



RESEARCH AND DEVELOPMENT
SRI VENKATESWARA UNIVERSITY,
TIRUPATI -517502, A.P., INDIA

**ACADEMIC REGULATIONS AND GUIDELINES FOR THE
CANDIDATES OF RESEARCH PROGRAMMES**
(Effective from the Academic Year 2016-2017)

The Research and Development unit is established to promote research activities of S.V. University, Tirupati. The R&D unit will monitor and administer Research program of Ph.D., offered by the University. Research and Development unit will initiate the following specific activities for monitoring and Evaluation of Candidates admitted for Ph.D. by Research Programs in all Faculties of the University.

The Academic Regulations and guidelines mentioned for performing the activities for Monitoring and Evaluation of the candidates cover the following aspects:

- 1.0 Eligibility and Admission of candidates.
- 2.0 Coursework for Ph.D. Examinations.
- 3.0 Duration of the research program.
- 4.0 Constitution of Department Research Committee and Issues relating to Change of Title/Topic/Supervisor/Co-Supervisor and Research Review.
- 5.0 Department Research Committee (DRC) for Review of Progress of Research Work.
- 6.0 Compulsory pre synopsis and Colloquium before Thesis submission

- 7.0 Preparation of the Thesis/Dissertation
- 8.0 Evaluation of the Thesis.
- 9.0 Viva –Vocé Examination.
- 10.0 General Information (Eligibility of a Research Supervisor, etc)
- 11.0 Annexure (Annex –A, B, C, D, E)

1. ELIGIBILITY AND ADMISSION OF CANDIDATES:

Admission shall be open to Full-Time /External Candidates(Part-time) who fulfill the following requirements:

- 1.1. Admissions for the Research Program (Ph.D.) shall be made by Director, Directorate of Admissions, S.V. University, Tirupati by conducting written test (SVU RESET) and interview. Ph.D proceeding will be issued by Dean (R&D) section.
- 1.2. Minimum qualifying marks are 50% in the Entrance Examination conducted by the Director, Directorate of Admissions, S.V. University Interviews will be organised for the candidates qualified in the Entrance Examination conducted by S.V. University.
- 1.3. Candidates who are qualified at the UGC- CSIRNET examination with fellowship be exempted from S.V. University written test for Ph.D. admissions; however they should appear for the interview.
- 1.4. Candidates awarded with **RGNF Scheme will be admitted into the Ph.D Program. Candidates with RGNF shall be admitted irrespective of the stipulated number of vacancies available with the**

supervisor(a minimum of one RGNF candidate will be allotted to any supervisor at given point of time) in the concerned subject by rotation. However, they should appear for an interview and should qualify SVU RESET/ GATE/UGC NET/CSIR NET/APCET/any UGC accredited examination or any other national entrance exam equivalent to NET examination within a period of two years failing which the registration of such candidates will be cancelled.

- 1.5 Candidates who secure DST INSPIRE/Moulana Azad National Fellowship will be given provisional admission to Ph.D.subject to the availability of a vacancy with the guide. However, they should appear for an interview and should qualify SVU RESET/GATE/UGC NET/CSIR NET/APCET/any UGC accredited examination or any other national entrance exam equivalent to NET examination within a period of two years failing which the registration of such candidates will be cancelled.
- 1.6 Foreign student/NRI(Full-time)
 - a. Foreign students will be provisionally admitted into Ph.D. program(Full-time) as per the guidelines in vogue after examining the request of the candidate for registrationthrough a personal interview. One extra seat shall be provided to the guide under this category.
- 1.7 Ph.D admission through Executive Quota with out SVU RESET
 - i. Candidate should have 10 or more years of experience working in Govt organisations/private sector/Industry

in the executive cadre drawing a salary with AGP Rs.9000/- and above in Govt organisations; Rs.1,00,000 salary per month in private sector whose turn over should be Rs.100 crores and above and should provide annual audited reports.

- ii. The candidates should submit last two years of IT returns
- iii. The candidate should have published two papers in peer reviewed journals.
- iv. The candidate should present a seminar before a committee as and when called for. The decision of the committee is final for the admission of the candidate.

1.8 Extramural / Category :

For admission into Ph.D. Programme under Extramural (E.M.R) category, the research institution where the candidate is working should have been recognized by SVU and admission will be given for the following candidates, who have qualified in SVU RESET Exam.

- (a) Scientist and Technical officers with P.G. or equivalent degree working in research institutions recognized by S.V. University having put in two years of experience.

OR

- (b) Research scholars with P.G. or equivalent degree having fellowship attached to the institutions recognized by S.V. University as research centers and having completed at least six months with scholarship tenable for a further period of two years.

- (c) Admission Procedure : For admission into Ph.D. Programme under Extramural category there should be an Internal Guide (Principal guide) recognized by the SVU in the recognized research institution where the candidate is working. In addition to the Internal Guide, a faculty member eligible to guide research from within the concerned Department of SV University or its affiliated colleges has to be included as an External Guide.

1.9. ELIGIBILITY CRITERIA :

- i. Research Programmes for Ph.D. degrees can be pursued in the Faculties of Arts, Law, Science, Engineering, Commerce & management, Education and Pharmaceutical Sciences by candidates possessing minimum qualifications prescribed as above.
- ii. Admission Information : Counseling for admissions into all departments of S.V. University Campus Colleges, and recognized research centers in affiliated colleges shall be made at the office of DOA, SVU.
- iii. In all Faculties/ Departments, candidates must have passed the Post Graduate Degree Examination of the S.V. University or an examination recognized as equivalent by UGC in the discipline/subject area concerned, with a minimum of 55% marks in aggregate and for SC and ST category, the aggregate shall be 50% marks in the concerned subject/discipline.

1.10. Educational Qualifications:

For Ph.D.

Candidates must have a Post Graduate Degree in the concerned faculty/branch/discipline, with a minimum of 55 % marks in aggregate, and for SC and ST category – the aggregate shall be 50% marks in the concerned faculty/branch/discipline.

1.11. Regular faculty members/non-teaching staff of S.V. University, possessing the minimum academic qualifications and desiring Ph.D. selection shall be deemed as external candidates(part-time) of this University.

1.12. Candidates who have been in continuous service for at least FIVE(5) years in Nationally reputed Scientific/R&D /Industrial/Government Organizations and engaged in Scientific/Technological/ Engineering/Educational Institutes/Managerial Activities/Social work, as the case may be, and possessing the minimum academic qualifications, shall be eligible for admission as External candidates (part-time). Candidates should submit last two years of IT returns along with the bank statement. A screening committee should be constituted to select the candidates. The decision of the committee is final.

Staff members working in the private/affiliated/ autonomous colleges selected by the committee constituted by the S.V.University with its nominee shall only be eligible for part-time admission.

1.13. A candidate seeking admission as an external scholar(part-time) will have to declare and register as such and produce the following at the time of registration

- (i) a letter from the employer permitting the candidate to pursue the course work for one semester (No Objection Certificate), and,
- (ii) a commitment from the candidate and sanction from the employer that he/she would be permitted to avail leave at least for six months during the tenure of registration to complete Ph.D work.
- iii) Part-time students should report to the departments concerned during the summer vacation.

1.14. The R&D Unit will maintain Receipt books, cashbook, details of financial transactions,etc. The original certificates and admission folio of the candidate shall be maintained by the Office of the Research & Development unit, till the completion of the research program of the respective candidates.

1.15. A Student Admission Number, which will also be the Hall Ticket number, will be assigned to the candidate. An Identity Card for the exclusive use of Academic Facilities of S.V. University will be given to each candidate, by the Research & Development Unit.

1.16. While pursuing research in S.V. University, the candidate shall not register for any other course at any other University or Institution, leading to the award of a degree/diploma/certificate. In case of any such violations, the admission/registration stands cancelled.

2. COURSE WORK AND Pre-Ph.D. EXAMINATIONS

2.1. These Research Programmes are aimed at giving a broad-based training in the concerned field in addition to

specialization in a particular area. The course work shall be prescribed in the relevant field of research for the Pre-Ph.D. examinations from the S.V. University approved list of subjects as recommended by the Supervisor and Co-supervisor, and to be communicated to the Dean, R &D which will be forwarded to the Controller of Examinations. The area/field of research once selected for Pre-Ph.D. exams cannot be changed. (However, in the case of failed candidates, in paper-II(area of specialization), they may be allowed to change the subject area with the approval of Dean, R&D).The Pre-Ph.D. exam dates and schedule will be notified by Controller of Examinations (Examination Branch) in S.V. University website. No individual letters will be sent to research scholars.

Both full time and part-time candidates have to take the Ph.D written examination after one year from the date of registration and after completion of the course work. The panel of Examiners/paper setters for both Paper-I (research Methodology) will be submitted by the Dean of the concerned faculty and paper-II(Area of specialization) each of 4 credits shall be furnished by the research supervisor of the concerned candidate in consultation with DRC of the department.

- 2.2. The candidates are required to pass in the above course; the minimum marks required for a pass shall be 50%. In case a candidate fails to pass in three attempts his admission shall be cancelled.
- 2.3. Generally, the Pre-Ph.D. examination shall be held once in a year. The conduct of these examinations, declarations

of results, and preparation of marks lists will be carried out by the Office of the Controller of Examinations (Exam. Branch) of S.V. University.

- 2.4. The subjects offered for Pre-Ph.D. examinations in various faculties including syllabi will be made available on the university website.
- 2.5. As per the UGC Guidelines, a Course Work of one Semester is compulsory. The Course work for the Ph.D. Programme, therefore, shall also include:
 - i) One Subject (Theory) with compulsory attendance and associated with end-semester (external) examinations, and
 - ii) One Course (Theory) on “Research Methodology”, with compulsory attendance and associated with end-semester (external) examinations.
- 2.5.1. The theory Subject will have to be chosen from the concerned field of specialization (or the nearest specialization). The choice and selection of the Subject must be approved by the candidate’s Supervisor and Co-Supervisor, if any and the same must be communicated to Dean, R&D Unit in soft/hard copy form, with appropriate signatures and seals of – Supervisor, Co-supervisor and Head of the Department concerned. The area/field of research once chosen cannot be changed during the entire research period. The research candidates have to be physically present for the teaching classes throughout that semester and shall have to maintain the required 75% of attendance, based on which

alone they will be permitted to write the pre-Ph.D exams. The pre-Ph.D examination is of three hours duration with a maximum of 100 marks.

- 2.5.2. The course-work on “Research Methodology” shall be offered commonly for all the research scholars of identified areas of specialization(Sciences, Arts, Commerce& Management, Engineering, Education & Law), at S.V. University. All the scholars shall have to be physically present and maintain the required minimum attendance criterion (75%) in this course. The external end examination is of three hours duration with a maximum of 100 marks.

The Ph.D. written papers shall be subjected to double valuation by internal and external examiners. Internally, Paper-I will be evaluated by the Chairperson, BoS or any other senior faculty member suggested by the Dean, Faculty of Sciences and paper –II will be evaluated by the research supervisor of the candidate.

If the candidates fail in the subject, they have to reappear for the exams of the related subject, as and when offered, as per the Academic Regulations; they need not attend class-work again, provided they maintain the minimum attendance requirements earlier. However, if the candidates do not have the required minimum 75% of attendance in the subject, they will be detained in those subjects, and shall have to reappear for class-works in those subjects again, as and when they are offered, shall maintain the attendances required and then appear for

the mid-semester and end-semester examinations. There is no revaluation for the pre-phD examination.

3.0 DURATION OF THE RESEARCH PROGRAMME

- 3.1. Research Scholars registered for Ph.D. (Full-Time) & Ph.D External(Part-time) can submit* the thesis after completion of a minimum of three years(3)(full-time) & four years(4) (part-time) from the date of admission(date of admission means the date of joining date), subject to passing of the prescribed, Theory Subject, Research Methodology Course and Research publications as stipulated.

*For the candidate to submit the Thesis for Ph.D., he/she shall publish two research papers with at least one paper published in a peer-reviewed refereed national or international journal (which has to be enclosed to the thesis), and other in refereed International/ National Journals/ Conferences, In the journal papers and conference papers, the research scholar’s name must be as the first author.

- 3.2. Candidates should complete the research work within a maximum period of Five (5) years(full-time) and Seven(7) years (part-time). 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, the penalty may be levied by the Dean, R and D Unit. If Tuition Fee is not paid continuously for two years, the registration will be cancelled.

3.3. Late Submission: If the candidate fails to submit a thesis within the stipulated period, his/her registration will be cancelled. However, depending on the progress of the work and as per the recommendation of the SC of URC, permission for submission of Thesis may be given with a penalty and approval from Vice Chancellor based on the merit of the case.

4. CONSTITUTION OF THE DEPARTMENT RESEARCH COMMITTEE (DRC)

The Department Research Committee (DRC) for each Department shall consists of the Chairperson-Board of Studies (BoS) of the Department(Chairman), Head of the Department or Coordinator of Centre will be the convener, two Senior Faculty Members (having Ph.D.). Concerned Supervisor/Co- supervisor of the candidate will also be present as per the requirement.

In the case of departments, where a minimum number of staff are not available to form the DRC, The Vice-Chancellor will constitute the DRC involving external(other than SVU staff) or internal staff members of the SVU Colleges.

4.1. 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 and Vice-Chancellor. For this purpose, the candidate should apply in the prescribed format and submit to Dean, R&D Unit. The application from the candidate for

change of title/ topic / supervisor/s shall be endorsed by the supervisor and co-supervisor. 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/ Co-Supervisor also should be attached with the application, with relevant documents as prescribed at the time of application. For major research-related issues, the URC will examine on a case by case basis and give its recommendations. (For Applications of Change of Supervisor/Co-supervisor see website)

4.2. The University may permit modification in the topic of the area of research, provided it is done before the pre Ph.D exam. of the doctoral work. If the resubmitted topic of work is different from the originally proposed topic, it constitutes a change of topic and represents a major change. For such cases, the thesis submission date will be one calendar year after the change is affected. The University may permit modification in the title of research work at the time of synopsis/Thesis submission only.

5. REVIEW OF PROGRESS OF RESEARCH WORK

For the purpose of monitoring the progress of Research Works, all the research candidates including those who are on the current rolls of S.V. University for Ph.D are required to attend Research Review Meetings (RRM) atleast once in a year and make power point presentations/oral presentations. . At the time of RRM, research scholars should submit hard copies of their

research progress in duplicate, in prescribed format with signatures Supervisor and Co-supervisor. Additionally, tangible output if any, such as: Journal Publications/ Presentations in a Conference/ Poster Presentation in a Seminar/ Conference or a Patent, etc. may be submitted. For the RRM, the presence of Supervisor or Co-supervisor of the candidate may be optional; there shall not be any financial commitment on the part of the University in this regard. The intimation of RRM will be in the S.V. University website/by email/by SMS whichever is convenient. Candidates are requested to visit S.V. 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. The fellowships of the Ph.D candidates will be forwarded/ extended only after the satisfactory performance in the RRM.

6. COMPULSORY SEMINAR Before THESIS SUBMISSION

(COLLOQUIUM):

Each candidate shall present one seminar. The seminar should be at least two months before submission of thesis in the concerned Department on the research work, carried out by him/her. The Vice-chancellor shall appoint external subject expert(s) to the colloquium if required. The scholar should submit two copies of synopsis to DRC and to the external expert(s), if any highlighting original/

significant contributions made in the research work. The colloquium committee is empowered to accept or reject the research work of scholar for submission or may advise to revise/reappear with the modification made. The seminar will be open to all Faculty members and Research Scholars of the concerned department.

The Dean of the faculty concerned shall be the chairman of the colloquium. Vice-chancellor, Rector, Registrar and the Dean, Research & Development are Ex-officio members. However, their presence is not compulsory. Prior permission from the Dean, R&D shall be obtained to organize the colloquium.

Quorum: Dean, faculty of studies, Chairperson, BoS and guide or co-guide of the candidate.

The Dean faculty or the Chairperson, BOS can nominate a senior faculty member from the concerned departments in case of any exigency. In case the Dean Faculty and Chairperson, BoS are unable to Nominate or attend the colloquium, the Head of the Department concerned will act in their place to fulfil the quorum.

6.1 Submission of the Synopsis:

A candidate can submit the Ph.D Synopsis only when he/she has passed the Ph.D written examination (both papers), completing the colloquium seminar. Each candidate has to submit TEN (10) copies of the synopsis through the proper channel to the Controller of Examination through the Dean, R& D unit at least one month prior to the submission of thesis but not later Six

Months failing which a penal fee as prescribed should be paid by the candidate for a maximum of three more months extension to submit the thesis. The synopsis should be written in English only, except in the case of languages.

The following should be enclosed along with the synopsis:

- I. One soft copy of the synopsis
- II. Certificates from DRC stating he/she has attended the RRM's in the department.
- III. Recommendations of the Colloquium Committee.

7. PREPARATION OF THE THESIS / DISSERTATION:

- 7.1 For ensuring originality of submitted content, the thesis will be checked by anti- plagiarism software. After completion of Colloquium, a soft copy of thesis in word format should be brought along in person to R & D Unit and have it checked before binding and sending it to the evaluation section. If any text strings/figures are found to be copied or dubious without proper acknowledgment of the source, the thesis has to be thoroughly revised.

7.2 Submission and Adjudication of a Thesis:

A candidate may submit the thesis any time during one month before or within one month after the expiry of the stipulated period of research. However, the candidate may be permitted to submit his/her thesis during the above period duly recommended by the Research Supervisor and with the permission of the Dean, R&D. Each Candidate, after completing the due formalities, is

required to submit to the specified number of copies of his/her thesis, along with the prescribed application form and with the following documents as given in section 7.3, to the Controller of Examinations, through the Dean, R&D Unit.

- 7.3. A candidate has to submit four (4) hard copies and ONE(1) soft copy of thesis, an application enclosed with an online challan for Rs.5000/- towards adjudication fee (which will be revised from time to time) in favour of Registrar, S.V. University, Tirupati. Copy of Ph.D. admission letter, details of fees paid from time of admission till time of submission, S.S.C. Marks sheet (proof of name and age), Copy of Pre-Ph.D. Marks Memo, Qualified lower degree certificate and a sealed cover of Panel of Examiners to the Dean, R&D Unit, S.V. University.
- 7.4. Four 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 thesis should also contain the signature of the Head of the Institution/ Organization (from place of work) in addition to the supervisor's signature. The 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.

7.5. Thesis Processing

The thesis shall be submitted only upon the positive recommendation of the Colloquium Committee. The supervisor of the candidate and the Chairman, BoS concerned shall send a panel of nine (9) examiners each in a sealed cover to the Controller of Examinations. The Panel of Examiners for science subjects shall consist of, three from National Institutions, three from outside the state and three (3) from other reputed Universities within the state.

The Panel of Examiners for Arts subjects shall consist of, three from premier Institutions/central universities three from outside the state and three (3) from other reputed Universities within the state.

Panel of examiners for Engineering subjects shall consists of three from IITs, three from NITs and three from Universities (No private/Deemed Universities).

The University may revise the panel of Examiners if necessary.

- 7.6. Out of the panel of nine names of examiners submitted, six shall be outside the state of Andhra Pradesh and not more than three from within the state of Andhra Pradesh. Necessary care is to be taken to avoid the names of the faculty from S.V. University and its affiliated colleges. Panel of the names is to be submitted with all particulars, like complete address, designation, telephone numbers/ fax/email, etc.

The examiner suggested for the adjudication of the thesis should not be below the rank of a Professor/Scientist E& F who are in service.

NOTE:

(i) Subject experts from the organization where the supervisor/co-supervisor belongs, and persons related to a candidate shall not be included in the panel of the examiners.

(ii) In case the candidate does not submit the thesis within six months from the date of submission of the synopsis, the panel lapses and a new panel has to be suggested.

8. EVALUATION OF THE THESIS:

- 8.1. The thesis shall be evaluated independently by three examiners, external to the University.

The maximum time given for the examiner to evaluate the thesis is 60 days. First reminder should be sent after 30 days and second reminder after 45 days. If the examiner doesn't respond within 60 days the next examiner should be contacted.

Consent given by the examiners by email can be considered for processing the thesis.

- 8.2. The examiners external to the University shall be selected by the Vice-Chancellor from amongst a panel of nine names.
- 8.3. The examiners are required to:
- (i) Outline the main features of the thesis.

- (ii) Critically evaluate the thesis and send a report on the thesis in not less than 500 words.
 - (iii) Make one of the four following definite recommendations.
 - a) The thesis attains the standard required for the award of the Ph.D. degree
 - b) The thesis requires revision and re-submission to the Department Research Committee (DRC).
 - c) The thesis requires revision and re-submission for re-evaluation by the same examiner
 - d) The thesis is rejected
- 8.4. The University shall take a decision on the thesis based on the three reports according to the following:

Recommendation of Examiners			Decision
1	2	3	4
accept	accept	accept	accept
revise	revise	revise	revise
reject	reject	reject	reject
accept	accept	revise	revise
accept	revise	revise	revise
accept	accept	reject	Sendto4 th examiner
accept	reject	reject	reject
accept	revise	reject	Revise:sendto4 th examiner
revise	revise	reject	Revise;sendto4 th examiner
revise	reject	reject	reject

- 8.5. For revision and resubmission of the thesis, the candidate will be given a maximum period of one year from the date of communication of the report (s) to the candidate.
- 8.6. The revised thesis shall be referred to those examiners who have originally recommended revision and re-submission for revaluation.

9. VIVA-VOCÉ EXAMINATION

- 9.1 Once the thesis is accepted, by all the three examiners a comprehensive Viva-Voce examination shall be arranged by the Dean, R & D Unit on receipt of communication from the Controller of Examinations, S.V. University.
- 9.2 One copy of approved Ph.D. thesis along with a soft copy in the INFLIBNET format shall be submitted by the candidate before the viva-voce examination to the Dean R&D unit. The hard copy shall be placed in the University Library as a record. The soft copy will be uploaded in to UGC INFLIBNET, accessible to all the Institutions/ Universities.
- 9.3 The open Viva-Voce examination shall be conducted in the concerned Department/Unit/Center by a Board of Examiners, consisting of the following:
 - a. Chairman of the adjudication committee(one of the examiners to be appointed by the Vice-chancellor)
 - b. The Dean of the Faculty concerned.
 - c. The Chairman/Chairperson of the Board of Studies(PG/ Combined) in the concerned Subject.
 - d. The Head of the Department concerned.

- e. The guide or co-guide of the candidate or both.
The Chairman of the committee, the research supervisor, chairperson, BoS and the Head of the Department are must for the viva-voce examination.
Quoram: Chairman of the adjudication committee, Chairperson, BoS and guide or co-guide of the candidate.
The Chairperson, BOS can nominate a senior faculty member from the concerned departments in case of any exigency. In case the BoS is unable to nominate or attend the Viva-voce, the Head of the Department may act in his place to fulfil the quoram.
- 9.4 In case the Examiners who accepted the Thesis are not available for the Conduct of the Viva - Voce Examination, the Vice-Chancellor may nominate another examiner from the list of adjudicators approved .
- 9.5(i) The reports of the external examiners and the recommendations of the colloquium committee shall be made available to the Board for the Viva- Voce Examination.
- ii) The viva-voce examination should primarily be designed to test the understanding of the candidate on the subject matter of the thesis, including methodology employed and the candidates competence in the general field of study.
- iii) The candidate should also be asked to clarify any of the points raised by the external/adjudicators in their reports.

- iv) a) The viva-voce Board may on the basis of the unanimous opinion recommend either a) That the candidate be awarded the Ph.D. Degree or
b) That the candidate may appear for the viva-voce examination again after a stipulated time
c) Any candidate who does not satisfy will not be considered for the award of degree.
- 9.6 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 and provisional certificate will be issued. The award of the Degree shall be confirmed by the Executive Council of the University.
- 10. GENERAL INFORMATION:**
- 10.1. The academic regulations should be read as a whole for purposes of any interpretation.
- 10.2. In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- 10.3. The University reserves the right to alter the regulations from time to time as and when necessary.
- 10.4. The students admitted during year 2015 or earlier under UGC regulations 2009 are entitled to follow the same for a period of 4 years i.e: upto 31-03-2021. Thereafter the students who failed to complete the course shall come under the purview of UGC Regulations - 2016

10.5. INTERDISCIPLINARY RESEARCH

A candidate for the Ph.D degree may under take interdisciplinary research. In such cases, there may be one or two Research supervisors. The candidate should qualify in the SVURESET, the concerned subject in which He or she want to do the research.

- i) Interdisciplinary research shall be carried with in the departments of SV University Colleges. In such case, One research supervisor should be from the concerned subject of P.G from S.V.University Colleges, and another supervisor should be from a relevant discipline other than the concerned department in which he/she has a P.G Degree.
- ii) Interdisciplinary research shall also be carried out in one department with in the SV University Colleges and with a recognized National Research Institute/Laboratory. In such case, One research supervisor should be from the concerned subject/relevant discipline of P.G from S.V.University Colleges and another supervisor should be from the recognized National Research Institute/Laboratory.
- iii) In the case of interdisciplinary research, the candidate shall be awarded the degree in the subject in which he/ she registered, mentioning the title of the thesis.
- iv) In case of the departments/centers offering Ph.D program in more than one specialization/subject area/discipline, the candidate shall be awarded the degree in the subject/ discipline/specialization in which he/she registered, mentioning the title of the thesis.

- V) In case of interdisciplinary themes involving two or more disciplines, the Chairperson, Board of Studies(PG-combined) of the subject in which the candidate has registered for Ph.D shall provide the panel of examiners in addition to the panel given by the supervisors.
- Vi) In the case of candidates working in National Research Institute/Laboratories or affiliated colleges recognized by the University, the research supervisors and the Chairperson of the PG/Combined board of studies shall submit the panel of examiners separately.
- Vii) In case the Chairman, Board of Studies (PG/Combined) happened to be the research supervisor, another internal member of the Board/senior faculty with Ph.D nominated by the Vice-chancellor, shall be required to provide the panel of examiners.

10.6. Eligibility of a Research Supervisor:

- I. A Supervisor or Co-supervisor should have a Ph.D. degree from a reputed University with a minimum of five years teaching/research experience after obtaining the Ph.D degree and having five publications in refereed national /international journals/ articles or chapters in ISBN books and also presented five refereed national/international conference papers for eligibility.
- II. A Professor, an Associate Professor and an Assistant Professor and other employees occupying equivalent positions of S.V.University shall be permitted to have at any given point of time, not more than Eight (8) (external &full-time) and four (4) additional scholars for joint

guidance (external &full- time); Six(6) (external &full-time) and two(2) additional Scholars for joint guidance; four(4) (external &full-time) and one(1) additional scholar for joint guidance, respectively. Dean, R&D and Director, DOA(Admissions) shall monitor and limit the maximum number of students that a supervisor can serve as a supervisor or co-supervisor.

- III. Directors/Scientists of recognized National Research Institutes/Laboratories shall be permitted to have at any given point of time to guide, not more than Six(6) full-time Ph.D candidates with or without a co-guide from S.V.University.
- IV. Teachers(recognized as guides by the S.V.University) in colleges affiliated to S.V.University shall be permitted to have at any given point of time to guide, not more than (2) full-time Ph.D candidates.
- V. A research guide should have atleast two(2) years of service before retirement for guiding the candidate.
- VI. 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 up to 3 years from the date of superannuation/ Resigning / Deputation.
- VII. When the research guide leaves the country or resigns or in long leave/lien/deputation, the candidate will have the option to transfer to some other guide who is willing

to guide, provided he/she has a clear vacancy, which must be approved by the URC.

- VIII. In case research guide expires, the Departmental Research Committee (DRC) shall allot the candidate to another eligible guide in the department treating that as an additional seat approved by the Dean(R&D).
- IX. 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 be canceled. During any one academic year, not more than three scholars may be permitted to register under the guidance of the same supervisor.
- X. The registration of a Ph.D. scholar may be cancelled by the Dean, R&D Unit within the stipulated period 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.
- XI. Dean, R&D Unit may cancel the registration of a Ph.D. scholar on the recommendation of the supervisor and/ or department research committee under the following circumstances after giving notice to the candidate:
 - a. Where the progress has been reported to be unsatisfactory in two consecutive yearly/RRMs.
 - b. Where a candidate discontinues research, and/or where they have accepted any of appointment other than specified earlier without the written consent of the Dean, R&D Unit.

- c. Where the candidate has not submitted the thesis in the stipulated duration of the course.
- d. Where the candidates request for cancellation due to their personal reasons.

10.7. Recognition of Institutions and External Guides :

For recognizing the outside-institutions / other university staff and external Guides / Co Guides for doing research leading to the Ph.D Degree of this University, the following procedure be adopted.

- (i) A Committee consisting of the Dean of the Faculty, the Chairman of the Postt graduate Board of Studies or combined Board of Studies as the case may be, and another senior internal member of the Board of Studies concerned, shall have to certify after inspection that the Affiliated College / Research Institute / other University has facilities for research in the subject concerned.
- (ii) The publication of the teacher /scientitst who is proposed to be the guide should sent by the University to an External subject specialist for assessing the publications and make the assesement available to be Inspection Committee.
- iii) The institute shall be recognized by the University and subsequently the concerned person who is proposed to guide in that institution shall be recognized.
- iv) Reputed Institutions such as National Research Institutes/ other Universities need not be inspected.

- v) For recognizing the outside National Recognized Institutions / Unversities and Exteranal Guides, the following fees shall be collected:

(i) Research Supervisor Recognition, Processing fee : Rs 5,000/-

(ii) Fee towards the visit of the Inspection Commission :
No Inspection neccessary.

For Recognizing the departments of affiliated colleges of the university and external guides, the following rates shall be collected (Fee towards recognition of the concerned)

a) Department of affiliated college

Rs. 10,000/-

b) Research Supervisor Recognition, processing fee

Rs. 5,000/-

c) Fee towards the visit of the Inspection Commission

Rs. 10,000/-

10.8. Topic of research

a) In case the research scholar applies for change of area of research (topic), he/she has to take due approval from Dean, R&D and can submit the thesis only after at least one year from the date of approval of change of area of research. This is because he is supposed to work in the approved new area compared to what was mentioned by him at the time of admission.

b) Title of thesis; this should be as approved by the colloquium committee before the submission of the

thesis. This should be exactly the same, on the thesis copy being submitted, as approved and finalized by the colloquium committee. There should not be any change in the title once it is approved by the colloquium committee.

10.9. Anti-plagiarism:

A maximum of three chances will be given to the research scholar if the percentage of plagiarism exceeds the approved limit (28%). The revised soft copy of the thesis after removing the plagiarism material must be submitted by the research scholar for second or third verification within one month itself.

10.10 The candidates are advised to visit the S.V. University website www.svuniversity.ac.in for instructions from time to time.

For any clarifications, candidates can contact Office of the Dean, Research and Development Unit, S.V. University, Tirupati through e-mail, deanresearchsvu@gmail.com .

11. Annexure (A, B, C, D and E)

RESEARCH AND DEVELOPMENT CELL ANNEX-A
S.V. UNIVERSITY, TIRUPATI
APPLICATION FOR CHANGE OF SUPERVISOR/CO-SUPERVISOR

1. Name of the Research Scholar : _____
2. Address with Tel. No. & mail-id : _____
3. Hall Ticket No & Date of Admission : _____
4. Copy of Admission Letter to be enclosed : _____ YES / NO _____
5. (a) Name of the Research Program : Ph.D.
(b) Dept. in which Candidate Registered : _____
6. Name of the Present Supervisor/Co-supervisor (being changed) with Designation, Address, Tel. No., mail- id:
7. Name of the New(proposed) Supervisor/New(proposed)Co-supervisor with Designation, Address, Tel. No., mail-id:
8. Brief details of progress of Research Work :
(attach separate sheet bulleting the works done and quantum / percentage of work done of or – the sheet to be signed by the Present & Proposed Supervisor, Present & Proposed Co-supervisor): YES/ NO
9. Reasons for Change of Supervisor/Co-supervisor a) from the Research Scholar
b) Reasons and Comments from Supervisor /Co-supervisor duly Signed, with Seal & Date.
- 10.a) Enclosed the Bio-data of the New Supervisor/Co-supervisor with all relevant documents (as prescribed at the time of admission to Research Program) : YES/NO
b) Proof of research / teaching experience (minimum 5 years)
c) A copy of Ph.D. Degree Certificate
11. I hereby accept to work under the New Supervisor / Co-supervisor and I understand that any further request for change of Supervisor/Co-supervisor will not be permitted by the University.

Date : _____

Signature of the Research Scholar

RESEARCH AND DEVELOPMENT CELL ANNEX-B

S.V. UNIVERSITY, TIRUPATI

APPLICATION FOR CHANGE OF (TOPIC) AREA OF RESEARCH

I have No objections for change

I accept to act Supervisor of Candidate

1) Name of the Research Scholar : _____

2) Address with Tel. No. & mail-id : _____

3) Hall Ticket No & Date of Admission : _____

4) Copy of Admission Letter to be enclosed: YES / NO _____

5) Name of the Research Program : Ph.D..

6) Department in which Candidate Registered: _____

7) Name of the Supervisor with Designation, Address, Tel.No., mail- id:

(Sig. of Present Supervisor with seal)

(Sig. of New Supervisor with seal)

I have No Objection for change of
Co-supervisor

I accept to act as Co-Supervisor

8) Name of the Co-supervisor with Designation, Address, Tel.No., mail-id:

9) Name of the Present Area of Research (TOPIC)(at the time of Registration) in
FULL :

(Sig. of Present Co-Supervisor with seal)

(Sig. of New Co-Supervisor with seal)

10) Brief details of progress of Research Work :

(attach separate sheet bulleting the works done and quantum/percentage of work
done so far –the sheet to be signed by the Supervisor & Co-supervisor): YES/NO

Note:

1) A candidate can have only one Supervisor and one Co-supervisor.

2) Details of Items 8 and 9 must be submitted on separate sheets.

3) Two Separate Hard Copies of all the enclosures must be submitted

11) Name of the Proposed Area of Research (TOPIC):

12) Abstract of proposed Research work(proposed) to be enclosed and duly signed
by the Supervisor/ Co- Supervisor: YES / NO

13) I hereby understand that any further request for change of Topic/Title will not be
permitted by the University and further that a change of research topic entails a one year
delay in the submission of the thesis effective from the date of change.

14)Reasons for Change of Area of Research (TOPIC).

Date : _____

Signature of the Research Scholar

Signature of the Supervisor with seal

Signature of Co-Supervisor with seal

Note: Two Separate Hard Copies of all the enclosures must be submitted.

ANNEX-C

(Subjects offered for Pre-Ph.D.examin various faculties including details of the syllabus may be down loaded form www.svuniversity.ac.in under R&D head)

ANNEX-D
General Outline for Thesis Write-Up
RESEARCH AND DEVELOPMENT UNIT
S.V. UNIVERSITY, TIRUPATI- 517 502
MONTH, YEAR

D.1 Size and copies:

The Dissertation should be submitted in A4 size paper and 4 copies of the thesis and synopsis are required to be submitted to the Dean, R&D cell along with panel of Examiners (sealed cover) duly signed by supervisor and co-supervisor. The thesis submission form should be filled and submitted along with the necessary fee and enclosures.

D.2 Paper, Typing & Format :

Bond paper should be used for the preparation of the Thesis. Typing should be done on the 12 font size letter, Bookman old style.

The lay-out should provide 1½ inch on the left side, 1 inch on top and bottom 1 inch on the right side.

Fresh Para should commence after five spaces. Double spacing shall be provided through out the dissertation / thesis. The page number shall be indicated at the top middle of the each page.

D.3 Binding:

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

1.(Title)
2.(Name of the candidate)
3.(Name of the Faculty in which the thesis is being submitted (e.g. Faculty of Mechanical Engg.))

4. A typical specimen of Cover Page & Title Page are shown at the end. It should be strictly adhered to. The colour of the emblem should not be changed. Plain Blank paper one each should be provided at the beginning and at the end.

D.4 Second page:

Second page should contain the following:

1.(Title)
2. Thesis/ Dissertation submitted in partial fulfillment of the requirement for the award of the degree of Ph.D./ M.Phil./ M.S. by.....(Name of the candidate)

Reg.No:

3. Bottom

D.5 Third page:

Declaration by the Candidate

DECLARATION

I here by declare that the work described in this thesis,entitled"_____

_____,"
which is being submitted by me in partial fulfillment for the award of Doctor of
Philosophy (Ph.D.) in the Dept.of _____

_____to the S.V. University, Tiruapti,is the result of investigations carried
out by me under the Guidance of Dr._____

The work is original and has not been submitted for any Degree/Diploma of this or
any other university.

Place:

Date:

Signature

Name of the Candidate:

RollNo.:

D.6 Fourthpage:

The fourth page should contain a certificate signed by the Supervisor in the following
format.

CERTIFICATE

This is to certify that the thesis / dissertation entitled.....

.....that is being
submitted by Sri/ Smt./ Ms.....in partial fulfillment for
the award of Ph.D. in.....to the S.V. University is a record of
bonafide work carriedout by him / her under our guidance and supervision.

The results embodied in this thesis have not been submitted to anyotherUniversity
or Institute for the award of any degree or diploma.

Signature of Co-Supervisor
Name and Designation

Signature of Supervisor
Name and Designation

D.7 Fifth page:

The fifth page should contain a certificate signed by theHead/Director of Organization/
Institution in the following format.

CERTIFICATE

This is to certify that the thesis/ dissertation entitled

.....that is being
submitted bySri/ Smt./ Ms.....inpartial fulfillment for
the award of Ph.D. in.....to the S.V. University is a record
of bonafide work carried out by him/ her at our organization / institution

**Signature of Head / Director
of Organization / Institution
Name and Designation**

D.8 Sixth page:

The sixth page may include the 'Acknowledgement'.

D.9 Seventh page:

The seventh page may containan abstract of the Dissertation/ Thesis.The candidate
may emphasize here his/her contributions.The reader/reviewer should be able to
get the gist of the work in the abstract itself, without having to go into the mainbody
of the text. Inshort, the abstract should be stand alone and self explanatoryof the
entire work.

D.10 Pages 8th, 9th

In these pages the candidate must provide a table of contents, list of tables, list of figures, and photographs and notation.

NOTE: All the above pages are to be numbered in Roman numerals of lower case and the rest of the thesis should have English numerical numbers.

D.11 Number of pages:

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.

D.12 Arrangement of Chapters:

The following is suggested format for arranging the Dissertation/ Thesis matter into various chapters. However this arrangement can be changed to suit the particular Research work.

1. Introduction
2. Literature Survey
3. Theoretical Analysis
4. Experimental Investigations
5. Experimental Results
6. Discussion of Results
7. Summary, Conclusion and Recommendations
(Original Contribution to be Highlighted)
8. Reference/ bibliography
9. Appendices (if any)

D.13 The arrangement of paragraph in a Chapter:

Each topic title in a chapter should be properly numbered for example: 2.1, 2.2, etc., (Bold and Uppercase) where, the first digit represents the Chapter number, and second digit, the topic title number.

Sub-topic titles, if any, may be indicated as 1.1.1, 1.1.2, etc. (Bold and title case) i.e. the first digit representing the chapter, the second representing the topic title and the third representing the sub-topic title.

D.14 Photographs and Tables:

The photographs and tables occurring in a chapter may be serially numbered as Fig:

1.1, 1.2 etc., along with suitable CAPTION where the first digit represents the chapter, the second digit represents figure number.

The photograph may be represented as: plate 1.1, 1.2 etc., the first digit representing chapter and the second representing the photograph number.

D.15 Graphs:

The graph should clearly indicate the points which are used for drawing the curve or curves along with the error bars. The axes (X, Y and Z) should have CAPTIONS.

D.16 Bibliography or References:

The following format may be used for the Bibliography/ References:

For Book

Sl.No	Author(s)	Book	Publisher	Year	Pages(PP)
-------	-----------	------	-----------	------	-----------

For Journal/ Proceedings

Sl.No	Author(s)	Paper	Journal	Vol.No,	Year	Pages(PP)
-------	-----------	-------	---------	---------	------	-----------

(A typical Specimen of Cover Page & Title Page)
 IDENTIFICATION,
**CHARACTERIZATION AND QUANTIFICATION OF HETEROCYCLIC
COMPOUNDS IN BIOLOGICAL MATRICES AND THEIR APPLICATION TO
PHARMACOKINETIC STUDIES**
<FontSize16><1.5line spacing>

A THESIS

<FontSize14>

Submitted

<FontSize14><Italic>

in the partial fulfillment of the requirements for the award of the degree of

<FontSize14><1.5linespacing><Italic>

DOCTOR OF PHILOSOPHY <FontSize16>

in

FACULTY OF CHEMISTRY <FontSize16>

By

VIJAYA <FontSize16>

[Reg. No.0503PH0999] <FontSize16>



RESEARCH AND DEVELOPMENT UNIT <FontSize16>

SRI VENKATESWARA UNIVERSITY, TIRUPATI – 517 502 <FontSize14>

INDIA

MAY 2016 <FontSize14>

Please Tick

**List of Enclosures for
SUBMISSION OF THESIS AFTER COLLOQUIUM & ANTI – PLAGIARISM CHECK**

- 1) Application Form (in proper format) for Submission of Thesis Ph.D.
Yes () / No ()
- 2) D.D. for Rs.....-in favour of the "Registrar, S.V. University" payable at Tirupati
Yes () / No ()
- 3) Attested Copy of the Marks Memo(s) of Pre-Ph.D Examinations Yes () / No ()
- 4) Copy of the Admission Letter issued at the time of Admission Yes () / No ()
- 5) HARD COPY LIST OF TECHNICAL PUBLICATIONS IN JOURNALS
duly signed by Supervisor /co-Supervisor and research scholar (with Title, Author
names, Journal Name, Year, Vol., Page No., Impact factor, citation index etc. published
after the Date of Admission/Registration of Ph.D.) Yes () / No ()

*At least one publication from the journal to be enclosed

NOTE: For the Research scholars registered on or before the year 2006, there must be at least one research paper published in a reputed refereed journal with research scholar's name as the first author. In case the guide or supervisor is first named author, the research scholar's name must be the next. For students registered from 2007 onwards, one journal paper and two conference/ seminar papers must have research scholar's name as first author. Otherwise the research paper will not be considered for the Ph.D thesis submission.

- 6) Hard Copy List of Publications in Conferences/seminars, with Title, Author names and all Details of Conference Proceedings (published after the Date of Admission/Registration of Ph.D.) duly signed by supervisor/co-supervisor and research scholar
*Certificates of paper presentation in the conference to be enclosed
*At least two publications to be enclosed Yes () / No ()
- 7) A photo-copy of the Proceedings, if extension (s) of time for submission of Thesis is permitted Yes () / No ()
- 8) A photo-copy of the Proceedings, if the permission is given for change of Supervisor / Co-Supervisor Yes () / No ()

- 9) A photo-copy of the Proceedings, if permission is given for change of Topic
Yes() / No()
- 10) A photo-copy of the Proceedings, if permission is given for change of Title
Yes() / No()
- 11) A photo-copy of the proceedings, if permission is given for Extra chance to appear Pre-Ph.D Exams.
Yes() / No()
- 12) A photo-copy of all fee receipts, upto current date and penal fee(s) if any paid for delay in the Submission of Thesis
Yes() / No()
- 13) Attested S.S.C Marks Sheet
Yes() / No()
- 14) Anti-Plagiarism Check Report of R&D Thesis
Yes() / No()
- 15) Final Copies of Ph.D Thesis (4) copies after implementing modifications as per Colloquium and Anti-Plagiarism Check Reports_
Yes() / No()
- 16) 10(TEN) Copies of Synopsis
Yes() / No()
- 17) Sealed Cover containing Panel of Examiners
Yes() / No()
- 18) Qualified lower degree certificate
Yes() / No()

**ABOVE ENCLOSURES ARE SUBMITTED ALONG WITH MY THESIS IN
SAME SERIAL ORDER**

CANDIDATE NAME:

PLACE & DATE:

CANDIDATE'S SIGNATURE

Note: The above enclosures will be verified in the R&D UNIT and in the case of any discrepancy the candidate will be called to make necessary corrections before sending thesis copies to University examination branch

Annexure- E

Candidates should submit the following original certificates in support of the Qualification and reservation claimed in the application at the time of admission for extramural category.

1. Candidates with qualifying degrees from the Universities outside Andhra Pradesh have to produce equivalency certificate from S.V. University.
2. Provisional or original Certificate and marks statement of qualifying examination. (Candidates are expected to submit the consolidated statement of marks.)
3. Transfer certificate from the institution where last studied.
4. Date of birth certificate (S.S.C/Equivalent Certificate).
5. Caste Certificate in case of SC/ ST/ BC Candidates.
6. Migration certificate in case of candidates from other Universities.
7. Four recent passport size photos.
8. Proceedings of the Vice- Chancellor for recognition of research centre (for Extramural Candidates).
9. Proceedings of the Vice- Chancellor for recognition of research guide (for Extramural Candidates).
10. Acceptance letters from proposed internal and external guides.
11. Service Cum- No objection certificate (for Extramural Candidates).
12. Fellowship award letter (for Extramural/ Project Fellows/ Fellowship holders).