

## **International Students Cell**

**Acharya Nagarjuna University – Nagarjuna Nagar – 522 510 A.P. INDIA**

### **Ph.D. Admission Guidelines:**

Admissions into Ph.D. Programme are made during any time of the year. The following guidelines are to be followed for the admission of foreign Students into Ph.D. Programme.

- As and when the applications are received at International Students Cell (ISC), they will be processed for admission and the 'Provisional Admission Letters' will be issued to the eligible Students. The date of reporting mentioned on the Provisional Admission Letter is final and it cannot be extended under any circumstances. The admission gets automatically cancelled after the stipulated last date.
- After obtaining the Provisional Admission Letter from this office, the foreign Students from self-financing category are required to download the application form for Research Visa from the website [ww.education.nic.in/hesch1.asp](http://ww.education.nic.in/hesch1.asp) and submit the duly filled in application form along with the necessary documentary evidences in eight sets to the Director, International Students Cell, Acharya Nagarjuna University for obtaining the signature & attestation of the Registrar, Acharya Nagarjuna University on the Certificate of Affiliation. After obtaining the signature of the Registrar, the candidates have to submit the above documents at the respective Embassy / Consulate of India and obtain 'Research Visa' which is mandatory for any University in order to admit the student into Ph.D. programme.
- When the student reports at International Students Cell (ISC) with a valid 'Research Visa', admission process will be initiated and a final letter of admission addressed to the concerned Head of the Department will be issued. The same will be intimated to the College Principal.
- The foreign students shall report to the Head of the Department with the letter of admission and join the Ph.D. Programme.
- The Head of the Department shall admit the scholar and initiate the process of identifying the research guide/supervisor in consultation with or by issuing a circular to the research supervisors of the concerned Department.
- Joining Report of the foreign scholar shall be intimated by concerned Head of the Department to the Principal of the College, and the Director, International Students Cell (ISC).
- The date of reporting of the foreign students to the Head of the Department shall be the date of joining into the Programme for all purposes.
- The annual tuition fee payable is accounted from the above date of joining.
- The foreign scholar shall finalize the topic of research in consultation with the research supervisor and communicate the synopsis of the project to be undertaken to the Head of the Department of the faculty.
- The foreign students are required to obtain Bonafide Certificate from the Principal's office of the concerned colleges and apply for Residential Permit in the office of the International

Students Cell, Acharya Nagarjuna University. The Principals cannot issue a bonafide to the scholar unless he/she completes the admission formalities at the office of the Head of the Department.

- The foreign students are also instructed to submit a copy of the Residential permit in the office of International Students Cell, Acharya Nagarjuna University immediately after obtaining the same from the office of IRRO, Guntur, failing which their admission process will not be complete.

The candidates are requested to note that the duration of the course, the Pre-Ph.D.

Examination, the syllabus, seminars, thesis submission procedure and evaluation are same as specified in the Ph.D. Regulations' of Acharya Nagarjuna University. However, some of the salient features are briefly outlined below for the benefit of foreign students

- (i) They are exempted from appearing entrance test and admissions for them are made round the year.
- (ii) Their admissions are based on their scores in the qualifying examination/GPA Grade.
- (iii) Their admissions will be processed by the International student cell and the admitting authority is the Principal, College concerned.
- (iv) Their date of reporting shall be the date of joining and annual tuition fee payable is accounted from the date of joining.
- (v) The duration of the course, Pre-Ph.D. examination, the syllabus, seminars, Thesis submission procedure, evaluation etc. are as per ANU Research Regulations/guidelines in Vouge from time to time.
- (vi) They are allowed to appear for the next immediate Pre-Ph.D. examination after the date of joining, basing on their eligibility.

#### **Tenure of the Programme:**

The period of research Programme for full-time foreign scholars is minimum three years from the date of their joining the Programme and maximum period allowed is five years. If a candidate could not complete his Ph.D. course even after the stipulated maximum 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 forwarded by the Head of Department if it is a valid reason. The Vice-Chancellor may concede his request based on the recommendations of the Principal concerned. With the approval of the Vice-

Chancellor, the candidate may be permitted to submit his dissertation / thesis within one year by paying prescribed fee. If he/she fails to submit the thesis within the extended period of one year, he/she shall not be permitted any further extension and shall have to go for re-registration through Head of the Department and Principal concerned. The Vice- Chancellor is only authorized whether to permit any candidate for re-registration or not. The request for the same may be forwarded through the Director, International Students Cell (ISC). The registration of a foreign scholars shall stand cancelled after the expiry of the extension period.

**Part-Time Research:**

There is no provision for part-time research in the University for foreign students. All candidates applying for research programmes will be admitted for full-time research.

**Pre-Ph.D. Examination:**

The foreign students are allowed to appear for the next immediate pre-Ph.D. Examination after the date of joining in the Department. The medium of Examination is English only.

**Syllabus:**

The syllabus for the Pre-Ph.D. Examination is same as for the local students and the details on that can be had from the respective Departments.

**Mode of Examination:**

The candidate will have to appear for the following two papers and qualify as per the rules of University:

Paper I : Research Methodology.

Paper II: Broad Field of Research

**Seminar Presentation:** The nature of the seminar to be presented is same as applicable to the local students

**Final Submission of Thesis:**

As soon as the work is completed, the entire work has to be presented in the form of a write-up only in English, called the thesis, and submitted to the Coordinator, Research Cell along with the prescribed application form. The guidelines laid down in the 'Ph.D. Regulations', shall be adhered to while preparing the thesis. Also, at the time of submitting the thesis, the tuition fee and any other payments have to be cleared and a 'No Dues' certificate from the Director, International Students Cell (ISC) has to be submitted to the Coordinator, Research Cell.

**Adjudication of the Thesis, and Viva-Voce Examination:** The procedures are same as applicable to the local students.

**Eligibility:**

- (i) An international students seeking admission into Ph.D. must have passed a Post-Graduate degree with a minimum of 55% marks or equivalent GPA Grade.
- (ii) If the foreign student is possessing Indian degree, he has to go back to his home country and get a fresh visa to join the M.Phil/Ph.D. Programme.
- (iii) All the foreign students who are admitted into Ph.D. Programme under self-finance have to pay the prescribed fee in the beginning of the academic year.

**Requirements of Enclosures to Application:**

The following documents are to be enclosed along with the application.

- Two certified copies of the marks sheet of the PG qualifying examination (certified translated version in English)
- A copy of the syllabus/curriculum of their PG/M.Phil. Degree (Certified translated version in English)
- Two copies of the passport.
- A non-refundable registration fee in favour of the 'Director, International Students Cell (ISC), Acharya Nagarjuna University, Nagarjuna Nagar, Guntur for US \$ 100 or Its equivalent Indian Rupees.

Annexure – 1

**Application for approval of Research Project and for authorization of visa**  
(to be submitted in 8 sets)

Please add a  
passport size  
photograph

1.	Name	Surname	First Name	Middle Name
2.	Father's Name (Husband's name in case of married woman)			
3.	Sex			
4.	Date of Birth			
5.	(a) Nationality			
	(b) Passport No. Place and date of issue and period of validity.			
6.	a) Occupation (Status and Institution)			
	(b) Present address			
	(c) Permanent address			
7.	Accompanying dependents/spouse (Names, sex, nationality date of birth, passport No., Place and date of issue and period of its validity and occupation to be given)			
8.	Major field of specialization			

9.	<b>Source of funding</b>	
	(a) Details of funding agency/agencies	
	(b) If self financed, supporting documentary evidence e.g. Bank statement for the last 6 months, salary slip if employed may be furnished.	
10.	Proposed duration of stay in India	

11. Academic Training

College/Universities attended	Year	Degrees earned	Major field

12. Professional employment history  
(beginning with most recent)

Inclusive dates	Position	Institution

13.	Publications	
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14.	Proficiency in Indian languages	
15.	Whether the scholar applied for or undertook any other project in India in past and if so, the details thereof. <i>Please also indicate whether the present project is in continuation/extension of the earlier project or a separate project.</i>	
16.	Whether the scholar has submitted the same or any other project <i>For research in India through any agency, if so, indicate.</i>	
	(a) Title of the Project	
	(b) Agency through which applied	
	(c) Whether he/she has applied earlier for research visa to any other country, if yes, name of the country/institution.	
	(d) If so whether the application has been rejected by that country.	
	(e) In the case of rejection the reasons thereof	

17. Visits and stay to India and to other countries during the last 10 years.

<b>Date of visit</b>	<b>Place visited</b>	<b>Purpose</b>	<b>Category of Visa/Duration of Stay</b>

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18.	Title of proposed research project in India	
19.	Name of Indian Institution/University of affiliation where the proposed project will be undertaken (Certificate of Affiliation from the Institution/ University should be enclosed).	
20.	Major objective of investigation	
21.	Problems to be investigated <i>Precise information should be given here and the research project giving the information in detail may be enclosed.</i>	
22.	Place to be visited	
23.	Research methodology to be followed	
24.	Type of data to be collected and sources from which It is to be gathered	
25.	Whether the Project will be undertaken individually or Some other foreign scholar/Indian scholar will also work. If so, give details (including bio-data) of the other Scholar(s) and also a full programme.	
26.	Name of Indian Mission/Consulate where visa authorization is to be sent.	

Note: Concealment of any material/information or any mis-statement is likely to result in the rejection of the application.

**CERTIFICATE OF AFFILIATION (six sets)**

This is to certify that Mr./Mrs./Miss \_\_\_\_\_  
(Name in block letters)

Nationality \_\_\_\_\_ at present studying/ working at  
\_\_\_\_\_ (Name of the University/ Organization in  
the Country of Residence) shall be affiliated as a student / research worker in the Department of  
\_\_\_\_\_ of this University for undertaking research on  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Title of the project)  
He/She will be assisted/guided by \_\_\_\_\_ of  
The Department. (Name of Indian research guide)

This affiliation does not involve any financial liability on the part of the University and is subject to the approval of the above mentioned research project by the Government of India.

Date: \_\_\_\_\_ Signature & Official seal of Certifying Authority)

Note: This certificate should be signed and stamped by the Head of the Institution/Vice-Chancellor or Registrar of The University agreeing to affiliate the foreign scholar.

## **Extracts of Research Rules and Regulations of Acharya Nagarjuna University**

### **1. COURSE WORK AND EXAMINATION PATTERN**

- a) M.Phil / Ph.D. programme is divided into two parts. Under Part-I, a candidate shall take course work and appear for the Part-I examination as per the schedule any time after 6 months.
- b) 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 any time 6 months after the closing date of research admissions by the Coordinator, Research Cell. The Coordinator, 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 Coordinator. The Seminar should be conducted openly inviting the scholars and teachers of the department/related departments to attend the Seminar.
- c) Paper–I: Research Methodology (which may include quantitative methods, computer applications and review of literature wherever appropriate) 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.
- d) Part-II examination will be dissertation / thesis for M.Phil. / Ph.D. respectively.

### **2. 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.

- a) Preparation of syllabi for papers I & II of M.Phil Part-I / Pre-Ph.D.
- b) Seminar topics.
- c) 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.
- d) 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.
- e) The Vice-Chancellor will 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. The Vice-Chancellor may use his discretion to appoint the paper setter/examiners outside the panels recommended by the Board of Studies.
- f) 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.

- g) 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 Heads of the Department and Research Supervisors.
- h) The examinations shall be held on alternate days.

### 3. 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:

- a) Pay the prescribed examination fees to the University examination account.
- b) In case of full-time research scholars put in at least 75% of attendance from the date of admission, including the authorized duty leave.
- c) 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.
  - (i) The Part-I examination will be common to the students of the University and other research centres.
  - (ii) The Part-I examination will be handled by the Coordinator, Research Cell of the University.
- d) 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.

### 4. PASS AND CLASSIFICATION RULES

- a) 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 put together with a paper minimum of 40%. Otherwise he / she shall be declared to have failed in Part- I examination. A candidate who fails in Part–I shall appear for the paper concerned after payment of the required examination fees.

#### **b) Marking system for M.Phil.**

Examination	Maximum marks	Minimum marks for pass
Part – I: Paper-I	100	40
Paper-II	100	40
Seminar	100	40
Part – II : Dissertation	200	80
Viva-Voce	100	40
<b>Total</b>	<b>600</b>	<b>300</b>

**(with an aggregate of 50%)**

#### **c) Award of class / grade (in case of M. Phil. only):**

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

## 5. PRE-REQUISITES FOR SUBMISSION OF PH.D., THESIS

- a) When the Scholar, after having pursued the research work for the minimum length of period as stipulated in the Rule 10 satisfies himself/herself that 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 Head of the Department through his / her supervisor. Along with this intimation he/she should also submit copies of the summary/synopsis of the research work done by him/her.
- b) 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 seminar will be open to all Faculty members and Research Scholars.
- c) After getting the clearance from the Research Supervisor the scholar shall prepare for the submission of the thesis. And, before submitting the thesis:
  - (i) The scholar should have passed Pre-Ph.D., Examination.
  - (ii) The Scholar should have published two research papers in refereed Journals before the submission of the thesis for adjudication, and produce the evidence for the same.
- d) Plagiarism checking is mandatory and will be carried out at the respective Principal’s Office, ANU before submission of the Thesis and the Principal concerned will issue the required certificate.

## 6. PANEL OF EXAMINERS

- a) The Research Supervisor 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 **marking a copy to the Coordinator, Research Cell, ANU (advance copy)**. The Examiners must be of not lower than the rank of Associate Professor of the concerned discipline.

	M.Phil.	Ph.D.
Panel of adjudicators:	4 names from A.P. outside the jurisdiction of ANU and 4 names from other states	18 names with 6 from abroad, 6 from other states and 6 from A.P. outside the jurisdiction of ANU 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. The BOS is free to include names from outside the country.
<p><i>Note: 1) Identical panel for different scholars under same guide is to be avoided.</i></p> <p><i>2) Identical panels for different scholars under various guides are to be avoided.</i></p> <p><i>3) The Vice-Chancellor be authorized to appoint adjudicators from outside the panel forwarded by P.G. BoS.</i></p>		

- b) While preparing the panel of examiners, care should be taken not to include names of persons related to the candidate in the panel of Examiners.
- c) 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 Research Supervisor concerned.
- d) **If any adjudicator is found to be of the rank below that of Associate Professor, then the report of such adjudicators will be rejected and the thesis will be sent the adjudication to another examiner.**
- e) If the approved panel is not received by the Office of the Coordinator, Research Cell, Acharya Nagarjuna University within one month, the Coordinator shall put up the matter to the Vice-Chancellor for further course of action.

## 7. 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 existing literature of the subject, contributing to the advancement of knowledge.

### (a) Guidelines for writing Thesis

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

#### (i) *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.

#### (ii) *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 fora). 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.

***(iii) 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/analytical/simulated results. 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.

***(iv) Contribution to knowledge and thesis structure:***

The results will meet the standards of international conference publications and 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 supervisor should be minimum.

***(v) Presentation and language:***

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

**(b) Style of Presentation of Thesis**

The presentation of the Thesis is recommended to be in the following order:  
However the guide/scholar is free to design his own structure relevant to his subject.

- Title page
- Dedication
- Declaration
- Certificate from the Research Supervisor
- Plagiarism compliance certificate issued by the Principal concerned to be signed both by the Research Scholar and the Research Supervisor
- Preface
- Acknowledgements
- Index of the thesis
- 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

**(c) Guidelines for the preparation of Synopsis and Thesis**

**(i) 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 generally 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 the paper.

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

- Cover Page/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.

**(ii) Thesis**

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

- A. The paper used for printing shall be of A4 size.
- B. Printing shall be in a standardized form on one side of the paper and in 1½ 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.
- C. A margin of 1½ inches shall be on the left hand side and one inch on the right hand side.
- D. The card used for cover shall not be more than 330 gsm.
- E. 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.
- F. 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.

**(iii) 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 result and award of the degree.
- Certificate from the supervisor to the effect that the thesis is the bona fide work done by the candidate.
- Plagiarism Compliance Certificate issued by the Principal concerned duly signed by both the Research Scholar and the Research Supervisor stating that the work is free from plagiarism and if plagiarism is proved, they are abide by the rules and regulations of the University.

**(iv) Plagiarism Test**

- A. For ensuring originality of submitted content, the thesis shall be checked by anti-plagiarism software by the Principal concerned, 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.

- i. Each Research Scholar before submission of the thesis have to submit a SOFT COPY - CD (in pdf Format) of his/her Thesis to the Principal concerned, ANU, for Plagiarism Check.

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

- Name of the Candidate, Supervisor & Co-supervisor if any
- 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.
- Joining report along with copy of proceedings should be enclosed

- ii. ENTIRE SOFT COPY of THESIS must be ONE FILE (cover page to references) only.

- iii. Anti-Plagiarism Check Criterion/ Acceptability < 30% match.

- B. It should be mandatory to include Plagiarism Compliance Certificate issued by the Principal, concerned as a part of the Thesis.

**C. Procedure for submission of thesis:-**

The Candidate should submit 15 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 in case of Part-Time Scholars.

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.

- ❖ Certificates/documents to be submitted along with thesis/dissertation:

- (i) No dues certificate from Principal Office, Department, Hostel and Library
- (ii) M.Phil Part-I Result copy/Pre-Ph.D. Result copy
- (iii) A copy of M.Phil original degree in case of Ph.D. if Ph.D. registration was after M.Phil.
- (iv) A copy of P.G. Degree in case of M.Phil./in case of direct registration to Ph.D. after PG.
- (v) Thesis submission form duly signed by the Research Director, Head of the Department and Principal concerned of the University College.
- (vi) Copy of Adjudication fee receipt from the DD Cell, Acharya Nagarjuna University

- (vii) Soft copy of the Synopsis
- (viii) Soft copy of the Thesis.
- (ix) Plagiarism Compliance Certificate issued by the Principal concerned.

## **8. EVALUATION OF THE THESIS**

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

### **a) Adjudication report & recommendations of the adjudicators:**

The adjudicators are required to send their recommendations in the prescribed proforma and also enclose a detailed report. Based on the adjudication reports, the Vice-Chancellor may direct the 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 and not more than 2 years on payment of the prescribed fees, failing which he/ she has to re-register.

**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 of revision it has to be submitted to the same examiner.

**Ph.D.:** All the three adjudicators shall recommend the award of Ph.D. degree. However, if one of the examiners rejects the thesis it may be referred to another examiner. If foreign examiner rejects the thesis, it shall be referred to another foreign examiner and if an examiner outside Andhra Pradesh rejects the thesis it will go to another examiner outside Andhra Pradesh. If an examiner within Andhra Pradesh rejects it, it will go to another examiner within Andhra Pradesh. In case revision / resubmission the revised thesis will be referred to the same examiner. The examiners are required to:

- i. Outline the main features of the thesis.
- ii. Critically evaluate the thesis and send a detailed report on the thesis.
- iii. Make one of the four following definite recommendations.
  - ❖ The thesis attains the standard required for the award of the Ph.D. degree
  - ❖ The thesis requires revision and re-submission to Viva-Voce Committee.
  - ❖ The thesis requires revision and re-submission for re-evaluation by the same examiner.
  - ❖ The thesis is rejected.

In a nutshell, the following are the guidelines for taking further course of action in recommending the thesis for the award of Ph.D. degree.

S.No.	Recommendation of the adjudicator(s)	Action on the further processing of the thesis
1	All the adjudicators have recommended for the award of the degree	To constitute Viva-Voce committee
2	One/Two of the three adjudicators has/have recommended for revision of the thesis	To revise the thesis by the scholar on the suggestions of the adjudicator(s) and to be sent to the same adjudicator to evaluate the revised version
3	One of the three adjudicators has recommended for rejection of the thesis	To send it to another adjudicator
4	Two/all of the three adjudicators recommended for rejection of the thesis	To reject the thesis

- 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.

#### 9. OPEN VIVA-VOCE:

When the dissertation / thesis is approved by the duly appointed ad judicators 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 for the Ph.D. programme.

<b>Constitution of Viva-Voce Committee</b>	<b>M.Phil</b>	<b>Ph.D.</b>
a) Supervisor of Research	Convener	Convener
b) Head of the Department	Member	Member
c) Nominated by the Vice-Chancellor	Senior Faculty Member	Member Indian examiner
d) Chairmen BOS	Member	Member
e) Dean of the Faculty	--	Member
Quorum	3	3

The convener will fix the date and time of Viva-Voce examination and intimate the same to all the members.

If a candidate fails 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.

After the Viva-voce examination, 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**

a) 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)**

b) 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

## 10. 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.**

## 11. REVIEW OF RESEARCH ACTIVITY

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, the cases of inordinate delays for further action. The Principal of the University College office of the Coordinator, Research Cell, ANU shall place before the Committee a list of M.Phil. dissertations / Ph.D. theses received / pending in the Principal's office for the relevant period.

## 12. FAILURE OF THE M.PHIL / PH.D. EXAMINATION:

### **M.Phil.**

a) If he does not secure minimum pass marks at Part I/Pre. Ph.D. Examination, even on second appearance.

(OR)

b) 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 may re-register for the research programme, if he desires so within a period of the one month. He shall be permitted to submit the thesis after expiry of one year from the date of re-registration and upon payment of prescribed fee. The thesis shall be evaluated by the fresh panel of examiners following usual procedure.

### **13. CANCELLATION OF RESEARCH ADMISSION & REGISTRATION:**

Research admission and registration of a full-time scholar shall be cancelled in case of any of the following:

- a) The candidate does not fulfill the attendance requirement,
- b) 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).
- c) If the candidate fails in Part-I examination even at the second chance
- d) If he/she fails to submit dissertation/thesis even after the maximum period
- e) If the candidate does not pass the Viva-Voce even during the second attempt;
- f) 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.