



MAHATMA GANDHI UNIVERSITY

NALGONDA – 508254

(Accredited with 'B+' Grade by NAAC)

Ph.D. Rules and Regulations

(Applicable to the candidates admitted during the academic year 2022- 23 onwards)

1. The Degree of Doctor of Philosophy (Ph.D.) shall be conferred by Mahatma Gandhi University in the Faculties of Commerce, Business Management, Arts & Social Sciences, Sciences, Engineering & Technology and also in such other faculties as may be notified in future, in accordance with the provisions of these rules and regulations in current or amended form, and subject to the conditions laid down herein.

2. **Eligibility criteria for admission to the Ph.D. Programme:** The following are eligible to seek admission to the Ph.D. programme:

Candidates who have completed:

2.1 I.a) A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme.

or

b) A 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme.

or

c) Any other qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body

and

II. The candidate must have at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

2.2. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

2.3. Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

2.4. The eligibility for admission of a foreign student who did his/ her P.G. course in a foreign country/ in an Indian University to the Ph.D. programme of Mahatma Gandhi University is decided by the Ph.D. Admission Committee of the concerned Faculty on the basis of the course content (the detailed syllabus) of the candidate in their P.G. Degree. Further he/she shall submit a filled in application form to the Dean of the concerned faculty with a comprehensive research proposal which includes the title of the research proposal, literature survey, objectives, work elements / research methodology and expected results. The Ph.D. Admission Committee shall screen the candidates' eligibility to pursue the Ph.D. programme.

3. Duration of the Programme: (1) Ph.D. Programme shall be for a minimum duration of three years in case of full time and four years in case of part time, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.

3.1 A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

3.2 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 admission in the Ph.D. programme.

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

4 Procedure for admission: -

4.1 The admission shall be based on the criteria notified by the Mahatma Gandhi University, Nalgonda, 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.

4.2 Admission to the Ph.D. programme shall be made in two categories:

Category-I: These candidates are admitted directly to the Ph.D. programme based on an interview.

a) Research fellowship holders:

i. Students who awarded a research fellowship/scholarship in UGC-NET/ UGC-CSIR-NET/ GATE/CEED and similar National level tests.

b) Admission of International students:-

i) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars. On receipt of a requisition/application received from University Foreign Relations Office (UFRO) of the University; and on the recommendation of the Departmental Research Committee concerned.

c) Admission of Corporate/Industry Professionals and Officials:-

i) To forge collaboration between industry/professionals and the University Departments, one seat to each supervisor is allotted, in case the required numbers of foreign scholars are not available under foreign students' category.

The officials in the following categories are eligible to the Ph.D. admission under this category.

- 1) Civil Servants working in the Government not below the cadre of Joint Secretary.
- 2) National/State level Top Public Sector Organizations –working in the rank not less than the Deputy General Manager.
- 3) Defense Personnel with not below the rank of Wing Commander/Captain (Navy)/Colonel.
- 4) Private Organization with annual turnover not less than Rs.100 crores and with the position not less than Vice-President.
- 5) Not less than the rank of Judge of High Court of the State.

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

Note: The admissions under the category-I, the applicants shall approach the Dean of the concerned faculty along with the necessary documents and research proposals. Under this

category the admission shall be given as per the rules applicable on the recommendation of the Departmental admission committee.

Category-II: Through Entrance Test:

- i. Through an Entrance Test conducted by Mahatma Gandhi University. The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject-specific.
- ii. Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.
- iii. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
- iv. The number of eligible students to be called for an interview based on the number of Ph.D. seats available.
- v. **Criteria for Merit for category-II admissions:** The selection of candidates based on the entrance test conducted by MGU, Nalgonda, a weightage of 70 % for the entrance test and 30 % for the academic credentials/ performance in the interview shall be given. The division of 30 marks is as follows:

1. PG Level (10 Marks):

- 10 Marks: 80% and above
- 8 Marks: above 70% and below 80%
- 6 Marks: above 50% and below 70%

2. Scholastic Competitiveness (10 Marks):

- 10 Marks: NET
- 8 Marks : SET/SLET
- 6 Marks: M.Phil (in the concerned subject and awarded through regular mode)

3. Interview Performance & Research proposal: 10 Marks

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

- 5.1 Permanent faculty members working as Professor/Associate Professor of the 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 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.

- 5.2 For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by 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.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- 5.3 Co-Supervisors from other departments of the same institution or other institutions may be permitted with the approval of the competent authority.
- 5.4 Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- 5.5 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
- 5.6 An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- 5.7 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the 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.
- 5.8 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.

6. **Change of Research Supervisor:**-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 residence outside India. Such a change in Supervisor/Co-Supervisor is permitted only once. All requests for change of supervisor/Joint Supervisor should originate from the candidate with necessary documentary evidence.

The research supervisor, who retires or leaves the University/Institution, as the case may be, shall normally be permitted to guide candidate(s) already registered with him/her.

7. **Course Work: Credit requirements, number, duration, syllabus, minimum standards for completion.**

7.1 After provisional admission into the Ph.D. all the registered candidates shall take up the Ph.D. course work in the respective main campus P.G Department of the University for a period of one semester and this is compulsory for both full- time as well as part- time candidates.

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

Paper 1: Research Methodology (5 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 (5 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 five (5).

Paper 3: Research and Publication Ethics (2 Credits): The syllabus of this paper includes: Philosophy and Ethics, scientific Conduct, Publication Ethics, Open access publishing, Publication Misconduct, Databases and Research Metrics.

7.2 The candidate has to appear for an examination-(the Ph.D. course work examination) in these three papers which have a weightage of 100 marks for papers 1 & 2 and 50 marks for paper 3.

a) The papers shall have 60 contact hours of classes for papers 1 & 2 and 30 contact hours for paper 3. b) The Faculty for these classes is arranged by the Head of the concerned Department.

7.3 Both full-time and part-time research scholars shall attend a minimum of 75% classes to appear for the course work examination.

7.4 The candidates who could not attend a minimum of 75% of the classes shall not be

eligible to appear for the course work examination and they have to attend the classes again along with the next batch of students.

- 7.5 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.
- 7.6 A 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.

8. Change of topic of research area and modification of the title of Ph.D. Thesis

- 8.1. Change of topic of research area:** The Dean may permit the modification in the topic of research, provided the candidate has applied for it before he/she passed the course work Examination. His/her request must be recommended with due justification by the Research Supervisor and the Research Advisory Committee of the concerned Department. However, such a modification is permitted only once. Any change in the topic of area of research area shall not be permitted after the candidate has passed the course work examination.
- 8.2. Modification of the title of Ph.D. Thesis:** The Dean may permit the modification in the title of the Ph.D. thesis. Candidate's request must be recommended with due justification by the Research Supervisor and the Research Advisory Committee of the concerned Department. However, such a modification is permitted only once.
- 8.3. Candidates seeking the change of topic of research or the title of the thesis have to pay the prescribed fee for each of the above.

9. Seminar presentations:

During the tenure of the Ph.D. programme, a Research scholar shall give three seminars where the candidate is registered. The first one, which is designated as "Research Design Seminar" will be a comprehensive literature review of the research topic and the plan of work and is presented after the completion of Ph.D. course work examination. The second one is "Research Progress Seminar" where the candidate presents the progress of his/her research work. The last seminar designated as "Pre-Submission Seminar" is presented by a candidate whose thesis is ready for submission. This seminar deals with the entire Ph.D. work carried out by the scholar and any feedback, comments and suggestions from the participants be included in the final manuscript of the thesis. The draft copy of the thesis must be available during this presentation. After successful completion of pre submission

seminar, the Ph.D. student/scholar has to submit the thesis within a period of three months from that date. For all the above seminars, the Head, Chairperson, BoS and Research Supervisor of the candidate shall certify result of the seminars and these three certificates (Research Design Seminar, Research Progress Seminar and Pre-Submission Seminar) must be enclosed at the time of thesis submission. A minimum of six (6) months gap must be there between any two seminars.

10. Research Advisory Committee and its Functions.-

10.1 There shall be a Research Advisory Committee or an equivalent body as defined in the Statutes/Ordinances of the Mahatma Gandhi University for each Ph.D. scholar. The Research Advisory Committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research.
- ii. 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.
- iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

Research Advisory Committee shall consists the following five (5) members:

1. Head of the department
2. Chairperson, Board of Studies
3. Two senior Faculty members (They must be a research supervisor) of the concerned department.
4. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee.

Note: If any department not having sufficient recognized supervisors such departments may include from other allied subjects or external members from other universities of the concerned subjects.

10.2 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 Dean concerned. A copy of such recommendations shall also be provided to the Ph.D. scholar.

10.3 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.

11. Cancellation of Ph.D. admission/registration

- 11.1. The Dean may cancel the registration of Ph.D. scholar, if the candidate fails to satisfy the conditions stipulated in the admission order, within the prescribed period.
- 11.2. The Dean may cancel the registration of a Ph.D. scholar on the recommendation of the Supervisor and Head of the Department under any one or more of the following circumstances:
 - 11.2.1. Where the progress of the research work has been reported to be unsatisfactory in two consecutive half-yearly reports or when two consecutive progress reports are not submitted.
 - 11.2.2. Where a candidate discontinues his/her research, and/or where he/she has applied for employment without obtaining the written permission of the Dean, or when he/she accepts any appointment without the written consent of the Dean.
- 11.3. The University may cancel the admission of a research scholar at any time for proven misbehavior or misconduct in the University or elsewhere.
- 11.4. 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.

12. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.-

- 12.1. Upon satisfactory completion of course work and obtaining the marks/grade prescribed in clause (7.10) of above, the Ph.D. scholar shall be required to undertake research work.
- 12.2. A full time research scholar is eligible to submit his/her Ph.D. thesis after completing three (3) years of research and four (4) years in case of part time research scholars from the date of joining in to the Ph.D. programme.
- 12.3. A research scholar, full time or part time, whose registration has expired/cancelled, is not eligible to submit the thesis.
- 12.4. Before submitting the dissertation/thesis, the Ph.D. scholar shall make a pre-submission seminar presentation before the Research Advisory Committee of the Mahatma Gandhi University, which shall also be open to all faculty members and other research scholars/students.
- 12.5. Checking of thesis for anti- plagiarism is compulsory before submitting the thesis. The similarity index and the other guidelines to detect plagiarism of Ph.D. thesis

shall be as per the University norms which will be issued from time to time.

12.6. A Ph.D. scholar shall submit 4 soft bound copies of the thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.

12.7. A thesis submitted for adjudication shall conform to the following specifications:
It must be typed on one side of A4 size paper using font “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.

12.8. Three independent examiners appointed for the purpose by the Vice-Chancellor shall do the adjudication of the thesis. The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of Mahatma Gandhi University or its affiliated colleges. Such examiner(s) should be academics with a good record of scholarly publications in the field.

i). One of the external examiners should be chosen from outside India and the other external examiner may be from India.

Or

ii). The two external examiners shall be from outside the state (other than TS and AP).
The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted offline/online. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students.

12.9. The Research Supervisor of the candidate shall submit 6 copies of the synopsis of the thesis along with a panel of 12 examiners (10 copies) in a cover marked “confidential” to the Chairperson, Board of Studies at least one month before the actual submission of the Ph.D. thesis. Chairperson, BoS shall take the approval of the members of the BoS for panel of examiners suggested by the supervisor.

Out of the panel of 12 examiners, 9 are to be identified from outside the Telangana/AP state, and not more than one from the same institution/ 3 from the same state. The panel of names is to be submitted with all particulars, like complete address, e-mail ID, telephone number in the prescribed proforma.

- 12.10. The Chairperson, Board of Studies, shall then forward the approved panel of 12 names along with the 6 copies of the Synopsis for further action to the Controller of Examinations within a fortnight.
- 12.11. Ph.D. Supervisors recognized by Mahatma Gandhi University and persons related to the candidate shall not be included in the panel of Examiners.
- 12.12. In case a candidate does not submit the thesis within 6 months from the date of approval of the panel, the panel lapses and a new panel has to be suggested.
- 12.13. The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.
- 12.14. The University will complete the entire process of evaluating a Ph. D. thesis, within a period of six (6) months from the date of submission of the thesis.

13. Academic, research, administrative, and infrastructure requirements to be fulfilled by Colleges for getting recognition for offering Ph.D. programmes.-

- 13.1. Post-graduate Colleges offering Post-graduate Programmes, may offer Ph.D. programmes, provided they satisfy the availability of eligible Research Supervisors, required infrastructure, and supporting administrative and research facilities as per these Regulations.
- 13.2. Colleges and research institutions established by the central government or a State government whose degrees are awarded by Mahatma Gandhi University shall offer Ph.D. programmes provided they have:
 - i. At least two faculty members in a college or two Ph.D.-qualified scientists in the research institution.
 - ii. Adequate infrastructure, administrative support, research facilities and library resources as specified by Mahatma Gandhi University.

14. Ph.D. through Part-time Mode-

- 14.1. Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
- 14.2. The candidate seeking admission in part time mode shall obtain a “No Objection Certificate” from the appropriate authority in the organization where the candidate

is employed, clearly stating that:

- i. The candidate is permitted to pursue studies on a part-time basis.
- ii. His/her official duties permit him/her to devote sufficient time for research.
- iii. If required, he/she will be relieved from the duty to complete the course work.

Note: Without No Objection Certificate from the Employer the Ph.D. admission cannot be granted.

15. Issuing a Provisional Certificate: Prior to the actual award of the Ph.D. degree, Mahatma Gandhi University shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.

16. Award of Ph.D. degrees prior to Notification of these Regulations: Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016. Nothing in these Regulations shall impact the M.Phil. Degree programmes commencing prior to the enactment of these Regulations.

17. Depository with INFLIBNET: Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Higher Educational Institution concerned shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

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

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