

**Guidelines, Rules, and Regulations Governing
Ph.D. Programmes**

(Full time and Part time)

w.e.f. the academic year 2024-25



**Directorate of Research and Development
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY GURAJADA
VIZIANAGARAM
VIZIANAGARAM-535003, Andhra Pradesh (India)**



Preamble

JNTU College of Engineering, Vizianagaram was established in the year 2007 as a constituent college of JNTU Hyderabad. JNTU Hyderabad was tri-furcated into three Universities by the Andhra Pradesh Act No. 30 of 2008 and since 24th August 2008, the College has become the constituent college of JNTU Kakinada. Vide University Act No. 22 of 2021 JNTU Kakinada is bifurcated and Jawaharlal Nehru Technological University Gurajada Vizianagaram (JNTUGV) came into existence as a separate University vide G.O.Ms.No. 3, dated 12-01-2022. The university is spread across six districts viz Vizianagaram, Visakhapatnam, Srikakulam, Parvathipuram Manyam, Alluri Sitharama Raju and Anakapalli, with its research centers at different affiliated and autonomous colleges.

The Directorate of Research and Development is established to promote research activities of JNTUGV to obtain the funds from UGC, DST, AICTE and other Government organizations/Research organizations/Autonomous organizations, and to encourage the sponsored research activity by interaction with Industries / Premier educational and Research institutes / organizations. The directorate also monitors and administers the research programs offered by the University in various disciplines.

1. Ph.D. Programmes at JNTUGV

The University offers Ph.D. Programmes (full-time and part-time) in a wide range of areas in Engineering, Technology, Sciences, Management and Humanities. The broad objective of the Ph.D. Programme is to keep pace with the ever-expanding frontiers of knowledge in Technology and Sciences culminating in the contemporary social and economic objectives of the country.

The academic Programme leading to Ph.D. degree (full-time and part-time) is broad based and involves a minimum course credit requirement and a research thesis. The University also encourages research in interdisciplinary areas through a system of joint supervision. The University undertakes sponsored research and development projects from Govt. funding agencies, Research organizations and laboratories, Public/Private sector industries and Corporate.

Facilities for research work leading to Ph.D. degree (full-time and part-time) are currently available in the Departments of various departments of University such as Civil Engineering, Computer Science and Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Information Technology, Mechanical Engineering, Metallurgical Engineering, Physics and Chemistry. The University offers Ph.D. degree (full-time and part-time) in all areas of Engineering and Technology in its existing Engineering departments, Sciences, Management, Humanities and Social Sciences.

2. Terms and Definitions

UGC: University Grants Commission

AICTE: All India Council of Technical Education

JNTUGV: Jawaharlal Nehru Technological University Gurajada Vizianagaram

University: JNTUGV

Department: A department established by the University/ College for teaching a particular programme for Undergraduate, Postgraduate and/or Ph.D.

Academic Senate: The apex Academic Body of the University

RAC: Research Advisory Committee

RRC: Research Review Committee

VC: Vice Chancellor of the University

Registrar: Registrar of the University

Director, R&D: Director of Research and development

BoS: Board of Studies

HoD: Head of the Department in the college

3. Eligibility criteria

- 3.1 Candidates applying for Ph.D should have Post Graduate (PG) qualification in the concerned disciplines from any UGC recognized State/Central/Private University, Premier National Institutes, with 55% marks in aggregate or its equivalent grade “B” in the UGC 7-point scale (or an equivalent grade in point scale wherever grading system is followed), 50% marks for SC /ST/OBC candidates, or equivalent relaxation of grade, may be allowed for SC/ST/OBC (non-creamy layer) / differently disabled categories as per the Government/UGC norms from time to time
- 3.2. Candidates applying for Ph.D research program under external registration should have minimum of two years’ experience in Educational Institutions / R & D organizations / Industries. However such experience is not mandatory for scholars seeking admission in Full time PhD program.
- 3.3. Candidates applying for Ph.D research program in Computer Science with non-engineering background i.e. M.Sc in Physics, Electronics, Mathematics, Computer Science, and Computer Applications disciplines should have two years experience after acquiring PG qualification for Full-time Ph.D program and four years experience for Part-time Ph.D program
- 3.4 Candidates applying for Ph.D in Computer Science and Engineering should have UG in any Engineering discipline and PG qualification in Computer Science and Engineering / Information Technology.
- 3.5 Candidates interested to apply for interdisciplinary research work, should hold the UG/ PG in the relevant area (except for nano-technology). However, he/she may have Supervisor and Co-Supervisor from the area of interdisciplinary research, having Ph.D in those areas.
- 3.6 Candidates with Junior/Senior research fellowships from CSIR/ UGC/ DST/ ISRO/ BARC/ DRDO/ any recognized/authorized Government organization entitled to offer such award can be considered for admission to the Ph.D. Programme if he/she has a minimum of 2 years of professional work experience and fulfills criterion mentioned in the eligibility criteria table.
- 3.7 Candidates working in National Laboratories/Institutes of National Importance/Government sector/ Industry/ Corporate who are nominated/sponsored by the respective employer and fulfills criterion mentioned in above eligibility criteria table..
- 3.8 The guidelines may change from time to time as per the government or any other regulating authority

Eligibility Criteria Table

S. No	Discipline	Eligibility for the Scholar for Admission
1	<ul style="list-style-type: none"> ▪ Civil Engineering ▪ Electrical and Electronics Engineering ▪ Mechanical Engineering ▪ Electronics and Communication Engineering ▪ Computer Science and Engineering ▪ Information Technology 	<ul style="list-style-type: none"> i. UG & PG degree in concerned/ relevant discipline of Engineering. ii. In case of CSE, UG can be with any Engineering discipline and PG should be CSE discipline. iii. Minimum 55% in PG for OC and 5% relaxation for SC / ST / OBC / differently Disabled Candidates
2	Mathematics	<ul style="list-style-type: none"> i. PG degree in Mathematics / Statistics. ii. Minimum 55% in PG for OC and 5% relaxation for SC / ST / OBC / differently Disable Candidates.
	Physics	<ul style="list-style-type: none"> i. PG degree in Physics. ii. Minimum 55% in PG for OC and 5% relaxation for SC / ST / OBC / differently Disable Candidates.
	Chemistry	<ul style="list-style-type: none"> i. PG degree in Chemistry. ii. Minimum 55% in PG for OC and 5% relaxation for SC / ST / OBC / differently Disable Candidates.
	Management	<ul style="list-style-type: none"> i. PG degree in the concerned discipline of Management. ii. Minimum 55% in PG for OC and 5% relaxation for SC / ST / OBC / differently Disable Candidates
	Humanities	<ul style="list-style-type: none"> ii. PG degree in English iii. ii. Minimum 55% in PG for OC and 5% relaxation for SC / ST / OBC / differently Disable Candidates.

4. Duration of the Program

- 4.1 Ph.D. Programme shall be for a minimum duration of three (3) years for full-time and (4) years for part-time, including course work, and a maximum duration of six (6) years for full-time and (8) years for part-time from the date of admission to the Ph.D. programme.
- 4.2 A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years for full-time and (10) years for part-time from the date of admission in the Ph.D programme. Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years for full time and (12) years for part-time from the date of admission in the Ph.D programme.
- 4.3 Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

5. Place of Research

The place of research in respect of Full-Time Ph.D. Programme will be with a College/department/Unit/Research centre of JNTUGV, Vizianagaram. However, in the case of sponsored candidates, in particular, their respective workplace i.e., industry/corporate/R & D organization may be permitted by the RRC, for a limited time, case-on-case basis, as the extended place of research. Similarly, the place of research in respect of Part-Time Ph.D. Programme will be with either a College/department/Unit of JNTUGV or their respective workplace i.e., institute/industry/corporate/R&D organization as the extended place of research.

6. Admission to the PhD program

- 6.1 The government of Andhra Pradesh shall conduct a Research Common Entrance Test (APRCET) for admission into various research programs offered by all the Universities of the state.

- 6.2 The candidates are required to write the APRCET entrance examination conducted by the government of AP and follow the necessary instructions pertaining to attending interview, counseling etc. as per the notification issued by the government time to time.
- 6.3 List of qualified candidates (discipline wise) shall be communicated to the University by the APRCET Convener.
- 6.4 Admissions will be made by the Directorate of Admissions of the university as per the directions given by the Government of Andhra Pradesh.
- 6.5 The entire admission process shall be taken up by the university by the directions of the Convener, APRCET.

7. Recognition as Research Supervisor and Allocation of Supervisors

Allocation of Research Supervisor: Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

- 7.1 Permanent faculty members working as Professor/Associate Professor of the University or its constituent colleges with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in the University or its constituent colleges with a Ph.D., and at least three research publications in peer-reviewed or refereed journals shall be recognized as a Research Supervisor/Co-supervisor. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by the university under the supervision of a faculty member who is not an employee of the university or its affiliated Post-graduate Colleges/institutes would be in violation of these Regulations.
- 7.2 For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by the University, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements. Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University shall relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 7.3 Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the concerned BoS.
- Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- 7.4 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
- 7.5 An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.

- 7.6 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, 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 parent institution and the supervisor for the part of research already undertaken.
- 7.7 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
- 7.8 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 7.5 above with the approval of the competent authority.
- 7.9 At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 7.5.

8. Course Work Requirements

All scholars registered must clear 3 subjects listed below:

Paper-I: Research Methodology which could also cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. for 100 marks/Four Credits.

Paper-II: Advanced Subject Paper/Recent Advances in the Subject for 100 Marks/Four Credits.

Paper-III: Research Area for 100 marks / Four Credits.

Remarks:

(i) Paper – II & Paper – III need not have the same syllabi/content of the M.Tech subjects offered. They can be customized to suit to the requirements of the scholars and are to be recommended by the respective supervisor / co-supervisor and duly approved by RRC.

(ii) Registration of subjects under Paper – II & Paper – III shall be completed within 6 months from the date of admission.

9. Course Work Examination:

External examination of Paper – I is to be conducted immediately after the course work.

End examination in respect of Paper – II & Paper – III must be conducted within one year from the date of admission. Regular/Supplementary examinations for Paper - II & Paper - III may be conducted once in a year. Candidate has to pass these two subjects with minimum of 50% marks/equivalent grade. In case, the candidate fails to pass in four attempts his/her admission shall be canceled. Re-registration after two attempts may be allowed for one subject only and should pass within two attempts otherwise admission gets canceled.

10. Residential Requirement for External Scholars

Candidate should have minimum of six months residential requirement to enable the candidate to interact for the research work with Supervisor/ Co-Supervisor. Supervisor and Co-Supervisor should issue the completion of residential requirement certificate accordingly before the submission of the thesis. The period of stay for attending the audit courses and credit course should be treated as residential requirement. Further, even if the candidate works for research in the institution / organization, where Supervisor / Co-Supervisor works, that period also may be considered as residential period.

11. Constitution of Research Review Committee:

11.1 RRC consists of the following members:

1. Chairman, BOS
2. Head of the Department (Convener)
3. Three faculty members (*combination of two Professors and one Associate Professor or vice-versa subjected to availability. In case such composition is not available, the Chairman, BoS, may recommend Assistant Professors of the same department who possess a Doctoral degree, based on seniority, for the approval of the Vice-Chancellor. If no Assistant Professors with Doctoral degrees are available, the Chairman, BoS, may recommend a panel of experts (Professors/Associate Professors) from allied departments within the University for approval of*

the Vice-Chancellor. If no such experts are available from allied departments within the University, the Chairman, BoS, may recommend a panel of experts (Professors/Associate Professors) from the same department of other State Universities, for the approval of the Vice-Chancellor.)

- 11.2 The presence of Supervisor and / or Co-Supervisor is optional and they are not permitted to act as RRC member for their own scholars.
- 11.3 The reconstitution of RRC members shall be made for every two years.
- 11.4 Minimum of 60% attendance of RRC members is mandatory for the conduct of meeting.

12. Roles or functions of RRC Members

- 12.1 Obtain declaration from the supervisor/co-supervisor (if any) and scholar in respect of percentage of progress made in the research work.

Requirement:

- i) 1st RRC: minimum 20%
 - ii) 2nd RRC: minimum 50%
 - iii) 3rd RRC: minimum 90%
- 12.2 Review the progress of the research work and provide remarks.
 - 12.3 Ensures the compliance of recommendations /remarks suggested in all Research Review Meetings in the draft copy of thesis.
 - 12.4 Provides the eligible list of Journals as per the Research program guidelines
 - 12.4 Examine the eligibility to change of Supervisor/ Co Supervisor/ Research area/title/Pre Ph.D subjects approvals and re-registrations
 - 12.5 Prepares the list of Pre-Ph.D courses to be offered in respect of Paper-II and Paper III, and submits to to the director, R&D
 - 12.6 Submits recommendations in respect of submission of the thesis after reviewing the work progress in Pre-submission talk
 - 12.7 In case, if the work progress of the research scholar is unsatisfactory in Research Reviews, the RRC shall record the reasons for the same and suggest the corrective measures. If the research scholar fails to implement these corrective measures in two consecutive RRM meetings, the RRC may recommend to the University with specific reasons for cancellation of the registration of the scholar.

13. Research Review Meetings

- 13.1 RRM shall be conducted for every six months in concerned departments. The candidate has to give open seminar on research progress.
- 13.2 All scholars shall present for a minimum of three Research Review Meetings and the satisfactory report must be obtained at least two times for the thesis submission.
- 13.3 RRM are conducted to assess the quality of work carried out regularly and thereby, suggesting the candidate on suitable modifications to be incorporated for improvement of the quality in the proposed research work.

Note: If the work progress of the Research scholar in any of the Research Review Meetings is not satisfactory, the concerned meeting will not be considered as a part of mandatory three RRM

14. Pre-Submission Talk

- 14.1 Draft copy of thesis along with plagiarism report obtained from R&D must be submitted by the Research scholar in order to attend the pre-submission talk. The plagiarism report should be in compliance with UGC guidelines. Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the RRC concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Supervisor.
- 14.2 RRC should certify the eligibility for submission of the thesis.
- 14.3 The Pre-submission talk Review should be conducted by the committee within 4 weeks from the date of issue of the letter from the Directorate of R&D.
- 14.3 The attendance of at least 60% RRC members is mandatory for the conduct of pre-submission talk
- 14.4 Approval from all RRC members attended the Pre-submission talk is mandatory to allow the Research Scholar to submit the thesis.

15. Early Submission Requirements

- 15.1 The candidate registered for full-time Ph.D and part-time Ph.D shall be permitted for submission after 2.5 years and 3.5 years respectively from the date of allotment of Supervisor
- 15.2 Obtaining at least one patent with University affiliation and 4 publications (published/accepted) in SCI (non-paid) journals is mandatory for early submission
- 15.3 Should have recommendation of RRC members
- 15.4 Have valid reason thereof for early submission with patents, awards etc.

16. Change of Research Area

- 16.1 Application for change of area should be submitted, with the recommendations of Supervisor and Co-Supervisor along with abstract. This may be examined by the RRC and their recommendations are required to accept the change of area.
- 16.2 Candidate has to re-register and pass for paper-II and / or paper-III which shall be approved by RRC. RRC shall thoroughly check the necessity of re-registering the new subject(s) with respect to permitted area of research with that of original area.
- 16.3 The Research Scholar shall be permitted for the change of area of the work for any number of times. However, such full-time and part-time scholars shall be permitted for submission only after 3 years and 4 years from the date of change of area respectively. They should also attend minimum three RRC meetings after the change of area and should attain favourable recommendations in at least two meetings
- 16.4 For the Full-time research scholars, the stipend will be given for a total period of 3 years only

17. Change of Research Supervisor / Co-Supervisor

- 17.1 Application of the candidate is required to be signed by both the present and new Supervisors and Co-Supervisors.
- 17.2 Change of Supervisor / Co-Supervisor may be permitted by the recommendations of RRC.

- 17.3 Change of Supervisor / Co-Supervisor is permitted only once in the Ph.D programme.
- 17.4 Submission of thesis is permitted only after two years from the date of change of Supervisor/ Co-Supervisor.
- 17.5 Change of Supervisor / Co-Supervisor will not be permitted after 2 years for full-time programme and 3 years for part time programme from date of admission.
- 17.6 Change of Supervisor is permitted in unforeseen circumstances only with the special permission of the Hon'ble Vice-Chancellor.

18. Tuition Fee per Year

- 18.1 Rs.30,000 (Full Time / Part Time) for the Scholars admitted vide APRCET 2023 and Rs 50,000 (Full Time / Part Time) for the Scholars to be admitted subsequently
- 18.2 Rs.5,000 (Internal Regular Faculty / Assistant Professors (c)) for those admitted vide APRCET 2023 and Rs 10,000 for such faculty members to be admitted subsequently *
*(*Applicable if the services are continued in JNTUGV & its constituent colleges until completion of his/her Ph.D)*
- 18.3 Upon selection through admission process, the candidates shall be required to pay the fee as per the prescribed criteria. Fee has to be paid on or before 31st July every academic year, subsequent to admission, till the successful completion of the programme and submission of thesis or cancellation of the admission as the case may be.
- 18.4 If the fee is not paid within the due date, late fee of Rs.2000/- has to be paid within six months from due date and Rs. 4000/- has to be paid within one year from due date.
- 18.5 Mode of fee payment is by crossed demand draft in favour of the "The Registrar, JNTUGV, R&D, Vizianagaram" payable at Vizianagaram drawn on any Nationalized Bank.
- 18.6 A candidate must write his name, roll number and complete address (Mobile No. and E-mail address) on the backside of the demand draft.
- 18.7 Candidate must preserve all fee receipts and photo copies of the demand drafts and produce them as and when required.
- 18.8 In case of any reason, if a candidate takes his / her original certificates temporarily from the University, candidate has to submit the requisition application with recommendation from the Supervisor and Co-Supervisor, mentioning the date of return of the certificates. If he/she does not return before the mentioned date, the candidate may have to forfeit the admission.
- 18.9 In the event of cancellation of Ph.D registration by the candidate on his/her request or by University for any reason, the entire fee amount due till the date of cancellation, must be cleared by the candidate for receiving his / her original certificates.

19 . Pre-Submission Procedure

Candidates after completing the Ph.D work, and ready to submit the thesis, must satisfy the following requirements:

- 19.1 Residential requirements, course work, and Pre-Ph.D examinations must be completed.
- 19.2 All scholars shall attend for a minimum of three Research Review Meetings with satisfactory report at least for twice.
- 19.3 University Fee as prescribed, with necessary late fee (if any) should be paid
- 19.4 Minimum One research publications in SCI (non-paid) and One research publications in SCOPUS (non-paid)) journals are mandatory.

- 19.5 The candidate should be first author for the publications of research papers. Research Papers should be authored by Candidate, Supervisor and Co-Supervisor only.
- 19.6 Candidate may acknowledge the support extended by other expert in the research paper, however, he / she should not be as author.
- 19.7 Quality of the work is to be adjudged by the RRC, in the review meetings and their recommendations should be made available in the candidate's record at the office of the Directorate of R & D, JNTUGV.
- 19.8 Representation from the candidate through Supervisor and/or Co-Supervisor is required for arrangements of pre-talk.
- 19.9 Pre-submission talk may be arranged in the University premises.
- 19.10 A copy of Recommendations (Satisfactory/Not satisfactory) from the RRC shall be submitted to the Directorate of R&D, JNTUGV
- 19.11 Synopsis reports (6 copies) and draft copy of the Ph.D thesis (1 copy) have to be submitted to the Directorate of R&D, JNTUGV along with a request letter for conduct of Pre-submission talk
- 19.12 Candidate has to submit the thesis within maximum 6 months from the date of Pre-submission talk.
- 19.13 The suggestions given by RRC members may have to be considered and incorporated in the thesis to be submitted
- 19.14 The Research scholar has to submit a letter recommended by the supervisor and co supervisor that the suggestions are incorporated in the Ph.D thesis.

20. Requirements for Anti-Plagiarism

Plagiarism would be quantified into following levels:

Similarities up to 20% excluding publications and self references is allowed for submission.

Level 1: Similarities above 20% to 30%: Such Scholar shall not be allowed for submission of the Thesis and shall be asked to submit a revised thesis within a stipulated time period of not exceeding 6 months

Level 2: Similarities above 30% to 50%: Such Scholar shall not be allowed for submission of the Thesis and shall be asked to submit a revised thesis after a time period of one year but not exceeding eighteen months. New research scholars shall not be allocated to such Research Supervisor/ Co-supervisor for a period of two years.

Level 3: Similarities above 50%: Such Scholar shall not be allowed for submission of the Thesis and shall be asked to submit a revised thesis after a time period of three years. New research scholars shall not be allocated to such Research Supervisor/ Co-supervisor for a period of three years.

21. Documents to be submitted along with Ph.D Thesis

Candidate has to submit the following along with Ph.D. thesis.

- 21.1 Anti-Plagiarism approval letter issued by the Directorate of R&D, JNTUGV before Pre-submission talk and before final submission.
- 21.2 Synopsis reports (10 copies).

- 21.3 Ph.D.thesis (8 copies) along with National and International Journal Papers published by the candidate (to be included in thesis binding), If research paper is yet to be published, publication acceptance letter has to be included.
- 21.4 No dues certificate in the prescribed format issued by R&D, JNTUGV
- 21.5 Request letter from the candidate with necessary recommendations from the Supervisor and Co-Supervisor.
- 21.5 Sealed cover with the panel of Examiners (9 names) as recommended by the Supervisor and Co-Supervisor. Out of them, three Examiners shall be from reputed premier institutes, viz., IITs/IIMs/IISc/ISI,Kolkata etc., three Examiners shall be from NITs/ Central Universities/ Central labs etc., and three Examiners shall be from state Universities.
- 21.6 DD or online payment receipt for RS 20,000/- towards processing the thesis.

22. The Director, R&D shall obtain

- 22.1 Sealed cover with the panel of the Examiners (3 names) as recommended by the respective BOS Chairperson (Chairperson, BoS shall give three examiners one each from IIT / NIT / State Universities or its equivalent). If Chairperson, BOS is Supervisor or Co-Supervisor, the panel of 3 names shall be given by the Expert from the University whose name is suggested by the Hon'ble Vice-Chancellor.
- 22.2 Recommended Examiners should be experts in the area of specialization
- 22.3 If the panel of Examiners recommended by the Supervisor is not satisfactory / not as per the guidelines, the Vice-Chancellor is authorized to change the Examiners recording the reasons. BOS Chairperson may prepare the list of experts in each specialization as per the required research publications and expertise, and may be made available to Vice-Chancellor.

23. Viva –Voce Examination

- 23.1 Viva-Voce examination date has to be fixed in consultation with internal and external Examiners.
- 23.2 All questions shall be answered and necessary modifications in the thesis are to be performed by the Scholar in consultation with Supervisor/Co-Supervisor.
- 23.3 Viva-Voce has to be conducted only in the presence of Internal and external examiners. Supervisor/Co-supervisor will be the internal examiner. However, the presentation of the thesis may be allowed in the presence of interested faculty and candidates.
- 23.4 Chairman, BoS shall be invitee for viva-voce examination, whereas Head of the Department shall be the Convener.
- 23.5 The candidate has to submit the corrected copy of thesis and answers to the Examiners questions (3 copies each) to the Directorate of R&D.
- 23.6 In case the Examiners who accepted the thesis are not available for the conduct of the Viva-Voce examination, the Vice-Chancellor may nominate another Examiner from the original panel of Examiners.
- 23.7 The Internal and External Examiners shall jointly report the candidate's work as "Satisfactory / Not Satisfactory".
- 23.8 If the Examiners report is "Not Satisfactory", the candidate shall appear again for the Viva-Voce examination after three months. If he / she fails to get a "Satisfactory" report even at the second Viva-Voce examination, he / she shall not be eligible for the award of the Ph.D.

- 23.9 Upon successful completion of the Viva-Voce examination, and on consideration of the reports of the individual Examiners, the Vice-Chancellor may approve the announcement of the award of the provisional Ph.D. Degree to the candidate.
- 23.10 The award of the Degree shall be conferred by the Executive Council of the University.

24. Evaluation of Ph.D Thesis

- 24.1 If one Examiner rejects the thesis, the thesis will be sent to next examiner in the panel.
- 24.2 If the two Examiners reject the thesis, the candidate shall revise and re-submit it within one year. Such cases will be again referred to DRC for due recommendations, followed by routine procedure.
- 24.3 The thesis shall be summarily rejected if all the three Examiners reject it.
- 24.4 Candidate has to revise the Ph.D. thesis within six months as per the recommendations of the Examiner(s), in case of the revision recommended by the Examiners. In such case, the recommended suggestions and modifications are to be incorporated by the candidate and review will be performed by the RRC members. In case the RRC members do not satisfy with the revision, the thesis will be rejected.
- 24.5 Director of Evaluation has to submit the panel of Examiners to the Vice-Chancellor to select five Examiners on priority. The Vice-Chancellor is empowered to modify the Examiners in the panel recommended by the Supervisor and Co-Supervisor recording proper reasons.
- 24.6 Director of Evaluation shall send the synopsis reports to the first three Examiners recommended by the Vice-Chancellor. If any of the Examiners, does not accept or respond for the thesis evaluation within two weeks' time, then fourth/fifth Examiner will be considered by the Director of Evaluation, as recommended by the Vice-Chancellor.
- 24.7 Thesis will be communicated to the Examiners by the Director of Evaluation, upon receiving the acceptance to evaluate the thesis, in response to the synopsis reports received by them, within one week.
- 24.8 Director of Evaluation has to continuously remind the Examiners (once in every month), about the evaluation reports only after three months from the date of dispatch of thesis.
- 24.9 Examiner has to give the recommendations in the following aspects.
- i. Outline the main features of the thesis.
 - ii. Critically evaluate the thesis and send a report on the thesis in not less than 500 words
 - iii. Make one of the four following definite recommendations:
 - (a) The thesis attains the required standard for the award of the Ph.D degree.
 - (b) The thesis requires revision and re-submission to the Research Review Committee (RRC)
 - (c) The thesis requires the revision and re-submission for re-evaluation by the same Examiner
 - (d) The thesis is rejected.

25. Preparation of Ph.D Thesis

- 25.1 Candidate has to prepare the thesis within two months after the Pre-submission talk.
- 25.2 The candidate has to submit the synopsis report and thesis as per the following guidelines.
- i. A4 size Executive Bond, 100 GSM paper
 - ii. Laser printout of the thesis should be with following margins:
 - o 1.5" spacing – Left margin (Before binding)
 - o 1.0" spacing – Right margin
 - o 1.0" spacing – Top margin

- o 1.0” spacing – Bottom margin
- iii. All page numbers should be on bottom right corner
- iv. The thesis should be typed with Times New Roman font and Font sizes as furnished:
 - o Chapter Headings 16 font (with Bold)
 - o Side Headings 14 font (with Bold)
 - o Side Sub-Headings 12 font (with Bold)
 - o Running text 12 font (without Bold)
- v. All Table and Figure captions Only at the bottom of Table / Figure with 12 font (with Bold)
- vi. All References should be sequentially numbered and ordered as per Alphabetic order of Author’s name (But not initial). All References should be given either in IEEE/ASME /ASCE format Chapter numbers (like, Chapter 1), Side Headings Number (1.1), Side sub Headings Number (1.1.1) may be mentioned.
- vii. Line spacing to be 1.5”/ Paragraph spacing to be 1.5”
- viii. Thesis is to be written in Latex format / pdf format. (Soft copy to be submitted in both MS word, as well in Latex / pdf format)
- ix. Inclusion of Research papers having impact factor is mandatory, at the end of the thesis.
- x. List of Figures, List of Tables, and List of symbols may be included.
- xi. Chapters, viz., Introduction, Literature review, Minimum Three Contributory chapters, Conclusions are recommended.
- xii. Reference numbers to be included in the Text [].
- xiii. Chapter captions to be included in every chapter on top left corner of the paper.
- xiv. All Mathematical equations and symbols, to be in Italic form.
- xv. The Title cover, Certificate, and Contents are to be in the prescribed format

Binding: The dissertation/thesis shall be properly bound, using hard cover of Black Colour with Gold Colour Letters. The contents of Title cover may be printed on the Hard cover. Two separate blank papers may be provided at the beginning and at the end of the thesis.

26. Ph.D awarding procedure with Gazette Notification

Notification for the issue of Ph.D degree has to be released by the Registrar/ Director of Evaluation of the University, with the approval of Vice-Chancellor, and to be communicated to Examiners, Supervisor/Co-Supervisor, RRC Members, Principal of the Constituent colleges for necessary information to all the Heads of the Departments, Secretary to the Vice-Chancellor, Rector, Registrar & all Directors. Following the successful completion of the evaluation process and announcement of the award of Ph.D., the University shall submit a soft copy of the Ph.D thesis to the UGC within a period of 30 days, for hosting the same on INFLIBNET, accessible to all institutions / Universities. Along with declaration of the Ph.D, the University/Institution shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions of the Regulations of the University Grants Commission.

27. Cancellation of Ph.D Admission:

If the candidate is not interested to continue Ph.D programme, after getting admission, the candidate may discontinue the work, and inform the Directorate of R&D through proper channel with the recommendation of Supervisor and Co-Supervisor. Candidate has to pay the entire fee as per the fee structure till the year of cancellation (including year of cancellation). The Directorate of R&D will return all the certificates available with the Directorate with requisition made by the candidate only after receipt of all the tuition fee as per the guidelines. However, any publications,

which are outcome out his /her research, should be published, with the affiliation to this University.

28. Information to Research Scholars

Information pertaining to the Research scholars will be communicated only through JNTUGV Vizianagaram official website **www.jntugv.edu.in**

No personnel communication will be conveyed to the candidates/Supervisors/Co-Supervisors.
