



JAWAHARLAL NEHRU ARCHITECTURE AND FINE ARTS UNIVERSITY

MASABTANK, HYDERABAD

ACADEMIC REGULATIONS AND GUIDELINES FOR DOCTORAL RESEARCH

(Effective for candidates admitted from Academic Year 2013 - 2014)

Academic Regulations and Guidelines for admission, monitoring and evaluation.

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1.0 ELIGIBILITY AND ADMISSION OF CANDIDATES:

Internal or External candidates who fulfill the following requirements will be eligible for admission into the doctoral research programme:

- 1.1 Admissions for the Research Programs (Ph.D.) shall be made on the basis of written test and interview, as per UGC stipulations by Director Admissions, JNAFAU. Candidates have to appear in the Ph.D Eligibility Entrance Test (PEET) in the subject in which they wish to pursue Ph.D. All Candidates who possess at least the minimum percentage of marks at PG degree as specified in 1.2 can appear in PEET. Eligible candidates must appear for the entrance test conducted at JNAFAU Hyderabad at their own cost.

The qualification in PEET is valid for two academic years only.

The General pattern of the eligibility test is as follows

1. The test consist of three sections
 - Research Aptitude
 - English Language & Basic Computer Skills
 - Knowledge of the subject of Specialization.
 2. Maximum marks for eligibility test: 150
 3. Nature of Test: Objective type in the form of multiple choice questions
 4. Duration of Test: 180 minutes or (3) hours
 5. The qualifying marks at the Ph.D entrance test will be 50% for general and backward class candidates, 45% for PH candidates and 40% for SC/ST candidates.
- 1.2 In all faculties, candidates must have passed the Post Graduate Degree Examination of the Jawaharlal Nehru Architecture & Fine Arts University Hyderabad, or an examination recognized as equivalent by UGC in the discipline concerned. A minimum of 55% marks in aggregate and for SC and ST category, 50% marks in the concerned subject is required.

Candidates who do not have Post Graduate degree in the concerned discipline should submit equivalence certificate from the concerned organization i.e. Indian Association of Universities/All India Council for Technical Education/UGC/State Board of Technical Education.

Candidates who have qualified the UGC-CSIR/NET/GATE examination, or awarded with a Research Fellowship by UGC/CSIR/Government Organization are exempted from written test for Ph.D. admission. However, they should appear for the interview.

If the results of PG Degree are declared in the form of grades/Credits/grade points such shall be converted into percentage marks to assess the minimum eligibility criteria.

- 1.3 Qualifying in the Ph.D Eligibility Entrance test (PEET) does not guarantee admission into the Doctorial programme. A pre-determine number of students will be admitted based on availability of slots of the eligible supervisors. The number of available seats for each discipline / subject shall be decided well in advance and notified in the University website or advertisement.

The Ph.D admission is subject to the availability of vacancies with the research supervisors, candidate's academic record, performance of the candidates in the entrance test and interview. Interviews will be conducted for the candidates qualified in the entrance examination and the allotment of supervisor /Co-supervisor is done by the University Admission Committee.

- 1.4 Regular faculty members of JNAFAU, desirous of doing Ph.D. and possessing the minimum academic qualifications shall be deemed as internal candidates. Those desirous of doing Ph.D while continuing to work shall be deemed as internal, part-time candidates.
- 1.5 Candidates who have been working for at least one year in well equipped Educational/ Scientific/ R&D / Industrial / Government/private Organizations and engaged in Scientific / Technological / Engineering / Managerial activities, as the case may be, possessing the minimum academic qualifications, shall be deemed as external, **Part-time candidates** and shall continue to work in their organization.
- 1.6 Candidates admitted under Quality Improvement programme of AICTE or National Research Fellowships shall be deemed as Full-Time Research Scholars. The category of Students. Working full-time on research projects funded by Govt. agencies for duration of two/three years (ratified by the University) will be considered as partially funded full time students. Candidates may also do the research on full time and regular basis without any scholarship / financial assistance.

The full time research scholars are required to work Full-Time in any Constituent Units of JNAFAU for the stipulated duration on the research topic and they shall not be permitted to undertake any employment during that period.

A candidate seeking admission as part-time scholar will have to declare and register as such and produce, at the time of registration a letter from the employer permitting the candidate to pursue the course.

- 1.7 All the fee payments shall be made at the office of Director of Evaluation, in the form of bank draft drawn in favor of Registrar, JNAFAU Hyderabad.

The original certificates of the candidate shall be maintained by the office of the Director of Evaluation till the completion of the research programme of the respective candidates.

- 1.8 Borrowing of books from library will be permitted to full-time and part-time research scholars, as per guidelines laid down from time to time.
- 1.9 The University may permit modification in the title/topic of area of research provided it is done in the early stages (within three months of registration) of the doctoral work. Alternatively, if the submitted work is within the ambit of the original proposed work with a minor change in title/caption it constitutes a minor change.
- 1.10 The candidate will submit a declaration that he/she has not registered for any other course leading to the award of a degree. In case of any such ambiguity he/she will forfeit the admission.
- 1.11 Candidate seeking admission to register for doctoral research programme in Part - Time mode at JNAFAU should submit his/her application duly signed by the Head of the Institution/Organization where candidate is employed.
- 1.12 State Government Reservation policies shall be adopted during admissions.

2.0 DOCTORAL RESEARCH COMMITTEE (DRC)

A Doctoral Research Committee (DRC) will be formed for each research scholar, to monitor the progress of the research work. It shall be chaired by the Principal/senior research faculty. Other members will be one Senior research faculty in the concerned field, one external/internal faculty member and the supervisor/co-supervisor of the candidate.

Issues relating to Change of Supervisor / Change of Topic/ Change of Title:

If a candidate wants to change the topic, title or supervisor/s it should be done with the approval of the DRC. For this purpose the candidate should apply to Director of Evaluation. The application from the candidate for change of title/ topic / supervisor/s shall be endorsed by the supervisor/s. If the application is for change of supervisor, the letters of No Objection from both, old and proposed supervisor/s, should be submitted. Bio-data of the new supervisor(s) also should be attached with the application, with relevant documents as prescribed at the time of application. For major research related issues, the DRC will examine on a case by case basis and give its recommendations.

Any change of topic after three months of registration will be treated as a major change and will result in extension of the research period by one calendar year. Title change will be treated as a minor change and will not affect the duration of the research period. The final wording of the title may be approved at any time by the DRC, provided it does not include changes in the area of research.

3.0 COURSE WORK AND PRE - Ph.D. EXAMINATION

The Ph.D. Programme is aimed at giving a broad based training in the concerned field in addition to specialization in a particular area.

A minimum of two courses shall be prescribed in the relevant field of research for the Pre-Ph.D. examination from the approved list of Pre-Ph.D. Subjects, as recommended by the Supervisor/s, and to be communicated to the Director of Evaluation. The two subjects selected for Pre-PhD exam once selected cannot be changed. The Pre-PhD exam dates and time schedule will be intimated by Director of Evaluation on the University website. No individual letters will be sent to research scholars.

- 3.1 The candidates are required to pass in these two courses; the minimum marks required for a pass in each course shall be 50%. In case a candidate fails to pass in three attempts his admission shall be cancelled. Payment of exam fees for writing pre-Ph.D. exam and inability to write the exam is also deemed as an attempt. Pre-PhD exam fees is same whether the candidate is appearing for two papers or one paper at a time (at present the fee is Rs. 2000/-).

The Pre-Ph.D. exam Hall Ticket will be issued by the concerned Exam Centre, subject to the condition that research scholar fees payments are up to date.

- 3.2 The Pre-Ph.D. examination shall be held after six months and before twelve months from the date of admission.
- 3.3 The subjects offered for Pre-Ph.D. examinations in various faculties including syllabi will be put up on the University website

4.0 REVIEW OF PROGRESS OF RESEARCH WORK:

- 4.1 For the purpose of monitoring the progress, all the Research candidates including those who are on the current rolls, are required to attend Research Review Meetings (RRMs) and present their progress to the DRC once every six months. At the time of RRM, research scholars should submit hard copies of their research progress in duplicate with supervisor(s) signatures.

Additionally, tangible output, if any, such as: Journal Publications/Presentations in a Conference/ Poster Presentation in a Seminar/Conference or a Patent, etc. should be submitted. The

intimation of RRM will be in the University website only. Candidates are requested to see the University website periodically. No individual letters will be sent to research scholars.

If the research scholar does not attend two consecutive meetings or if the reports are not satisfactory in two consequent meetings, the admission is liable to be cancelled.

- 4.2 The results of RRM will be put up on the website, indicating the performance of the research scholar. If the progress is not satisfactory, the research scholar should show an improvement in the research progress by the next RRM.

5.0 FEE PARTICULARS:

On selection for admission, candidates shall be required to pay the prescribed fee as per the following criteria and deposits. The fee and deposits have to be paid on stipulated dates regularly every year, till the successful completion of the programme and submission of thesis or cancellation of the admission as the case may be. If the fee is not paid by the stipulated due date, a late fee will be levied. Non-payment of the prescribed fee beyond the extended due date will lead to the cancellation of admission without any prior notice to the candidate.

Full-Time Research Scholars:

Category 1: CSIR/UGC/ICAR/ICMR/AP-NL/DBT/DST/GATE Direct JRF & SRF and those JRF/SRF in projects who have qualified CSIR/UGC-NET: Fees Rs. 5000/Year

Category 2: Scholars working as Project Fellows with GOI/other agency funded research projects with two/three years duration (appointment ratified by University) ; Fees Rs. 10,000/Year

Category3: Registered as Full Time Research Scholars but with no financial assistance; Fees Rs. 10,000/Year

Category 4: JNAFAU internal faculty Registered for Ph.D.; Fees Rs. 5000/Year

Part-Time Research Scholars:

Category 1: JNAFAU Lecturers Registered for Ph.D; Fees Rs. 10,000/Year

Category 2: Other part-time scholars, Fees Rs. 25,000/Year.

Note: Mode of Fee Payment for Full-Time as well as Part-Time candidates is year wise. The Fee Structure may be modified by the University from time to time.

6.0 DURATION OF THE RESEARCH PROGRAMME

- 6.1 Research Scholars registered for Ph.D. (Full-Time/Part-Time) can submit* the thesis after completion of a minimum of three years/four years from the date of admission, subject to passing of the pre-Ph.D. Examination

*For the candidate to submit the thesis for Ph.D., he/she should have published at least one research paper published/have accepted for publication, in a peer-reviewed refereed national or international journal. Two papers must also be presented/ accepted for presentation, at national/international conferences, which has to be enclosed with the

thesis, with necessary documentation of the same. Instead of article publication in journal, the candidate can also submit the thesis, if he/she has at least one recognized patent rights, whose details are to be enclosed.

The Doctoral scholars shall attend research seminars/conferences held by parent department or at other Universities.

6.2 **Early Submission:** If a research scholar desires to submit a thesis prior to the completion of three/four years, he/she should have

- i. Completed two years/two and half years (for FT/PT scholars respectively)
- ii. Published at least three (3) referred journal papers
- iii. Have recommendation of DRC
- iv. Have an outstanding contribution substantiated by the Supervisor
- v. Have valid reason thereof for early submission and **he/she should have passed the pre-Ph.D. Examination.**

6.3 Full-Time/Part-Time Candidates should complete the research work within a maximum period of 6/8 years respectively. They should pay tuition fee until the end of the year in which the thesis is submitted. If the Tuition Fee is not paid as per rules, penalty may be levied by the University. If Tuition Fee is not paid continuously for two years the registration will be cancelled.

6.4 **Late Submission:** A grace period of one year will be given for completing the work subject to recommendation of the supervisor and DRC and approval by university competent authority.

If the candidate fails to submit thesis within stipulated period, his/her registration will be cancelled. However, depending on the progress of the work and as per the recommendation of the DRC, re-registration may be considered with a penalty of Rs. 10,000/-. Such candidates are required to submit their thesis within two years from the date of extension.

7.0 **COMPULSORY SEMINAR PRIOR TO THESIS SUBMISSION:**

Each candidate shall present a seminar 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 DRC is empowered to make suggestions for improving the quality of the work on the basis of the seminar. 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 a synopsis and thesis.

8.0 **PREPARATION OF THE THESIS / DISSERTATION:**

8.1 **Submission and Adjudication of a Thesis:**

A candidate may submit the thesis any time up to one month after the maximum stipulated duration of research. However, the candidate may be permitted to submit his/her thesis during the extended period duly recommended by the Research Supervisor. Each Candidate, after completing the due formalities is required to submit to the Director of Evaluation his/her thesis along with the required documents.

- 8.2 A candidate has to submit six (6) copies of the synopsis of his/her thesis work, along with six(6) copies of thesis to the Director of Evaluation. In addition the following are to be submitted:
- i) A Demand Draft of Rs. 2000/- for evaluation fee (which will be revised from time to time) in favor of Registrar, JNAFAU, Hyderabad.
 - ii) Copy of Ph.D. admission letter, details of fees paid from time of admission till time of submission
 - iii) S.S.C. Marks sheet (as proof of age)
 - iv) Copy of Pre-Ph.D. Marks Memo
 - v) Sealed cover of Panel of Examiners prepared by the Supervisor.
- 8.3 Six copies of the thesis incorporating a certificate from the supervisor to the effect that the thesis is an original work of the candidate and a declaration by the candidate to the effect that the thesis either in part or full does not constitute any part of any thesis/ dissertation/ monograph submitted by him/her or any other person to 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.

8.4 **Thesis Processing**

The thesis shall be submitted only upon the positive recommendation of the DRC. The supervisor of the candidate shall send a panel of ten (10) examiners to the Director of Evaluation for the purpose of adjudication of the thesis. The Panel of Examiner smust consist of faculty from other reputed Universities and organizations. Three Examiners will be selected by the Vice-Chancellor. Out of the three selected, at least two must be outside the State of Andhra Pradesh.

- 8.5 Out of the panel of ten names of examiners submitted, at least nine shall be outside the state of Andhra Pradesh and not more than one from any university/organization. Necessary care must to be taken to avoid the names of the faculty from JNAFAU and its affiliated colleges. Panel of the names is to be submitted with all particulars, like complete address, designation, qualifications, publications, telephone numbers/fax/email.

NOTE: Ph.D. supervisors of JNAFAU Hyderabad and persons related to candidate shall not be included in the panel of Examiners.

9.0 EVALUATION OF THE THESIS:

The examiners are required to:

- a) Outline the main features of the thesis.
- b) Critically evaluate the thesis and send a report on the thesis in not less than 500 words.
- c) Make one of the three following definite recommendations.
 - (i) The thesis attains the standard required for the award of the Ph.D. degree (Minor revisions can be suggested without resubmission)
 - (ii) The thesis requires revision and re-submission for re-evaluation by the same examiner

(iii) The thesis is rejected.

10.0 REVISION AND RESUBMISSION OF THESIS

10.1 If one examiner rejects the thesis, the comments made by the examiner should be forwarded to the Supervisor and also to the candidate for their justification / clarification/modification. After receiving their justification / clarification, the Viva-Voce examination may be conducted.

10.2 If two examiners reject the thesis, the candidate shall revise and re-submit it after one year, which will be sent for evaluation to the same examiners who had rejected it. If the two examiners reject it again, the thesis is summarily rejected. If the thesis is accepted the second time, it will be accepted.

10.3 The thesis shall be summarily rejected if all the three examiners reject it.

11.0 VIVA-VOCÉ EXAMINATION

11.1 Once the thesis is accepted, a comprehensive Viva-Voce examination shall be arranged by the Director of Evaluation.

11.2 **Three copies of approved Ph.D. thesis, (with changes incorporated, if any) shall be submitted by the candidate before the viva-voce examination. One copy shall be placed in the College Library as a record, one copy given to the Supervisor and third retained by the Director of Evaluation.**

11.3 The Viva-Voce examination shall be conducted by a Board of Examiners, consisting of two examiners, one of whom has evaluated the thesis and the other is the supervisor.

11.4 The Board of Examiners shall jointly report the candidate's work as **"SATISFACTORY" OR "NOT SATISFACTORY"**.

11.5 If the Board reports "Not Satisfactory", the candidate shall appear again for the Viva - Voce Examination after three months. If he fails to get a "Satisfactory" report even at the second Viva - Voce examination, he shall not be eligible for the award of the Ph.D. Degree.

11.6 Upon successful completion of the Viva-Voce Examination, and on consideration of the reports of the individual examiners, the Vice-Chancellor may approve the announcement of the award of the provisional Ph.D. Degree to the candidate. The award of the Degree shall be confirmed by the Executive Council of the University.

11.7 The University shall submit a soft copy of the thesis to the UGC after the final evaluation and acceptance of the thesis.

11.8 The University shall issue a Provisional Certificate certifying that the degree has been awarded in accordance with the UGC regulations.

12.0 GENERAL INFORMATION:

12.1 The academic regulations should be read as a whole for purposes of any interpretation.

12.2 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.

12.3 The University reserves the right to alter the regulations from time to time as and when necessary.

12.4 **Eligibility of a Research Supervisor:**

A Supervisor or Co-supervisor should have a Ph.D. degree from a reputed University with a minimum of five years teaching/research experience. He/she should have publications in two refereed national / international journals and also presented two refereed national/international conference papers for eligibility.

Each Research Supervisor shall guide not more than eight research scholars at any given time in their Ph.D. Programme. However, one foreign student may be allotted to a research supervisor as an additional seat over and above the eight by the Ph.D Admission committee which would screen the candidates' eligibility to pursue the Doctoral programme.

Director of Evaluation and Director, Admissions shall monitor and limit the maximum number of students that a supervisor can serve as a guide or co-guide. A research scholar will have only one main supervisor and one co-supervisor.

- 12.5 Allocation of Supervisors will be done at a Departmental meeting based on the area of interest for the research. A Co-Supervisor may be appointed in case there is no expertise for the proposed research within the University.
- 12.6 A 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.
- 12.7 A vacancy with the supervisor may be considered to have occurred only when a candidate working under him/her submits the thesis, or his/her registration is cancelled. During any one academic year, not more than three scholars may be permitted to register under the guidance of the same supervisor.
- 12.8 The registration of a Ph.D. scholar may be cancelled by the Vice-Chancellor, if the candidate fails to satisfy the conditions stipulated in the admission order or violates the rules and regulations of Ph.D., after giving notice to the concerned candidate.
- 12.9 The Vice-Chancellor may cancel the registration of a Ph.D. scholar on the recommendation of the supervisor and doctoral committee under the following circumstances after giving notice to the candidate:
 - a. Where the progress has been reported to be unsatisfactory in two consecutive half yearly RRM's.
 - b. Where a candidate discontinues his/her research.
- 12.10 Wherever the words he, him, his occur they will also include she, her and hers respectively.
- 12.11 The candidates are advised to see the JNAFAU website for instructions from time to time.
- 12.12 All admissions into the Ph.D programme in JNAFAU are always provisional. They may be cancelled following due procedure at any time.