



OSMANIA UNIVERSITY  
Ph.D. Rules and Regulations  
(With effect from the admission year 2023)

The Degree of Doctor of Philosophy (Ph.D.) shall be awarded by Osmania University in the Faculties of (1) Arts, (2) Commerce, (3) Education, (4) Engineering (5) Informatics, (6) Law, (7) Management, (8) Pharmacy, (9) Science, (10) Social Sciences, (11) Technology, (12) Oriental Languages and in such other faculties as may be notified, in accordance with the provisions of these Rules and Regulations as per the UGC (Minimum Standards and Procedure for Award of Ph.D. Degree, Regulations, 2022) as amended from time to time.

In exercise of the powers conferred by clauses (g) of sub-section (2) of section 25 of the Osmania University Act 1991, and in supersession of the Osmania University Ph.D. Rules and Regulation (with effect from the year 2022) and its amendments, the Osmania University hereby makes the following Rules & Regulations from the admission year 2023, namely: -

**1. Short title, Application, and Commencement:**

- a. These Regulations may be called Osmania University (Minimum Standards and Procedure for Award of Ph.D. Degree) Ph.D. Rules & Regulations, 2023.
- b. They shall apply to every faculty established or incorporated by Osmania University and its territorial jurisdiction under the section 2 (19) and 4.
- c. They shall come into force from the date of the Academic Standing Committee meeting held on **4<sup>th</sup> August 2023**.

**2. Definitions:**

- 2.1. In these Rules & Regulations, unless the context otherwise requires;
- a. "Act" means the Universities Act 1991.
  - b. "Adjunct Faculty" means a part-time or contingent instructor, but not full-time faculty member hired to teach by the Osmania University / Higher Educational Institution;
  - c. "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;
  - d. "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 or two-hours of practicals;

- e. "College" means an institution engaged in higher education and/or research, either established by a University as its constituent unit or is affiliated with it;
- f. "Course" means one of the specified units which go to comprise a programme of study;
- g. "Course Work" means courses of study prescribed by the Faculty / Department / Research Centre to be undertaken by a student registered for the Ph.D. Degree;
- h. "Degree" means a degree awarded by the Osmania University as per the Clause 'F' of section 44 of the Osmania University Act 1959 (Statute No. XVII).
- i. "External examiner" means an academician/researcher with published research work who is not part of the Osmania University where the Ph.D. scholar has registered for the Ph.D. programme;
- j. "Foreign Educational Institution" means—(i) 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 (ii) 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;
- k. "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;
- l. "Guide/Research Supervisor" means an academician/researcher recognized by Osmania University to supervise the Ph.D. scholar for his/her research;
- m. "Higher Educational Institution" means a university or institution specified under clause 2 of Regulation 1 of these Regulations;
- n. "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines;
- o. "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;
- p. "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- q. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;

- r. "Prospectus" means any document, whether in print or otherwise, issued for providing fair and transparent information relating to Osmania University and programmes, to the general public including to those seeking admission in its constituent unit or is affiliation with the Osmania University;
- s. "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.

2.2. 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. Eligibility criteria for admission to the Ph.D. Programme:**

3.1. Candidates who are eligible to seek admission to the Ph.D. programme include:

Those who have completed a 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme, or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme, or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or an equivalent grade on a point scale wherever a grading system is followed. Alternatively, candidates with equivalent qualifications from foreign educational institutions accredited by an assessment and accreditation agency approved, recognized, or authorized by an authority established or incorporated under the law of their home country or any other statutory authority in that country for assessing, accrediting, or assuring quality and standards of educational institutions are eligible.

Candidates seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or an equivalent grade on a point scale wherever a grading system is followed.

3.2. Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or an equivalent grade on a point scale wherever a grading system is followed, or equivalent qualifications from foreign educational institutions accredited by an assessment and accreditation agency approved, recognized, or authorized by an authority established or incorporated under the law of their home country or any other statutory authority in that country for assessing, accrediting, or assuring quality and standards of educational institutions are eligible for admission to the Ph.D. programme.

- 3.3. A relaxation of 5% marks or an equivalent grade may be allowed for candidates belonging to SC/ST/BC/Differently-Abled, Economically Weaker Section (EWS), and other categories as per the decision of the Commission from time to time.
- 3.4. Eligibility for admission of a foreign student (as Category-III) 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's P.G. Degree. The candidate shall submit a filled-in application form to the Dean of the concerned Faculty with a comprehensive research proposal through the Office of the International Affairs (formerly, University Foreign Relations Office-UFRO) O.U. The admission is subject to the approval of the University as recommended by the Departmental Research Committee and the Dean of the faculty concerned.

#### 4. Duration of the Programme:

- 4.1. The Ph.D. Programme shall be for a minimum duration of **FOUR** (4) years for Full-time research and **FIVE** (5) years for Part-Time research, including course work. However, the maximum duration for completing the Ph.D. programme shall be six (6) years from the date of joining, which includes the desirable extensions as specified in **Clause 22** of these rules and regulations that may be considered with the approval of the Standing Committee of the Academic Senate.
- 4.2. A maximum of an additional two (2) years can be given through a process of **RE-REGISTRATION** as per the approval of Standing Committee of Academic Senate of the University provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of joining in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of joining in the Ph.D. programme.

- 4.3. Female Ph.D. Scholars may be provided Maternity Leave / Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

#### 5. Ph.D. Entrance Test:

- 5.1. A Ph.D. Entrance Test, as mentioned in Rule 6.2(ii), in different subjects shall be conducted by the Directorate of Admissions Osmania University subject to the availability of the vacancies as notified by the Dean of the concerned Faculty.

- 5.2. 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 3.1) can appear for the Ph.D. Entrance Test.
- 5.3. All those candidates who fail to get Ph.D. admission in Category-I and wish to get admission through Category-II, then he/she needs to get qualified in the O.U. Ph.D. Entrance Test.
- 5.4. The concerned faculties shall invite applications for the Ph.D. Program from eligible candidates and shall provisionally admit the candidates based on merit-cum-statutory reservations against the notified vacancies.
- 5.5. **Categories of Ph.D. Admissions:** To account for regional specificity, Ph.D. admissions are divided into three categories: **Category-I**, **Category-II**, and **Category-III**. Initially, 50% of the available vacancies will be allocated to Category-I, with the remaining 50% reserved for Category-II. If there are no qualified candidates from Category-I, the vacancies will be transferred to Category-II. It's essential to note that Category-III is considered supernumerary and does not impact the distribution of other categories.
- 5.6. **Category – I (Research Fellowship Holders):** Under this category, candidates (Rule 6.2.i) will be admitted directly into the Ph.D. Program by following the procedure mentioned below:
- a. The Dean of the concerned Faculty shall issue a notification once in an academic year by calling applications for Ph.D. admission from the 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 the necessary required documents.
  - c. The Ph.D. Admission Committee/Departmental Research 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 generally based on the specialization of the research supervisor and availability of the vacancies (Annexure-I).
  - d. Deans of the Faculty shall inform the research supervisor regarding the allotment of the candidate for 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.

#### 5.7. **Category – II:**

- a. The category-II candidates (Rule 6.2.ii) are those who qualified with 50% marks in the Ph.D. Entrance test conducted by the Directorate of Admissions Osmania University in the concerned subject or allied subjects as approved by the University.
- b. The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be subject specific.

#### 5.8. **Category – III:**

- a. Under Category-III, candidates will be considered purely on a supernumerary basis. Within this category, each supervisor will be permitted to mentor a maximum of two scholars. The applicants in 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 of the respective Departments. The candidates falling under Category-III shall be exempted from the Ph.D. Entrance Test.
- b. Foreign Students: Eligible foreign scholars shall be allotted to each supervisor on a supernumerary basis, on receipt of a requisition / application received from the Office of the International Affairs (formerly, University Foreign Relations Office-UFRO), and on the recommendation of the Departmental Research Committee concerned.
- c). 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 a 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 an 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.
- vii. In-service Govt. Degree college Teachers.

## 6. Procedure for Admission:

6.1. The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the State Government from time to time.

6.2. Admission to the Ph.D. programme shall be made using the following methods:

- i. Candidates (as Category-I) may get admission who qualified for fellowship/scholarship in UGC NET/ UGC- CSIR NET / GATE / CEED and similar National level tests based on an interview.

And/or

- ii. Candidates (as Category-II) may get admission through an Entrance Test conducted by the Osmania University in the concerned subjects.
- iii. Candidates who have secured 50 % marks in the entrance test are eligible to be called for the interview.
- iv. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC / ST / BC / differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the University Grants Commission from time to time.
- v. After the declaration of Ph.D. Entrance Test results, the Deans of the respective faculties will coordinate in consultation with the selection committee of each department to compile a merit list of eligible candidates for an interview.
- vi. The preparation of the merit list will be based on the number of vacancies notified in each respective department.



- vii. The concerned Faculty may decide the number of eligible students to be called for an interview based on the number of Ph.D. vacancies available in respective departments.
  - viii. Provided that for the selection of candidates based on the entrance test conducted by the University, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva-voce shall be given (as per Annexure-II). In the case of a tie in the test scores, the order of merit will be decided based on the age of the candidate, with preference given to the senior candidate.
  - ix. After finalizing the list of provisionally admitted candidates assigned to their respective supervisors, the Ph.D. Admission Committee / Departmental Research Committee will submit it to the office of the corresponding Faculty's Dean for provisional admission.
  - x. Once the Deans of faculties issue the list of provisionally admitted candidates, the respective Ph.D. scholars will be required to fulfill the course requirements for Part-I examination and subsequently complete the Ph.D. program.
- 6.3. University shall notify the prospectus well in advance on the institution's website specifying the number of vacant seats for admission, subject / discipline-wise distribution of available seats (as per rules of reservation), criteria for admission, the procedure for admission, and all other relevant information for the candidates.
- 6.4. Rule of reservation shall be adhered to the State-level reservation policy, as applicable from time to time.
- 6.5. The Osmania University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department / school / center), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research, and the date of joining) admitted under them on the website of the institution and update this list every academic year.

**Note:** A candidate, satisfying one or more of the above eligibility criteria 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 the Ph.D. Entrance Test, Ph.D. admission interview / viva-voce and statutory State reservation policy."



**7. Allocation of Research Supervisor: Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.:**

- 7.1. **Allocation of Research Supervisorship:** Permanent faculty members working as Professor / Associate Professor of the Osmania University / Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Osmania University / Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges / institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post- graduate Colleges / institutes would be in violation of these Regulations.
- 7.2. For Ph.D. scholars working in Central government / State government research institutions whose degrees are given by Osmania University / Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor /Associate Professor / Assistant Professor can be recognized as supervisors if they fulfill the above requirements.
- 7.3. Provided that in areas / disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Osmania University / Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 7.4. Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.
- 7.5. Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- 7.6. In case of interdisciplinary / multidisciplinary research work, if required, a Co-Supervisor from outside the Department / School / Research Centre / College / University may be appointed.
- 7.7. An eligible Professor / Associate Professor / Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively.

- 7.8. 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.
- 7.9. In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred from the Osmania University / Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution / Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- 7.10. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

#### **8. Admission of foreign students in Ph.D. programme:**

- 8.1. Each supervisor can guide up to two foreign research scholars (admitted under category-III) on a supernumerary basis.
- 8.2. The Departmental Research Committee must ensure that a candidate allotted to a research supervisor is not his/her relative.
- 8.3. A vacancy with the supervisor may be considered to have occurred only when existing candidate working under him/her submitted the thesis OR his/her registration is cancelled or on the expiry of his/her Ph.D. course duration.

#### **9. Co-Supervisor:**

- 9.1. Interdisciplinary research allows for co-supervision, which means that a scholar's research can be overseen by two supervisors, provided they are from different departments. In such cases, obtaining written consent from both supervisors is mandatory.
- 9.2. Scholars who are under the guidance of a supervisor affiliated with a recognized National Research Laboratory (e.g., IICT, NIN, etc.) have the option of having a Co-Supervisor. This Co-Supervisor can be from the same subject or an allied subject, as approved by the University. However, it is essential that they hold a position as a Scientist or Faculty member at either Osmania University or the affiliated National Research Laboratory.

- 9.3. It's worth noting that the roles of supervisor and Co-Supervisor can be interchanged between the University and the research center. For candidates registered with a Supervisor from a University Department, a Co-Supervisor from the same or an allied subject may be assigned, provided that the Co-Supervisor is employed in a Recognized Research Institution.
- 9.4. All matters concerning the allotment of a Co-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.
10. **Allotment of Ph.D. Scholars:** At any point of time, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 7.7.and clause 8.1.

### 11. Research Advisory Committee and its Functions:

There shall be a Research Advisory Committee consisting of Head of the Department, Chairperson, Board of Studies and Two (2) senior faculty members of the concerned department for each Ph.D. Scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:

- a. To review the research proposal and finalize the topic of research.
- b. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- c. To periodically review and assist in the progress of the research work of the Ph.D. scholar.
- d. Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Osmania University / Higher Educational Institution concerned. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- e. In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

## 12. Full-Time Ph.D. Research Scholars:

- 12.1. Full-time Research Scholars: 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.
- 12.2. The tenure of the Ph.D. course for a full-time Research Scholar is minimum of **FOUR (4)** years from the date of joining report given to the Dean of the concerned Faculty.
- 12.3. 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.
- 12.4. If a full-time research scholar secures employment during the tenure of the course, they may request to convert to part-time status. The conversion is subject to approval from the Departmental Research Committee, the scholar's research supervisor, and the Head of the concerned department. The scholar must maintain satisfactory progress in research and comply with part-time regulations (Clause 14). Breach of conditions may lead to termination of admission.

## 13. Hostel Facility:

- 13.1. Hostel facility, including dining, for full time research scholars is subject to the availability of vacancy in the designated hostel 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.
- 13.2. A 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).
- 13.3. 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 Co-Supervisor is from Osmania University.

**14. Part-Time Ph.D. programme:**

- 14.1. Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
- 14.2. 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.
- 14.3. The tenure of the Ph.D. course for a part-time Research Scholar is **FIVE** (5) years from the date of joining report given to the Dean of the concerned Faculty.
- 14.4. The candidate who wishes to pursue the Part-time Ph.D. programme should produce the “No Objection Letter” from their competent authority in the organization where the candidate is employed, clearly stating that:
- a. The candidate is permitted to pursue Ph.D. course and 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.
  - b. A part-time research scholar is not eligible for any hostel facility.
  - c. His/her official duties permit him/her to devote sufficient time for research.
  - d. If required, he/she will be relieved from the duty to complete the course work.

**15. The Fee Structure for Ph.D. Programme as follows;**

Engineering / Technology / Science / Pharmacy and informatics	Rs. 25,000/- per annum
Arts / Commerce / Education / Management / Law / Oriental Languages and Social Sciences	Rs. 20,000/- per annum

In addition, all the scholars admitted in Ph.D. programme must pay the fees for different purposes as prescribed by the university from time to time.

**16. Change of Research Supervisor:**

- 16.1. The Supervisor/Co-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/ Co-Supervisor in exceptional circumstances like demise / non- availability of the approved Supervisor / Co-Supervisor for a continuous period of six months or more due to ill health or residing outside India. Such a change in Supervisor/Co-Supervisor is subject to availability of vacancy with new Supervisor/ Co-Supervisor and is permitted only once.
- 16.2. All requests for change of Supervisor/Co-Supervisor should originate from the candidate with necessary documentary evidence.
- 16.3. The candidate will have to work with new supervisor for a period of at least one year before submitting his / her thesis.

**17. Change of Status of Research Scholar:**

A candidate is permitted to change his/her status from full-time to part-time research, or vice versa, for any valid reason and upon approval by the Dean of the concerned faculty. In such cases: If the candidate changes his/her status from full-time to part-time, for example, after two (2) years, the remaining tenure of the Ph.D. course for such candidate shall be five (5) years minus the period already spent as a full-time scholar. 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 as part-time. Candidates who change their status from part-time to full-time or vice versa are not entitled to hostel admission.

**18. Ph.D. Course Work: Credit requirements, number, duration, syllabus, minimum standards for completion of Ph.D. coursework:**

- 18.1. After provisional admission into the Ph.D. Program all the registered candidates has to 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.
- 18.2. 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.
- 18.3. The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

- 18.4. The Ph.D. Course Work shall comprise of TWO theory papers and each theory paper shall have 60 contact hours of classes.

Paper-1: Research Methodology and Publication Ethics (100 Marks/6 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/6 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 maximum of five (5).

- 18.5. Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

- 18.6. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching / education / pedagogy / writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching / research assistantship for conducting tutorial or laboratory work and evaluations.

#### **19. Ph.D. Course Work Examination and Evaluation:**

- 19.1. Ph.D. Course Work examination shall be conducted for the admitted candidates after the one semester of Ph.D. course work.
- 19.2. 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 respective faculties.
- 19.3. 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.
- 19.4. 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.
- 19.5. 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. The minimum pass marks for Ph.D. Course Work shall be 55% marks in each paper.

- 19.6. 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.

## **20. Progress Reports:**

- 20.1. 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.
- 20.2. 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.

## **21. Seminar Presentations:**

- 21.1. 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.
- 21.2. This seminar shall be conducted within three (3) months from declaration of such results in the main Campus department where the candidate is concerned registered. The Head, Chairperson Board of Studies and the Research Supervisor of the Candidate shall certify the conduct of the seminar.
- 21.3. 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 concern shall certify the conduct of the seminar. The second seminar shall be conducted within three (3) years from the date of joining/registration.

- 21.4. 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.
- 21.5. The pre-submission seminar shall be held within six (6) months prior to the thesis submission duration. 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.

## **22. Extension of Registration:**

- 22.1. Scholars 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.
- 22.2. 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 scholar 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.
- 22.3. The registration of a research scholar whether full time or part-time shall automatically stand cancelled after the completion of SIX (6) years from the date of joining.

## **23. 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.

**24. Cancellation of Ph.D. Admission / Registration:**

- 24.1. 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
- 24.2. 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:
- 24.3. 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.
- 24.4. Where a candidate discontinues his/her research or when he/she accepts any employment without the written consent of the Dean.
- 24.5. 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.
- 24.6. 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.
- 24.7. If the stipulated period of Ph.D. course is completed as per Ph.D. Rules and Regulations in effect.
- 24.8. Any violation of this regulation will automatically lead to the cancellation of his/her admission in Ph.D. Course.

**25. Submission of Ph.D. Thesis:**

- 25.1. A full-time research scholar is eligible to submit his/her Ph.D. thesis at the completion of 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.
- 25.2. A research scholar, full-time or part-time, whose registration has expired / cancelled, is not eligible to submit the thesis.
- 25.3. 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:
- 25.4. When submitting the thesis for evaluation, the Ph.D. scholars shall provide:

- a. An undertaking declaring no plagiarism and
  - b. Certificate from their respective Research Supervisors attesting to the originality of the thesis and confirming that it has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.
- 25.5. 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.
- 25.6. A Demand Draft drawn in favour of the Controller of Examinations for the prescribed fee.
- 25.7. Memorandum of marks of Ph.D. Course Work Examination and copy of the PG and UG Degrees.
- 25.8. 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.
- 25.9. A copy of the admission letter/ extension (if any) / change of title (if any) / etc., the Ph.D. course work memo along with a proof of having paid the prescribed fees and satisfied all terms and conditions stipulated at the time of admission.
- 25.10. A copy of the permission letter for change of title / topic / supervisor, if applicable any).
- 25.11. 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. certificate 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
- 25.12. 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.

25.13. 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 certify and 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.
- iii. 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.
- 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.
- vi. University will endeavor to complete the entire process of evaluating a Ph.D. thesis, including declaring the viva-voce result, within a period of six (6) months from the date of thesis submission.

## **26. Ph.D. Thesis Evaluation / Adjudication:**

- 26.1. 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.
- 26.2. Three independent Examiners/Referees appointed for the purpose by the Vice- Chancellor, shall evaluate/ adjudicate the thesis.

- 26.3. 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.
- 26.4. 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.
- 26.5. A candidate needs to score a minimum of 55 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.
- 26.6. 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.
- 26.7. 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.

- 26.8. 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.

## **27. Ph.D. Viva-Voce Examination:**

- 27.1. 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.
- 27.2. The Ph.D. Viva-voce examination shall be conducted in the concerned 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.
- 27.3. 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.
- 27.4. 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.
- 27.5. 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.
- 27.6. 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.



## **28. Declaration of the Ph.D. Results and Award of Ph.D. Degree:**

- 28.1. 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".
- 28.2. 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.
- 28.3. 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.
- 28.4. Issuing a Provisional certificate - Prior to the actual award of the Ph.D. degree, the degree- awarding Institution shall issue a provisional certificate to the successful Ph.D. scholar.

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

**(These Ph.D. Rules and Regulations-2023 were approved by the Standing Committee of Academic Senate at its meeting held on 4<sup>th</sup> August, 2023)**