

ACHARYA NAGARJUNA UNIVERSITY

RESEARCH REGULATIONS AND GUIDELINES FOR THE RESEARCH PROGRAMMES OF THE UNIVERSITY

The admission into research programme of Acharya Nagarjuna University is for M.Phil and Ph.D. degrees. Research programmes leading to the award of M.Phil. and Ph.D. degrees are offered in the teaching departments/Centres of the University College, Campuses of the University and its affiliated colleges offering PG Courses and in national and research organizations recognized by the University as research centres.

Research Advisory Committee

Research Advisory Committee looks after promotion of research in the University through periodical review and assessment of ongoing research. The following are the members of the Committee:

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| ➤ Vice-Chancellor, ANU | - | Chairman |
| ➤ Principals of the Campus Colleges | - | Members |
| ➤ Deans of the Faculties, ANU | - | Members |
| ➤ Rector, ANU | - | Member |
| ➤ Registrar, ANU | - | Member |
| ➤ Co-ordinator, Research Cell, ANU | - | Convener |

Departmental Research Committee (DRC)

Each subject of research shall have a DRC. All recognized research supervisors of each department shall constitute the DRC. The Head of the Department is the Convener of the Committee. The minimum number for constituting DRC shall be 3. If the number of members is less than 3 in any subject of research, the Vice-Chancellor shall appoint research guides of related disciplines for constitution of DRC.

1. Eligibility for recognition as Research Guides

- a) Any teacher appointed by the duly constituted selection committee with two years of service after obtaining Ph. D in any department of A.N.U. Colleges or its P.G. Campuses can be recognized as research guide if he/she publishes two research papers in refereed journals. All the teachers of A.N.U. and the A.N.U.P.G. Campuses who are already guiding research shall continue to be the recognized research guides.
- b) Any teacher, having put in two years of service after obtaining Ph.D. and possessing two publications as mentioned above, working in a Department of an affiliated college is also eligible to be recognized as a Research Guide.
- c) Any scientist or researcher, working as a regular employee in any National Institute / National Research Centre with which the University has entered an MOU as a Research Centre, having put in ten years of service after obtaining Ph. D degree is also eligible to be considered as extramural research guide if he/she has two publications in refereed journals. Such research guides working as specified above who may be called extramural research guides should be available in ANU at their own cost for not less than six days during the academic year. However, the University shall

provide accommodation free of cost. For extramural Research Guides, a Co-guide from the University Campus shall be appointed. However, while counting the maximum number of research scholars the co-guideship need not be counted.

1.1 Procedure for recognition of guides other than Acharya Nagarjuna University Faculty

The application for recognition as Research Guides can be obtained from the Co-ordinator, Research Cell, Acharya Nagarjuna University on payment of a prescribed amount by way of Demand Draft drawn in favor of the "Registrar, Acharya Nagarjuna University".

The Candidate seeking recognition as Research Guide should apply to the concerned Head of the Department along with supporting documents. The Head of the Department shall place the same before Departmental Research Committee for its approval. The recommendations of the DRC shall be sent to the Principal within a week from the date of submission of the application.

The Principal in turn put up the file for the approval of the Vice-Chancellor. Upon approval of the Vice-Chancellor, the concerned Principal shall issue orders of recognition of the Candidate as Research Guide before the issue of notification for research admissions.

2. Recognition of Research Centres:

The following types of institutions may be considered for recognition as centers of research:

- a. Any post-graduate department of a college affiliated to ANU in which there are at least two guides eligible for recognition in the concerned department with adequate laboratory and library facilities
- b. Any Government Institute (Central or any State) where research activity is one of the major functions of the institute, having at least two persons qualified to guide research.
- c. The process of according recognition will be initiated on receipt of an application form from the College/Institute in a prescribed proforma. Recognition to these institutions will be given by the Vice-Chancellor based on the recommendations of a committee appointed by the Vice-Chancellor to examine the infrastructure and other facilities. Institutions thus recognized as research centers shall pay a recognition fee of Rs.10,000 per annum or the amount as prescribed by the University from time-to-time. The Research Centres should subscribe to the standard research journals relevant to the field of research in addition to the library books. Separate lab accommodation should be provided by the Research Centre.
- d. In case of institutions of national and international eminence, the Vice-Chancellor may recognize them as research centers for offering M.Phil. and Ph.D. programmes based on the information provided by the institution and the recommendations of the Research Advisory Committee.
- e. The application for recognition for Research Centers may be obtained from the Office of the Co-ordinator, Research Cell, Acharya Nagarjuna University on payment of prescribed application cost by way of Demand Draft drawn in favor of the "Registrar, Acharya Nagarjuna University". The Co-ordinator, Research Cell will process the applications as per the above procedure.

2.1 Rules, Regulations and Conditions to be fulfilled by Affiliated Colleges for recognition as Research Centers

- a) The concerned P.G. Course must be in existence in the College for at least five years.
- b) Amount as prescribed by the Inspection Commission should be invested for procurement of latest journals and books.
- c) Amount as prescribed by the Inspection Commission should be invested to upgrade the Laboratory facilities for the courses.
- d) At least two faculty members eligible for recognition as research guides should be associated with the course at any point of time. If the prescribed numbers of guides are not available at any point of time, the recognition so granted shall stand automatically cancelled.
- e) If a Guide from such centre retires or leaves the Institution, the research student may be transferred to any other eligible guide or to any other centre recognized by Acharya Nagarjuna University.

3. The Number of Candidates to be allotted to each teacher shall be as follows:

- (a) The number of Research Scholars under each Research Guide should not exceed the number specified below at any point of time.

Professor	8 Ph.D +5 M.Phil Full-time/Part-time
Reader / Associate Professor	6 Ph.D +2 M.Phil Full-time/Part-time
Lecturer / Assistant Professor	4 Ph.D +2 M.Phil Full-time/Part-time

- (b). Scientists and Research Fellows working in Research Labs and other Research organizations who are recognized as supervisors of research may be allotted only four scholars. However, the above research guides shall submit the particulars of research scholars under their guidance allotted by other Universities/Institutions.
- (c). But the number of total research scholars under the guidance from all the Universities including ANU/Institutions shall not exceed the maximum number specified above for ANU Research Guides counted. Further, they have to give a declaration signed by Head of the Institutions the particulars of the scholars working under him.
- (d). The Research Guide is permitted to guide research scholars in only one subject/Department for which he is appointed as Faculty.
- (e). The Faculty of Acharya Nagarjuna University shall not accept research scholars of other Universities/Institutions.
- (f). Candidates registered for Ph.D./M.Phil. need not be counted after completion of maximum period for purpose of determining the limit of number of candidates under each guide. However, re-registered candidates shall be considered as new admission and counted for the purpose of determining the limit of number of Candidates under each Guide.
- (g). Research Guides leaving the University/College/Institution for a period of less than one year shall recommend to the University another research guide to be Co-guide in his absence. In case they extend their period beyond one year, the co-guide shall be nominated as the Principal guide.

- (h). Any retired teacher willing to continue to guide the candidates already registered under him /her even after retirement can do so as Principal Guide for the first two years and as co-guide later upto a maximum period of 5 years from the date of superannuation. However, at the time of retirement, a co-guide needs to be nominated. After two years of such nomination the co-guide will be the principal guide and the retired teacher can continue to guide the candidate as a co-guide if he/she is willing to do so upto the maximum period as prescribed above. The Research Scholar shall have the option to opt for change of guide when a teacher retired from the service.
- (j). No fresh allotment of candidates will be made if the superannuation of a teacher falls within one year from the date of admission.
- (k). A retired teacher may act as the Principal Research Guide, if he/she is appointed as Emeritus Professor and or if he/she has a Major Research Project with Junior Research Fellowship/Senior Research Fellowship, till the completion of the tenure of such fellowship or project period.

4. Functions of the Departmental Research Committee (DRC)

The functions of the Departmental Research Committee are:

1. To fix up the number of seats in M.Phil./Ph.D. to be filled every year for research admissions as per the University guidelines.
2. To assist in preparation of the Academic Calendar for M.Phil./Ph.D. programmes for the academic year.
3. To decide areas or topics of research to be pursued by the M.Phil./Ph.D. students at the time of admission.
4. To recommend syllabi for M.Phil./Pre.Ph.D. course work for approval by the BOS.
5. To suggest panel of examiners and paper setters for M.Phil./Pre.Ph.D. examinations to the BOS.
6. To prepare database of experts for each specialized area which can be used for the preparation of panel of examiners for adjudicating the M.Phil./Ph.D. thesis. The data base may be periodically updated and made available to BOS.
7. To participate in all the Viva-Voce examinations and seminars of the M.Phil./ Ph.D. programmes.
8. Any other functions referred to by the Research Advisory Committee or the Vice-Chancellor or any other statutory body.
9. DRC shall ensure the conduct of seminars by Research Scholars periodically. It shall also review the progress of all research scholars at least once in 6 months.
10. For all the admitted candidates into M.Phil./Ph.D. (FT/PT), the Committee must assign a guide as per the UGC/ University norms.
11. The D.R.C. must follow the guidelines of UGC/University prescribed from time to time.

5. ELIGIBILITY FOR ADMISSION INTO RESEARCH PROGRAMMES

Admissions into research studies are ordinarily made once in each academic year. The notification calling for applications will be issued every year at an appropriate time by

the University. Candidates have to apply in the prescribed form and submit the filled in applications with all necessary enclosures in accordance with the University rules.

- (a). The candidate seeking admission into the M.Phil / Ph.D. course should have passed the P.G. Examination of this or any other recognized University in the concerned or related subject securing 1st or 2nd class with at least 55% of marks. However, in case of SC and ST candidates, a relaxation of 5% marks is given. In the case of related subjects the concerned Boards of Studies have to determine the eligibility for doing research in the related subject and the resolutions of Boards are to be approved in the proper statutory bodies such as S.C. to A.S. or Academic Senate. Before giving admission in the related subject, the Head of the Department has to check whether proper approval is accorded or not.
- (b). The candidates qualified in NET/GATE/CSIR (Research Fellowship only) and FIP (UGC) can be admitted into M.Phil/Ph.D. course at any time of the academic year. In case, there is no vacancy in the Department, an extra seat may be provided to such candidates. The JRFs and Project Fellows selected through duly constituted selection committee working in Research projects funded by National Research Organizations can also be admitted into M.Phil. / Ph.D. courses at any time of the year.

Project fellows and Research Assistants in projects sponsored by National / State and Public funding agencies and not selected by a duly constituted selection committee should follow the general rules of research admission.

- (c). For admission into research under part-time programme, a Candidate should satisfy the following conditions:
 - (i). A teacher with at least 5/3/2 years of full-time teaching experience in a recognized Polytechnic or Junior College/Degree College or Oriental College/Professional or PG College respectively.

(OR)

- (ii). An employee possessing at least 5 years of research experience in a cadre not lower than that of research assistant working in a research institution run by the State Government or Central Government or in a recognized institution funded by organizations like UGC/CSIR/CSSR/DST/DAE and such other agencies.
- (iii). The Service Certificate issued by the Principal of the College or the Head of the Institution is valid for computing the length of service for the admission into part-time research course of the University.

(d). Eligibility under extramural research:

- (i). A gazetted officer (a judicial officer) with PG Qualification and having 5 years experience.

OR

- (ii). A Junior Level Executive having PG Qualification and 10 years experience in Public Limited Company or quasi Government Organization.

6. Admissions:

- 1. All admissions in research programmes leading M.Phil./Ph.D. (F.T./P.T.) shall be made only through an entrance test to be conducted by the University except in case of Candidates with JRF of UGC/CSIR/GATE or selected under FIP.

2. The Director, Directorate of Admissions, Acharya Nagarjuna University will send the list of applicants and applications received by him to the Principal Office and the Principal Office in turn shall send them to respective departments for further scrutiny regarding eligibility and admission.
3. Applications are scrutinized in the departments. The Head of the Department shall convene a meeting of the DRC for preparing a selection list of candidates to be submitted to the Principal. The allotment of candidates to research supervisors will also be indicated in the lists based on the vacancies and the consensus arrived at in the meeting.
4. Admissions shall be processed as per the schedule and procedure approved by the Vice-Chancellor.
5. Merit Candidates should be given preference while giving admission into Ph.D. Programme.
6. Admission Fees: At the time of admission, a candidate shall have to pay the prescribed admission fee as given in the schedule of fee. In addition, the candidate shall have to pay tuition fee twice in a year as and when it falls due at the rates given in the fee schedule.
7. Candidates admitted under Full-time/Extramural category at affiliated colleges or organizations shall have to process all financial matters including fee reimbursement/welfare scholarships at the college/the institution where they are working.

7. Duration of Research & Re-Registration

The minimum / maximum duration of working period to become eligible for submission of dissertation / thesis under Part – II of the examination is as follows:

Sl. No.	Particulars	M.Phil.		Ph.D. through M.Phil.	
		Minimum	Maximum	Minimum	Maximum
1.	Full-time	1 year	2 years	2 years	4 years
2.	Part-time/Extramural	2 years	3 years	3 years	5 years

Sl. No.	Particulars	Ph.D. Direct Admission	
		Minimum	Maximum
1.	Full-time	3 years	4 years
2.	Part-time/Extramural	4 years	5 years

If a candidate could not complete his M.Phil./ Ph.D. course even after the stipulated time, his/her case for extension of time can be considered only for a valid reason. Such cases shall be recommended by the Supervisor and approved by the Departmental Research Committee if it is a valid reason, the Vice-Chancellor may concede his request. With the approval of the Vice-Chancellor, the candidate may be permitted to submit his dissertation / thesis within one year by paying a consolidated amount of Rs.5,000/-. If he/she fails to submit the thesis within the extended period of one year, he/she shall not be permitted any further extension.

8. Conversion of registration from one category of research to another is not allowed.

However, conversion from full-time to part-time may be permitted when a Candidate gets employment provided substantial work has been done by such time.

A candidate may be permitted to register for Ph.D. Programme after the award of M.Phil. degree. Such application should be made within six months and it should be forwarded by the Research Supervisor and Head of the Department concerned. However, conversion from M.Phil. registration to Ph.D. registration is not permitted after completing Part I Examination.

9. Attendance

1. Full-time research students shall be required to be present during working hours and shall sign in the attendance register on every working day. The Head of the Department shall maintain the attendance register and submit to the Principal the monthly statement of attendance of all research students (FT), while circulating a copy of the same to all research supervisors.
2. A candidate may be permitted to be away from the campus on duties connected with his research work such as field work for collection of materials, consultation in other libraries, etc., for a specific period, which should not be more than eight weeks at a time. The candidate shall have to take the permission of the Supervisor and the Head of the Department.
3. A full-time research student whether enjoys fellowship /scholarship or not shall have to put in at least 75% attendance. They are not eligible for any vacation.
4. A full-time research student shall not be absent, except on medical grounds or with prior permission from the Supervisor and Head of the Department for more than ten consecutive days in a term.
5. Full-time research students have to apply for leave of absence to the Head of the Department through the Supervisor. The leave accounts of the research students shall be maintained by Head of the Department making the necessary entries from time to time in the register kept for the purpose. All Fellowship / Scholarship-holders shall have their bills and other papers relating to finance / accounts forwarded through the Supervisor and the Head of the Department. The Supervisor's specific recommendation is also necessary for processing all such bills.
6. Full-time research students will not be permitted study leave or for fieldwork for more than two months before writing the Part-I examination.
7. A part-time/extramural M.Phil. / Ph.D. candidate has to spend full – time (6 weeks per year) for a minimum of two summers in residence at University Departments.
8. The failure to comply with the above attendance rules may lead to any of the following consequences.
 - (a). The Scholar may be denied fellowship/scholarship;
 - (b). The Scholar may not be allowed to appear in the Part I Examination
 - (c). The Scholar's registration may be cancelled.

10. Joint Research Supervisors (JRSS):

1. The Joint Research Supervisors may be permitted only in case of full-time interdisciplinary research, which may be recommended by an experts committee. The committee shall consist of Principal, University College; Co-ordinator, Research Cell; the Heads of the concerned Departments and Dean of the faculty. In case any one or more of these functionaries happen to be the research guides concerned, they shall be excluded from that committee while taking a decision. The Joint directorship may be conceded only in specific situations mentioned above with the approval of the Vice-Chancellor.
2. A Joint Supervisor of research may also be appointed in case of the principal supervisor going on leave or on lien for a period longer than one year. However, if the leave or lien period is more than two years, the candidate(s) working with him registered for M.Phil./ Ph.D., shall be transferred on a permanent basis to another supervisor in the department. In case of administrative exigencies arising out of the non-availability of a candidate's supervisor, the Head of the Department may

forward routine papers and monthly claim bills of a research student, but not accounts or other financial statements.

11. Change of guide:

Change of guide is permitted only one time and can be considered within the subject only in such cases wherein (i) both the guides agree for such a change; (ii) the change shall be affected for valid reasons, accepted and recommended by DRC with a payment of a prescribed fee of Rs.2000/-. Application shall be signed by both the guides indicating their willingness for the change specifying the reasons for the transfer and the letter shall be forwarded by the Head of the Department to the Principal, University College for proceeding further in this matter. The decision of the Vice-Chancellor is final in this matter. The Candidate is permitted to submit his/her thesis after working under the new Guide for a period of not less than one year from the date of Vice-Chancellor's orders. Further, a Research Scholar is permitted to change guide when his/her Research Guide retires from the service..

12. Independent submission

Bona fide teachers working in the University College/Campuses of Acharya Nagarjuna University having 10 years of experience can apply for independent submission of thesis for obtaining Ph.D. Degree by following the rules in vogue. The Vice-Chancellor shall be the approving authority for permitting independent submission. The Faculty member who is going to submit Ph.D. thesis independently should in no way be allowed in the preparation of panel of adjudicators for his/her thesis.

13. Course Structure and Examination Pattern:

- 1 M.Phil / Ph.D. programme is divided into two parts. Under Part-1, a candidate shall take course work and appear for the Part-I examination as per the schedule after 9 months so as to enable the M.Phil candidate to complete dissertation within one year.
- 2 The Part-I M.Phil / Pre-Ph.D. examination shall be conducted on the same date for all the Departments of Acharya Nagarjuna University, University Campuses, Research Centers of Affiliated Colleges of ANU and other Research Centers recognized by ANU nine months after the date of research admissions by the Co-ordinator, Research Cell. The Co-ordinator, Research Cell shall issue a schedule for holding seminar. The Seminar examination of the candidate shall be conducted by the individual Research Supervisor after the Part-I examinations as per the schedule given by the Research Co-ordinator. The Seminar should be conducted openly inviting the scholars and teachers to attend the Seminar.
3. Paper-I: Research Methodology, which will include quantitative methods and computer applications, shall be a common paper for all the research scholars admitted in a Department during a particular year. The second paper shall be within the specified areas identified by the DRC. The number of specializations chosen for this purpose shall not exceed 4 in a particular Department as approved by Board of Studies.
4. Part-II examination will be dissertation / thesis for M.Phil. / Ph.D. respectively.

14. PREPARATION OF SYLLABI AND PANELS OF PAPER-SETTERS / EXAMINERS:

The PG Boards of studies are empowered to deal with the following and make recommendations to the University for approval.

1. Preparation of syllabi for papers I & II of M.Phil Part-I / Pre-Ph.D.
2. Seminar topics.
3. Panel of paper setters / examiners (for Part-I Pre. Ph.D. examination) comprising teachers in University holding a rank not lower than Associate Professor. The list shall include at least four names of experts in the subject of the concerned paper from A.P. and four from outside A.P.

4. Question paper shall be set by the external expert, while valuation of answer scripts is to be done both by the external examiners and internal examiners.
5. The Vice-Chancellor shall appoint paper setters / examiners from among the panels approved by the local members of the BOS (PG) and submitted by the Chairman to the Coordinator, Research Cell, A.N.U.
6. Board of Examiners for evaluation of performance at seminar: Each Board of Examiners shall consist of three persons with the research supervisor as the Convener, the Chairman BOS (PG) and the Head of the Department. The Board should award single mark' unanimously. In case of difference of opinion, marks will be awarded based on majority decision.
7. The schedule for Part-I Pre. Ph.D. examination for all the candidates admitted in a particular session shall be prepared by the Coordinator, Research Cell, A.N.U. in consultation with the Head of the Department and Research Supervisors.
8. The examinations shall be held on alternate days.

15. Review of Progress :

- 1) The candidate has to submit the first Progress Report in a prescribed pro-forma on the research work carried out during the first 12 months from the date of joining. Subsequently he/she needs to submit a detailed progress report in a prescribed pro-forma for every six months. All the progress reports duly certified by the Guide(s) need to be submitted through the Head of the Department endorsed by the Chairperson, Board of Studies. The Head of the Department will place the same before the Departmental Research Committee and send it to the Principal concerned after approval of the Departmental Research Committee. Further the progress after submitting the written documents as mentioned above, must be presented before the DRC. The DRC members will review the progress and submit their specific recommendations to the Principal of the concerned constituent College.
- 2) The Part-Time candidates are required to make a presentation before the concerned DRC once a year in addition to the submission of progress report as detailed above.
- 3) The review of the progress is applicable for all categories of candidates presently pursuing M.Phil./Ph.D. on the University rolls.
- 4) If a scholar fails to submit two half yearly progress reports in time or progress made by the scholar is not satisfactory, the Departmental Research Committee shall recommend to the University for cancellation of the registration of the Scholar.
- 5) Every scholar pursuing M.Phil./Ph.D. work should make a presentation of his/her work in a seminar in the Department regularly every three months. By the time the scholar submits his/her thesis, he/she should have given a minimum of ten seminars in the Department.
- 6) Every scholar pursuing M.Phil./Ph.D., should attend research seminars/confereces held by the parent or other Universities/Institutes and by the time he/she submits thesis, he/she should have attended at least two such seminars/conferences of which at least one should be in other University/Institute.

16. Part- I Examination

Part-I examination for M.Phil / Ph.D. shall comprise two written papers and a seminar. To become eligible to appear for Part-I examination, a student shall:

1. Pay the prescribed examination fees of ₹ 1,000/- to the University examination account.
2. In case of full-time research scholars put in at least 75% of attendance from the date of admission, including the authorized duty leave.

3. The processing of paper setting, conduct of examination and evaluation are carried out by the Coordinator, Research Cell, A.N.U. He shall get the approval of examiners from the Vice-Chancellor for paper setting and examination for evaluation of M.Phil / Ph.D. Part-I examination.
 - a) The Part-I examination will be common to the students at the University and the students at other research centres.
 - b) The Part-I examination will be handled by the Coordinator, Research Cell of the University.
4. A candidate for Ph.D. shall be exempted from appearing for Part-I examination provided that he / she has passed Part-I examination of this University or secured a M.Phil Degree in the same subject of specialization from Acharya Nagarjuna University / any other University recognized by the UGC. However, a candidate who passes the M.Phil., Degree through Distance Mode shall appear for Part-I Examination for Ph.D. Degree.

17. Pass and classification rules

- 1) A candidate shall be declared to have passed Part-I examination if he / she secures at least 50% of marks in papers I, II and in the seminar. Otherwise he / she shall be declared to have failed in Part-I examination. A candidate who fails in Part-I shall appear for the whole examination including the seminar paper afresh after payment of the required examination fees.
- 2) Marking system for M.Phil. :

	Examination	Maximum marks	Minimum marks for pass
Part – I:	Paper-I	100	50
	Paper-II	100	50
	Seminar	100	50
Part – II :	Dissertation	200	100
	Viva-Voce	100	50
	Total	600	300

3) Award of class / grade (in case of M. Phil. only):

- a. Grade A: 60% & above; Grade B: 50% & above but below 60%.

18. Pre-requisites for submission of Ph.D., Thesis:

- (i) When the Scholar, after having pursued the research work for the minimum length of period as stipulated in the Rule (at least 3 years from the date of registration for full time and 4 years for part-time and extramural), satisfies himself/herself the he/she has carried out sufficient research work and therefore can submit the results in the form of a thesis, he/she should inform this to the Chairman, Board of Studies through his/her supervisor and Head of the Department. Along with this intimation he/she should also submit five copies of the summary/synopsis of the research work done by him/her.
- (ii) Consequent upon receiving such intimation, the supervisor should convene a meeting of the Departmental Research Committee which will go through the summary and make an assessment whether the scholar has carried out research work of sufficient quality and quantity. The DRC is empowered to make suggestions for improving the quality of the work on the basis of the seminar. The scholar should present his/her thesis work in an "Open Seminar" (Pre-talk) at least one month before

submission of thesis in the concerned Department on the research work, carried out by him/her. The scholar should submit five copies of synopsis to DRC highlighting original/significant contributions made in the research work. The seminar will be open to all Faculty members and Research Scholars. The research scholar should incorporate the suggestions made by the DRC and then prepare final version of the synopsis and thesis.

- (iii) After getting the clearance from the Departmental Research Committee, the scholar shall prepare for the submission of the thesis. And, before submitting the thesis:
- a. The scholar should have passed Pre-Ph.D., Examination.
 - b. The Scholar should have published one research paper in a refereed Journal before the submission of the thesis for adjudication, and produce the evidence for the same. The research paper published should be annexed to the Thesis.
 - c. The Chairman, Board of Studies should certify that the scholar has regularly submitted the progress reports.
 - d. The Head of the Department should certify that the scholar has given a minimum of six research seminars in the Department during his/her period of research work.
 - e. The Head of the Department should certify that the scholar has attended at least two research seminars/conferences held in Universities/Institutions with at least one in other University/Institute.
- (iv). Plagiarism checking is mandatory and will be done by the Research Cell, ANU before submission of the Thesis.

19. Panel of Examiners

- 1) The research guide shall submit to the Chairperson, Board of Studies three Panels of Experts consisting of not less than six names in each panel with full postal and e-mail addresses and contact numbers as detailed below: Panel I shall contain the list of Foreign Examiners; Panel II contain the list of Indian Examiners outside the State and Panel III contain the list of Experts from within the State in the concerned discipline. The Examiners must be of Professor rank. Further, those Faculty, who are recognized as Research Guides either by the University or Centre for Distance Education, ANU and the members of the Board of Studies outside the jurisdiction of ANU should not be included in the panel of Examiners.

	M.Phil.	Ph.D.
Panel of adjudicators:	6 names from A.P. and 6 names from other states	18 names with 6 from abroad, 6 from other states and 6 from A.P. Two names of Indian origin can be included in Adjudicators from abroad. In case of Telugu and Sanskrit Departments, 8 names from within the State and 6 names from outside the State (In case of these subjects, Thesis will not be evaluated by the Foreign Adjudicators).

- 2) While preparing the panel of examiners, Ph.D. supervisors of Acharya Nagarjuna University and persons related to the candidate shall not be included in the panel of Examiners. Only those Examiners, who are in the rank of Professors, should be included in the panel of examiners.

- 3) The Examiners should not evaluate more than three theses in two years.
- 4) The Chairman, Board of Studies shall convene the meeting of the Board of Studies with local members for finalization of the panel of adjudicators for the evaluation of the thesis or by circulation and shall complete the process within ten days. The Chairman, Board Of Studies shall send the panel of examiners in a sealed cover duly signed by the members of the BOS and the Chairman, Board of Studies on each of the three panels to the Coordinator, Research Cell, A.N.U. within 10 days from the date of submission of panel by the concerned Research Guide.
- 5) If the approved panel is not received by the Office of the Co-ordinator, Research Cell, Acharya Nagarjuna University within one month, the Co-ordinator shall put up the matter to the Vice-Chancellor for further course of action

20. Thesis

After passing the Part-1 M.Phil/Pre-Ph.D. examination and completing the research work and minimum duration, the candidate shall submit his/her thesis on the concerned topic of research. Every thesis should make a distinctive contribution to the existing knowledge of the subject and afford evidence of the candidate's originality, whether based on new facts discovered by himself/herself or new relations of facts observed by others, whether constituting an exhaustive study and criticism of published work of others or forming a valuable contribution to the literature of the subject contributing to the advancement of knowledge.

20.1 Guidelines for writing Thesis

The thesis will be impeccable in all respects, which will be apparent primarily from the following:

1. *Definition of the research scope and goals:*
The goals will have to be presented clearly, and the research scope will be clearly defined, which indicates deep understanding of the topic. The goals will be set high but are attainable.
2. *Command of the topic:*
The works to be cited will be selected not only appropriately but critically; the number of relevant works cited will be sufficient, consisting primarily of high quality scientific publications (journals or other refereed forums). The results will have to be evaluated in the light of the cited works and in that of prior research and theories on the topic. In addition, the Research Scholar has to demonstrate deep understanding of the research topic.
3. *Methods and conclusions:*
The Scholar has to demonstrate command of the relevant research methods, use appropriate and justified methods, report the research process and the methods accurately and precisely and justify the choices made. The reliability and transferability of the results will have to be evaluated thoroughly, and the thesis may be based on exceptionally extensive empirical data. In addition, the line of reasoning behind the conclusions will be particularly clear, accurate and critical and proves that the Scholar has gained a deep understanding of the topic. The research results shall provide thorough answers to the posed research questions.
4. *Contribution to knowledge and thesis structure:*
The results will meet the standards of international conference publications, even though it is not necessary that the thesis contribute to new scientific knowledge. The results will be of interest to academia or industry or otherwise

relevant to professionals in the field. The Research Scholar has to work very independently on the thesis, while the contributions of the instructor and supervisor have been minor.

5. *Presentation and language:*

The appearance, presentation and language of the thesis will be impeccable.

20.2 Style of Presentation of Thesis

The presentation of the Thesis should be in the following order:

- Title page
- Declaration
- Certificate from the Research Supervisor
- Plagiarism compliance certificate to be signed both by the Research Scholar and the Research Supervisor
- Dedication and/or Acknowledgements (Optional)
- Preface
- Table of Contents
- List of Tables/Graphs/Figures
- Glossary of abbreviations
- Text of thesis
 - Introduction
 - Review of Literature
 - Objectives of Research
 - Materials and Methods
 - Results
 - Discussion
 - Summary and Conclusions
 - Recommendations
- Bibliography
- Webliography
- Appendices*

*Copies of the reprint of the journals should be attached to the Thesis as an appendix.

20.3 Guidelines for the preparation of Synopsis and Thesis

Non-compliance with any of the following instructions may lead to the rejection of the Thesis submitted.

A. Synopsis

Synopsis should outline the research problem, the methodology used for tackling it and the summary of the findings. The size of Synopsis should not exceed 10 pages of typed matter reckoned from the first page to the last page including the List of Publications. The Synopsis should be printed on both sides of paper.

The sequence in which the Synopsis should be arranged is as follows:

- Cover Page and Title page
- Text divided into suitable Headings (numbered consecutively)
- References (not more than 15)
- List of Publications (those published/accepted for publication in Journals and papers presented in Conferences/Symposia)

The Candidate has to submit to the Head of the Department 10 copies of the Synopsis in case of Ph.D. and 6 copies of the Synopsis in case of M.Phil.

B. Thesis

The final thesis shall be presented in accordance with the following specifications:

- 1) The paper used for printing shall be of A4 size.
- 2) Printing shall be in a standardized form on one side of the paper and in 1 ½ spacing. In case the number of pages in the thesis (excluding the initial pages) exceeds 250, the candidate should get it printed on both sides of paper.
- 3) A margin of 1 ½ inches shall be on the left hand side and one inch on the right hand side.
- 4) The card for cover shall not be more than 330 gsm.
- 5) The title of the thesis, name of the University, degree, name of the candidate, place of the research work, and the month and year of submission shall be printed on the title page and the front cover.
- 6) Spine should mention Ph.D. thesis on the top, name of the candidate and month and year.

The thesis in all subjects shall be written and submitted only in English except in language subjects where the candidate shall have the option of writing the same either in English or in the language concerned. Where the thesis is submitted in a Language other than English, a detailed summary in English version of the thesis shall also be submitted.

C. Binding:

The Dissertation / thesis shall be properly soft bound, using hard cover of white color. The bound front cover should indicate in Colour Embossed letters with the following:

1.(Title)
2.(Name of the candidate)
3.(Name of the Department in which the thesis is being submitted)
4.(Name of the Faculty in which the thesis is being submitted)
(e.g. Faculty of Natural Sciences)
5. University Emblem
6. University Name
7. Month and Year of submission at the bottom

The name of the scholar appearing on the Thesis and Synopsis etc. must be same as in his/her S.S.C. (X Class) Certificate.

Two plain blank papers should be provided at the beginning and at the end.

The following pages should be included in the Thesis after Title Page.

- 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 any University/Institute. The candidate shall be held responsible for the genuineness of his/her work and any false statement shall lead to cancellation of his/her registration/degree at any stage even after the declaration of results.
- Certificate from the supervisor to the effect that the thesis is the bona fide work done by the candidate.
- Plagiarism Compliance Certificate duly signed by both the Research Scholar and the Research Guide stating that the work is free from plagiarism and if plagiarism is proved, they are abide by the rules and regulations of the University.

D. Plagiarism Test

- 1) For ensuring originality of submitted content, the thesis shall be checked by anti-plagiarism software in the Research Cell, ANU. Thesis will be permitted for submission only when the match is less than 30 per cent in the plagiarism check. If any text strings/figures are found to be copied or dubious without proper acknowledgement of the source, the thesis has to be thoroughly revised.
 - a. Each Research Scholar before submission of the thesis have to submit a SOFT COPY - CD (in PDF Format) of his/her Thesis to the Research Cell, ANU, for Plagiarism Check.

The following details must be mentioned on the CD.....

 - Name of the Candidate, Supervisor & Co-supervisor
 - Department & Year of Admission
 - Contact Address, E-mail ID and Contact Number of the Candidate, Supervisor & Co supervisor
 - A covering letter duly signed by the Supervisor & Co-supervisor with seal.
 - Admission letter should be enclosed
 - b. ENTIRE SOFT COPY of THESIS must be in ONE FILE (cover page to references) only.
 - c. Anti-Plagiarism Check Criterion/ Acceptability < 30% match.
- 2) In the case of scholars who have committed an act of plagiarism, his/her Thesis/degree shall be forfeited and his/her research registration shall be cancelled and also he/she shall be debarred to register for any other programme in the University.
- 3) For the abetment of above such action, the recognition of his/her Supervisorship shall be withdrawn for a period of five years and he/she shall be debarred from guiding the scholars for any research programme in the University till such period.
- 4) It should be mandatory to include Plagiarism Compliance Certificate in the pre-pages of the Thesis.

20.4 Procedure for submission of thesis:-

The Candidate should submit the 10 copies of Synopsis in case of Ph.D. (6 copies in case of M.Phil.) and 4 copies of the Thesis in case of Ph.D. (3 copies of the Dissertation in case of M.Phil.) and 2 soft copies to the Head of the Department along with Thesis submission form duly signed by the Research Director, Head of the Department and Principal of the concerned University College, Acharya Nagarjuna University along with all other necessary enclosures. The thesis should also contain the signature of the Head of the Institution/Organization (from place of work) in addition to the supervisor's signature.

The Head of the Department will forward the Thesis, Synopsis and Panel of Examiners to the Research Cell, Acharya Nagarjuna University along with thesis submission form within a week.

	M.Phil	Ph.D.
Adjudication Fee	₹ 1,500/-	₹ 7,000/-

- ❖ Certificates/documents to be submitted along with thesis/dissertation:
 - a) No dues certificate from Principal Office, Department, Hostel and Library
 - b) M.Phil Part-I Result copy/Pre-Ph.D. Result copy
 - c) A copy of M.Phil original degree in case of Ph.D. if Ph.D. registration was after M.Phil.
 - d). A copy of P.G. Degree in case of M.Phil./in case of direct registration to Ph.D. after PG
 - e) Migration Certificate in case lower degree is obtained from other than Acharya Nagarjuna University
 - f). Pre. Ph.D. Part I Examination Exemption Certificate in case of Ph.D. scholars, who obtained M.Phil. from other than Acharya Nagarjuna University but not in distance mode.
 - g). Thesis submission form duly signed by the Research Director, Head of the Department and concerned Principal of the University College.
 - h). Adjudication fee receipt from the DD Cell, Acharya Nagarjuna University
 - i). Soft copy of the Synopsis
 - j). Soft copy of the Thesis
 - k). Plagiarism Compliance Certificate issued by the Research Cell, ANU.

21. Evaluation of the Thesis

A thesis shall be evaluated independently by three examiners external to the University in case of Ph.D. and two external examiners in case of M.Phil.. The examiners shall be selected by the Vice-Chancellor from amongst the panel of examiners and the Coordinator, Research Cell, A.N.U. will arrange for adjudication.

Adjudication report & recommendations of the adjudicators:

M.Phil:

Adjudication report shall contain approval or otherwise of the dissertation, award of marks for a maximum of 200 and a detailed report. Both the adjudicators should recommend the award of M.Phil degree. In case both the examiners award pass marks and recommend for the revision of the dissertation, the revised version shall be submitted before the Viva-voce Examination Committee.

Ph.D.:

The adjudicators are required to send their recommendations in the prescribed proforma and also enclose a detailed report.

The examiners are required to:

- (I) outline the main features of the thesis.
- (II) Critically evaluate the thesis as per guidelines noted below and send a report on the thesis.

Thesis Evaluation Guidelines

The Examiner should evaluate the Thesis considering the following guidelines. The Examiner has to examine whether the Thesis is impeccable in all the aspects described below to an at least satisfactory extent –

1. *Definition of research scope and goals*
 - a) The research scope has been defined
 - b) The goals of the thesis are evident
 - c) The research questions and hypotheses contained in the scope of research and goals are evident from the thesis.
2. *Command of the topic*
 - a) The student demonstrates command of the topic and understanding of the scope of research
 - b) The student demonstrates understanding of the relevant theoretical framework
 - c) The student demonstrates skills in making use of literature and other sources of information
3. *Methods, conclusions*
 - a) The student demonstrates ability to choose justified methods for reaching the goals
 - b) The student demonstrates ability to apply the chosen methods
 - c) The thesis contains references to scientific publications
 - d) The thesis presents well founded conclusions drawn from the results
 - e) The results answer the research questions presented
4. *Contribution to knowledge and thesis structure*
 - a) The thesis is relevant to the set goal
 - b) The thesis is a well organized logical whole
 - c) The thesis makes an original contribution to knowledge, i.e. it is produced by the student.
5. *Presentation and language*
 - a) The overall appearance of the thesis is appropriate
 - b) The thesis contains no such structural, grammatical or spelling errors that complicate reading
 - c) The thesis is written in coherent, formal style. The thesis is a well organized, coherent whole.
The thesis shall not be passed if it has a lot of significant shortcomings.

III. Make one of the four following definite recommendations.

- (i) The thesis attains the standard required for the award of the Ph.D. degree
 - (ii) The thesis requires revision and re-submission to Viva-Voce Committee.
 - (iii) The thesis requires revision and re-submission for re-evaluation by the same examiner
 - (iv) The thesis is rejected
- In case, thesis is recommended for revision twice by the same examiner, thesis will be sent for evaluation to another examiner from the panel concerned upon submission of the thesis after incorporating the suggestions of the earlier examiner.
- Viva-voce Examination shall be conducted only when all the three adjudicators unanimously recommended for the award of the degree in case of Ph.D. and two adjudicators in case of M.Phil.

22. Open Viva-Voce:

When the dissertation / thesis is approved by the duly appointed adjudicators for the award of the research degree, the Vice-Chancellor will appoint a Viva-Voce Committee for the conduct of Viva-Voce. One of the Indian Examiners shall be in the panel of Viva-Voce examination of Ph.D. programme.

Constitution of Viva-Voce Committee:	M.Phil:	Ph.D.:
a) Supervisor of Research	Convener	Convener
b) Head of the Department	Member	Member
c) Nominated by the Vice-Chancellor	Senior Faculty Member	Indian examiner
d) Chairman, BOS		Member
e) Dean of the Faculty		Member

The open Viva-voce Examination Committee shall be appointed by the Vice-Chancellor. Research Director is the Convener of the Committee.

The day, date, time and the place for the viva voce and the defense of thesis shall be notified by the Convener of the open Viva-voce examination committee in consultation with the other members of the Committee.

After the Viva-voce examinations, the Candidate is required to submit his Thesis after reducing it into A5 size with printing in black letters on both sides with hard bound binding in white colour duly certified by the Supervisor and Joint Supervisor, if applicable, with his/her signature that all the corrections / modifications suggested by the examiners have been incorporated in the Thesis.

The Thesis in A5 size should contain the Certificate (as applicable) given below. Soft copy of the Thesis in CD form (2 Nos.) should be submitted for University archives along with A5 size Thesis..

CERTIFICATE

1. This is to certify that no corrections/suggestions were pointed out by the Indian / Foreign Examiner(s) in the Thesis titled "....." submitted by Mr./Ms.....

(OR)

2. This is to certify that all corrections and suggestions pointed out by the Indian / Foreign Examiner(s) are incorporated in the Thesis titled "....." submitted by Mr./Ms.....

SUPERVISOR

Note:

If a candidate failed to defend his / her work to the satisfaction of the Viva-Voce Committee, he / she will be required to take the Viva-Voce once again after one month. In case of M.Phil, Viva-Voce shall be evaluated for 100 marks.

23. University Digital Library

Every Research Scholar before the date of Viva-voce Examination shall upload a pdf file of his/her thesis, after incorporating all the corrections and suggestions made by the

examiners, in the University Digital Library. The electronic pdf file serves as the University's archival copy of the document.

After uploading the pdf file, take the print out of a form from the University Digital Library, which will serve as evidence of uploading of the file. This print out should be sent as an enclosure to the Viva-voce Examination Report.

24. Review

Research advisory committee, chaired by Vice-chancellor shall review at least once in six months, matters relating to the stage of adjudication of M.Phil Dissertations and Ph.D. theses submitted and bring to the notice of the Vice-Chancellor cases of inordinate delays for further action. The Principal of the University College shall place before the Committee a list of M.Phil. dissertations / Ph.D. theses received / pending in the Principal's office for the previous quarter.

25. Revision and resubmission of M.Phil. Dissertation / Ph.D. Thesis:

Based on the adjudication reports, the Vice-Chancellor may direct a candidate to revise and re-submit the dissertation / thesis. In such a case, the candidate shall re-submit after revising the dissertation / thesis as suggested after an interval of not less than six months but not more than 2 years on payment of the prescribed fees (₹1,500/- for M.Phil. and ₹7,500/- for Ph.D. candidates for adjudication by the foreign examiner and ₹2,500/- for adjudication by an Indian examiner).

26. Failure of the M.Phil / Ph.D. examination:

M.Phil.

1. If he does not secure minimum pass marks at Part I/Pre. Ph.D. Examination, even on second appearance.
2. If he fails to secure minimum pass marks in Dissertation and Viva in case of M.Phil.

M.Phil./Ph.D.

If any one of the three examiners rejects the Thesis (any of the two examiners, in case of M.Phil.), the Candidate is deemed to have failed in the Examination. In such cases, the Candidate has to re-register for the research programme. The Candidate shall prepare the Thesis by addressing the shortcomings raised by the Examiners and shall get the approval from the Departmental Research Committee (DRC) for submission of the thesis. He shall be permitted to submit the thesis after expiry of one year from the date of re-registration and upon payment of Rs.7,500/ in case of Ph.D. and after expiry of six months from the date of re-registration and upon payment of Rs.1,500/- in case of M.Phil.. The thesis shall be evaluated by the fresh panel of examiners.

27. Cancellation of Research Admission & Registration:

Research admission and registration of a full-time scholar may be cancelled if:

1. The candidate does not fulfill the attendance requirement, or
2. The candidate abstains consecutively on non-medical grounds for ten days or more without prior permission or he / she is engaged in the study of any other full-time course of this or any other University / Institution or the candidate being a full-time research student engages himself / herself in full-time employment / profession in the University or elsewhere or the candidate is found guilty of misconduct, indiscipline or fraud or participation in illegal and deviant activities which bring disrepute to the Institution or arouse/incite communal feelings, or group animosities / hostilities or other activities that disturb peace and tranquility on the

campus (A research scholar is not expected to take part in activities other than those directly connected with his research work).

OR

3. If the candidate fails in Part-I examination even at the second chance; OR
4. If he/she fails to submit dissertation/thesis even after the maximum period OR
5. If the candidate does not pass the Viva-Voce even during the second attempt; OR
6. If he / she is found guilty of misconduct, indiscipline, fraud, such other activities that disturb the peace and tranquility on the campus and those that cause disrepute to the University.

28. Hostel facilities:

Hostel facility, if given, can be utilized for the prescribed minimum period of the respective research programme only.

29. M.Phil./Ph.D. Fee Structure

Particulars	M.Phil	Ph.D.
Admission Fee: (payable at the time of admission)	1) ₹2,000/- for Science and Tech. Subjects; 2) ₹1,500/- for other subjects	1) ₹2,000/- for Science and Tech. Subjects; 2) ₹1,500/- for other subjects
Tuition Fee / Research Fee (PT & FT):	1) ₹2,000/- per annum for Science & Tech. subjects 2) ₹1,500/- per annum for other subjects	1) ₹2,000/- per annum for Science & Tech. subjects 2) ₹1,500/- per annum for other subjects
Part-I Examination Fee:	₹1,000/-	₹1,000/-
Adjudication Fee:	₹1,500/-	₹7,000/-
Re-submission Fee:	₹1,500/-	Adjudication by a foreign examiner is ₹7,500/- or by an Indian examiner is ₹2,500/-
Affiliation Fee for Recognition of Research Centers:	₹10,000/- per annum	₹10,000/- per annum
Library Deposit:	₹500/- (Refundable)	₹500/- (Refundable)
Registration Conversion Fee:		₹2,000/-
Remuneration to Foreign Adjudicators:	-----	US \$ 50
Remuneration to Indian Adjudicators:	₹500/-	₹1000/-
Sitting allowance to the External Member, who is one of the Indian Examiner, of the Viva-voce Examination Committee besides TA and DA		₹ 500/-
Plagiarism checking fee	₹ 750/-	₹ 750/-

Note: The above fees are subject to variation from time to time as decided by the University.

29. Publication of Thesis

Papers arising out of the Thesis may be published by the scholar and the Supervisor. However the Thesis as a whole shall be published by the scholar/Supervisor with prior approval of the Vice-Chancellor.

The Acharya Nagarjuna University should be acknowledged in all the publications, dissertations, theses and books published by the registered research students and the guides.

30. Depository with UGC

Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET accessible to all Institutions/Universities.