



ADICHUNCHANAGIRI
UNIVERSITY

Accredited with NAAC Grade A+

ADICHUNCHANAGIRI UNIVERSITY

No. ACU/AUTY/1149 / 2025-26

Date: 10 NOV 2025

NOTIFICATION

Sub: Revised Ph.D. Regulations of Adichunchanagiri University-2025 - reg.

Ref: 1. Recommendation of Academic Council in its 19th meeting held on 09.09.2025.
2. Approval of Board of Management in its 26th meeting held on 14.10.2025.

In exercise of the powers conferred under section 7 & 8 of the ACU Act, 2012 Hon'ble Vice Chancellor is pleased to notify the Revised Ph.D. Regulations of Adichunchanagiri University-2025.

The notification shall come into force from the academic year 2025-26 and onwards.

By order of Hon'ble Vice Chancellor


REGISTRAR
Dr.C.K.Subbaraya
Registrar
Adichunchanagiri University
B.G.Nagara- 571 448

Copy to:

1. OSD to Hon'ble Vice Chancellor, ACU, BG Nagara.
2. Registrar (Evaluation), ACU, BG Nagara.
3. Dean, Academics & Accreditations, ACU, BG Nagara.
4. Dean, Research, ACU, BG Nagara.
5. Deputy Registrar, ACU, BG Nagara.
6. Principals of all Constituent Colleges of ACU.
7. Office Copy.



ADICHUNCHANAGIRI
UNIVERSITY

Ph.D. REGULATIONS - 2025

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1. Definitions and Nomenclature

- 1.1 Nomenclature “ACU” means Adichunchanagiri University
- 1.2 “ABDC” means Austrelian Business Deans Council index
- 1.3 “ACUET” means Adichunchanagiri University Entrance Test
- 1.4 “AHCI” means Arts & Humanities Citation Index
- 1.5 “Co-Supervisor” means an additional supervisor from within or outside ACU, approved for interdisciplinary or collaborative research
- 1.6 “Course” means a theory subject, directed study, or advanced course prescribed by the DAC for the Ph.D. programme
- 1.7 “Doctoral Advisory Committee (DAC)” means a committee constituted by ACU for each scholar to monitor research progress
- 1.8 “EOI” means Expression of Interest
- 1.9 “HEI” means Higher Educational Institution, including ACU
- 1.10 “HOC” means Head of the Centre
- 1.11 “HOD” means Head of the Department
- 1.12 “HOI” means Head of the Institute
- 1.13 “NOC” means No Objection Certificate
- 1.14 “ODR” means Office of Dean Research
- 1.15 “Plagiarism” means the practice of taking someone else’s work or idea and passing it off as one’s own
- 1.16 “Programme” means Doctoral Programmes leading to the award of Ph.D. under the faculty of Medicine, Engineering, Management & Technology, Pharmacy, Natural Science, Humanities & Social Sciences and Nursing in Full Time or Part Time modes
- 1.17 “Scholar” means any candidate admitted by ACU under Full Time or Part Time mode for pursuing a Doctoral Programme for the Ph.D. degree
- 1.18 “SCI” means Science Citation Index
- 1.19 “SCIE” means Science Citation Index Expanded
- 1.20 “SSCI” means Social Sciences Citation Index
- 1.21 “Supervisor” means an academician/ researcher recognized by ACU to supervise Ph.D. scholars
- 1.22 “UGC” means University Grants Commission
- 1.23 “WOS” means Web of Science

2. Introduction

Adichunchanagiri University offers Ph.D. programs in various Faculties such as Medicine, Engineering, Management & Technology, Pharmacy, Natural Science, Humanities & Social Sciences and Nursing, leading to the award of the degree of Doctor of Philosophy, abbreviated as Ph.D. The award of the Ph.D. degree is in recognition of independent and original research work, which makes a contribution to the advancement of knowledge either by the discovery of facts, or by a fresh approach towards the interpretation and application of facts, or the development of innovative solutions, services, products and technologies. Adichunchanagiri University encourages interdisciplinary & multi-disciplinary research amongst the faculty. The Ph.D. Regulations, 2025 of the University are in accordance with the provisions and regulations of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations - 2022. The degree of Doctor of Philosophy (Ph.D.) of the Adichunchanagiri University, B G Nagara, Nagamangala shall be conferred on a research scholar who successfully completes all the requirements specified in the Ph.D. Regulations, 2025 by the University.

3. Doctor of Philosophy (Ph.D.) Program

The broad objectives of the PhD programme are to contribute to the creation of new knowledge and also enable the researcher to develop the competency of conducting research individually and in a group. ACU offers Doctoral (Ph.D.) program in a wide range of areas covering the streams listed in the Section 2 above, through its main campus at B.G. Nagara and its off-campus centres.

3.1 Ph.D. Degree

The Doctor of Philosophy (Ph.D.) degree, awarded by the ACU, is conferred upon a scholar who has successfully completed the prescribed coursework, conducted original research, published papers in reputable, peer-reviewed indexed journals, presented findings at national or international conferences, submitted a thesis for evaluation, and fulfilled all university requirements.

4. Eligibility Criteria

Applicants seeking admission to the PhD program **MUST** have the eligibility as follows, in any of the following qualifying degree.

4.1 Indian Qualifications

- 4.1.1 A postgraduate degree (Master's or equivalent) in a relevant discipline from a university/institution recognized by regulatory bodies such as UGC, AICTE, PCI, NMC, DCI, INC, CSIR, AYUSH or other institutions of national importance.
- 4.1.2 A minimum of 60 % aggregate marks (or equivalent CGPA) in their postgraduate degree.

- 4.1.3 Candidates who have completed the M.Phil. programme with at least 60% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a recognized institution shall be eligible for admission to the Ph.D. programme.
- 4.1.4 A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the University Grants Commission from time-to-time. Candidates with an M.Phil. degree from a recognized university are exempted from the entrance exam.

4.2 International Qualifications

- 4.2.1 An aggregate of 60 % or an equivalent grade in Master's degree completed in full-time mode and fulfilling one of the options mentioned below
- a. 2 year / 4 semester Master's Degree, after a 3 year / 6 semester Bachelor's Degree program
 - b. 2 year / 4 semester Master's Degree, after a 4 year / 8 semester Bachelor's Degree program
- 4.2.2 Applicants with Bachelor's and Master's degree from International Universities will have to produce a certificate of equivalence from the ACU's Internal Equivalence Committee and certificate of recognition from Commonwealth Universities / International Association of Universities (IAU) / Accredited by an assessment & accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution; as equivalent to the corresponding Indian degrees for the purpose of higher studies.

5. Types of Ph.D. Program

ACU offers two (02) types of Ph.D. Program

- a. Full-time mode
- b. Part-time mode

5.1. Full Time

5.1.1 Category 1: Full-Time PhD with Valid National Fellowships

a. **Eligibility:**

1. Applicants under QIP program **OR** with UGC / CSIR – NET – JRF / ICMR – JRF / DBT – JRF / INSPIRE **OR** any national fellowship as published by Government of India time to time are eligible
AND
Having a valid fellowship at the time of admission.
AND
Meeting ACU eligibility criteria (Refer section 4).

b. Course Fee

Selected PhD scholars of this category are exempted from paying the tuition fee; however, they are required to pay other fees as specified in the fee structure.

c. Admission Process

1. Admission Schedule: Admissions are open throughout the year
2. Applicants are exempted from the ACU Entrance Test conducted by ACU
 - a) Applicants seeking Ph.D. admission under this category are required to submit application (***Annexure 1***) along with expression of interest with Resume, Fellowship Award Letter, Bachelor's & Master's degree certificates to The Registrar, ACU
 - b) Office of Dean Research will scrutinize the application for eligibility and if eligible, will form the following selection committee
 - i. Hon'ble Vice Chancellor
 - ii. The Registrar
 - iii. Dean of the Faculty
 - iv. Head of the Department (HOD)
 - v. Dean of Research (Member Secretary)
 - c) Selection committee shall assess the applicants based on their academic and research credentials through an interview. Committee will also decide the probable Ph.D. topic and supervisor and co- supervisor (if required).
 - d) Interview will have following components
 - i. Presentation by the applicant
 - ii. Viva Voce on area of interest and basics related to applicant's expertise.
 - iii. Discussion on Motivation and Goal
 - e) Selection committee shall submit the interview results and admission form (***Annexure 2***) to the Dean, Research.
 - f) On successful clearing of the interview,
 - i. Upon the approval of the Hon'ble Vice Chancellor, The Registrar, ACU will issue offer letter to the applicant
 - ii. Applicant will have to communicate the acceptance within 7 days to The Registrar, ACU.
 - iii. On receiving the confirmation, the office of Dean, Research will liaise with The Registrar ACU to generate provisional admission notification of the successful applicants
 - iv. The Dean, Research will communicate the same to the PhD scholar, guide and respective institution.
 - g) The PhD scholar shall initiate the process of fellowship activation on joining and the Department / Institution will facilitate the process.

5.1.2 Category 2: Full-Time Ph.D. with ACU Scholarships

a. Eligibility

1. Applicants who fulfill the Eligibility Criteria (Section 4.1 & 4.2) are eligible to apply for Full-Time PhD program (with scholarships) under this category

b. Course Fee

Refer www.acu.edu.in for PhD Course fees

c. Admission Process

1. Admission Schedule: Once/Twice in an academic year or as scheduled
 - a) Applicants are required to register themselves at www.acu.edu.in on and submit the application form as per the notification given by the ACU.
 - b) During the application, the applicant will be directed to select most suitable stream and research domain from the list displayed.
2. Applicants must appear for ACU PhD Entrance Test (ACUET) conducted by ACU
 - a) ACUET is exempted for applicants with valid UGC/CSIR-NET, SLET, GPAT and GATE qualification or any other equivalent National Tests with valid score card
 - b) Stream specific ACUET syllabus (for all streams), schedule and results will be made available at www.acu.edu.in
 - c) Office of Dean Research will scrutinize the shortlisted candidates and form the following selection committee for the interview
 - i. Hon'ble Vice Chancellor
 - ii. The Registrar
 - iii. Dean of the Faculty
 - iv. Head of the Department (HOD)
 - v. One External Expert
 - vi. Dean of Research (Member Secretary)
 - d) Shortlisted applicants will be directed to ACU for interview.
Interview will have following components:
 - i. Presentation by the applicant
 - ii. Viva Voce on area of interest and basics related to applicants' expertise.
 - iii. Discussion on Motivation and Goal
 - e) Merit list will be prepared as follows
 - i. Selection of candidates based on the entrance test conducted by the ACU, a weightage of 70% for the entrance test and 30% for the performance in the interview/ Viva-voce shall be given.
 - ii. For the ACUET exempted candidates a weightage of 100% for the performance in the interview/ Viva-voce shall be given.
 - f) Upon the approval of the Hon'ble Vice Chancellor, the Registrar's Office will announce the list of selected applicants for Ph.D. admission.

d. Joining Process

1. If an applicant accepts the offer, he / she should confirm the same through by paying the first year fee
 - a) Following this, the applicant will visit the Office of Dean, Research with following

documents, both in originals & photocopy, for verification.

- i. SSLC marks sheet / Higher Secondary School Certificate
 - ii. All semester/year marks/grade sheet of Bachelor's Degree, from a recognized university
 - iii. All semester/year marks/grade sheet of Master's Degree, from a recognized university
 - iv. Bachelor's Degree(UG) & Master's Degree(PG) Degree Certificates
 - v. Work experience certificate(s) / Research experience Certificate(s) / Publication(s) and Patent(s) (if any), Proof of Certificate for claiming Entrance Examination Exemption (if claiming for it)
 - vi. 2 Recent & identical passport-sized photographs
 - vii. Self-Attested PAN Card & Aadhaar card photocopy
 - viii. Fee paid details
- b) The Registrar (Evaluation) office, ACU will issue Provisional Registration Certificate to the applicant after verification.
- c) Following this, PhD scholar will complete joining/reporting formalities at the respective institution.
- d) ID card and provisional PhD Roll Number will be issued to the PhD scholar after joining.

e. Scholarship

1. The PhD scholar should **NOT** accept additional salary / stipend, etc. from any other source during the tenure of the fellowship
2. The selected applicants will be eligible for the ACU Ph.D. Scholarship for a period of three years, subject to the successful completion of the coursework examination, and shall receive the fellowship from the date of the 1st DAC meeting.

f. Switchover from ACU Scholarship to other PhD categories

1. Ph.D. Scholars who get National fellowship while pursuing Ph.D. are required to apply to the office of Dean (Research) for switch over approval, through Guide, Co-Guide (if applicable), HOD & HOI with relevant documents in the prescribed template (*Annexure 1*)
2. The Ph.D. Scholar selected as RA / JRF / SRF in a project related to Ph.D. research area, are required to apply to the office of Dean, Research for switch over approval, through Guide, Co-Guide (if applicable), HOD and HOI with relevant documents (*Annexure 1*)
3. Switchover to Ph.D. categories is permitted only within the first six months from the date of provisional registration, subject to approval from the competent authority

5.1.3 Category 3: Full-Time Ph.D. (Self – Financed)

- a. Admission Process: Refer Section 5.1.2
- b. Tentative Timeline for Admission Process: Refer Section 5.1.2
- c. Course Fee: Refer Section 5.1.2
- d. Joining Process: Refer Section 5.1.2
- e. Scholarship: ACU scholarship is **NOT** applicable to PhD scholars selected under this

category

- f. Switchover to National Fellowship or other PhD categories: Refer Section 5.1.2

5.1.4 Category 4: Full-Time PhD for Project Fellows in externally funded projects

Admission Process:

- a. Candidates working in the funded Research Project of a minimum 2 years duration are eligible to register as Full Time Research Scholars
- b. Admission Schedule: As and when required
- c. Course Fee :Refer www.acu.edu.in for PhD Course fees
- d. These applicants are required to appear for Institute level Test and shortlisted applicants will be called for institute level interview.
 1. The test is exempted for Applicants with valid UGC/CSIR-NET, GPAT, GATE & SLET qualification or any other National Tests with valid score card
 2. Prospective applicants shall apply for Ph.D. admission in a prescribed application form (**Annexure 1**) with relevant documents to ODR.
 - a) ODR will scrutinize the application for eligibility and if eligible, will forward the documents to concerned Institution of ACU
 - b) The Dean Research, ACU will form the following selection committee
 - i. Prospective supervisor, Co-supervisor (if any)
 - ii. Head of the Department (HOD)/ Head of the Centre
 - iii. Dean of the Faculty/Head of the Institute (HOI)
 - iv. External member nominated by the Dean of Research
 - c) Selection committee shall assess the applicants based on their academic and research credentials through an interview. Committee will also decide the probable Ph.D. topic and supervisor and co- supervisor (if required).

Interview will have following components:

 - i. Presentation by the applicant
 - ii. Viva Voce on area of interest and basics related to applicant's expertise.
 - iii. Discussion on Motivation and Goal
 - d) Selection committee shall submit the following to ODR, through proper channel
 - i. Interview results
 - ii. Admission form (**Annexure 2**)
 - iii. Declaration from Guide, Co-Guide (if any)
 - iv. Recommendation of HOD / HOC
 - e) On successful clearing of the interview,
 - i. Registrar will issue provisional offer letter to the applicant
 - ii. Applicant will have to communicate the acceptance within 7 days to Registrar and pay the course fee.
 - iii. On receiving the fee payment confirmation, ODR will liaise with the Registrar, ACU to generate admission notification of the successful applicants.
 - iv. ODR will communicate the same to the applicant, guide and respective HOI / HOD.

Important Note:

- f) The Ph.D. research topic / protocol must be related to the area in which the applicant is currently working under the funded project

In case of having research topic / protocol from a different research area at the time of admission, he / she shall complete the project **OR** resign from the project, **AND** then apply for full time Ph.D. as per ACU guidelines: Refer Section 5.1.2

5.1.5 Category 5: Full-Time PhD for International Candidates

- a. Eligibility (As per sec 4.2)
- b. Admission Process
 1. Admission Schedule: Once/Twice in an academic year or as scheduled
 - a) Applicants are required to register themselves at www.acu.edu.in on and submit the application form as per the notification given by the ACU.
 - b) During the application, the applicant will be directed to select most suitable stream and research domain from the list displayed.
 2. Applicants seeking Ph.D. admission under this category will submit application to ODR along with relevant documents (*Annexure 1*).
 3. Applicants are exempted from the ACU Entrance Test (ACUET) conducted by ACU.
 4. Selection to the PhD program under this category would be done by a panel of experts through presentation and an interview.
 - a) ODR will scrutinize the application for eligibility and if eligible, will forward the documents the Selection Committee
 - b) ACU will form the following selection committee with relevant institution
 - i. Hon'ble Vice Chancellor
 - ii. The Registrar
 - iii. The Dean (Research)
 - iv. Head of the Department (HOD)
 - v. Dean of the Faculty/ Head of the Institute (HOI)
 - vi. External member nominated by Dean (Research)
 - c) Selection committee shall assess the applicants based on their academic and research credentials through an interview.
 - d) Selection committee shall submit the interview results and admission form (*Annexure 2*) to ODR
 - i. On successful clearing of the interview, upon the approval of the Hon'ble Vice Chancellor, the Registrar, ACU will issue offer letter to the applicant.
 - ii. Applicant will have to communicate the acceptance within 7 days to Registrar and pay the course fee.
 - iii. On receiving the fee payment confirmation, ODR will liaise with the Registrar, ACU to generate admission notification of the successful applicants
 - iv. ODR will communicate the same to the applicant, guide and respective HOI / HOD.
- c. Scholarship & Other Support
 1. ACU Scholarships
 - a) ACU may provide the scholarship
 - b) The PhD scholar should **NOT** accept additional salary / stipend, etc. from any other source during the tenure of the fellowship
 - c) The selected applicants will be eligible for the ACU Ph.D. Scholarship for a period of

three years, subject to the successful completion of the coursework examination, and shall receive the fellowship from the date of the 1st DAC meeting.

5.1.6 Category 6: Joint Ph.D. / Co-Supervised Ph.D. with International Universities

ACU offers Joint Ph.D. and Co-supervised Ph.D. program in collaboration with International Universities, in accordance with the UGC Regulations, 2022 on Academic Collaboration between Indian and Foreign Higher Education Institutions for Twinning, Joint Degree, and Dual Degree programs. Admission under this category shall be as per Sections 5.1.1 to 5.1.5.

5.1.7 Common guidelines for sections 5.1.1 to 5.1.5

- a. Duration: Minimum of 3 years from the date of successful presentation to the DAC and maximum of 6 years. In exceptional cases, where a scholar has demonstrated outstanding research contributions, as evidenced by high-impact publications, significant innovations, or the grant of a patent, relaxation in the minimum duration may be considered upon the recommendation of the DAC and with the approval of the Committee headed by the Hon'ble Vice-Chancellor.
- b. Documents to be submitted by the applicant at the time of interview and admission (in original along with one set of photocopies for verification)
 - SSLC marks sheet / Higher Secondary School Certificate
 - All semester/year marks/grade sheet of Bachelor's Degree, from a recognized university
 - All semester/year marks/grade sheet of Master's Degree, from a recognized university
 - Bachelor's Degree(UG) & Master's Degree(PG) Degree Certificates
 - Work experience certificate(s) / Research experience Certificate(s) / Publication(s) and Patent(s) (if any), Proof Certificate for Entrance Examination Exemption (if claiming for it)
 - 2 Recent & identical passport-sized photographs
 - Self-Attested PAN Card & Aadhaar card photocopy
 - Fee paid details
- c. If the period gets extended for any reason, not able to get the confirmation of the topic in time or slow progress of the research work etc., the PhD scholar will **NOT** get the scholarship for the extended period.
- d. If PhD scholar wishes to discontinue from the Ph.D. program / registration is cancelled by ACU he / she has to return the full scholarship amount provided till the date of discontinuation.
- e. A candidate (research scholar/faculty) is permitted to visit other institutions for carrying out research-related work with the prior permission of the HOD/HOC. In addition, an intimation must be given to the Office of Doctoral Research (ODR), and such visits will be officially treated as On Official Duty (OOD).
- f. Leaves: PhD scholar is eligible for Casual leave (CL-12 days) and Special Casual leave (SCL-15 days), per calendar year

1. SCL can be availed only for academic enhancement programs such as conference, workshop, seminars, and symposiums with prior approval from guide and HOD / HOC/HOI.
 2. Leaves can be availed only with prior approval from guide and HOI/HOC.
 3. If the PhD Scholar avails leave over and above the eligibility, the duration of Ph.D. will be extended by leave period availed.
 - a) If the PhD scholar avails additional leaves with DAC permission, the minimum duration of Ph.D. will be extended by leave period availed. This requires prior approval from the ODR in prescribed template (**Annexure 3**).
 - b) Female Ph.D. scholars may avail Maternity Leave/Child Care Leave for a maximum period of 240 days during the entire tenure of the Ph.D. programme. The leave shall be reported to the ODR using the prescribed template (**Annexure 4**). The minimum duration of the Ph.D. programme will be extended by the period of leave availed, and the scholar will be required to pay the applicable course fee for the extended period.
- g. Support
1. Ph.D. scholars who have completed at least one year at ACU shall be eligible for financial assistance. The support will include Registration Fee and Travel Allowance (TA) for participation in both National and International Conferences. Dearness Allowance (DA) will be admissible only for International Conferences held outside India. Scholars may seek such assistance for the following activities:
 - a) Presenting paper(s) / poster(s) at National or International Conferences
 - b) Attending Workshop / Training related to his/her research area

5.2. Part time

5.2.1. Category 7: Part-Time PhD for Working Professionals including ACU and SACST Employees

- a. Duration: Minimum of 3 years from date of successful presentation to the DAC and maximum of 6 years.
- b. Eligibility
 1. Applicants with master's degree meeting the eligibility criteria (Section 4.1)
 2. The applicant should be working in an organization which encourages and facilitates research
 3. The applicant must furnish 'No Objection Certificate' (NOC) from the current employer at the time of application
 4. Preferably have Co-guide having expertise in the domain of applicant's Ph.D. work and meeting eligibility criteria of as per ACU PhD guidelines. If opted, co-guide should be available in organization OR university / institution in the vicinity of applicant's organization
- c. Admission Process
 1. Admission Schedule: Once or Twice in an academic year
 2. Application process
 - a) Applicants are required to submit the application form as per the timeline
 - b) During the application, the applicant will be directed to select most suitable stream and research domain from the list displayed.

- c) The applicant will also self-declare his / her eligibility to appear for ACUET
- 3. Applicants **MUST** appear for ACU Entrance Test (ACUET) conducted by ACU, B G Nagar
- 4. ACUET is exempted for Applicants with valid UGC/CSIR-NET, GPAT, GATE & SLET qualification or any other National Tests with valid score card
- 5. ACUET is also exempted for Industry Professionals with a minimum of five years research/professional experience
Note: ACUET exempted applicants **MUST** self-declare his / her eligibility to appear for interview and provide supporting information specified in the online application
- 6. ACUET exempted applicants will be made available at www.acu.edu.in, however the candidate must appear for the ACU Ph.D. program interview
- 7. Stream specific ACUET syllabus (Medical, Engineering, Management and Technology, Pharmacy, Natural Sciences, Humanities & Social Sciences and Nursing), schedule and results will be made available at www.acu.edu.in
- 8. Shortlisted and ACUET exempted applicants will be called for interview.
 - a) Interview will have following components
 - i. Presentation by the applicant
 - ii. Viva Voce on area of interest and basics, related to applicant's expertise.
 - iii. Discussion on Motivation and Goal
 - b) Documents to be submitted to the interview panel are as follows. The interview panel will also screen the documents submitted and confirm the eligibility of applicant
 - i. No Objection Certificate (NOC) from the current employer to pursue the Ph.D. program
 - ii. Curriculum Vitae (CV) of the applicant
 - iii. Academic Mark / Grade Sheets and Degree certificates
 - iv. Experience Certificate

Upon approval of the Vice Chancellor, Office of The Registrar, ACU will issue offer letter to applicants selected for PhD admission

d. Course Fee

- 1. Refer www.acu.edu.in for PhD Course fees

e. Joining Process

- 1. If an applicant accepts the offer, he / she can confirm the same through the candidate portal and by paying the first instalment fee.
 - a) Fee Payment Link will be displayed in the candidate portal on confirmation of offer acceptance.
 - b) On successful completion of fee payment, provisional admission will be granted and PhD Roll No will be generated by Office of the Registrar (Evaluation) which will be intimated to the applicant.
 - c) Following this, the applicant will visit the Admissions Office with following documents in originals for verification.
 - i. All semester / year marks / grade sheet of Bachelor's Degree, from a recognized university
 - ii. All semester / year marks/grade sheet of Master's Degree from a recognized

- university
- iii. UG & PG Degree Certificates
- iv. 2 Recent & identical passport-sized photographs
- v. Self-Attested Pan Card & Aadhaar card photocopy
- vi. Fee paid details
- vii. Experience Certificate
- viii. No Objection Certificate (NOC)
- d) Following this, PhD scholar will complete joining/reporting formalities at the respective institution.
- e) ID card and learner Email ID will be issued to the PhD scholar after joining.
- f) After completing the joining formalities at the Institution PhD scholar **MUST** submit the joining report to the office of Dean Research (ODR).
- g) The Registrar (Evaluation) will issue registration letter to PhD scholar. The date of first DAC will be the date the registration of the PhD scholar.
- f. Attendance requirements at ACU
 1. Ph.D Scholar **MUST** present for the following at ACU and in physical mode
 - a) Synopsis presentation to the Doctoral Advisory Committee (DAC)
 - b) Half yearly report presentations to the Doctoral Advisory Committee (DAC) in the institution / department of ACU
 2. As recommended by the ACU guide and DAC for completing course work requirements/research related discussion and training etc
 3. The Part Time Research Scholars shall spend a minimum of 15 days (in every 6 months) at ACU for carrying out research-related work. Over the entire duration of the Ph.D. program, a part-time scholar must complete a minimum of 90 days of in-person research work at ACU

Note: The Part Time candidates should have a regular permanent position in the respective Institution/industry

6. Registration

All Ph.D Scholars **MUST** submit the relevant joining report along with undertaking to the Registrar as per template (joining report: *Annexure 5*; undertaking: *Annexure 6*; *Undertaking for Fellowship Scholars: Annexure 7*).

6.1 Every candidate has to register in Adichunchanagiri University

6.2 Guide Allotment

6.2.1 Requirement of Supervisor and Co-Supervisor

- a. Every scholar must have one registered Research Supervisor from ACU.
- b. A Co-Supervisor (if any) may be from ACU or from other recognized institutions/organizations, as permitted under the Ph.D. regulations.

6.2.2 Identification of Prospective Guides

- a. Scholars are expected to interact with faculty members and/or research scholars working in their area of interest.

- b. Based on these interactions, each scholar shall prepare a list of three prospective faculty members, arranged in order of priority, for consideration during guide allotment.
- c. The final allotment of a guide will be based on both the scholar's preference, and the consent of the concerned faculty member(s).
- d. In case of any dispute or unavailability, the allotment will be made based on the merit list of candidates selected for the programme.
- e. The Registrar shall formally notify the allotment of the guide to both the scholar and the concerned faculty member.

6.2.3 Change of Guide

- a. Change of guide during the course of the programme is generally discouraged.
- b. However, in exceptional circumstances, a change may be permitted only on the recommendation of the Doctoral Advisory Committee (DAC) and with the approval of the Hon'ble Vice Chancellor.

6.3 The candidate has to prepare a research proposal highlighting clearly the following:

- a. Introduction of the proposed research work
- b. Literature survey
- c. Research gaps identified in the field
- d. Objectives proposed
- e. Detailed methodology
- f. Expected outcomes and societal relevance
- g. Importance of the proposed research work
- h. Research plan schedule
- i. Any preliminary research work done by the candidate if already
- j. References

6.4 If the proposal involves the use of animals or human subjects/materials, appropriate ethical committee's approval should be submitted before the provisional registration.

6.5 The Dean, Research, ACU in consultation with HOI will constitute the Doctoral Advisory Committee (DAC) for each Ph.D. candidate (Organization of DAC is given in Section 11). Dean of the respective faculty will be the Chairman of this DAC.

6.6 Constitution of Doctoral Advisory Committee (DAC) should be done within one month of Joining. DAC meeting should be conducted within 2 months of joining for finalizing the topic of research and course work.

6.7 If necessary, the Head of the Institute (HOI)/Centre and Dean of the Faculty will arrange for a protocol presentation by the candidate at the institution as part of the DAC. It is mandatory 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 by the Research Supervisor, HOD, Dean of the faculty will forward the following documents to The Registrar (Evaluation), ACU, through The Dean, Research, ACU:

- a. Covering letter from the HOD/HOI and Dean of the Faculty

- b. Proceedings with signatures of DAC members (**Annexure – 8**)
 - c. List of DAC members with address, phone number and e-mail ID
 - d. Remuneration Bill in prescribed format
 - e. Sanction letter from the funding agency (if any)
 - f. TWO copies of the research proposal (15-20 pages)
- 6.9** If the proposed research work is approved by DAC, the date of Pre-Ph.D. registration presentation at the concerned institution will be **the date of registration**. The regular registration will be issued after the successful completion of the Ph.D. Coursework examination
- 6.10** If modifications are suggested by the DAC, then the submission of revised proposal incorporating all suggestions of DAC will be considered as the date of registration. Submission of the revised proposal has to be within a period of one month from the date of Pre-Ph.D. registration presentation

7. Coursework

1. Every Ph.D. candidate of both Indian and Foreign Nationals have to undergo a Ph.D. Coursework for 12 credits. In the coursework, the candidate has to study mainly the research methodology including data actuation, data analysis, data interpretation along with latest tools employed for the same besides the subject of his/her thesis topic in a duration of 16 weeks.
2. The coursework exam pattern is as follows:
 - a. Research methodology is for **4 credits**
 - b. Thesis topic-based specialization paper is for **4 credits**
 - c. Oral presentation is for **4 credits**
3. In all the faculties, the Ph.D. candidate has to clear his/her coursework examination within a year from the date of Joining. Otherwise, their eligibility for Ph.D. program will lapse. Candidate has to clear all the papers within TWO attempts in a span of ONE year. An option for MOOC program with an equal credit on a subject of research topic if available in the UGC MOOC programs list can also be considered in lieu of Paper 2, i.e., Thesis Topic Based Studies - 4 Credits. The minimum passing marks is 55% or equivalent grade or CGPA in each paper/oral presentation. Results of the Ph.D. coursework will be announced by the University at the earliest from the date of completion of the Oral Presentation. Once the coursework examination is cleared by the candidate, the University will regularize Ph.D. registration of the respective candidate.
4. The Registrar (Evaluation) will issue the registration letter after the course work examination to the PhD scholar marking copy to HOI, HOD, Guide, Co- guide (if any), and other ACU offices
5. Registration letter should be kept as reference for all future communications from PhD scholar, guide, and institution.
6. Registration letter will reflect candidature details, research topic, Registration number and PhD course timelines as follows:

8. Timelines

8.1 Phase 1: 0–6 Months

- a. PhD scholars should start preparing for mandatory course work immediately after admission (*Refer Section 7*)
- b. Constitution of Doctoral Advisory Committee (DAC) should be done within one month of enrollment (**Refer Section 12**)
- c. Preliminary DAC meeting should be conducted within 2 months of registration for finalizing the topic of research and course work etc.
- d. PhD scholar should submit progress report to the guide and Doctoral Advisory Committee (DAC) members for review and approval 7 working days prior to the DAC meeting (**Refer Section 12**).

8.2 Phase 2: 6–12 Months

- a. PhD scholars should submit the review article from PhD research to the guide in the beginning of second phase.
- b. Course work (12 credits) should be completed within first or second phase.
- c. PhD scholar should submit progress report to the guide and Doctoral Advisory Committee (DAC) members for review and approval 7 working days prior to the DAC meeting.
- d. PhD scholar is required to present the progress in the DAC 2 meeting scheduled by the institution and submit the final DAC- 2 approved progress report to the office of Dean Research.
- e. At the end of phase two, PhD scholar is required to renew his/her registration for the phase 3 by paying prescribed fee

8.3 Phase 3: 12–18 Months

- a. PhD scholar must be ready with guide approved final version of the original research article within the completion of third phase.
- b. Progress report preparation, DAC 3 presentations and other requirements are applicable as in the phase 2.

8.4 Phase 4-6: (18 – 36 months)

- a. PhD scholar must submit the draft of second original article to journal before the completion of fourth phase.
- b. PhD scholar should submit the second research article from PhD research to the guide before the completion of fifth phase and third research article before completion of 6th phase.
- c. Progress report preparation, DAC presentations and other requirements are applicable.
- d. DAC will ensure that the PhD scholar has met publication and conference presentation requirements as per ACU policy and they are from the PhD research work of the scholar.
- e. The DAC 6 presentation for PhD scholars before the completion of minimum duration. PhD scholar must present synopsis following conformity to PhD requirements by the DAC, ideally within a month of final DAC presentation. PhD scholar must obtain NOC for thesis submission from ODR within 1 months of synopsis presentation. Following this, thesis should be submitted to Registrar Evaluation, through ODR.

9. Renewal of Registration

- 9.1 The date of the pre-PhD presentation (i.e., the 1st DAC Meeting) is recognized as the official date of registration for PhD scholars. All PhD scholars, whether full-time or part-time, must renew their registration annually for subsequent years upon payment of all applicable fees.
- 9.2 Year-wise registration renewal should be done by Ph.D. Scholars (*Annexure 9*) with approval from the Guide based on
 - a. Status of work done
 - b. No dues from the ACU finance department
- 9.3 Registration renewal should be an independent process and will **NOT** depend on DAC meetings
- 9.4 If Registration is **NOT** renewed, the student will **NOT** be on roll for that year.
- 9.5 Scholars with ACU Scholarship: In case of delay in the submission of registration renewal form, scholarship will be withheld till the time of successful renewal of registration and duration will be extended by the same delay period.
- 9.6 In case of delay in the submission of registration renewal form, duration of PhD will be extended by the same delay period.
- 9.7 ODR will confirm the renewal of registration based on satisfactory report submitted by the institute.
- 9.8 Renewal is applicable during the extension period also.

10. Attendance Requirements

Institutions / Departments are required to monitor the PhD scholar's attendance on a daily basis.

- 10.1 All full time PhD scholars are required to be present at their work station on all working days.
- 10.2 Based on the nature of the PhD work and as decided by the guide / department / DAC, in certain circumstances PhD scholar may be required to be in the work station beyond working hours.
- 10.3 If the PhD scholar wishes to avail long leaves / maternity leaves/ take-academic-break / be-relieved, these cases require review by the ODR. And the duration of the PhD will be extended by a period equivalent to the number of leaves taken.
- 10.4 Institutions / DAC can only recommend for the long leaves/academic break if there are genuine reasons.
- 10.5 Request for the same to be submitted to ODR as per format
- 10.6 The part time candidate should have a compulsory attendance of not less than 90 days in the respective Department of ACU during the entire PhD program as mentioned in 5.2.1.(f).

11. Ph.D. Supervisor / Co-Supervisor Recognition

Permanent faculty members working as Professor/Associate Professor of the ACU institutions and ACU recognized research centres with a Ph.D., and at least five research publications in meeting the following criteria are eligible to apply for guideship as Ph.D. Supervisor / Co-Supervisor.

- a. Only Teaching/Research faculty working full time in ACU or Constituent Colleges of ACU can be a Ph.D. Supervisor or Co-Supervisor.
- b. All Professors and Associate Professors are automatically entitled to be the recognized Ph.D. Research Supervisors in their respective subjects.
- c. The Assistant Professors need to get the approval of the Board of Studies in the respective subjects to be recognized as Ph.D. Supervisors

11.1 Eligibility for Guideship (as Supervisor / Main Guide)

The eligibility requirements are as follows

11.1.1. Researchers with Ph.D.

- a. **MUST** have minimum Five (05) original research publications in peer reviewed journals preferably in SCOPUS / Web of Science PubMed indexed Journals
- b. For the Faculty of Humanities and Social Sciences, Five (05) publications in peer reviewed journals. Preferably in Social Sciences Citation Index (SSCI) / Arts & Humanities Citation Index (AHCI)/Australian Business Deans Council (ABDC) Journals or any recognized journals

11.1.2 Researchers with MD/MS/DM/MCh/MDS or with Ph.D. (Medical)

- a. **MUST** be a Postgraduate Medical Teacher as per NMC / DCI guidelines (**OR** Five (05) years teaching experience after MD /MS/DM/MCh/MDS)
- b. M.Sc.(Medical) with PhD with 8 years of Post-graduate teaching experience or a total research experience of 10 years including the Ph.D **MUST** have five (05) original research publications in peer reviewed journals preferably in SCOPUS / Web of Science / PubMed indexed Journals .

11.2 Eligibility for Co-Guideship (as Co-Supervisor / Co-Guide)

The eligibility requirements are as follows

11.2.1 Researchers with Ph.D.

- a. **MUST** have minimum three (03) original research publications in peer reviewed journals preferably in SCOPUS / Web of Science / PubMed indexed Journals.

11.2.2 Researchers with MD/MS/MDS/DM/MCh.

- a. **MUST** be a Postgraduate Medical Teacher as per MCI / DCI guidelines (**OR** five (05) years teaching experience after MD / MS / MDS /DM /MCh)
- b. **MUST** have 3 original research publications in peer reviewed journalspreferably in SCOPUS / Web of Science / PubMed indexed Journals.

11.3 Process for Guide/Co-Guideship Recognition (Applicable to faculty from ACU institutions)

11.3.1 The application format (*Annexure 10*) may be downloaded from <https://acu.edu.in/>

- a. Assistant Professor will submit application to Board of Studies to screen the application for eligibility
- b. All the completed application with required documents **MUST** be forwarded to the Office

of Dean Research (ODR) for recommendation and further processing

- c. Associate Professors and Professors shall submit the completed application with required documents **MUST** be forwarded by HOI to the office of the Dean Research (ODR)
- d. ODR will screen the applications for eligibility.
 - 1. Incomplete / applications **NOT** meeting criteria, will be returned back to BOS.
 - 2. On successful completion of scrutiny, ODR will formally communicate the decision to the Supervisor / Co- Supervisor

11.3.2 A faculty can get recognized as a Ph.D. Supervisor in an interdisciplinary subject other than his/her subject. The faculty has to submit his/her credentials (along with the list of publications and at least the hard copies of 5 best papers in the interdisciplinary subject in which the guide ship is sought) to the Dean, Research, ACU through BoS in the prescribed format.

11.4 Process of non-ACU researchers for Co-Supervisor Recognition

Applicants should submit co-guide application (*Annexure 11*) to ODR. The application is available on <https://acu.edu.in/>

- a. Along with the application, applicants will submit No Objection Certificate (NOC) from their employer, NOC is not required if ACU has Memorandum of Understanding (MoU) with their university / Institution/ Lab
- b. ODR will screen the applications for eligibility
 - i. On successful completion of scrutiny, ODR will formally communicate the decision to the Co-Supervisor
 - ii. The approval will be ratified by the ACU Research and Innovation Council

11.5 Guidelines for Recognized Supervisors / Co-Supervisors

A recognized Supervisor or Co-Supervisor can

- 11.5.1** Have not more than **EIGHT Ph.D. students** (including the scholars under his/her co-supervision) under a Professor; **SIX Ph.D. students** (including the scholars under his/her co-supervision) under an Associate Professor; and **FOUR Ph.D. students** (including the scholars under his/her co-supervision) under an Assistant Professor can register with an exception for Foreign Ph.D. candidates.
- 11.5.2** **NOT** have more than 2 Ph.D. scholars admitted in the current academic year, as Supervisor
- 11.5.3** Guide up to 2 International Ph.D. scholars on a supernumerary basis, over and above the permitted number of Ph.D. scholars

Note: The number of PhD scholars admitted will be considered for the above purpose, and **NOT** the number of PhD scholar who have completed the DAC presentations.

In addition,

- 11.5.4** The Supervisor and Co-supervisor(s) should **NOT** be closely related to each other, and to the PhD scholar
- 11.5.5** The Supervisor / Co-Supervisor should **NOT** have completed 62 years of age at the time of admission of the PhD scholar.
- 11.5.6** It is suggested to have a co-supervisor if a supervisor who has completed 57 years of age and

wishes to admit PhD scholar under him/her.

- 11.5.7** At the time of transfer, or superannuation, ACU may permit the supervisor to continue guiding already admitted Ph.D. scholars, depending on the progress made and on a case-to-case basis. This shall require the recommendation of the Head of the Department and the Institute.
- 11.5.8** In cases of resignation, the supervisor should submit No Objection Certificate (NOC) before leaving the institution to transfer the candidate to equally qualified supervisor (**Annexure 12**).
- 11.5.9** In case of long absence, resignation or superannuation of the Supervisor (not willing to continue to guide till the completion of the thesis), accidental death of the Supervisor or ill health of the Supervisor or due to serious incompatibility between the student and guide, the Vice-Chancellor may appoint another equally qualified Supervisor with the recommendation of the DAC headed by the Dean of the Faculty concerned.

11.6 Obligations of the Supervisor and Co-Supervisor

The Supervisor & Co-Supervisor (if any) **MUST** guide and supervise the progress of the Ph.D. scholar through regular meetings with the PhD scholar and facilitate research at every stage of the programme.

- 11.6.1** He / She is expected to
 - a. Ensure that the Ph.D. scholar fulfills the course outcomes & thesis submission requirements.
 - b. Monitor progress of the PhD scholar on weekly/monthly basis by reviewing their research log book for status of tasks assigned, results, pending research questions/objectives and course work.
 - c. Review all deliverables / requests of PhD scholars before submission to DAC / Institutions / ODR / Journals.
 - d. Inculcate ethics & good conduct of research.
 - e. Ensure that the PhD scholar submits the thesis to the University on time.

The other responsibilities includes:

- 11.6.2** Constitution of the Doctoral Advisory Committee (DAC) in consultation with the DAC chairperson (**Section 12**) as per the timeline
- 11.6.3** Ensuring that the DAC meetings / Synopsis presentation are conducted as per the timeline by liaising with institution, Chairperson - BoS and DAC members.
- 11.6.4** Be the Single Point of contact (SPOC) for the Ph.D. scholar and institution,
- 11.6.5** Ensuring submission of course work details / progress report / synopsis and minutes of DAC meeting to BoS / Institution / ODR
- 11.6.6** Submission of the panel of 10 examiners with the approval of DAC to the Registrar (Evaluation) ACU during the submission of thesis.
- 11.6.7** Ensuring PhD scholar receives appropriate guidance / support if he / she is on leave/vacation.
- 11.6.8** Assign primary guide to the PhD scholar in consultation with HOD / HOI / BOS, if on leave for > 6 months duration / resigning / superannuation / deputation.

12. Doctoral Advisory Committee (DAC)

On completion of the admission process, the Supervisor in consultation with the Dean and ODR will form a Doctoral Advisory Committee (DAC) for each Ph.D. scholar, within 1 month of joining and should consist of the following members

Chairperson: Dean, concerned Faculty

Members:

- a. BOS Chairperson of the concerned subject
- b. Head of the Department/Center
- c. Supervisor
- d. Co-Supervisor (if there is any)
- e. One external Subject Expert*

*External Subject experts should have Ph.D./MD/MS/MDS degrees and are nominated by the Dean Research from the respective or interdisciplinary subjects, out of the panel of names recommended by Dean of the faculty. The DAC shall have one external member, who may be permitted to attend the meeting online.

Note:

- i. For administrative purposes, PhD scholars (both full-time and part-time) shall be admitted under the respective Faculty
- ii. DAC will be constituted in the Guide / primary supervisor's faculty
- iii. All the Ph.D. related documents to be processed and activities to be maintained by the Guide / primary supervisor's institution/Center/Faculty

12.1 Expectations from DAC

The members of the DAC have to be proactive in enhancing the quality of the research work, publications and thesis through periodic evaluation.

12.1.1 Specific functions

- a. To review the research proposal and finalize the topic of research
- b. To guide the Ph.D. scholar to develop the study design and methodology of research, and also identify the course work of study.
- c. To periodically review and assist in the progress of the research work of the Ph.D. scholar.
- d. A research scholar shall appear before the DAC once in 6 months to make a presentation of the progress for evaluation and further guidance.
- e. Review and ascertain the conformity to requirements.
- f. In case the progress of the research scholar is unsatisfactory, the DAC shall record the reasons for the same and suggest corrective measures.
- g. 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 Ph.D. Scholar.
- h. To ensure that the PhD scholar has
 1. Developed sufficient breadth of knowledge through course work
 2. Developed ability to identify research problem
 3. Become expert in his area of research for independently performing research

4. Established ability to write and present results
5. Developed ability to write a grant proposal
6. Developed skills to interact productively with people from diverse backgrounds
7. Met journal and conference publication requirements as per ACU policy from the PhD research work

12.2 Responsibilities of DAC members

- a. Provide key constructive feedback/suggestions on protocol during Q & A session
- b. Share additional feedback if any on email on the protocol to the coordinator of Institution
- c. Maintain confidentiality of protocols
- d. Maintain professionalism in their communication

12.3 Role of BOS Chairperson

- a. DAC presentations must be coordinated by the respective BOS Chairperson identified by the institution.
- b. Responsibilities include:
 1. Conduct the presentations and minute suggestions (*Annexure 13*)
 2. Share the suggestions and timeline for the submission of revised protocol with PhD scholar marking copy to guide, co-guides and Dean of the Faculty
 3. Review the revised protocol and obtain confirmation of incorporation of suggestions by DAC member/s
 - a) If protocol is approved during the DAC presentation, the date of presentation to DAC will be the date of protocol approval.
 - b) If modifications are suggested by DAC, date of submission of final revised proposal to the institution will be the date of protocol approval.

12.4 Scheduling presentations

- a. BOS Chairperson/s will schedule presentations within 7 days of submission of protocol/synopsis.
- b. Institution will communicate the date and slots of presentation to DAC members along with protocol at least 7 days prior to presentation.
- c. Institutions will communicate the date and slot to PhD scholar, guide, co-guide/s if any, HOD, HOI at least 7 days before the presentation

12.5 Synopsis Presentations (1st DAC Meeting)

PhD scholars are required to present their protocol to DAC for approval in the 1st DAC meeting.

- a. The DAC presentations will be coordinated by the BOS Chairperson (s) in the respective Institute / department/Centre in the sixth month after the registration, for the approval and confirmation of PhD protocol/synopsis and title.
- b. In case of delay in the submission of protocol to institution for DAC approval
 - Duration of PhD will be extended by the same delay period.

- c. BOS Chairperson / HOD/ Head of the Centre **MUST** submit following documents for DAC presentations
 - 1. DAC Committee Members List signed by guide and Dean (*Annexure 13*)
 - 2. Preliminary DAC meeting minutes/recommendation duly signed by Dean/ BOS Chairperson (*Annexure 13*)
 - 3. Interim DAC meeting minutes if any (*Annexure 13*)
 - 4. Check list duly signed by the PhD Scholar and the Guide/Co-Guide (*Annexure 13*)
 - 5. Ethical Clearance / Institutional Animal Ethical Committee / Bio-safety or any other approval letters or evidence of submission for approval
 - 6. Research protocol e-copy (pdf) (*Annexure 13*) approved and signed by guide/s.
 - 7. The research protocol should include the following in the prescribed format and all sections are mandatory
 - a) Introduction of the proposed research work
 - b) Literature survey
 - c) Research gaps identified in the field
 - d) Objectives proposed
 - e) Detailed methodology
 - f) Expected outcomes and societal relevance
 - g) Importance of the proposed research work
 - h) Research plan schedule
 - i) Any preliminary research work done by the candidate if already
 - j) References
- d. The Synopsis should be self-explanatory with the following
 - 1. Pages: 15- 20 pages, of A4 page size
 - 2. Margins: 1 inch on all the sides
 - 3. Font
 - Times New Roman
 - Headings: 14 & Bold
 - Sub headings: 12 & Bold
 - a) Text size: 12 normal with 1.5 line spacing
 - b) References: Standard format (Vancouver) and all references should be cited in the text.

Important:

- e. If the proposal involves use of animals or human subjects / materials, Institutional Ethics Committee approval/ proof of submission should be submitted along with the application.
- f. If the proposal involves use of transgenic / genetically modified organisms (GMOs), living modified organisms (LMOs) / recombinant DNA materials or technology, institutional bio-safety committee approval should be submitted.

12.6 PhD Synopsis presentation to DAC by the PhD scholar

- a. Format of the presentation: Power point presentation, max. 35 slides, as per the sections in the protocol.
- b. Duration: 20 min followed by Q & A session for 10 min
- c. The presence of guide is mandatory. In the absence of guide, co-guide/s should attend the

presentation. This requires prior approval from the ODR.

12.7 DAC Reports submission to ODR and confirmation of DAC approval by ODR

- a. BOS Chairperson will submit the following documents to ODR within 5 days of DAC approval for obtaining confirmation of DAC approval from ODR.
 1. DAC presentation minutes (*Annexure 13*)
 2. DAC committee members list signed by guide and HOI (*Annexure 13*) – printed copy.
 3. DAC committee members list (.doc) on email (*Annexure 13*)
 4. Checklist and certification by guide (*Annexure 13*)
 5. Final Approved Synopsis E-copy with all sections on email (pdf) (*Annexure 13*)
- b. ODR will communicate DAC approval confirmation to PhD scholar / Guide / BoS Chair / HOD / Head of the Centre within 15 days of complete document submission.

12.8 Progress Report Preparation for DAC Meeting

- a. The progress report **MUST** contain the details of the work carried out in the previous **six** months
- b. The candidate has to submit the progress report of the research work undertaken through proper channel to the ODR, ACU every **SIX** months through Dean of the faculty, ACU.
- c. The progress report must contain the details of the work carried out in the previous six months.
- d. It should be explanatory in about 10 to 15 pages with all references and illustrations. Also, the report should match well with the proposed objectives of the Thesis and give the pending work to be carried out.
- e. The PhD scholar has to present the progress of the research to the DAC on the scheduled date. The external subject expert shall participate in the DAC meetings through either physical presence or virtual mode.

12.9 Doctoral Advisory Committee (DAC) Presentations

12.9.1 DAC Scheduling

- a. Timely scheduling of DAC presentations as per the timeline mentioned in PhD scholar's registration letter is the responsibility of Guide, HODs, Head of the Centre, BOS Chairperson and Dean of the concerned faculty.
- b. DAC meeting **MUST** be scheduled with one (01) week prior notice to all DAC members and half yearly report of the PhD scholar approved by the guide, **MUST** be shared with all members
- c. DAC will meet mandatorily Twice (02) a year to monitor the progress of research work of the PhD scholar
 1. PhD scholar has to present the progress to the DAC once in 6 months. This presentation should happen irrespective of research progress made by the PhD scholar.
 2. DAC presentations should **NOT** be combined
 3. DAC presentations are applicable even during extension period

12.9.2 Preliminary DAC meetings

Preliminary DAC meeting which is conducted within 2 months from the date of joining,

- a. DAC will ratify the course work and title/objectives of PhD research work suggested for the PhD scholar.
- b. In addition, DAC will review / suggest relevant regulatory / ethics committee approval requirement
- c. If the PhD scholar's progress in PhD research is **NOT** satisfactory, DAC may suggest for discontinuation
- d. The minutes of meeting should be recorded on DAC meeting template (*Annexure 13*) and filed in the institution

12.9.3 Interim DAC meetings

Interim DAC meeting to be conducted by the institution to review the progress of the PhD scholar, if the progress is not satisfactory as evidenced by delay in the submission of protocol to guide for review and approval and not meeting requirements listed in section 5.

- a. If the PhD scholar's progress in PhD research is **NOT** satisfactory, DAC may suggest for discontinuation. The minutes of the meeting should be recorded on DAC meeting template and filed in the institution.
- b. If the delay is due to challenges involved in the PhD research itself, DAC must critically review research question and objectives of the PhD study and suggest/recommend corrective measures for the risk/challenges identified after critically assessing the feasibility. This will ensure the timely completion of PhD.
- c. Interim DAC meeting is not applicable if PhD scholar submits the protocol to Institution for IPAC presentation as per the timeline mentioned in the Registration letter

12.9.4 DAC meetings after synopsis approval

PhD scholar should submit progress report to the guide and DAC members for review and approval 7 days prior to the DAC meeting.

- a. For all PhD scholars
Minimum 6 DACs must be conducted within the minimum duration of the course (3 years).
- b. Pre-synopsis presentation should **NOT** be combined with DAC presentations.
- c. In DAC 2nd meeting which is conducted at the end of 6 months and after approval of synopsis/protocol, DAC will review the status of course work.
 1. If the PhD scholar's progress in the PhD research and course work is **NOT** satisfactory, DAC may recommend for the cancellation of registration.
 2. The minutes of the meeting should be recorded on DAC meeting template (*Annexure 13*) and filed in the institution and copy should be sent to ODR within 7 days of meeting.
 3. If there is a delay or a shortfall in course work, the DAC should make sure that it is resolved before the subsequent DAC meeting.
- d. In DAC meetings, DAC may recommend for the cancellation of registration or withholding of scholarship if the progress is **NOT** satisfactory

1. If PhD scholar's progress is not satisfactory,
 - a) Repeat (interim) DAC presentation should be conducted within 3 months.
 - b) Scholarship (if any) will be resumed only after DAC recommends for the continuation of scholarship.
- e. The DAC may suggest modification / reject the proposal / title / objectives / progress reports / synopsis / thesis.
- f. DAC must ensure that the PhD scholar has met publication and conference presentation requirements as per ACU policy and they are from the PhD research work of the PhD scholar.
- g. In all DAC meetings, most importantly in DACs 1-3, DAC must critically analyze challenges encountered by the PhD scholar in completing objectives and suggest/recommend suitable modifications in research questions/objectives/methodology deemed necessary.
- h. DAC must ensure the timely completion of PhD by the scholar.

12.9.5 DAC Reports and DAC meeting minutes submission to ODR

- a. Following DAC meeting, BOS Chairperson will send DAC approved half yearly report and one printed copy of DAC recommendation/meeting minutes to ODR within 10 days of DAC presentation.
 1. If Two (02) DAC half-yearly/ semester reports are **NOT** submitted as per the timeline, registration will be cancelled and paid scholarship (if any), should be refunded back to the university within 1 month of cancellation.
 2. Half-yearly DAC presentation and report submission is applicable even during the extension period.
 3. DAC reports of different semesters should **NOT** be combined.
 4. Recommendations for registration renewal/protocol submission for DAC presentation / synopsis or thesis submission / title change / extension / course work status etc., to be clearly mentioned in the DAC meeting minutes.
 5. In addition, items discussed in the DAC meeting and actions to be taken before the next DAC meeting to be discussed with the PhD scholar during the meeting and must be recorded in the recommendation sheet.
 6. The quality of Ph.D. scholar's overall progress in the last 6 months, **MUST** be indicated in the recommendation sheet as per the PhD progress report
 7. Any extension requests from the PhD scholar **MUST** be sent to ODR in the template (*Annexure 14*) as a separate document with approval from DAC.
 8. Any request for title change **MUST** be sent to ODR in the template (*Annexure 15*) as a separate document with approval from DAC.
 9. Any change in the DAC **MUST** be communicated to ODR with the approval of DAC in the template (*Annexure 16*).
 10. Any other matter that are not within the framework of ACU PhD guidelines, **MUST** be communicated with clear DAC recommendation to ODR. In such circumstances, ACU Research Committee (VC, and Registrar) will take decision on case-to-case basis.
- b. One copy of above documents to be given to the Ph.D. scholar.
- c. The Institution will file original documents pertaining to all DAC meetings in the Ph.D. scholar's file.

13. Teaching / Research Assistantship for PhD scholars

Departments /Research Centres/ Institution **MUST** ensure that all Ph.D. scholars, irrespective of discipline are trained in teaching /education/ pedagogy / writing related to their chosen Ph.D. subject during their doctoral period.

- a. Ph.D. scholars may also be assigned 3-6 hours per week of teaching / research assistantship for conducting tutorial or laboratory work.
- b. On satisfactory completion of the teaching / research assistantship assignment, Departments/Institution must issue certificate of teaching/research assistantship to PhD scholars end of the PhD course.

14. PhD course Fees

Refer <https://acu.edu.in/phd> for PhD Course fees

Prescribed Fee should be paid on time to avoid the cancellation of the registration.

15. Course Duration Extension

If the PhD scholar requests for course duration extension after the completion of minimum duration, the same may be recommended by DAC if there are genuine reasons. Approval for extension must be obtained from the Hon'ble Vice Chancellor through ODR.

- a. Request for course duration extension should be submitted to ODR using a template (*Annexure 17*)
 1. Minimum duration of extension approved at a time is one year.
 2. Additional course fee has to be paid by the PhD scholar for each year extension obtained.
 3. Renewal of registration is applicable for extended period (*refer section 9*).

16. Re-Registration for PhD scholars

16.1 Registration (full time and part-time) will be cancelled on completion of maximum duration of the course. However, re-registration on completion of maximum duration can be considered, for an additional 2 years. This requires recommendation from DAC, ODR and approval from the Hon'ble Vice Chancellor.

16.2 In case of relocation of Ph.D. scholar due to marriage or otherwise, the research scholar shall be allowed to be transferred to the ACU, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the previous institution and the supervisor for the part of research already undertaken

17. Cancellation of Registration

Admission/registration to the Ph.D. program will be cancelled in following situations with the Approval of the Hon'ble Vice Chancellor.

- 17.1** If two DAC reports are **NOT** presented as per the time-line
- 17.2** There is **NO** progress in work as evidenced by non-submission of progress reports / recommendation of the DAC.
- 17.3** If the Full time PhD scholar is absent at work for > 1 month without prior approval
- 17.4** Recommendation from DAC and ODR of ACU for any other reasons.
- 17.5** If the PhD scholar leaves the institution without prior approval from Guide / Department /HOC/ HOI / ODR etc

- 17.6 On completion of maximum duration of the course
- 17.7 If the PhD scholar brings disrepute to the Department / Institution / University in any form
- 17.8 If the PhD scholar wants to discontinue the course, the request to be forwarded to ODR through guide and HOI with remarks along with Ph.D. dues clearance.

18. Mandatory Publications, Conference Presentations and other Requirements

The mandatory publication and conference presentation requirements for thesis submission are as follows

18.1 Journal Publications

- a. Three (03) first author publications indexed in SCOPUS or Web of Science or Pubmed, in the field of PhD research are **Mandatory** for submitting the final synopsis and thesis in Medicine, Natural Science, Nursing, Engineering and Pharmacy. Three (03) first author publications indexed in Social Sciences Citation Index (SSCI) / Arts & Humanities Citation Index (AHCI)/Australian Business Deans Council (ABDC) Journals or any recognized journals are **mandatory** before submission of the thesis in Arts, Humanities and Social Sciences and Languages,
 - 1. The publications and conference presentations shall be related to the subject of the thesis.
 - 2. The articles published during the course of PhD study will be considered for meeting the mandatory requirement for thesis submission
 - 3. One of the three papers can be a review paper or patent or conference proceedings and another two should be original research article from the thesis
 - a) PhD Scholar, supervisor (s) and authors from ACU should adhere to ACU advisory on multiple affiliations
 - b) If two PhD scholars are equal first authors in the publications, among two, one PhD scholar can claim it for meeting PhD requirements.
- b. If a PhD scholar has one (01) original research article as first author in a journal in first quartile (Q1), he/she will be allowed to submit the thesis.
- c. If a PhD scholar has two (02) original research article as first author in a journal in second quartile, he/she will be allowed to submit the thesis.
- d. Three (03) first author publications indexed in Social Sciences Citation Index (SSCI) / Arts & Humanities Citation Index (AHCI)/Australian Business Deans Council (ABDC) Journals or any recognized journals are **mandatory** before submission of the thesis in Arts, Humanities and Social Sciences.
- e. **PhD supervisors MUST ensure** that publications are **NOT** made in predatory, cloned, or fraudulent journals
- f. **Special Provision-** Ph.D. candidates working in **industry-sponsored projects**, fully financed by the Industry through a formal MoU with ACU, shall be **exempted from the publication requirement**, in cases where restrictions on **publications and/or patents** are imposed by the sponsoring Industry.

18.2 Conference Presentations

- a. Ph.D. scholars **MUST** give two (02) oral / poster presentations in a reputed national & international conference before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates.

- b. PhD supervisors **MUST** ensure that presentations in predatory conferences are avoided.

18.3 Other requirements

- a. Attendance recording on all working days
- b. Maintain research logbook recording the PhD related tasks performed on daily basis including their status, results, pending research questions/objectives, status of course work and other PhD requirements.
- c. Half yearly DAC presentations as per the time-line
- d. Course work completion as per ACU requirements
- e. Synopsis presentation

19. Ph.D. final Synopsis Presentation before thesis submission

At the end of PhD work, the PhD scholar has to present the summary of complete work to the DAC as 'Synopsis presentation'

- a. Synopsis (**Annexure 18**) should be written in the prescribed format
- b. 1-hour PPT presentation **MUST** be scheduled at the Institution with one (01) week prior notice, which shall be open to all faculty, PhD scholars and students.
- c. Synopsis presentation shall be scheduled only when the PhD scholar has met the submission requirements
- d. It is mandatory for the DAC members to participate
DAC **MUST** evaluate and provide their feedback in the form of **APPROVED** or **SUBMIT WITH MINOR / MAJOR REVISIONS**
 - 1. If Minor Revision is suggested, supervisor (s) may review the revised synopsis and provide approval for thesis writing and submission
 - 2. If Major Revision is suggested, DAC **MUST** suggest the timeline for resubmission and provide approval for thesis writing and submission after satisfactory evaluation of the presentation
- e. The meeting minutes should be recorded in Synopsis presentation proceedings (**Annexure 19**)
- f. The meeting minutes and two copies of the synopsis in the prescribed format should be submitted to ODR.

20. Originality of Work

- a. Plagiarism in the thesis in any form or part thereof is viewed seriously and penalized as per ACU norms.
- b. Plagiarism check will be carried out at ACU using the software approved by UGC and other scientific bodies in the country. This service is provided to the Ph.D. candidates with some nominal charge by ACU.
- c. While submitting the thesis for evaluation, the dissertation / thesis shall have an undertaking from the research scholar and a certificate from the Supervisor/s attesting to the originality of the work, vouching that there is **NO PLAGIARISM** and that the work has **NOT** been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

- d. All Ph.D. thesis submitted should be accompanied by a similarity index report and certified by **Chief Librarian, ACU** where the similarity should not exceed 20% or as recommended by UGC
 1. While scanning for exact matches, option to be selected is “**less than 8 words**”.
 2. Bibliography and words quoted can be excluded.
 3. First author papers of PhD scholar which are included as annexures can be excluded.
- e. Use of AI Tools in PhD Thesis Writing
 1. The use of AI tools for writing enhancement such as grammar correction, formatting, language refinement, and reference management is permitted it must be acknowledged in the thesis to maintain academic integrity and accountability
 2. Generative AI tools must not be used for producing thesis content, generating research data, fabricating results, conducting analysis, or creating original/creative content such as arguments, interpretations, or research findings. Any thesis found to have violated this rule will **NOT** be evaluated.
 3. Both the PhD scholar and the research guide must submit a signed declaration on the usage of AI tools at the time of thesis submission.

21. Ph.D. Thesis Submission

The guidelines for submission of final thesis is as follows

- a. Thesis **MUST** be submitted to the Registrar (Evaluation) through Dean Research, after obtaining permission from the Dean, Research, ACU
- b. Thesis submission should be done within three (03) months from the date of final DAC.
- c. PhD scholar **MUST** obtain permission from ODR for thesis submission
 1. ODR will screen following documents for permission letter to thesis submission and the institution will forward one set of printed copy to ODR.
 - a) Declaration of originality in template (**Annexure 20**)
Turnitin report / Plagiarism report of whole final thesis with total word count, similarity index < 20%, and exclude matches < 3 Words, issued by Central Library, ACU
 - b) Mandatory publications requirement (**refer section 18**)
 - c) Two conference presentation certificates
 - d) Consolidated coursework grade sheet issued by the Registrar (Evaluation)
 - e) Synopsis presentation proceedings
 - f) Ph.D. No dues certificate (**Annexure 21**)
 - g) In case of Change in Guide / Co-Guide / Thesis Title, prior approval to be availed from ODR

Request to be submitted through proper channel along with DAC recommendation details.

2. ODR will screen documents and issue permission letter within 7 days from the date of submission of complete documents. Incomplete documents will not be processed further.
- d. After receiving permission letter from ODR, Ph.D. scholar **MUST** proceed for thesis submission to The Registrar (Evaluation), Adichunchanagiri University, B.G. Nagar-571448

through the Dean, Research, ACU, B.G. Nagara.

1. One e-copy of thesis with all sections in PDF format (one or more files of less than 10 MB size each) shall have following sections (**Annexure 22**).
 - A. Thesis cover page
 - B. Declaration by Scholar
 - C. Certificate by Supervisor(s)
 - D. Endorsement by Dean of the Faculty
 - E. Copyright
 - F. Acknowledgement
 - G. Plagiarism check Certificate
 - H. Abstract (structured within 2000 words)
 - I. Contents/Index page
 - J. List of tables
 - K. List of Figures
 - L. Abbreviations
 - M. First chapter
 - N. Second chapter
 - O. Chapters ...

Content in each chapter in the thesis should be as recommended by DAC.
 - P. Summary and conclusion
 - Q. Bibliography (Vancouver or Harvard or APA style etc., as recommended by DAC)
 - R. Annexures
 - R.1 Copies of Publications/Patent
 - R.2 Conference presentations
 - R.3 R.4 Copy of ethics committee or any other regulatory approvals, questionnaires, maps etc
- Q2. One-page biodata of the PhD scholar which must include
 - Q2.1.) Name, Age, Permanent address, Email id and Contact number
 - Q2.2.) Additional achievements such as patent / awards / fellowships / any other recognition may also be mentioned here.
2. Thesis should be printed on A4 size paper, 1 inch of margins on all the sides
 - a) Font size for headings should be in 14 Bold with Times New Roman
 - b) Sub-headings should be 12 Bold and text should be 12 normal with 1.5 line spacing in Times New Roman
 - c) The references should follow a standard format (Vancouver or Harvard or APA etc.) and all the references should be cited in the text.
- e. After receiving NOC from ODR, PhD supervisor **MUST** submit the following
 1. A covering letter addressed to Registrar Evaluation, ACU through Dean (Research) requesting evaluation of the submitted thesis.
 2. DAC approved panel of examiners with one-page CV, publications of each examiner and web link from their University / Institutional website in a sealed cover. The cover to be labelled as 'Confidential'.
 - a) The panel shall include six Indian examiners from national institutes or reputed institutions accredited with minimum of NAAC A+ grade and

- b) Four International examiners of high repute in the field of research reported in the thesis.
- c) In case of PhD scholar with MD / MS/ MDS qualification, the examiners must be postgraduate medical teachers as per MCI / NMC guidelines with minimum 15 years of post-graduate teaching experience and acknowledged leaders in the field of study undertaken by the PhD scholar.
- f. Thesis evaluation period is approximately 1 – 3 months from the date of successful submission
- g. The PhD scholar should **NOT** contact the University during the period of evaluation

22. Ph.D. Thesis Evaluation

A board of three examiners (ONE internal (Supervisor), ONE within the country and ONE from outside the country) shall be appointed by the Vice Chancellor for the adjudication of the thesis based on the panel suggested by the BoS Chairperson and recommendation of the Dean Research. In the event of non-availability foreign examiner, the Vice Chancellor reserves the right to select suitable examiners from the panel recommended by the BoS.

- 22.1** 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 e-copy or printed copy as desired by the examiner. On acceptance of the willingness, copies of the thesis will be sent to them.
- 22.2** All three examiners appointed by the Vice Chancellor for a particular thesis and the Ph.D. Candidate will abide by the rules and regulations of the examination of ACU. If anyone (either the candidate or the examiners appointed or any other third party either directly or indirectly indulging in influencing the examiners) is found involved in the malpractice, the ACU will take action as per the ACU Malpractice norms.
- 22.3** The examiners shall submit a detailed critical report on the Ph.D. thesis. Their recommendations for acceptance of the thesis must accompany a precise report on the thesis that the candidate's work has advanced the existing knowledge on the subject and is a standard research work suitable for the award of Doctor of Philosophy. In case, anyone of the examiners is of the opinion that the thesis has failed to achieve the desired standard or fail to fill the existing gap in the field of research, then 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. The revised copy of the Ph.D. thesis will be sent to the same examiner for further adjudication. In the event that the thesis is rejected by only one examiner, it will be referred to another external examiner from the same panel. The Vice Chancellor is authorized to take decision in this regard. In case, the thesis is approved by this additional examiner, it will be considered as unanimously approved.
- 22.4** If one or more examiners recommend re-submission of the thesis after modifications, it shall be done within a maximum period of Three months from the date on which the candidate is so informed by the university.
- 22.5** In case of re-submission/ rejection/ modifications, the candidate has to submit TWO numbers of hard copies and two numbers of e-copy of the revised or resubmitted thesis in PDF format

(one or more files of less than 10 MB size each) with an additional submission fee.

- 22.6** If the Ph.D. thesis is rejected by both the external examiners, it will stand rejected and shall not be referred to any other examiner.
- 22.7** The examiners may be requested to send some questions to be asked to the candidate at the time of viva voce examination to seek clarifications. These questions/ comments shall be made available to the examiners on the day of viva-voce examination.
- 22.8** After the thesis has been approved by the examiners, an Open Defence 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 undertaken by the candidate. Viva Voce examination board has to submit the Proceedings of the Open Defense and Viva Voce examination along with the original reports of the concerned examiners of the Ph.D. thesis. Registrar (Evaluation), ACU, will send all three reports of the thesis should be verified by the Dean (Research) and approved by the Hon'ble Vice Chancellor in advance before the Open Defense and *Viva Voce* Examination.
- 22.9** The candidate shall be entitled to appear at the Open Defense of thesis and viva voce examination only if the thesis is unanimously approved by the Board of Examiners. The Supervisor and Dean of the Faculty along with one external examiner in the concerned subject will constitute the *Viva voce* examining committee.
- 22.10** If the report from any one of the external examiners is not received within four weeks, the thesis will be sent to another examiner from amongst the BOS already recommended panel of examiners. The Vice Chancellor can exercise the power to appoint another examiner.
- 22.11** 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, who assessed the thesis of the candidate, will be the external examiner at the viva voce- examination and the Vice-Chancellor will nominate that examiner.
- 22.12** The topic, date and the time of the thesis defence shall be announced by the concerned faculty of ACU well in advance so that the faculty members and others interested in the topic of the thesis can attend.
- 22.13** At the viva voce examination, the candidate's general proficiency in the subjects allied to the field of his study shall also be evaluated.
- 22.14** Those attending the Open Defence, who are not members of the board of examiners, can participate by asking relevant questions with the permission of the examiners. The board of examiners shall take into consideration the views and criticism, if any, of the faculty members and others participating in the Open Defence of the thesis.
- 22.15** However, the result of the viva voce examination shall be decided solely by the members of the Board of Examiners.
- 22.16** The PhD scholar 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.

22.17 In case, the examiners are not satisfied with the performance of the PhD scholar in the above examinations, the PhD scholar shall be required to reappear for another viva-voce examination within two months provided such specific recommendation is made by the board of examiners.

22.18 The date when all the following requirements are submitted to Registrar (Evaluation) Office through the Dean, Research, is considered as the date of completion of Ph.D.

- a. Joint report by the examiners and Proceedings of the Viva-Voce
- b. Final corrected thesis
- c. E-copy of thesis in Shodhganga format for uploading
- d. On successful public defense, the PhD awardee may apply for issuance of provisional degree certificate by the Registrar Evaluation.

23. Uploading of Full Text Ph.D. Thesis on Shodhganga

After the final successful thesis defence, thesis has to be uploaded on Shodhganga web portal by ACU Central Library, which will be initiated by ACU Registrar (Evaluation) office.

24. Award of Ph.D. Degree

PhD scholar satisfying all requirements will be awarded with Ph.D. degree certificates under the seal of the university and signed by the Vice Chancellor at the convocation held for conferring degrees.

The subject, faculty and the title of the Ph.D. thesis shall be indicated in the Ph.D. degree certificate.

25. Publication of Thesis

The thesis shall **NOT** be published as a whole, without the permission of the University.

26. Conclusion

26.1 Notwithstanding anything contained in these guidelines, all matters related to the candidates shall be governed by the rules and procedures framed by the University that are in force at that point of time.

26.2. Any doubt or dispute regarding the interpretation of these guidelines shall, upon the recommendation of the Doctoral Advisory Committee (DAC), be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman of the Research and Innovation Council and Academic Council, shall be final. The Vice-Chancellor, or a committee appointed by him, may take decisions based on the merits of each case to facilitate the pursuit of research excellence.

Application Form for Ph. D. Full-Time Program

Candidate Details									
Name of the candidate (in block letters, as per 10 th Class)									
Date of Birth (DD/MM/YYYY)	D	D	M	M	Y	Y	Y	Y	Affix your recent passport size colour photograph
Gender	Male ☐ Female ☐								
Phone	Residential								
	Mobile								
E-mail									
Valid Photo ID number: (Aadhar Number)									
Name of the Father									
Name of the Mother									
Religion					Caste:				
Nationality					Blood Group:				
Mother Tongue					State of Domicile				
Marital Status									
Spouse Name (If marital status is Married)									
Spouse Phone:					Spouse Email:				
Residential Address with pin code									
Address for correspondence									

Academic Record (Bachelor's degree onwards)

Examination Passed	Specialization	Institution	University	Year of Passing	% of Marks obtained

National Level Entrance Examinations Qualifying for PhD

Name of the Entrance Examination:	Year of Passing:
Registered Number	

Attach the relevant certificate

Declaration

I hereby declare that the information that I have furnished herein is true to the best of my knowledge.

Date:

Place:

Signature of the Candidate

INSTRUCTIONS

The PhD Admission Application duly filled must be submitted along with the following enclosures:

1. Attested copy of the SSLC Mark Card or 10th Class.
2. Attested copy of the Bachelor's and Post Graduate degree certificate.
3. Attested copies of the mark's cards of Bachelor's and Post Graduate degree
4. Valid photo identity document (Aadhaar)
5. Affidavit and Newspaper notification details for change of name (if any)
6. Conduct/ Character certificate from the institution last studied
7. Copy of Resume
8. Expression of research interest
9. Other relevant documents supporting to Ph.D. program

Hard copy of all the above-mentioned documents must be submitted to:

**The Dean (Research)
Adichunchanagiri University
B G Nagara -571 448
Karnataka, India
Email: research@acu.edu.in**

Scanned copy of all the above-mentioned original documents must be submitted to ODR

FOR ODR OFFICE USE ONLY

Application number:

Documents Screened:	YES	NO
Attested copy of the SSLC Mark Card or 10 th Class.		
Attested copy of the Bachelor's and Post Graduate degree certificate.		
Attested copies of the mark's cards of Bachelor's and Post Graduate degree		
Valid photo identity document (Aadhaar)		
Affidavit and Newspaper notification details for change of name (if any)		
Conduct/ Character certificate from the institution last studied		
Copy of National Fellowship Award Letter		
Expression of research interest		
Resume		

VERIFICATION BY ODR FACULTY COORDINATOR

Documents Verified	Yes	NO
Remarks:		
Date:	Signature	

Admission Form for Ph. D. Course (To be submitted after interview)

Personal Data	
Name of the candidate (in block letters, as per 10 th Class)	
Application number:	
Proposed PhD Research Data	
Proposed PhD research area:	
Institution and Department/lab in which the candidate proposes to work and prepare thesis:	
I hereby declare that the information that I have furnished herein is true to the best of my knowledge.	
Date: Place: Signature of the Candidate	

To be submitted by the candidate

Name:

Faculty & Department:

Student Declaration:

I acknowledge and affirm that, if selected for the ACU PhD program, I hereby commit to the following undertaking:

1. I will not claim any work of other authors available on the Internet as my own work.
2. I will not include any other works in my PhD Thesis and any research papers authored by me without proper references/acknowledgment.
3. Before submitting any research paper based on my research work for possible publication in a conference proceeding/journal, I will submit the paper to ACU Publication Guidelines Committee and I understand that my guide will communicate the paper to the journal/conference as a corresponding author.
4. I understand that in the event of any violation of such ethics/plagiarism-policies/undertaking in respect to my research papers, thesis or any other forms of the report based on my research work, I shall be solely responsible for the same.
5. I will pay the annual fee without fail.
6. I will submit the half-yearly progress report regularly.
7. I will diligently follow the ACU PhD guidelines.
8. Furthermore, if I am selected, my guide preference is as follows. However, I'm aware that allotment of guide lies with committee.

1. _____

2. _____

Signature of candidate & Date

Section II: To be completed by the Committee

Allotted Guide.....

Vice Chancellor

Registrar

Dean (Faculty)

Dean (Research)

Casual Leave Application Form (Ph.D. Scholars)

Name of the Scholar: _____
Ph.D. Reg. No.: _____
Department: _____
Guide Name: _____
Type of Leave: [] Casual Leave [] Medical Leave [] Other (Specify) _____
Number of Days Requested: _____
From Date: _____ To Date: _____

Reason for Leave

Declaration by Scholar

I, _____ (Name of Scholar),
request leave for the above-mentioned period. I declare that:

1. I will not misuse the leave and shall re-join research work immediately after the leave period.
2. I understand that **exceeding the permissible limit of casual leave (as per ACU Ph.D. regulations)** may affect my fellowship/registration.
3. I shall submit progress reports and academic requirements as per schedule, even if leave is granted.

Date: _____ Place: _____

Signature of Scholar: _____

Recommendations

Guide's Recommendation: [] Recommended [] Not Recommended

Remarks: _____

Signature: _____ Date: _____

Head of Department: _____

Dean (Research): _____

Annexure-4

Application for Maternity Leave*

(Please type, handwritten applications will not be considered)

Date: dd/mm/yyyy

Name of the PhD scholar		
Registration Number		
Date of Admission	dd/mm/yyyy	Date of protocol approval: dd/mm/yyyy
Category (Please tick relevant)	Full time scholar/ Self Sponsored/ Project Fellow/National Scholar/Part Time (ACU employees) Any other (Specify).....	
Mode	Part Time/ Full Time	
Name of the Institution/ Research Centre		
Number of DAC presentations completed		
Have you applied for any personal/medical/academic break in the past (tick)	Yes No	
Duration of previously availed leaves/break (if any) -mention all	dd/mm/yyyy to dd/mm/yyyy	
Was your PhD course duration extended previously due to leaves/break? (Tick)	Yes No	
If yes, till which date duration was extended due to leaves/break?	dd/mm/yyyy	
Have you applied for course duration extension previously?	Yes No	
If yes, previously approved extension (if any) up to	dd/mm/yyyy	
Period of maternity leaves required	From dd/mm/yyyy to dd/mm/yyyy	

Signature of the PhD scholar with date:

Name and Signature of the Guide with date:

Signature of the HOI with date:

ODR Office Use: -	
Verification status:	Date:

Minimum course duration extended up to _____	
Remarks: Approved <input style="width: 30px; height: 15px;" type="checkbox"/> / Not Approved <input style="width: 30px; height: 15px;" type="checkbox"/> Scholarship applicable for extended period <input style="width: 30px; height: 15px;" type="checkbox"/> / Not Applicable <input style="width: 30px; height: 15px;" type="checkbox"/> PhD Scholar is required to report in the institution/ department on _____ Dean Research Registrar	

***Note: -**

- Eligibility: Maximum of 240 days once during the entire duration of PhD course.
- Submission of Medical Certificate/supporting document is mandatory.
- PhD course duration will be extended by the leave period. This is applicable if maternity leaves are availed during period of minimum duration of PhD course.

To:

PhD scholar

CC:

1. HOI/HOC/HOD
2. Director-Finance
3. Guide
4. Co-Guide

Reporting form
(Form to be filled while joining)

Candidate Details	
Name	
Registration Number	
Department / Institution	
Date of Joining	
Academic Year	
Present Address with Pin Code	
Residential Address with Pin Code	
Mobile Number	
Alternate Number	
Email ID	

I am hereby joining ACU PhD program under Full-Time National Scholar Project Fellow /Part-Time / / /. (Tick Mark the appropriate admission)

I confirm that I have read and understood the rules and regulations of the Ph.D. program of ACU. By signing this joining report, I agree to abide by all rules and regulations of ACU PhD program.

Candidate signature with date

The eligibility documents submitted are verified in original at the joining institution and are found genuine

Signature and seal

Documents Verified	YES	NO
Remarks if any Date: Signature and seal Note: Joining report should be sent to ODR		

Verification by ODR		
Documents Verified	YES	NO
Remarks by ODR: Approved to issue registration letter ☐ ☐ Date: _____ Dean (Research), ACU		

Annexure 6

Letter of Undertaking

Registration No	
Candidate Name	
Name of the Institution	
Date of Joining	

Duration of the Program

- The minimum duration is 3 years from the date of successful protocol presentation to DAC.
 - You are required to renew your registration for subsequent semester every 6 months after joining to PhD program.
 - Admission gets cancelled if the candidate leaves the institution before the completion of minimum duration of the PhD program
- The candidate is required to submit PhD protocol for the Institutional Protocol Approval Committee (IPAC)/ Doctoral Advisory Committee DAC presentation and approval within 2 months of date of joining.
- Extension beyond the minimum period will be based on the recommendation of the Doctoral Advisory Committee (DAC) and this requires approval from ODR ACU.
- The maximum duration of PhD program is 6 years from the date of joining. The admission stands cancelled on completion of maximum duration.

Course Fee

- Candidates have to pay the prescribed fee
- Fee paid after the due date attracts a penalty of 10%
- Students who pursue the course beyond minimum duration, are required to remit annual fee for the extended period

Course Discontinuation

- In the event that candidate wishes to discontinue from the Ph.D. program or registration is cancelled, he / she is not eligible for refund of the fee paid

Attendance Requirements: Candidates are required to record the attendance in the institution / department on every working day as per the institutional / department attendance policy.

Cancellation of Registration:

Registration will be cancelled in following situations:

- If two DAC reports are NOT presented as per the timeline
- If candidate is absent at work for > 3 weeks without prior approval ((Such cases to be reported to ODR by the guide through HOI/HOD (of the teaching department).
- Recommendation from DAC and PhD Core-Committee of ACU for any other reasons
- If the candidate leaves the institution without prior approval from Guide / Department / HOI / ODR etc
- On completion of maximum duration of the course
- If the candidate brings disrepute to the Department / Institution / University in any form
- Non-payment of annual fee

Other Requirements

- It is imperative that candidates comply with the Ph.D. guidelines provided at www.acu.edu.in/phd

Undertaking

I confirm that I have read and understood the above regulations, and agree to abide by the same

CANDIDATE NAME

SIGNATURE WITH DATE

Annexure 7

Letter of Undertaking by Full time scholar with ACU Fellowship

Registration No	
Candidate Name	
Name of the Institution	
Date of Joining	

Declaration & Undertaking

I, _____ (Name of the Scholar), a registered Ph.D. scholar at Adichunchanagiri University (ACU), hereby solemnly declare and undertake that:

I am in receipt of fellowship granted by Adichunchanagiri University for pursuing my Ph.D. program.

I shall not accept any other financial assistance, salary, or fellowship from any source (Government/Private/Institutional) during the tenure of this fellowship unless specifically approved by ACU.

I understand that the continuation of fellowship is subject to satisfactory research progress, regular attendance, compliance with University regulations, and periodic review by the Doctoral Advisory Committee (DAC).

I shall devote full time to my Ph.D. research work and abide by the working hours, leave rules, and academic guidelines prescribed by ACU.

Any leave exceeding 5 days in a semester (other than officially approved maternity/medical leave) shall require prior written approval from my Guide and the Dean (Research).

I shall acknowledge Adichunchanagiri University in all publications, conference presentations, and in my Ph.D. thesis arising from the fellowship-supported research work.

I understand that misconduct, plagiarism, academic dishonesty, or violation of University rules will result in immediate termination of my fellowship and may also lead to cancellation of my Ph.D. registration.

In case of withdrawal from the program, prolonged absence without approval, or termination due to misconduct, I agree to refund the fellowship amount already disbursed, as per University policy.

I shall submit half-yearly progress reports duly signed by my Guide and DAC members to the Office of Dean (Research).

I accept that the decision of the University regarding continuation, suspension, or termination of fellowship will be final and binding.

Date: _____

Signature of the Scholar: _____

Annexure-8**Doctoral Advisory Committee Meeting - Report**

Name of the Candidate								
Date of DAC meeting								
Title of Thesis (Proposed)								
Name of Research Guide	Dr.							
Name of Co-guide (if any)	-----							

Doctoral Advisory Committee (DAC)

Name	Designation	Signature
Name: Dean, Faculty of _____, ACU	Chairman	
Name: Chairman, BoS, ACU	Member	
Name: Head of the Department	Member	
Name: Research Guide	Member	
Name: --- Research Co-guide (if any)	Member	-----
Name: Subject Expert (External) Dept.: Institution: Address:	Member	Mobile No.:

Evaluation by the Committee after Presentation and Discussion

Sl. No	Particulars	Yes / No	Observation / Suggestion
1	Title: Title is appropriate		
2	Innovativeness/ Novelty of the Research Topic		
3	Rationale of the Research Topic (Rationale has been justified appropriately)		
4	Review of Literature (Is the Review of Literature is adequate and quality of references cited)		
5	Proposed materials and methods		
6	Does the study involve any investigations to be carried-out on human participants or animals?		
7	Remarks		
8	Status	Approved / Not Approved (strike out which is not applicable)	

Signature of the Research Guide

Signature of DAC Chairman & Seal

Doctoral Advisory Committee (DAC) Meeting Minutes
(Applicable to Preliminary, interim, and all other DAC meetings)

Name of the PhD scholar			Registration Number	
Date of Registration		Date of protocol approval		
Category (Please tick relevant)	Self-sponsored / National Scholar / Project fellow/part-time (ACU employees)/Part-time working professionals/ Any other (Specify)			
Preliminary DAC meeting date		Interim DAC meeting date (if applicable)		
Timeline for DAC presentations	DAC1:	DAC 2:	DAC 3:	DAC4:
	DAC 5:	DAC 6:	DAC 7:	DAC 8:
	DAC 9:	DAC 10:	DAC 11:	DAC12:
	DAC 13:	DAC 14:		
Date of current DAC Meeting		Current DAC presentation number		
Institution				
Title of thesis				

Doctoral Advisory Committee Members

Designation	Name	Signature
Chairperson		
BoS Chairperson		
Head of the Department		
Research Guide		
Research Co-Guide		
Subject expert -1		

(Note: The DAC meeting must be conducted with a minimum of 4 members participating)

Suggestions/Modifications required (to be completed by the DAC)

	Items reviewed	Mention Progress status				Remarks
1.	Course work	Sr. No	Course Name	Credits	Status	
		1	RM	4		
		2	RPE	2		
		3	Course 1.....			
		4	Course 2.....			
2.	Feasibility of completing the proposed study/objectives in the minimum duration of PhD course and availability of research facility at ACU/collaborator are reviewed and confirmed	(For example, available facility and access at ACU, access to non ACU facility, funding, field work related etc.)				
3.	Protocol	Approved	☐	Draft stage	☐	
4.	List of potential journals from ACU list where this research may be published					
5.	List Sustainable Development Goals (SDGs) to which this research work can be linked Eg of some SDGs: Goal 3: Good Health and Well-Being. Goal 4: Quality Education					
6.	Publications from PhD work (If published-list the published articles. If no, indicate the number and stage: Draft/ submitted/ under review/ accepted)					
7.	Conference presentations from PhD work (Provide number and list conference presentations)- Title of abstract, name of conference, organized by, place, date of conference)					

8.	Scope for IPR/International co-authored publication discussed and DAC provided following suggestions		
9.	Recommendation for Synopsis presentation	Yes No NA	
10.	Review of DAC change/title/objective change/extension request (List items reviewed and suggested)	DAC change: Yes No NA Title change: Yes No NA Objectives change: Yes No NA Extension Request: Yes No NA	
11.	Review of any other request from candidate/matter		
12.	DAC suggestions to candidate on the progress reported in the current DAC meeting	a.	
13.	DAC suggestions on action to be taken in the subsequent semester:	a.	
14.	Recommended to continue scholarship	Yes No (Note: If the PhD scholar's progress is graded as 'poor' or 'very poor', stipend will be withheld till satisfactory progress report is submitted to ODR after repeat/ interim DAC presentation)	

**As per the DAC, quality of research scholar's overall progress in last 6 months
(For grading, refer rubric given below - please tick)**

Excellent	Good	Fair	Poor	Very poor

Date:

Signature of the DAC Chairperson and Seal

Note:

1. Separate request through proper channel along with DAC recommendations to be forwarded to ODR for which university approval is required.
2. Copy of DAC meeting minutes to be submitted to ODR within 10 days of DAC meeting and original to be filed at the institution.

Office of Dean Research (ODR)
PhD registration renewal form

Name of the PhD scholar			Registration Number	
Date of registration		Date of protocol approval by the DAC/university		
Category (Please tick relevant)	ACU Scholarship/Self Sponsored / National Scholar / Project fellow/ Research Centre candidate/part-time (ACU employee)/Part-time working professional/ Any other (Specify)			
Institution/ Research Centre				
Title of thesis				
Deadline for current registration renewal				
Current semester number				
Course work details	Ser. No	Course name	Credits	Status
		Research Methodology	4	
		Research and Publication Ethics	2	
		Course 3.....		
				
Status of work done	Number of DAC presentations completed till date			
	Status pertaining to protocol, completion of objectives, publications, conference presentations, thesis etc			

Date:
Signature

PhD Scholar

Certification by Guide and Co-Guide

PhD scholar's progress is ☐ / NOT ☐ /Hence registration can be ☐ /Cannot be ☐
Satisfactory satisfactory renewed renewed

Scholarship: To be ☐ / To be ☐ / Not applicable ☐
continued withheld

Guide Signature & Date

Guide Name

Certification by HOD / HOI

Co-Guide Name Signature &

Co-Guide Name (if applicable)

HOD Signature & Date
Chairperson

BoS

<u>Faculty Dean</u>	<u>No dues confirmation at institution</u>	<u>Office of Dean Research (ODR) Office</u>
Renewal ☐ / Renewal Not ☐ Approved Approved Faculty Dean, signature, date and Seal	No Dues confirmed ☐ Office staff initial	Confirmed ☐ / Not ☐ confirmed confirmed ODR Signature, date and seal

To: _____

HOI

CC to

- Finance Officer, ACU
- BoS Chairperson:
- Guide:
- Co-Guide:
- PhD scholar:

Note:

Renewal of Registration

Date of joining to the PhD program is considered as the date of registration. Renewal of this registration is mandatory requirement.

- **All PhD Scholars** (full time and part time) are required to renew their registration every semester as per the timeline mentioned in the registration letter for the subsequent semester after the registration to PhD program. Renewal is applicable during the extension period also.

- Semester-wise registration should be done by students with approval from the guide based on status of work done and no dues confirmed by the institution. The finance department will share the monthly institution-wise data defaulter list to the institutions.
- Registration renewal should be an independent process and will NOT depend on DAC meetings.
 - If NOT renewed, the student will NOT be on roll for that semester.
- **Others**
 - ❖ In case of delay in the submission of registration renewal form, duration of PhD will be extended by the same delay period.
- ODR will confirm the renewal of registration based on satisfactory report submitted by the institute.

GUIDE RECOGNITION APPLICATION FORM FOR PH.D. PROGRAMME

1 a.	Guide recognition sought for the Discipline and Specialization: (Proof of publication in the said area are to be enclosed)		
b.	The discipline/subject of the applicants Ph.D. degree	The University from which the applicants Ph.D. degree was awarded	Date of award

(Copy of evidence to be enclosed for this item 1c - after the award of Ph.D. degree only)

c.	No. of research papers published (refereed journal for arts subjects / SCI journals for science subjects)		Period of Teaching experience		Period of Post-doctoral experience (Publication made during this period)		Period of any other Research experience (Publication made during this period)	
	During Ph.D.	Post-Ph.D.	Pre-Ph.D.	Post-Ph.D.	Within India	Abroad	Within India	Abroad
1.		-	-	-	-	-	-	-

2 a.	Name in Capital Letters:
------	--------------------------

3 a.	Age	Date of birth	Date of Retirement	Name & Address of the present Institute
			-	

4 a.	Current Designation	Name of the Department	Date of appointment

5 a.	Details of positions held till date				
	Designation	Institution/ University	Date of joining	Date of leaving	Experience
1.					
2.					
3.					

6 a.	Awards and Honors (if any)	
	National	International
1.	NO	NO

5 a.	Educational Qualification from UG degree onwards – (Enclose copy of PG and Ph.D. degree)
------	---

	Degree	Subject	% of marks	Year of passing	University	Class/ Distinction
1.						
2.						
3.						
4.						
6 a.	Provide details, if already recognized as a research guide by this University or other University for this discipline or any other discipline within India or Abroad					
	Letter Number	Discipline	Scholars registered at present for Ph.D.			
			Full-time	Part-time		

Place: BG Nagara

Date:

SIGNATURE OF THE APPLICANT

**Application for co-guideship from the proposed Co-guide
(Applicable for Part-time PhD - Working Professionals only)**

Annexure-11

(Please type information; hand-written applications will not be considered)

A. PERSONAL DATA

Name (in block letters): _____

Date of Birth:

Designation: _____

Employee ID (for ACU researchers only): _____

Department: _____ Institution/centre name: _____

Gender: ☐ Male ☐ Female

Permanent Address:

Pin

Address for Correspondence:
(OFFICIAL)

Pin

Phone: STD Code _____ Number _____

Mobile: _____

E-mail/s: _____

*Affix your
recent
passport
size colour*

B. ACADEMIC RECORD (Enclose attested copies)

Degree Obtained	Year	Institution	University	Class/Awards

C. TEACHING RECORD

Designation	Department	Institution	Period
Current			
Past			
Past			

D. RESEARCH RECORD

Designation	Department/Lab	Institution	Period
Current			
Past			
Past			

E. ANY OTHER WORK EXPERIENCE

Designation	Department/Lab	Organization	Period

F. RESEARCH PUBLICATIONS

International Journals	National Journals	International Conferences	National Conferences	Reviews	Books

G. DETAILS OF 3 SCOPUS/WoS INDEXED ORIGINAL RESEARCH ARTICLE PUBLICATIONS AS FIRST/CORRESPONDING AUTHOR

(Review articles/meta-analysis/ letter to editor/co-authored articles etc. will not be considered)

Sl No	Title of the Article	Name of the Journal	Indicate Journal indexed in Scopus/WoS	Month and Year of publishing	Indicate First Author/ Corresponding author	Link to article if not yet reflected in Scopus	Link to your Scopus profile
1							
2							
3							
4							
5							

H. RESEARCH PROJECTS UNDERTAKEN / GRANTS SANCTIONED AS PI

(In last 5 years, enclose proof)

Sl. No.	Name of the Funding Agency	Title	Period	Amount

I. RESEARCH PROJECTS UNDERTAKEN / GRANTS SANCTIONED AS Co-PI

(In last 5 years, enclose proof)

Sl. No.	Name of the Funding Agency	Title	Period	Amount

J. NUMBER OF THESIS GUIDED/GUIDING (enclose a detailed list)

	Guided	Guiding	University
P. G.			
Ph. D.			

K. H-Index from Scopus Profile:**L. Total Citation from Scopus Profile:****M. BROAD FIELD OF ACTIVE RESEARCH/ SPECIALIZATION (Provide 3-6 key words only)**

(This will be mentioned in the guideship/co-guideship registration letter issued by ODR, ACU)

1.	
2.	
3.	
4.	
5.	
6.	

I, _____ hereby declare that the information I have furnished here are true to the best of my knowledge.

Place:

Date:

Signature

**RECOMMENDATION BY THE HEAD OF THE DEPARTMENT OF ACU INSTITUTION (where
part-time scholar is admitted)**

I recommend and forward the application of Prof./Dr. _____ for the PhD
guideship of ACU. Our department does not have any objection to him/her guiding the PhD candidates at
ACU.

Place:

Date:

Name and Signature of the Head of the Department

(With seal)

Phone:

Email id:

**RECOMMENDATION BY THE DEAN OF THE FACULTY
(Where part-time scholar is admitted)**

I recommend and forward the application of Prof./Dr. _____ for the PhD
guideship of ACU. Our Institution does not have any objection to him/her guiding the PhD candidates at
ACU.

Place:

Date:

Name and Signature of the Dean of Faculty

(With seal)

Phone:

Email:

ELIGIBILITY

Co-guideship:

A. Researchers with MD/MS/MDS:

Must be a postgraduate medical teacher as per MCI/DCI guidelines (or five years of teaching experience after MD/MS/MDS) and have three original research publications in SCOPUS/WoS indexed Journals. In all the three publications the researcher should be either first author or corresponding author.

B. Researchers with PhD:

A minimum of three original research publications in SCOPUS/WoS indexed Journals. Proposed co-guide should be either the first author or corresponding author for these three publications.

INSTRUCTIONS:

Enclosures:

1. Master's degree and PhD Degree Certificates (attested)
2. Research papers (Only the page/s reflecting title of the article, journal name, month and year of publication, authors, affiliation, corresponding author and abstract)
3. NOC from the proposed co-guide's current employer

Others:

1. Applicants from non-ACU organizations should forward their applications through ACU institutions only. Applications submitted directly will not be considered.

FOR ODR OFFICE USE ONLY		
Documents Screened:	YES	NO
Attested master's degree and PhD Degree Certificates.		
Three research papers		
NOC from the current employer (for researcher from non- ACU institutions only)		
PhD Co-Supervisor approval number allotted with Date:		
Remarks, if any:		

No Objection Certificate (NOC) from Allotted Guide

Research Scholar Details

Details	Information
1. Name of the Research Scholar	_____
2. Register Number	_____
3. Faculty/Discipline	_____
4. Department/Research Centre	_____
5. Approved Title of the Ph.D. Thesis	_____
6. Name of the Present Guide (Relieving Guide)	_____

No Objection Certificate (NOC)

This is to certify that I, the undersigned, have no objection in relieving myself as the Research Guide for the above-mentioned Ph.D. scholar. I hereby provide my consent for the appointment of the proposed new Guide to supervise the scholar's Ph.D. research work.

Date: _____ **Place:** _____

Signature of the Present Guide (Relieving Guide): _____

Name & Designation: _____

Acknowledgment by the Scholar

I acknowledge and accept the above change of Guide for my Ph.D. research work.

Signature of the Scholar: _____

Name: _____

Recommendation of the Head of the Department / Research Centre

The above NOC and change of Guide request is reviewed and recommended for approval.

Signature of HoD/Head of Research Centre: _____

Name & Designation: _____

Synopsis presentation proceedings

Name of the PhD scholar	
Registration Number	
Date of Registration	
Name of the Institution/ Research Centre	
Date of protocol approval	
Title of thesis	
Name of the Guide	
Name of the Co-Guide (if any)	
Date of synopsis presentation	

Doctoral Advisory Committee Members

Designation	Name	Signature
Chairperson		
PhD Coordinator		
Head of the Department		
Research Guide		
Research Co-Guide		

(To be completed by the DAC)

	Items	Tick if completed	Remarks
1.	PhD scholar has completed data collection, analysis		
2.	Completed DAC presentations as per the requirements		Number of DAC presentations completed:
3.	Candidate has met publication requirements from thesis as per ACU guidelines		No. of first author original publication from thesis: No. of review articles from PhD research domain:
4.	Candidate has presented PhD work in two conferences		
5.	Completed 12 credit course work as per ACU guidelines		

DAC Suggestions:

DAC recommendation on synopsis:

Approved	Minor correction	Major correction and representation	Rejected
15.			
16.			
17.			

Date:

Signature of the DAC Chairperson and Seal

Note:

- At the end of PhD research work, the candidate has to present the summary of complete work to the DAC as ‘Synopsis presentation’
 - Synopsis presentation shall be conducted after the candidate has conformity to PhD requirements.
 - 1-hour PPT presentation **MUST** be scheduled at the Institution with one (01) week prior notice, which shall be open to all faculty, research scholars and students of the institution.
- It is mandatory for the DAC members to participate
 - DAC **MUST** evaluate and provide their feedback in the form of **APPROVED** or **SUBMIT WITH MINOR / MAJOR REVISIONS**
 - If Minor Revision is suggested, supervisor (s) may review the revised synopsis and provide approval for thesis writing and submission
 - If Major Revision is suggested, DAC **MUST** suggest the timeline for resubmission and provide approval for thesis writing and submission after satisfactory evaluation of the presentation
- Synopsis and thesis should be written in the prescribed format
 - Refer <https://acu.edu/phd> to download formats
- Synopsis proceedings with DAC approval for thesis submission to be submitted to CDS along with ‘request for NOC for thesis submission within three (03) months of synopsis presentation.
- PhD scholar must submit thesis to Registrar Evaluation, ACU immediately after obtaining NOC

Protocol template

TITLE OF THE PROPOSAL

PhD Proposal Submitted to



By

Name of the PhD scholar
Designation
Registration number
Institution/Organization, Place

Under the Supervision of
Name of the Supervisor with Address

Name of the Co-Supervisor/s with Address
Department
Organization

1. Introduction
2. Literature Review
3. Research Gaps identified
4. Objectives
5. Detailed Methodology
6. Expected outcome
7. Importance of proposed research investigation and mention the link to relevant SDG
8. Research Time plan
9. Pilot study / Preliminary work done
10. Details of expenses and source of funding (detailed break-up of research-related expenses for consumables/software/equipment/travel, etc., to be given along with details of source of funding. If the study does not require funding, same to be mentioned with justification. Scholarships/fellowships awarded to the candidate should NOT be mentioned under research-related expenses mentioned above.
11. References: Vancouver or Harvard or APA style etc., as recommended by DAC. Referencing should be uniform throughout the protocol.
12. Course work details suggested by DAC with credits
13. *The protocol should be typed using Times New Roman, size 12 in double space throughout.*
The templates should be submitted in the given format (type written)

All sections are mandatory

Annexure – DAC Extension Request Form**Name of the Scholar:** _____**Ph.D. Roll No.:** _____**Department:** _____**Guide Name:** _____**Co-Guide (if any):** _____**Date of Registration:** _____**Current DAC Approval Valid Up To:** _____**Extension Period Requested:** From _____ To _____

Reason for DAC Extension

(Attach supporting documents if applicable – e.g., progress reports, medical reasons, unforeseen delays, etc.)

Declaration by Scholar

I, _____ (Name of Scholar), request an extension of the validity of my **Doctoral Advisory Committee (DAC)**. I declare that:

1. I could not complete the required DAC presentations/recommendations within the stipulated time due to the reasons mentioned above.
2. I shall ensure that the extended DAC period will be utilized productively for research progress.
3. I understand that further delays may affect my registration status and that this extension is granted only as per ACU Ph.D. Regulations.
4. I agree to submit progress reports and present my work to the DAC as per the revised schedule.

Date: _____ Place: _____

Signature of Scholar: _____

Recommendations

Guide's Recommendation: [☐] Recommended [☐] Not Recommended

Remarks: _____

Signature: _____ Date: _____

DAC Recommendation:

☐ Extension Approved ☐ Not Approved

Remarks: _____

Signatures of DAC Members: _____

Head of Department: _____

Dean of Concerned Faculty: _____

Ph.D. Title Change Request Form

1. Name of the Scholar: _____
 2. Register Number: _____
 3. Faculty/Discipline: _____
 4. Department/Research Centre: _____
 5. Guide/Supervisor Name: _____
 6. Co-Guide Name (if any): _____
 7. Present Approved Thesis Title: _____
 8. Proposed Revised Thesis Title: _____
 9. Justification for Change of Title: _____
 (Brief explanation, reasons, modifications, attach supporting documents if required)
-

Declaration by Scholar

I, _____, hereby request for a change of my Ph.D. thesis title as mentioned above.

Date: _____ Place: _____

Signature of Scholar: _____

Recommendations

Guide/Supervisor Recommendation:

☐ Recommended ☐ Not Recommended

Remarks: _____

Signature: _____ Date: _____

Co-Guide Recommendation (if any):

☐ Recommended ☐ Not Recommended

Remarks: _____

Signature: _____ Date: _____

Head of Department: _____

☐ Recommended ☐ Not Recommended

Remarks: _____

Signature: _____ Date: _____

Ph.D. Guide / Co-Guide / External Expert Change Request Form

1. Name of the Scholar: _____
2. Register Number: _____
3. Faculty/Discipline: _____
4. Department/Research Centre: _____
5. Present Guide/ Co-Guide/ External Expert: _____
6. Proposed Guide/ Co-Guide/ External Expert: _____
7. Justification for Change of Guide: _____

Declaration by Scholar

I, _____, hereby request for the change of my Ph.D. Guide / Co-Guide / External Expert as mentioned above.

Date: _____ Place: _____

Signature of Scholar: _____

Recommendations

Present Guide/Supervisor:

☐ Recommended ☐ Not Recommended

Remarks: _____

Signature: _____ Date: _____

Proposed New Guide/Supervisor:

Consent & Signature: _____ Date: _____

Co-Guide (if applicable):

☐ Recommended ☐ Not Recommended

Remarks: _____

Signature: _____ Date: _____

Head of Department: _____

☐ Recommended ☐ Not Recommended

Remarks: _____

Signature: _____ Date: _____

Recommendation from the Dean of the concerned Faculty:

Signature of the Dean

Course Duration Extension Request Form (Ph.D. Scholars)

Name of the Scholar: _____

Ph.D. Roll No.: _____

Department: _____

Guide Name: _____

Date of Registration: _____

Maximum Duration Permitted (as per regulations): _____

Extension Period Requested: From _____ To _____

Reason for Extension

(Attach supporting documents if applicable – e.g., medical certificate, research delay justification)

Declaration by Scholar

I, _____ (Name of Scholar), hereby request an extension of my Ph.D. course duration. I declare that:

1. The delay in completion of my Ph.D. work is due to genuine reasons as explained above.
2. I shall complete and submit my thesis within the requested extension period.
3. I understand that this is the **final extension** permissible as per ACU Ph.D. Regulations, and non-compliance may lead to **cancellation of my Ph.D. registration**.
4. I shall continue to follow all rules, regulations, and ethical guidelines of the University during this extended period.

Date: _____ Place: _____

Signature of Scholar: _____

Recommendations

Guide's Recommendation: ☐ Recommended ☐ Not Recommended

Remarks: _____

Signature: _____ Date: _____

DAC Recommendation: ☐ Approved ☐ Not Approved

Remarks: _____

Signatures of DAC Members: _____

Head of Department: _____

Dean of Concerned Faculty: _____

SYNOPSIS OF THE THESIS TITLED

TITLE XXXXXX

SUBMITTED TO
ADICHUNCHANAGIRI UNIVERSITY

FOR FULFILLMENT OF THE REQUIREMENT FOR THE

AWARD OF THE DEGREE

OF

DOCTOR OF PHILOSOPHY

BY

NAME OF PHD SCHOLAR

UNDER THE GUIDANCE OF

NAME OF GUIDE/COGUIDE

ADDRESS

SYNOPSIS SECTIONS

1	Introduction
2	Objective(s) and scope
3	Materials and Methods
4	Results (Tables and Figures etc.)
5	Discussion
6	Conclusions, implications, limitations and future scope
7	References
8	Publications from the thesis

Style of preparation:

Prepared on A4 (max. 24 pages, excluding cover page), 1 inch of 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 format (Vancouver, Harvard, APA etc.) and all the references should be cited in the text.

Annexure-19

Doctoral Advisory Committee (DAC) Meeting Minutes (Applicable to Preliminary, interim, and all other DAC meetings)

Name of the PhD scholar			Registration Number	
Date of Registration		Date of protocol approval		
Category (Please tick relevant)	Self-sponsored / National Scholar / Project fellow/part-time (ACU employees)/Part-time working professionals/ Any other (Specify)			
Preliminary DAC meeting date		Interim DAC meeting date (if applicable)		
Timeline for DAC presentations	DAC1:	DAC 2:	DAC 3:	DAC4:
	DAC 5:	DAC 6:	DAC 7:	DAC 8:
	DAC 9:	DAC 10:	DAC 11:	DAC12:
	DAC 13:	DAC 14:		
Date of current DAC Meeting		Current DAC presentation number		
Institution				
Title of thesis				

Doctoral Advisory Committee Members

Designation	Name	Signature
Chairperson		
BoS Chairperson		
Head of the Department		
Research Guide		
Research Co-Guide		
Subject expert -1		

(Note: The DAC meeting must be conducted with a minimum of 4 members participating)

Suggestions/Modifications required (to be completed by the DAC)

	Items reviewed	Mention Progress status				Remarks
18.	Course work	Sr. No	Course Name	Credits	Status	
		1	RM	4		
		2	RPE	2		
		3	Course 1.....			
		4	Course 2.....			
19.	Feasibility of completing the proposed study/objectives in the minimum duration of PhD course and availability of research facility at ACU/collaborator are reviewed and confirmed	(For example, available facility and access at ACU, access to non ACU facility, funding, field work related etc.)				
20.	Protocol	Approved	☐	Draft stage	☐	
21.	List of potential journals from ACU list where this research may be published					
22.	List Sustainable Development Goals (SDGs) to which this research work can be linked Eg of some SDGs: Goal 3: Good Health and Well-Being. Goal 4: Quality Education					
23.	Publications from PhD work (If published-list the published articles. If no, indicate the number and stage: Draft/ submitted/ under review/ accepted)					
24.	Conference presentations from PhD work (Provide number and list conference presentations)- Title of abstract, name of conference, organized by, place, date of conference)					

25.	Scope for IPR/International co-authored publication discussed and DAC provided following suggestions		
26.	Recommendation for Synopsis presentation	Yes No NA	
27.	Review of DAC change/title/objective change/extension request (List items reviewed and suggested)	DAC change: Yes No NA Title change: Yes No NA Objectives change: Yes No NA Extension Request: Yes No NA	
28.	Review of any other request from candidate/matter		
29.	DAC suggestions to candidate on the progress reported in the current DAC meeting	b.	
30.	DAC suggestions on action to be taken in the subsequent semester:	b.	
31.	Recommended to continue scholarship	Yes No (Note: If the PhD scholar's progress is graded as 'poor' or 'very poor', stipend will be withheld till satisfactory progress report is submitted to ODR after repeat/ interim DAC presentation)	

**As per the DAC, quality of research scholar's overall progress in last 6 months
(For grading, refer rubric given below - please tick)**

Excellent	Good	Fair	Poor	Very poor

Date:

Signature of the DAC Chairperson and Seal

Note:

3. Separate request through proper channel along with DAC recommendations to be forwarded to ODR for which university approval is required.
4. Copy of DAC meeting minutes to be submitted to ODR within 10 days of DAC meeting and original to be filed at the institution.

Annexure-20

Declaration of originality of research work and thesis by the PhD scholar and supervisor

I have not committed plagiarism in any of the forms described in the 'ACU Ph.D. Regulation 2025'. I have documented all methods, data and processes truthfully and I have not manipulated any data.

I have mentioned all persons who were significant facilitators of the work.

The work has been screened electronically for plagiarism.

Signature

Name of the PhD Scholar

Registration Number

Place

Date

I, Dr ----- certify and attest that the work done by my Ph.D. Scholar Mr/Ms ----- is original and vouch that there is no plagiarism. The work has not been submitted for the award of any other degree/diploma of the same University / Institution where the work was carried out, or to any other University / Institution.

Signature

Name of the Research Supervisor

Designation

Department

Institution

Place

Date

NO DUE CERTIFICATE

Research Scholar Name :

Contact Number :

Registration Number :

Institution :

Faculty :

Department :

Sl.	Particulars	Signature
1.	Dean of the Faculty	
2.	Principal	
3.	Research Guide	
4.	Research Co-Guide (if available)	
5.	Head of the Department	
6.	College Central Library	
7.	Hostel	
8.	Sports	
9.	College Account Section	
10.	Institution Store	
11.	Research Co-Ordinator (Institute)	
12.	University Account Section (attach the fees receipts of the same)	



<<<<<Title>>>>>

A Thesis Submitted to The Adichunchanagiri University

IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE

AWARD OF THE DEGREE OF

DOCTOR OF PHILOSOPHY

IN.....Subject.....

BY

Name of the Research Scholar

(Reg. No.)

UNDER THE GUIDANCE OF

Dr. <<<Guide Name>>>

Designation

Institution

Address

DECLARATION BY THE CANDIDATE

I hereby declare that this thesis entitled

[illegible]

Date

< Research Scholar Name & Sign>

Place: B.G.Nagara

CERTIFICATE BY THE GUIDE

This is to certify that the dissertation

[illegible]

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