concerned subject or allied subjects as approved by the University.
- b. After the declaration of the results of the Ph.D. Entrance Test, the Directorate of Admissions, O.U., will prepare a merit list of the eligible candidates based on the number of vacancies notified by the Dean of the Faculty concerned.
- c. The list of provisionally admitted candidates shall be sent to the Dean of the concerned Faculty for finalizing the admissions by the Ph.D. Admission Committee / Departmental Research Committee for the purpose of allotment of Supervisor and finalization of research area/topic through an interview with the provisionally selected candidates.

- d. 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.
- e. The selection of candidates is done by giving a weightage of 70% to the entrance test and 30% to the academic performance and interview (**Annexure - II**).

#### **4.2.3. Category – III Candidates**

**The Category-III candidates include:**

- a. **Foreign Scholars:** One eligible foreign scholar shall be allotted to each supervisor (or a maximum of two) on supernumerary basis, on receipt of a requisition / application received from the University Foreign Relations Office (UFRO), and on the recommendation of the Departmental Research Committee concerned.
- b. **Corporate / Industry / Professional Candidates 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:
  - i. Civil Servants working in the Government not below the cadre of Joint Secretary.
  - ii. Scientists / Researchers working in National / International level scientific organizations not less than the rank of Scientist-D.
  - iii. International / National / State level top public sector organizations - working in the rank not less than the General Manager.
  - iv. Defense personnel in service with not below the rank of Wing Commander / Captain (Navy) / Colonel.
  - v. Working personnel in Private Organizations with annual turnover not less than Rs. 100 crores and with the position not less than Vice-President.
  - vi. Serving or retired Judges 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 Rules issued from time to time.

The applicants in the Category-III 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 under the category-III shall be exempted from the Ph.D. Entrance Test.

## 5. RESEARCH SUPERVISORS

- 5.1. Each research supervisor/co-supervisor who is a Professor at any given point of time, cannot guide more than eight (8) Ph.D. Scholars, an Associate Professor as research supervisor can guide up to a maximum of six (6) Ph.D. Scholars and an Assistant Professor as research supervisor can guide up to a maximum of four (4) Ph.D. scholars.
- 5.2. Out of these eight/six/four seats per supervisor, two seats are preferably allocated to research fellowship holders for category-I candidates and remaining seats allocated to each supervisor for category-II & III candidates.
- 5.3. Further, the candidates admitted under category-III are on supernumerary basis under a research supervisor as additional seats (a maximum of TWO) in addition to the maximum limit as specified in rule 5.1.
- 5.4. The Departmental Research Committee must ensure that a candidate allotted to a research supervisor is not his/her relative.
- 5.5. A vacancy with the supervisor may be considered to have occurred only when existing candidate working under him/her submits the thesis OR his/her registration is cancelled or on the expiry of his/her Ph.D. course duration.
- 5.6. **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 for joint supervision.
- 5.6.1. 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.
- 5.6.2. For candidates registered with a Supervisor from the University Department, the Joint Supervisor may be from the same/allied subject provided he/she is working in a Recognized Research Institution.
- 5.6.3. All matters concerning the allotment of a joint supervisor to a candidate is decided by the Ph.D. Admission Committee /DRC at the time of admissions OR as and when the need arises.

### 5.7. Change of Research Supervisor

- 5.7.1. 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 residing 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.

5.7.2. All requests for change of Supervisor/Joint Supervisor should originate from the candidate with necessary documentary evidence.

5.7.3. The candidate will have to work with new supervisor for a period of at least one year before submitting his / her thesis.

### **5.8. Retired Research Supervisors**

5.8.1. 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.

5.8.2. 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.

5.8.3. Retired Research Supervisors shall guide not more than four (4) candidates at a time. The retired Supervisor shall be entitled to continue the use of infrastructure/laboratory facilities up to age of 65 years for supervising Ph.D. Scholars who are on rolls.

5.8.4. This provision is not applicable to the retired teachers from Osmania University who are working in private affiliated Colleges / Institutions / Organizations / Industry.

5.8.5. 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.

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

6.1. During any one academic year, the Ph.D. Admission Committee shall not allot more than 50% of total number of candidates allottable to a research supervisor at first allotment.

6.2. The Ph.D. Admission Committee/Departmental Research Committee shall allot not more than four (4) candidates to a research supervisor in an academic year. This number excludes those admitted under Category- III.

6.3. The Dean of the concerned faculty notifies the list of candidates selected under Category-I, Category-II, and Category-III separately for the admission into Ph.D. Program.

## 7. TYPES OF Ph.D. RESEARCH SCHOLARS:

### 7.1. Full-time Research Scholars:

- a. Candidates registered as Full-time Research Scholars shall work and conduct research on full-time basis during the stipulated tenure of the course. Candidates with fellowship belonging to Category-I and admitted into Ph.D. Program must work as **Full-time Research Scholars** only.
- b. 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.
- c. 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.
- d. If an employee of any organization is seeking admission as a full-time research scholar, he/she must 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.

### Hostel Facility:

- a. 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. Program 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 concerned faculty.
- b. Hostel facility, as mentioned above, shall be provided only to those Research Scholars who register with the Research Supervisors working in Osmania University (**Campus and Constituent Colleges only**).
- c. For those Research Scholars who registered with the Research Supervisors working in other recognized Research Centers / Institutions, **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 Research Scholars

- a. Candidates who are eligible for Ph.D. admission/registration and employed in organizations in the area of study related to domain knowledge of concerned subject and eligible for leave required for Ph.D. Program will be designated as **Part-time Research Scholars**.
- b. 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.
- c. A candidate seeking admission as part-time research scholar must submit No Objection Certificate (NOC) and/or employer's permission to pursue Ph.D.



course.

- d. A candidate seeking admission as part-time research scholar 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.
- e. A part-time research scholar is not eligible for any hostel facility.

### 7.3. Change of Status of Research Scholar:

- a. 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 two (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 five (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.

## 8. Ph.D. COURSE WORK AND EXAMINATION

- a. After provisional admission into the Ph.D. Program all the registered candidates shall take up the Ph.D. Course Work in the respective Department / Research Centres for a period of one semester and this is mandatory for all candidates.
- b. However, a candidate with an M.Phil. Degree completed 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.
- c. The Ph.D. Course Work shall comprise of TWO theory papers

**Paper-1: Research Methodology and Publication Ethics** (100 Marks/4 Credits): 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/4 Credits): 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).

Each theory paper shall have 60 contact hours of classes.

- a. The faculty for teaching these papers is to be arranged by the Head of the concerned Department.
- b. 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.
- c. 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 must 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 of 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 Board 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 Board of Studies 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 who shall be recognized Ph.D. Supervisors. 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 minimum pass marks for Ph.D. Course Work shall be 50% marks 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 get 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. Course Work 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 Departmental Research Committee 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. Program, candidate **shall present three seminars** of which the first one is presented after the Ph.D. Course Work examination results. 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 within three (3) months from declaration of such results in the main Campus department where the candidate is registered. The Head, Chairperson Board of Studies 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 Board of Studies and the Research Supervisor of the Candidate shall certify the conduct of the seminar. The second seminar shall be conducted within three (3) years from the date of admission/registration. 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 six (6) months prior to the thesis submission. The presentation of this pre-submission seminar shall be certified by the Head of the Department, Chairperson Board of Studies, and the Research Supervisor of the candidate and three (3) certificates (Research Design Seminar, Research Progress Seminar and Pre-Submission Seminar) must be enclosed at the time of thesis submission.

## 12. ALLOTMENT OF SUPERVISORS AND FINALIZATION OF TITLE OF RESEARCH WORK FOR CATEGORY-II

- 12.1. After the completion of the Course Work and the Ph.D. Course Work examination, the DRC/Ph.D. admission Committee shall allot the research supervisor to each research scholar by considering the specialization of the research supervisors.

- 12.2. After completion of the course work the research scholar shall submit his/her research proposal to Dean concerned for approval of the DRC.
- 12.3. The DRC shall finalize the research **title** in consultation with research supervisor after the presentation of the Research Design Seminar.
- 12.4. 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 Departmental Research Committee of the concerned Department.
- 12.5. Change of research area/topic of research may be **permitted within ONE year from the date of admission**. However, such a modification is permitted **only once**.
- 12.6. Candidates seeking the change of area of research, or the title of the thesis must pay the prescribed fee for each of the above.

### 13. EXTENSION OF REGISTRATION

- 13.1. 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 Board of Studies, 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.
- 13.2. Based on the recommendations of the Supervisor(s), the Chairperson BoS, and the Head of the Department, the Dean may extend, not exceeding one (1) 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, and one year (1) in case of part-time research 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.
- 13.3. The registration of a research scholar whether full time or part-time shall **automatically stand cancelled under any circumstances after the completion of SIX (6) years from the date of admission**.
- 13.4. **The Ph.D. registration of the candidate shall not be extended after completion of six (6) years from the date of registration under any circumstances**. Further, such candidates shall also be ineligible for registration for any other Ph.D. Program in Osmania University.

### 14. PUBLICATION OF A RESEARCH PAPER

A Ph.D. Research Scholar and Supervisor shall individually / jointly publish at least TWO (2) research paper related to his/her Ph.D. work in a Peer-reviewed Journals (Listed in Scopus/Web of Science/ UGC-CARE List) before the submission of thesis for adjudication and produce the evidence of the same in the form of the reprint in original. 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, Chairperson BoS, and the Head of the Department under any one or more of the following circumstances:
- a. Where the progress of the research work has been found to be unsatisfactory in two consecutive Half-yearly reports or when two consecutive progress reports are not submitted.
  - b. Where a candidate discontinues his/her research or when he/she accepts any employment without the written consent of the Dean.
  - c. 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.
  - d. 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.
  - e. If the stipulated period of Ph.D. course is completed as per Ph.D. Rules and Regulations in effect.
  - f. Any violation of this regulation will automatically lead to the cancellation of his/her admission in Ph.D. Course.

## 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 joining the Ph.D. programme.
- 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. research work, each candidate is required to submit to the Controller of Examinations, the following along with the prescribed application form and fee:
  - 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 declaration 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 (on CD) of the thesis.

- ii. A Demand Draft drawn in favour of the Controller of Examinations for the prescribed fee.
  - iii. Memorandum of marks of Ph.D. Course Work Examination and copy of the PG and UG Degrees.
  - iv. A reprint of the papers published in a Peer-reviewed Journals (Listed in Scopus/Web of Science/ UGC-CARE List) as an enclosure in the thesis.
  - v. 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.
  - vi. A copy of the permission letter for change of title / topic / supervisor, if applicable.
  - vii. Certification from the Head of the Department, Chairperson Board of Studies, and the Research Supervisor, that the candidate has a) presented the three seminars during the tenure of the Ph.D. work, b) that he / she has conducted the research work in an institution recognized for the purpose by the University, and c) followed all the leave particulars in case of part-time Research Scholar.
  - viii. 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 type “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 six (6) copies of the synopsis of the thesis along with a panel of twelve (12) examiners in a cover marked “confidential” to the Chairperson Board of Studies at least three months before the actual submission of the Ph.D. thesis. It shall be mandatory for the Chairperson Board of Studies, to take the approval of the members of the Board of Studies for the panel of examiners, who are recognized as Ph.D. supervisors as suggested by the Supervisor.
  - iii. Out of the panel of twelve (12) examiners, nine (9) are to be identified from outside jurisdiction of the Telangana State, and not more than one (1) from the same Institution/University. The panel of examiners is to be submitted with all particulars like complete postal address, email, and telephone / mobile numbers in the prescribed format.
  - iv. The Chairperson Board of Studies shall then forward the approved panel of twelve (12) names along with the six (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.

- v. The Panel of Examiners lapses after a period of six (6) months from the date of approval, in such case, a new panel must be suggested by the Chairperson Board of Studies.

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

- a. Before submitting thesis at the Examination Branch, O.U., the thesis shall be checked with Plagiarism Software (as approved by the University) and a certificate should be enclosed in the thesis stating similarity index (10%) as per the University Grants Commission (Promotion of Academic Integrity & Prevention of Plagiarism in Higher Educational Institutions) Regulations-2018, dated 23-07-2018.
- b. Three independent Examiners/Referees appointed for the purpose by the Vice-Chancellor, shall evaluate/ adjudicate the thesis.
- c. The Controller of Examinations, while communicating the appointment to the Examiner/Referee, 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.

- d. 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 must 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.
- e. After all the three (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.
- f. 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.
- g. 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 are enclosed in the thesis and shown to the Ph.D. Viva-voce Board of 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 shall instruct the Chairperson Board of Studies, 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 Board of Studies, 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 (3) months but not later than six (6) months from 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 AND AWARD OF Ph.D. DEGREE**

- 19.1. After completion of the Viva-voce examination, the adjudication reports of the thesis by External Examiners and the report of the Viva-voce Board of Examiners shall be immediately sent to the Controller of Examinations in a cover marked as "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 two (2) hard bound copies of the thesis and two (2) soft copies of the thesis. The hard bound copies shall be made available to all, one (1) 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 two (2) hard bound copies of the thesis and two (2) soft copies of the thesis.

## **20. GUIDELINES FOR RECOGNITION OF RESEARCH SUPERVISOR**

- 20.1. Any regular Teacher of the University with at least **FOUR** research publications in Peer-reviewed Journals (Listed in Scopus/Web of Science/ UGC-CARE List) published after obtaining his/her Ph.D. may be recognized as Research Supervisor by the Dean based on the recommendations of the Departmental Research Committee.
- 20.2. The eligible Professors/Associate Professors/Assistant Professors are required to submit an application form along with reprints of research publications, prescribed fee, and other details to the Dean of the concerned faculty for recognition as "**Research Supervisor**".

## **21. GUIDELINES FOR RECOGNITION OF RESEARCH CENTRE**

- 21.1. The colleges with NAAC accreditation may be considered eligible to offer Ph.D. Program only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per the Regulations.
- 21.2. Post-Graduate Departments of Colleges, Research Laboratories of Government of India / State Government with at least two Ph.D. qualified teachers/Scientists/other academic staff in the Department concerned along with required infrastructure and supporting administrative and research promotion facilities as per the Regulations, stipulated under sub-clause 21.3 shall be considered eligible to offer Ph.D. Program. Colleges should additionally have the necessary recognition by the University under which they operate to offer Ph.D. Program.
- 21.3. Colleges with adequate facilities for research as mentioned below alone shall offer Ph.D. Program:

- a. In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the concerned Department of the University with provision for adequate space per research scholar along with computer facilities and essential software (licensed), and uninterrupted power and water supply.
- b. Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/Library for reading, writing, and storing study and research materials.

21.4. The recognition of research centers is compulsory to admit Ph.D. Candidates for all faculties / departments.

21.5. The Ph.D. Program in the recognized research centers shall be conducted by following all the rules and regulations of the University, otherwise, recognition of Research Centre may be withdrawn.

## **22. THE FEE STRUCTURE FOR PH.D. PROGRAMME**

The applicants and admitted Ph.D. scholars must pay the fees for different purposes as prescribed by the university from time to time.

**Note:** *All other matters that have not been covered by the Rules mentioned above shall be referred to the Vice Chancellor, 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 23-07-2022)*