

# **Adichunchanagiri University**

## **Ph.D. Regulations for All**

### **Faculties**



**ADICHUNCHANAGIRI  
UNIVERSITY**

**B. G. Nagar-571448**

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## **Ph.D. Program**

Ph.D program in ACU covering all its constituent institutions.

Complete and updated information on Ph.D and Doctoral training program will be available at all times on ACU website.

This information will be useful for supervisors, academic staff and administrative support staff. Members of expert evaluation committees and support staff involved in organizing the public defense of Ph.D theses will also find useful information. The rules of the program focus on the Ph.D. candidates and the program is therefore structured to meet their needs.

The following documents are maintained:

1. Application form
2. Format for PhD protocol submission
3. Course work grade sheet template
4. DAC meeting template
5. Progress report template
6. Synopsis
7. Thesis cover page
8. Certificates
9. Declaration regarding plagiarism
10. Adichunchanagiri University plagiarism policy

## **1. Designation of the Course: Doctor of Philosophy (Ph.D.)**

The degree awarded by the institution conferred upon a candidate after having satisfactorily completed the prescribed course of study and meeting with other conditions laid down by the University, qualifies for the award of Ph.D.

## **2. Admission Eligibility**

A candidate seeking admission to the Ph.D. program must have

- A postgraduate degree or equivalent from universities/institutions approved and recognized by AICTE/PCI/UGC/ICMR/MCI.
- MD, MS, M.Pharm, Pharm. D. / Pharm. D. (Post Baccalaureate), Ayurveda program also.
- Eligibility to write ACU Ph.D entrance test is minimum 60% marks in respective PG-courses.

## **3. Categories of candidates**

### **3.1 Full time candidates**

Category 1:

Candidates with GPAT/ UGC-CSIR-NET-JRF/ ICMR- JRF/ DBT- JRF Fellowship or having qualified other UGC recognized national or state level eligibility test with a valid fellowship at the time of admission are eligible to take direct admission.

Category 2:

Candidates who qualify the ACU entrance test for Ph.D. program. These candidates are eligible for grant in aid (Rs. 15000/pm + HRA or Hostel

facility) instituted by ACU Ph.D. Scholarship Program. Prescribed number of fellowships per year would be awarded to eligible candidates, who would be called the ACU Ph.D fellows. Call for submitting application would be made yearly once or twice depending upon the decision of university administration in leading newspapers and the university website. Selection of shortlisted candidates would be finalized through interview.

Category 3:

Candidates who work in funded projects within ACU or in research centres affiliated to ACU.

Category 4:

Persons from industry/corporate/reputed research labs with a minimum of 2 years research experience and those working in research projects with the project duration of minimum 3 years, need not write ACU entrance test for Ph.D program. But these candidates can be registered depending upon the availability of seats and guides in ACU.

### 3.2 Part time candidates

Candidates who are the faculty/employees of ACU in pursuit of advancing their academic qualification are eligible to induct into the Ph.D. program, upon recommendation of Research Supervisor and Doctoral Advisory Committee after passing the ACU entrance test. The candidates already passed in other university entrance test for Ph.D program are directly eligible for admission during that year. This provision is for those candidates who shall give an undertaking that their routine responsibilities would be duly attended and under no circumstances compromised. The university shall

reserve the rights to reconsider the registration of candidates who do not adhere to these guidelines.

The syllabus for ACU entrance test in respective subjects shall be displayed in ACU website.

#### **4. Duration of the Program**

The duration of the program will be from the time of registration till the submission of Ph.D thesis.

4.1 The minimum duration for the postgraduates qualified for Full Time Ph.D. shall be 3 years from the date of enrolment/ registration. The registration is valid for 5 years. Extension beyond 5 years' period will be based on the recommendation of the Doctoral Advisory Committee (DAC). The maximum duration shall not exceed 6 years.

4.2 The minimum duration for the postgraduates qualified for Part Time Ph.D. shall be 4 years from the date of enrolment/registration. Extension beyond the minimum period will be based on the recommendation of the Doctoral Advisory Committee (DAC). However, the maximum duration shall not exceed 7 years.

#### **5. Admission to the Doctoral Program**

Admission to Ph.D. program will be undertaken on the following basis:

5.1 Research Scholars sponsored by funding agencies must submit their application along with a synopsis of the project and details of funding. This refers to individual Junior Research Fellowship holders (UGC/CSIR/ICMR/DBT/Inspire Fellowship) selected on the basis of interview.

5.3 Whenever ACU faculty members have research grants with provision for appointing research scholars, the selection of candidates will be based on the guidelines of funding agency and of ACU.

5.4 ACU employees who seek admission to Ph.D. program must submit their application through proper channel.

5.5 Candidates selected under the ACU Ph.D. Scholarship scheme, must submit a copy of their scholarship approval along with their applications.

5.6 Candidates intending to carry out research in collaborative research centres must submit a no objection letter from the appropriate authority of such centre. The applications must be forwarded by the research centres.

## **6. Registration Procedure**

6.1 Every candidate has to register through institutions of Adichunchanagiri University.

6.2 There must be one registered supervisor / Co-supervisor from ACU institution. (Procedure for registration of supervisor / co-supervisor is given in Section 7.)

6.3 The candidate has to submit the following to the Head of Institution/Research Coordinator of the respective ACU institutions.

1. The application in the prescribed format.
2. Copies of the Master's degree certificate.
3. Copies of the master's degree marks / grade sheets.
4. Two copies of the research proposals (Soft, Black bound, 15-20 pages).

5. Plagiarism check/ signed by the candidate and supervisor.

The research proposal should highlight the proposed research plan clearly stating the following:

1. Introduction to the proposed research
2. Literature survey
3. Research gaps identified
4. Objectives
5. Detailed methodology
6. Expected outcomes
7. Importance of the proposed research.
8. Research plan Schedule.
9. Preliminary work done
10. Expenses and funding
11. References

6.4 The research proposal should be explanatory, about 10 to 15 pages, printed on A4 size paper, 1 inch margins on all the sides. Font size for headings should be 14 Bold, subheadings should be 12 Bold and text should be 12 normal with 1.5 line spacing. The references should follow a standard Vancouver format and all the references should be cited in the text.

6.5 If the proposal involves use of animals or human subjects/materials, proper ethical approval should be submitted along with the application.

6.6 The Head of Institution/Research coordinator in consultation with the Supervisor will form a Doctoral Advisory Committee (DAC) for each candidate (Organization of DAC is given in Section 10).



6.7 The Head of Institution/Research coordinator will arrange for a protocol presentation by the candidate at the institution. The institutional research committee and DAC should be a part of this meeting. It is advisable to have an external member to be a part of this meeting in order to get an outsider's perspective and feedback.

6.8 Once the proposal is accepted, the Head of the Institution/Research Coordinator will send the following documents:

- a. Covering letter from the Head of the Institution
- b. Copy of the signature sheet of DAC members
- c. Recommendations of the DAC
- d. List of DAC members with address, phone number and e-mail ID
- e. Sanction letter of funding (if any)
- f. Duly completed application form
- g. Change of name affidavit (if there is any change)
- h. Copy of the Master's degree certificate
- i. Copies of Master's degree marks / grade sheets
- j. One copy of the research proposal (Soft, black bound, 15-20 pages)
- k. Plagiarism check/similarity index report signed by the candidate and the concerned supervisor.

To,

The Registrar

ACU University, B. G. Nagar-571448

6.9 If approved, the date of Pre-Ph.D registration presentation at ACU affiliated institution will be the date of registration.

6.10 If modifications are suggested, date of submitting the modified proposal to the DAC committee/Dean of Research, ACU will be the date of Registration.

## **7. Recognition of Supervisor**

### 7.1 Eligibility:

Eligibility criteria required for a Research Guide/Co-Guide are as follows.

Only Teaching/Research faculty working full time in the Institutions/Colleges affiliated to ACU can act as a Guide. If the supervisor is from another institution/industry shall apply to ACU for the recognition as research guide.

The Co- Guide from other departments of the same institute or from other related institutions can be allowed in inter-disciplinary research activities with the approval of the Ph.D Registration committee of the respective faculty.

The Research Guide should have

1. PG Teaching experience of 10 years inclusive Ph.D.
2. Guided 3 Post Graduate students' Dissertations or published minimum of 5 high quality Research publications as 1<sup>st</sup> author/corresponding author in PubMed publications/MCI/UGC Approved publications listed in Scopus/Web of Science..

7.2 The Completed application must be submitted to the Head of the Institution/research coordinator of the respective institution through proper channel along with

- a) Attested copies of the Degree Certificates

b) Copies of Five original research articles in SCOPUS/Google scholar/Web of Science indexed journals in the relevant field.

7.3 The Head of Institution/DAC committee along with recommendation letter has to send the application

To:  
The Registrar  
ACU B. G. Nagar-571448

7.4 A formal communication will be sent to the approved Supervisor.

7.5. Guidelines for recognized Supervisors:

7.5.1 A recognized Supervisor should have

Not more than 8 Ph.D students registered with him/her as Supervisor at any given time as a Chief Supervisor

7.5.2 The supervisor and the Co-supervisor(s) should not be closely related (maternal or paternal) to each other and to the candidate.

7.6 In case of absence of the supervisor for a prolonged period of time, the Vice-Chancellor may appoint another Supervisor who is qualified, with the recommendation of the DAC.

7.7 Obligation of the Research Supervisor

The Supervisor is expected to supervise the progress of the student at every stage of the program. He is expected to inculcate ethics and good conduct of research. The other responsibilities include:

a) Conducting six-month once DAC meeting and submission of the minutes of meeting.

b) Submission of the panel of 6 examiners along with their CV and list of publications with the approval of DAC six months before the submission of thesis.

c) Organization of an open pre-submission presentation of the candidate.

## **8. Doctoral Advisory Committee (DAC)**

8.1 The Doctoral Advisory Committee has to be constituted for research candidates, consisting of

- a) Chairperson\* (BOS chairperson is the chairperson of DAC)
- b) Head of the Department.
- c) Supervisor
- d) Co-Supervisor (if available)
- e) Two Subject Experts (should have a Ph.D) nominated by the Vice-Chancellor, or Dean, Research, ACU from the respective or interdisciplinary subjects, out of the panel of names recommended by BOS chairperson.

8.2 The candidate should present the research proposal to the DAC

This DAC shall have the following responsibilities:

8.2.1. To review the research proposal and finalize the topic of research;

8.2.2. To guide the research scholar to develop a study design and methodology of research and identify the course(s) that he/she may have to do.

8.2.3. To review annually and assist in the progress of the research work of the research scholar.

8.2.4. Undertake any function, exercise any powers entrusted in this statute or any work assigned to it.

8.3 The committee may recommend/suggest modification/reject the research proposal.

8.4 If recommended, the candidate's application along with supporting documents (given in section 6.9) has to be sent to Registrar, ACU.

8.5 After the approval of institutional Ph.D. committee, the candidate has to submit progress report of research work once in 6 months.

8.6 At the end of research work, the candidate has to present the complete work to the DAC, called Pre-Submission presentation.

8.7 In case the progress of the research scholar is unsatisfactory, the DAC shall record the reasons for the same and suggest corrective measures.

8.8 If the research scholar fails to implement these corrective measures, the DAC may recommend to the University with specific reasons for cancellation of the registration of the research scholar.

8.9 Copies of the DAC recommendation should be sent to the Registrar Evaluator, ACU.

## **9. Progress Report of the Research Candidate**

9.1 The candidate has to submit the progress report of the research to the Registrar ACU every six months through proper channel.

9.2 The progress report must contain the details of the work carried out in the previous six months. It should be explanatory in about 10 to 12 pages with all references and illustrations.

9.3 The following documents need to be forwarded to the Registrar-

- a) Copy of the signature sheet of DAC meeting.
- b) Recommendations of the DAC.
- c) One copy of the progress report.

## 10. Fee Structure

The candidate has to pay the prescribed fee to ACU through online transfer.

The details for online transfer are given below:

S.No.	Details	Fee in Rs
1	Application Registration	Rs. 10,000
2.	Ph.D program	Rs.50,000/year for Medical Course Rs. 15000/-year for Engineering, Pharmacy, Nursing & Other Courses
3.	Synopsis	Rs.10,000
4.	Thesis	Rs. 60,000
5.	Extension of synopsis/thesis submission	Rs.20,000

Beneficiary name and address	<b>Adichunchanagiri University B G Nagara - 571448</b>
Bank Account Number	<b>8610101026131</b>
Name of Bank	<b>Canara Bank</b>
Branch name and address	AIMS Campus, B G Nagara
RTGS/NEFT IFSC Code	<b>CNRB0008610</b>
MICR code	<b>571015997</b>
Account type	<b>Saving Bank</b>
E-mail intimation.	<a href="mailto:kbpvc@acu.edu.in">kbpvc@acu.edu.in</a> , <a href="mailto:info@acu.edu.in">info@acu.edu.in</a>

## **11. Extension of Program Duration**

11.1 Two months grace period will be given for thesis submission after the due date for submission. This grace period is not applicable to the candidates, who have taken extension.

11.2 The program duration may be extended beyond 3 years (for full time)/4 years (for part time) on the recommendation of DAC if there are genuine reasons. However, the approval for extension must be obtained from the university.

11.3 Additional course fee has to be paid by the candidate for the extended period.

## **12. Cancellation of Registration**

12.1 Registration will be cancelled if there is no progress in the work proposed as evidenced by non-submission of progress reports/recommendation of the DAC.

12.2 Registration will be cancelled if the candidate fails to submit the thesis before the maximum stipulated period.

## **13. Synopsis Submission Guidelines**

13.1 The candidate has to give an open pre-synopsis presentation at the institution. It should be notified well in advance to enable participation of other researchers. The presence of DAC members in this meeting is mandatory.

13.2 Two high quality journal publications in the field of research are mandatory for submitting the synopsis and thesis. The articles must be published/accepted for publication before submission of Ph.D thesis.

13.3 Ph.D. scholars must make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

13.4 The DAC must approve the synopsis by analyzing the contribution of the research in the form of visible outputs like Publications, Patents, etc. or suggest modifications.

13.5 The candidate has to incorporate all the suggestions of DAC before the submission of the synopsis.

13.6 The following documents are to be sent to The Registrar

- a. DAC recommendations
- b. Copies of 2 publications having ACU affiliation
- c. Copies of conference attendance certificates
- d. Plagiarism check with an authorized signature.

13.7 The candidate has to submit the following:

To:

Registrar (Evaluation)

ACU University

- i) DAC recommendations
- ii) Six hard copies of synopsis



iii) Soft copy in PDF format of the Ph.D thesis (3 numbers of CD) along with thesis hard bound copies (4 numbers).

## **14. Thesis and Examination**

14.1 Each candidate for the award of degree of Doctor of Philosophy shall submit three (04) copies of thesis and 3 numbers of soft copy in PDF format (one or more files of less than 10 MB size each), not earlier than the prescribed minimum period and not later than the prescribed maximum period.

14.2 Full time candidates and Research Scholars have to submit No Dues certificate from the library, hostel and laboratories of the institution through which the candidate has registered, the Examination Section of ACU.

14.3 BOS prepares a panel of examiners and submits to the registrar (Evaluation) and maintain confidentiality. The panel shall include 10 examiners from India out of which 5 from within the state and five from outside the state.

14.4 The examiners must be the acknowledged leaders in the field of study undertaken by the candidate.

14.5 A board of three examiners shall be appointed by the Dean, Research, ACU for adjudication of the thesis. The University reserves the right to select suitable examiners from the panel of examiners approved by BOS.

14.6 The university shall ascertain from the external examiners their willingness to offer themselves as examiners for a particular thesis. A copy of the synopsis of the thesis shall be sent to the external examiners either in

soft copy or hard copy as desired by the examiner. On acceptance of the willingness, copies of the thesis will be sent to them.

14.7 The examiners shall submit a detailed critique on the thesis. Their recommendations for acceptance of the thesis must accompany a precise certificate that the candidate's work has advanced the existing knowledge on the subject and is a standard research work suitable for publication. In case, any of the examiners is of the opinion that the thesis has failed to achieve the desired standard, and is, therefore rejected, precise reasons for such rejection must be stated by the examiner. If the examiner feels that the thesis can be accepted after revision, he/she shall state the points on which revision is needed.

14.8 The examiner may be requested to send some questions to be asked to the candidate at the time of viva voce examination to seek clarifications on the points raised by the examiner. These questions/ comments shall be made available to the examiners appointed for conducting the viva-voce examination on the day of the viva-voce examination.

14.9 If the thesis is rejected by the examiners, it will stand rejected and shall not be referred to any other examiner.

14.10 In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from the approved panel. In case the thesis is approved by this examiner, it will be considered as unanimously approved.

14.11 If one or more examiners recommend re-submission of the thesis after modifications, it shall be done within a maximum period of six months from the date on which the candidate is so informed by the university.

14.12 In case of re-submission/ rejection/ modifications, the candidate has to submit two numbers of soft copy of the thesis in PDF format (one or more files of less than 10 MB size each).

14.13 After the thesis has been approved by the examiners, a public defense of the thesis will be held, as well as the viva voce examination to adjudge the general proficiency of the candidate in the field of research work.

14.14 The candidate shall be entitled to appear at the defense of thesis and viva voce examination only if the thesis is unanimously approved by the Board of Examiners.

14.15 If the report from any one of the external examiners is not received within three months, the thesis will be sent to another examiner from amongst the approved panel.

14.16 The board of examiners for the viva voce examination shall consist of one external and one internal examiner. Ordinarily, the Supervisor/Co-Supervisor(s) of the thesis / any expert appointed by the university will be the internal examiner. One of the external examiners from India who assessed the thesis of the candidate will be the external examiner at the viva voce-examination and the Vice-Chancellor will nominate the examiner.

14.17 The topic, date and the time of the defense of thesis shall be announced by the concerned institutions of ACU well in advance so that the faculty members and other interested in the topic of the thesis can be present.

14.18 At the viva voce examination, the candidate's general proficiency in the subjects allied to the field of his study shall also be evaluated.

14.19 Those attending the public defense, who are not members of the board of examiners, can participate by asking relevant questions with the permission of the examiners.

14.20 The board of examiners shall take into consideration the views and criticism, if any, of the faculty members and others participating in the public defense of thesis.

14.21 However, the result of the examination shall be decided solely by the members of the board of examiners.

## **15. Results**

15.1 The candidate shall be declared eligible for the award of the degree of Doctor of Philosophy, only on the unanimous recommendations of the members of the board of examiners after the viva voce examination.

15.2 In case, the examiners are not satisfied with the performance of the candidate in the above examinations, the candidate shall be required to reappear for another viva-voce examination after a period of two months provided such specific recommendation is made by the board of examiners with appropriate reasons for it.

## **16. Award of Degree**

16.1 Candidates who qualify for Ph.D. degree under the seal of the university and signed by the Vice Chancellor at the subsequent convocation held for conferring degrees.

16.2 The TITLE OF THE THESIS will be indicated in the degree certificate. Awarding of the degree will be in respective courses.