



Koneru Lakshmaiah Education Foundation

(Deemed to be University u/s 3 of UGC Act 1956)

Vaddeswaram, Green Fields, Guntur District

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REGULATIONS

FOR Ph.D

PROGRAMMES

Ph.D Handbook

2025-26

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CONTENTS

| Regulation No. | Description | Page No. |
|----------------|--|----------|
| 1 | GENERAL | 3 |
| 2 | CATEGORIES OF ADMISSION | 3 |
| 3 | ELIGIBILITY | 4 |
| 4 | RESEARCH PROGRESS and ASSESSMENT COMMITTEE (RPAC) | 5 |
| 5 | SELECTION PROCEDURE | 5 |
| 6 | REGISTRATION | 6 |
| 7 | ALLOCATION OF SUPERVISOR | 6 |
| 8 | RESEARCH SUPERVISION | 6 |
| 9 | DOCTORAL COMMITTEE | 7 |
| 10 | CONVERSION OF THE REGISTRATION STATUS | 7 |
| 11 | CHANGE OF SUPERVISOR OR APPOINTMENT OF CO-SUPERVISOR | 7 |
| 12 | FINALISATION OF AREA OF RESEARCH | 7 |
| 13 | COURSE WORK | 7 |
| 14 | MONITORING RESEARCH PROGRESS | 9 |
| 15 | MINIMUM DURATION OF THE PROGRAM | 9 |
| 16 | MAXIMUM DURATION OF THE PROGRAM | 10 |
| 17 | CANCELLATION OF REGISTRATION | 10 |
| 18 | OPEN TALK | 10 |
| 19 | PANEL OF ADJUDICATORS | 11 |
| 20 | EVALUATION OF Ph.D. THESIS | 11 |
| 21 | VIVA VOCE | 13 |
| 22 | AWARD OF Ph.D. DEGREE | 13 |
| 23 | DISCIPLINE | 13 |
| 24 | LEAVE RULES | 13 |
| 25 | DEPOSITORY WITH UGC | 13 |
| 26 | FEE REMITTANCE | 14 |
| 27 | EXCEPTIONAL REFERENCE | 14 |
| 28 | POWER TO MODIFY | 14 |
| 29 | PHD PROCESS AND PROCEDURE | 15 |

Koneru Lakshmaiah Education Foundation

PhD Handbook

1. GENERAL

- 1.1. The KLEF strictly adheres to the University Grants Commission (UGC Minimum standards and procedure for award of Ph.D. degree) Regulations, 2016 for research programme both in letter and spirit.
- 1.2. The University do not offer Ph.D. programme through distance education mode.
- 1.3. The University admits candidates into Ph.D. programme duly approved by the Board of Studies of the respective departments.

2. CATEGORIES OF ADMISSION

Candidates admitted into the Ph.D. programme of the University are of the following categories:

- a. Full-time (FT)
- b. Part-time (PT)
- c. Extramural

a) Full time:

- i. All the faculty of K L Deemed to be University who registered into the Ph. D programme offered by the University shall be treated as carrying research in Full Time mode. If any faculty, who is registered as a Scholar, leaves the University, his/her admission shall be converted to Part-Time mode of research when no attendance is observed for a period of 60 days. If regular attendance is observed, the Scholar will be treated as Full-Time Scholar without any stipend.
- ii. Candidates who are not faculty can be admitted as Full-Time Scholars and stipend shall be provided, subject to the availability of funds and at the discretion of Hon'ble Vice Chancellor (VC).

b) Part-time: Candidates working in Industry involved in R&D activities, Colleges or Research Organizations, approved by this University and who are sponsored for pursuing Ph.D. Programme in this University while continuing in their job, shall belong to this category.

c) Extramural: The University gives the extramural admission to the following categories of candidates:

- i. Ph.D. Admission to Non-Resident Indians, NRI (In Campus and Off Campus)
- ii. Ph.D. Admission to Foreign Nationals (In Campus and Off Campus)
- iii. Ph.D. Admission to Industry Aspirants

iv. Ph.D Admission to Government Officials

Their admission will be considered by the University after the applicant submits a report on the proposed research work clearly indicating the problem statement, scope, literature review, methodology or approach planned etc. along with the application. This report will be assessed by the concerned Research Progress Assessment Committee (RPAC) of the department and the Chairman of RPAC will arrange a video/ tele conference with the candidate to assess and recommended for provisional admission to PhD program. Such candidates need to have an internal guide recognized by K L Deemed to be University from their workplace/institution.

Industry and Govt. Officials seeking admission should submit a NOC letter from their parent institution/organization along with the application. The admission of these candidates may be cancelled if they leave the industry/research institution during the programme tenure. A supporting letter duly signed by the competent authority, confirming their continuation with the industry/research institution to be submitted periodically (every six months).

These candidates will not be given any fellowship by the University. They can present their research progress reviews through video/tele-conferencing. The minimum duration of the program for extramural research applicants will be 3 years and the maximum duration would be 6 years.

All other PhD regulations will remain same for these applicants.

3. ELIGIBILITY

3.1 Minimum Qualification

The minimum educational qualifications for admission into the Ph.D programme of the University are as follows:

3.1.1 Ph. D in Engineering

Candidates with a first class (minimum of 60% marks or 6.75 CGPA) Master's degree in Engineering/Technology or M.Tech. by Research or equivalent Degree from any University recognized by the UGC.

5% relaxation (minimum of 55% marks or 6.25 CGPA) will be applicable for SC/ST/differently abled candidates as per the statutory bodies' norms.

3.1.2 Ph.D. in Sciences/Management/Humanities/Law/Pharmacy

Master's degree or its equivalent in the relevant area with a minimum of 55% marks or 6.25 CGPA from any University recognized by the UGC.

5% relaxation will be applicable for SC/ST/differently abled candidates as per the statutory bodies' norms.

3.1.3 Ph.D. with B.Tech. Qualification

Top 100 rankers in GATE Examination with minimum CGPA of 8.0 on a 10-point scale in BE/B.Tech or equivalent degree, possessing an excellent academic track record from 10th Standard onwards may be considered for admission into a limited number of seats for Ph.D. programme in Engineering. Such candidates who are provisionally selected should complete a minimum of 20 course credits as prescribed by the University.

4. RESEARCH PROGRESS and ASSESSMENT COMMITTEE (RPAC)

To prepare the vacancy list in each research group with eligible faculty as supervisors, to coordinate with Controller of Examinations for planning and conduction of entrance test, interviews and recommending the list of selected candidates to the Vice Chancellor through Dean (R&D), a Research Progress and Assessment Committee (RPAC) is constituted in each department.

The following will be the composition of the RPAC in each department, constituted by VC in consultation with Dean (R&D).

| | |
|--|------------|
| Eminent researcher possessing a Ph.D. degree from the department | - Chairman |
| Head of the Department | - Convener |
| Research Group Head | - Member |
| Two senior faculty members possessing Ph.D. | - Members |

5. SELECTION PROCEDURE

5.1 Indian Applicants:

Eligible applicants possessing the minimum educational qualification in line with the reservation policy and satisfying additional criteria items, if any, set by the departments from time to time shall qualify in a written test and an interview by the University.

Candidates seeking admission into Ph.D. programme other than the respective PG discipline shall appear for the entrance examination and interview in the area of research seeking admission.

The University reserves the right to allow or disallow a candidate seeking admission to Ph.D program of other disciplines (Inter Disciplinary Research). If permitted, such candidates shall do additional course work in the registered discipline and the degree will be awarded only in the registered discipline.

For those candidates who qualify UGC (NET) / CSIR (JRF examination) /SLET/GATE/GPAT etc., teacher fellowship holders or possessing M.Phil., or working as Scientists in Government Organizations & Research Labs with 5 years' experience, the entrance test may be waived off.

Based on the performance of the candidates in the test and/or interview, the RPAC Chairman will recommend to the Vice Chancellor through Dean (R&D), the names of such candidates found suitable for admission into the Ph.D. programme. The Vice Chancellor, after due consideration of the recommendations of the Dean (R&D), will accord approval for the research admissions.

5.2 Foreign /NRI/PIO/Extramural Applicants:

5.2.1 Foreign Ph.D Scholars:

Foreign National/NRI/PIO/Extra-mural are required to appear for PhD entrance test (Online/Offline) and shall submit a report on the proposed research work clearly indicating the problem statement, scope, literature review, methodology or approach planned, expected outcomes etc...along with the application. This report will be assessed by the concerned RPAC

of the department and the Chairman of the RPAC will arrange a video/tele conference with the candidate to assess and recommended for provisional admission to PhD program.

The candidate should have K L Deemed to be University approved external supervisor and supervisor must be available at their place of work or in the vicinity of work place.

5.2.2 Industry Ph.D Scholars and Govt Officials

Candidate should have minimum 10 years of experience in the Organization/Industry for getting admission in Ph. D programme under Extramural category

Admission will be given based on the written test result and Interview

No-Objection Certificate should be provided by the Organization/Industry for their employees who are seeking admission for Ph. D programme

Applicant should Identify external supervisor within their organization/within the vicinity of 40 kms from their working location from the Organization/Industry

An official MOU should be signed between the respective department and the Industry for Industry scholars admission

6. REGISTRATION

Candidates listed in the selection, proceedings issued by the Vice Chancellor shall register into the Ph.D. programme after payment of prescribed fee and fulfilling other formalities/requirements as specified by the University. No transfer of Registration from other Universities is allowed.

7. ALLOCATION OF SUPERVISOR

- a) The allocation of the supervisor is decided by the RPAC in a formal manner by considering the number of scholars per faculty supervisor, the available expertise among the faculty supervisors, and the research interest of the candidate. The allotment of supervisor shall not be left to the individual candidate or faculty.
- b) There shall be not more than two supervisors from the University for a research scholar.

8. RESEARCH SUPERVISION

8.1 Eligibility Criteria to be a Ph.D. Supervisor

- i. A Ph.D. degree from recognized University in thrust areas of research
- ii. At least three research papers in the relevant area published in indexed journals.

8.2 Scrutiny of applications for recognition of Supervisors

Faculty shall apply in the prescribed format (Annexure C) well in advance to the department HoD. Applications received for recognition of supervisor will be scrutinized by the respective RPAC through Dean (R&D) and then forwarded with due comments to the Vice Chancellor for approval.

8.3 Number of Scholars with a Supervisor

A professor can guide as supervisor or co-supervisor to only 8 PhD Scholars who are registered either with KLEF or elsewhere at any given point of time.

An Associate professor can guide as supervisor or co-supervisor to only 6 PhD Scholars who are registered either with KLEF or elsewhere at any given point of time

An Assistant professor can guide as supervisor or co-supervisor to only 4 PhD Scholars who are registered either with KLEF or elsewhere at any given point of time

9. DEPARTMENT RESEARCH COMMITTEE (DRC)

The RPAC Chairman shall forward the list of admitted scholars, their preferred area of research along with the details of recognized supervisors of the department with their area of specialization to Dean (R&D) for constitution of a Department Research Committee (DRC), within 2 weeks of the date of admission of the research scholar.

The composition of the DRC is as given below:

1. Research Group Head (Chair)
2. Four Senior faculty members possessing Ph.D. degree in the Department or Three from the department and another from an allied department if the area of research is interdisciplinary in nature.
3. Respective Supervisor of the Scholar

The Dean (R&D), after due consideration of the recommendations of the RPAC, will accord approval to the fixed DRC for all the scholars of the research group

10. CONVERSION OF THE REGISTRATION STATUS

Candidates registered under Full-Time can be converted into Part-Time*. Rules pertaining to the respective admissions shall prevail. Time spent as part – time scholar be treated as 2/3rd of the time spent as a Full-Time scholar. In the event of conversion from Full-Time to Part-Time Ph.D. registration, the scholar shall refund to the University the entire stipend amount received up to the date of conversion. Furthermore, the scholar shall be required to pay the applicable Part-Time Ph.D. fee as per the prescribed fee structure from the date of admission until the submission of the thesis. Scholars seeking conversions of registration status shall submit an application to the Dean (R&D) through the research supervisor, DRC, RPAC and HoD. The RPAC will notify the decision of the Dean (R&D) to respective scholar.

11. CHANGE OF SUPERVISOR OR APPOINTMENT OF CO-SUPERVISOR

The RPAC may recommend change of Supervisor or appointment of a Co-Supervisor on the request of the scholar for valid reasons recorded. In such a case the consent of the existing Supervisor and proposed supervisor/co-supervisor shall be taken. In case any supervisor goes on long leave (more than a year) or resigns or retires from the University, the Vice Chancellor will nominate another faculty as the supervisor on the suggestion of the Chairman, RPAC through Dean R&D. If there is a change of supervisor, the submission time of the thesis will be reviewed by the RPAC and sent for approval to VC through Dean R&D.

12. FINALISATION OF AREA OF RESEARCH

The research scholar will make a presentation on the proposed research area/topic to the DRC. The DRC will consider the proposed research area/topic, approve the same and prescribe pre-Ph.D. courses of study. The DRC shall forward such list of courses to Dean (R&D) through RPAC.

13. COURSE WORK

Having been admitted, each Ph.D. scholar is required to undertake course work for a minimum period as per the UGC guidelines. The course work shall be treated as pre- Ph.D. preparation and must include the courses given below.

13.1 Pre-Ph.D. Courses

- a. The RPAC of each department has to release a set of courses & syllabus approved by respective Board of Studies (BOS), covering all research options available (not more than 30 in number and preferably from the PG Programs being offered by their department), which enable the DRC in selecting the required courses for the scholar. However, one course work on Research Methodology is mandatory for all scholars across the University.
- b. Scholars who are admitted into the Ph.D. programme shall appear and pass the Pre-Ph.D. examination in the following courses.
 - i. Research Methodology as Paper 1
 - ii. At least 2 other courses as Paper 2 and Paper 3 given by the departmental RPAC in consultation with DRC, HOD and approved by the Dean R&D(for candidates with PG). In the case of interdisciplinary/interdepartmental research, Paper 2 and Paper 3 shall be taken from both branches as per the areas of the research. If candidate pursuing PhD with UG degree, then a total of 5 courses to be cleared under Pre-PhD examination.
- c. Full-Time scholars (FT) can attempt Pre-PhD examination after completion of 6 months from the date of registration. The FT scholar who is awarded stipend and the faculty who are registered as FT must qualify Pre- PhD examinations within two years from the date of registration. The FT scholars who do not comply with this requirement must re-register for the PhD programme in Part-Time (PT) mode and the entire fee payable will be applicable as prevailing at the time of re-registration. The FT scholars must repay 50% of the stipend paid before re-registration can be affected.
- d. Part-time scholars (PT) can attempt Pre-PhD examination after completion of 6 months from the date of registration. The PT scholar must qualify Pre- PhD examinations within two and half years from the date of registration. The PT scholars who do not comply with this requirement must re-register for the PhD program and the entire fee payable will be applicable as prevailing at the time of re-registration.
- e. A scholar is permitted to avail only three chances (attempts) to clear the Pre-Ph.D examinations.
- f. A scholar is not permitted to submit the thesis within one year from the date of completion of Pre-Ph.D examination.
- g. The research scholar shall secure a minimum of 50% marks in the courses specified above to pass the Pre-Ph.D. examination. Two evaluations will be made for every course and if the difference of marks in two evaluations is more than 15%, it will be sent for the third evaluation and the average of the highest two evaluations will be considered.
- h. If found necessary, course work may be carried out by Ph.D. scholars in Departments/ Institutes either within or outside the University where PG courses

are being offered. A certificate shall be produced by the scholar from Head of the Institution to that effect where the course work has been taken-up.

- i. NPTEL (Swayam) course completion certificates with percentage of 60% marks can be considered as equivalent to the Paper 2 and Paper 3. There is no exemption for research methodology course through online certification.

14. MONITORING RESEARCH PROGRESS

14.1 Research Review – Seminar Presentations

Every scholar pursuing Ph.D. shall present the research progress in the form of a seminar in the department regularly for every six months. By the time, the scholar submits his/her thesis, he/she should have given a minimum of four seminars in the department.

NRI/PIO scholars may present their research progress seminars through webinars, by taking prior approval from the RPAC concerned. However, they should physically visit the University at least once in a year.

14.2 Progress Reports

- i. After registration, every scholar should submit a half-yearly progress report (ANNEXURE-E) through the Supervisor and DRC to the RPAC.
- ii. Along with the first progress report, the scholar shall present his/her plan of research work.
- iii. The half-yearly progress report should cover the following aspects
 - a. The review of literature.
 - b. New data acquired/techniques developed.
 - c. Research papers published/presented/communicated, if any,
 - d. Discussion of the work done.
 - e. Review of plan of research work
- iv. If any Scholar fails to attend 2 consecutive reviews without valid reasons or fails to submit the progress reports or the DRC dis-approves the progress based on the reports submitted and presented by the scholar, his / her admission stands cancelled.

15. MINIMUM DURATION OF THE PROGRAM

The minimum duration of the Ph.D. program normally is as follows:

For candidates with master's degree

- a. 3 years, for Full-time scholars
- b. 4 years, for Part-time scholars
- c. 3 years, for Extramural Scholars

M.Phil. degree holders will be given Pre-Ph.D papers exemption as per UGC guidelines.

- i. B.Tech. or equivalent -
 - a. 4 years, for Full-time scholars
 - b. 5 years, for Part-time scholars

In certain exceptionally deserving cases, the RPAC Chairman may recommend to the Vice Chancellor through Dean (R&D), for granting permission for early submission by not more than six months.

16. MAXIMUM DURATION OF THE PROGRAM

As per the UGC guidelines a maximum period of 6 years will be given for Ph.D scholar to submit the thesis. If the Full time / Part time scholars fail to complete their doctoral work within the maximum stipulated time he/she has to apply for an extension which should be approved by the Hon'ble Vice Chancellor only once for a maximum period of one year based on his/her progress. If the scholar does not submit the thesis within the approved period, his/her admission stands cancelled."

17. CANCELLATION OF REGISTRATION

- a. The registration of a research scholar whose progress is not found to be satisfactory by the RPAC is liable to be cancelled based on the following conditions.
 - i) If scholar is not attending to the reviews with semester wise registration form for two semesters without any intimation to supervisor and RPAC
 - ii) If scholar is unable to produce required number of research articles as per the regulation in the stipulated time
 - iii) If the review progress of the scholar is not satisfactory for three semesters and unable to score minimum review credits
 - iv) If the research scholar is unable to submit his/her thesis before the end of the maximum permissible period as per UGC regulation, Ph.D admission will be cancelled.
 - v) If semester fee is not paid for two semesters without any prior permission from Dean R&D
- b. In case of full-time scholar, RPAC may recommend to cancel the Stipend/Fellowship based on the following conditions.
 - i) If scholar is not attending to University for the period of one month without intimation to supervisor and R&D division
 - ii) If scholar research progress is not satisfactory for two consecutive semesters as per the Central level committee report
- c. University reserves the right to cancel the registration at any point of time if found guilty due to plagiarism or any valid reason, on the recommendations of University Research Board. If the registration of a scholar is cancelled by the University due to any of the above reasons and then the scholar would like to re-register, University may allow for re-registration based on the RPAC recommendations. However, the rules, regulations, and tuition fee of the batch for which he/she is registered will be applicable.

18. Open-TALK

The Thesis shall report, in an organized and scholarly fashion, an account of the original research work of the candidate leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, etc.) and demonstrating a quality as to make a definite contribution to the advancement of knowledge and the candidate's ability to undertake independent research and present the findings in an appropriate manner with actual accomplishments of the work, plainly stated and honestly appraised.

18.1

- i. A scholar, having pursued the research work for the minimum specified length of period and carried out sufficient research work, may inform this to the DRC through his/her supervisor along with a summary on the research work done by him/her and request for arranging an Open-Talk.

- ii. The supervisor shall convene a DRC meeting upon receipt of the request from the scholar and make a review and forward the review recommendation to DEAN (R&D) for verification. DEAN (R&D) shall verify and issue NOC for conduction of Open-Talk. R&D office will fix the date and release the circular from Registrar office for the conduction of Open-Talk to the Dean R&D nominee and DRC committee appointed. The chairman RPAC shall then organize the Open-Talk and submit report to Dean R&D for the approval. Based on the recommendations given by the DRC committee by checking the answers to the comments and revised synopsis, DEAN (R&D) office will inform the scholar regarding furtherance of the work.
- iii. If Dean R&D approves the revised synopsis, the scholar shall submit, one hard copy and soft copy of synopsis within 30 days to the controller of the examinations (COE) through DEAN (R&D) office. After the submission of the synopsis, maximum of two months' time will be given for the submission of the thesis. The scholar shall submit 3 Hard copies and a soft copy of the thesis to the controller of examination through RPAC and DEAN (R&D). **If the scholar fails to submit the thesis within two months, re-conduction of open talk and re-submission of synopsis is mandatory.**
- iv. After getting the clearance from the RPAC & Dean (R&D), the scholar shall prepare for the submission of the thesis by following the below guidelines
 - a) The scholar should have passed Pre-Ph.D. examination.
 - b) The scholar shall publish **Four research articles after the date of registration for PhD.** (One articles in the Journals which are indexed in both Web of Science and Scopus, three articles in Scopus Indexed Journals/Web of Science Indexed Journals) confining to his/her area of research as prescribed and approved by the Department.
 - c) An International/National Patent publication can be considered and treated as equivalent to one Scopus/WOS Indexed research article publication and Patent Grant will be considered as Equivalent for one Scopus & WOS Journal. The applicant in such patent shall be "Koneru Lakshmaiah Education Foundation".
 - d) The RPAC concerned should certify that the scholar had regularly submitted the progress reports.
 - e) The RPAC shall also certify that the scholar has given a minimum of four research seminars (Excluding Zeroth Review) in the department during his/her period of research work.
 - f) The Dean (R&D) shall issue no objection certificate and Plagiarism report on the originality of the submitted work stating that the match is up to or less than 10%.
 - g) The Scholar must submit no dues certificate.

19. PANEL OF ADJUDICATORS

The thesis will be referred to three Adjudicators chosen by the Vice-Chancellor (one from within the State, one from outside the State and one from outside the Country), from a panel of eighteen members, six Adjudicators (Professor Cadre) from Universities within the state, six from IIT/IISc/Central Universities/NIT (Professor Cadre) and National Research Labs or any other reputed Universities outside the state, and the remaining six Adjudicators from Abroad. The panel of Adjudicators will be recommended by COE in consultation with Dean (R&D) for VC's approval.

19.1 Adjudication list submission guidelines

- i. **Within-State Adjudicators:** Andhra Pradesh and Telangana are considered as a single category. Only one adjudicator is allowed from each institution, with no repetitions. (No Deemed to be Universities and affiliated Colleges)
- ii. **Out-of-State Adjudicators:** Only one adjudicator is allowed from each state outside Andhra Pradesh and Telangana, ensuring no state is repeated. (No Deemed to be Universities and affiliated Colleges)
- iii. **Eligibility Criteria:** Only Doctorates, Professors, or Associate Professors from State Universities, IITs, NITs, Central Universities, or Government Research Centers are eligible to serve as adjudicators—both within and outside the state.
- iv. **International Adjudicators:** Only one adjudicator is permitted from each country, without any repetition of countries.
- v. There are no retired adjudicators included in any list.

20. EVALUATION OF Ph.D. THESIS

20.1 Each adjudicator after examining the thesis submitted by the scholar will submit a report containing a clear recommendation as

1. The Thesis is accepted and viva-voce can be held.

OR

2. The Thesis should be referred back to the scholar for revision and re-submission before conducting viva- voce.

OR

3. The Thesis should be referred back to the scholar for revision and re-submission for re-evaluation.

OR

4. The Thesis is rejected.

20.2 The Adjudicators may list out relevant questions/ seek clarifications on the subject matter of the Thesis.

20.3 The University can take a decision on the Thesis based on the three reports according to the following:

| Recommendation of Adjudicators | | | Decision |
|--------------------------------|--------|--------|--|
| 1 | 2 | 3 | |
| Accept | Accept | Accept | Accept |
| Accept | Accept | Revise | Revise & send to same Adjudicator who recommended revision (if requested by the Adjudicator) |
| Accept | Revise | Revise | Revise & send to same Adjudicator (s) who recommended revision (if requested by the Adjudicator(s)) |
| Revise | Revise | Revise | Revise & send to same Adjudicator (s) who recommended revision (if requested by the Adjudicator (s)) |
| Accept | Accept | Reject | Revise & send to 4th Adjudicator of same category who rejected |
| Accept | Revise | Reject | Revise & send to 4th adjudicator of same category who rejected and also send to same Adjudicator who recommended revision (if requested by the Adjudicator) |
| Accept | Reject | Reject | Reject |
| Revise | Revise | Reject | Revise & send to 4th Adjudicator of same category who rejected and also send to same Adjudicator (s) who recommended revision (if requested by the Adjudicator (s)) |
| Revise | Reject | Reject | Reject |
| Reject | Reject | Reject | Reject |

20.4 When the Thesis is referred to the fourth Adjudicator, the fourth Adjudicator's opinion is considered in the place of "Reject".

20.5 For revision and resubmission of Thesis, the scholar may be given a maximum period of one year from the date of communication by the University

20.6 For revision and resubmitted thesis to the same adjudicator, if the adjudicator is not satisfied by the revisions and justification to the comments given by the scholar and supervisor and sent back more than once, then it will be recommended for 4th adjudication with in the same category.

21. VIVA VOCE

21.1 After the Thesis is accepted an open Viva- Voce will be held in the University by a Board comprising the following members.

- | | |
|---|-----------------|
| 1. Chairman, RPAC | Member |
| 2. One of the Adjudicators who has Adjudicated the Thesis | Member/Examiner |
| 3. Supervisor | Convener |
| 4. HOD/ BOS Chairman | Member |

21.2 The reports of the external adjudicators shall be made available to the scholar prior to the viva-voce examination.

21.3 The Viva- Voce is primarily designed to test the depth of knowledge of the scholar on the subject matter of the Thesis, including methodology adopted and the scholar's competence in defending his/her thesis to explain the observations made in the field of study.

21.4 The scholar shall address the clarifications sought by the adjudicators through their reports during Viva – voce.

21.5 The majority opinion of the Viva-voce Board is considered as

(a)The scholar be awarded the Ph.D. Degree

OR

(b)The scholar shall re-appear for the Viva-Voce after a stipulated period of time as specified by the Board.

22. AWARD OF Ph.D. DEGREE

Upon successful completion of Viva- Voce and on consideration of the reports of the Viva- Voce board and the Thesis adjudicators, the Vice-Chancellor may approve the Notification of the award of the provisional Ph.D. degree to the scholar. The award of the degree will be confirmed by the Board of Management (BOM).

23. DISCIPLINE

All the research scholars shall follow the discipline rules and regulations of the University.

24. LEAVE RULES

Full time scholars are eligible for one casual leave per month to be sanctioned by respective HOD. The scholar is also eligible for a maximum of 15 days of medical leave per annum. A female scholar can avail 45 days of maternity leave (max 2 times during period of research) to be recommended by the DEAN (R&D) for sanction by Vice Chancellor.

25. DEPOSITORY WITH UGC

On successful completion of the evaluation process and issue of notification of the award of PhD, the university shall submit a soft copy of the PhD thesis to the UGC within a period of 2 days for hosting the same on INLIBNET (Information and Library network) to be accessible to all institutions in the country. If Dean (R&D) should not receive any negative comments on the Thesis hosted in the INFLIBNET, Then the scholar will submit an application to COE for issue of PC enclosed with all the requisite documents.

26. FEE REMITTANCE

- 26.1** The candidate shall pay the Examination fee, Adjudication fee and Viva-Voce fee in favor of "Controller of Examinations, K L Deemed to be University" through DD and tuition fee for every semester through ERP. The scholar shall pay the semester tuition fee at the beginning of every semester before registration. Without fee payment semester registration cannot be made.

27. EXCEPTIONAL REFERENCE

In all other cases not covered by the above-mentioned regulations, the matter shall be referred to the University Research Board for consideration.

28. POWER TO MODIFY

In case of any doubt or ambiguity in the interpretation of above rules, the decision of the Vice-Chancellor is final. The University Research Board is competent to recommend to the Academic Council for any modifications to these regulations and the modifications will take effect only after the approval by the Academic Council.

