



**CENTRE FOR RESEARCH STUDIES (CRS)  
KRISHNA UNIVERSITY (KRU), Machilipatnam-521001, A.P., INDIA**

**ACADEMIC REGULATIONS AND GUIDELINES FOR THE CANDIDATES OF  
RESEARCH PROGRAMMES (M.Phil./Ph.D.)**

(For only those registered on or after 01 July 2012. All cases registered before the date will be governed by earlier rules. It is further clarified that any candidate, whose application has been accepted by the concerned Research and Recognition Committee provisionally admitted before 01 July 2012 will be covered under the old rules).

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The Centre for Research Studies (CRS) is established to promote research activities of KRU, Machilipatnam. The Centre will monitor and administer research programs of M.Phil./Ph.D. (both full-time & part-time) offered by the University. CRS will initiate the following specific activities for monitoring and evaluation of candidates admitted for M.Phil./Ph.D degree programmes in all faculty of the University.

**The academic regulations and guidelines mentioned for performing the activities for monitoring and evaluation of the candidates cover the following aspects:**

- 1.0 Research admissions, eligibility, and admission of candidates
- 2.0 Fee particulars
- 3.0 Duration of the research programme
- 4.0 Eligibility criteria for M.Phil/Ph.D supervisor, Selection, and allocation of supervisor
- 5.0 Course work and M.Phil Part-1./ Pre-Ph.D. examinations.
- 6.0 Constitution of Departmental Research Committee (DRC) to review the progress of research work
- 7.0 Compulsory seminar prior to thesis submission
- 8.0 Preparation, submission, and adjudication of the thesis
- 9.0 Evaluation and assessment of thesis.
- 10.0 Viva –Vocé examination/thesis defense
- 11.0 Depository with UGC
- 12.0 General information (change of topic, title, supervisor/co-supervisor, research centre, dissertation/thesis preparation etc.,)
- 13.0 Annexure (Annex –A and B)

## 1.0 RESEARCH ADMISSIONS, ELIGIBILITY, AND ADMISSION OF CANDIDATES

1.1 Admissions into the M.Phil./Ph.D. research programmes are to be made ordinarily once in each academic year. The departments in which the research degrees are to be offered shall be decided by the University from time to time and the same shall be notified. The notification calling for applications shall be issued in May/June every year by the University. The aspiring candidates have to apply in the prescribed form and submit the filled-in application along with prescribed fee in the mode of demand draft drawn in favour of “The Registrar, Krishna University”, payable at Machilpatnam. The application and the prospectus (information brochure) shall be webhosted. The candidates may download the application from the website [www.krishnauniversity.ac.in](http://www.krishnauniversity.ac.in). The cost of application is Rs. 500/-.

1.2 Admission of a candidate shall be made either into the University Department or into any Institute/Organization/Establishment recognized by the university as a Research Centre.

1.3 Krishna University shall admit the candidates into Full-Time (Regular) and Part-Time (External) research programmes.

a). **Full-time Research:** The full time research is offered to the candidates who devote their total time for research. They shall attend to the research work regularly in the concerned department of the University/Research Centre to which they are allotted. The candidates shall sign in the attendance register every day in the department/research centre. In-service candidates are eligible to join as full-time scholars provided they obtained leave for prescribed duration of the programme. The scholars attending to full-time research work in shall follow the research guidelines and procedures of the Krishna University from the date of registration till the date of submission of the thesis / dissertation.

b). **Part-time Research:** The part-time research scholar has to register for M.Phil./Ph.D. in the concerned departments of the University or a recognized research centre of Krishna University.

#### **1.4 GENERAL ELIGIBILITY FOR ADMISSION INTO FULL-TIME/PART-TIME RESEARCH PROGRAMME**

The candidates seeking admission into the M.Phil./Ph.D. programmes should have passed the postgraduate examination of the Krishna University or any other recognized university as equivalent by UGC in the concerned or related subject securing first or second class with at least 55% of marks on the aggregate or equivalent grade point average (GPA). However, in the case of SC and ST candidates, a relaxation of 5% of marks on the aggregate is provided. In the case of allied subjects, the concerned Boards of Studies (BOS) have to determine the eligibility for admission into research program and the resolutions of the Boards are to be approved by the statutory bodies such as Standing Committee to Academic Senate or Academic Senate. Before admitting candidates into the related subject, the Head of the Department has to check whether proper approval has been accorded.

##### **a) ELIGIBILITY FOR FULL-TIME PROGRAMME WITHOUT ENTRANCE EXAMINATION**

- i) The candidates qualified in UGC NET/GATE/JRF/SLET/CSIR/ICAR/ICSSR /FIP can be admitted at any time of the academic year into M.Phil./Ph.D. programmes. In case there is no vacancy in the Department, an extra seat may be created for such candidate. The Junior Research Fellows (JRF) who have been selected through duly constituted selection committee and are working in the research projects funded by the national research organizations, such as UGC, CSIR, and etc., also be admitted into M.Phil./Ph.D. programmes at any time of the year.
- ii) Candidates who passed M. Phil. degree from any recognized university in a relevant subject are also exempted from entrance examination.
- iii) Lecturers working in the government degree colleges and government aided private degree colleges and who have been selected for FIP/FDP by the UGC.

##### **b) ELIGIBILITY FOR FULL-TIME PROGRAMME WITH ENTRANCE EXAMINATION**

- i) Project Fellows and Research Assistants working in the projects sponsored by the national/state and public funding agencies and not selected by a duly constituted selection committee.
- ii) Candidates working in National Laboratories-Institutes/Government/Private Organization nominated/Sponsored by the respective employer. These

candidates should have a post grade degree and hold rank of Assistant Director/or above.

- iii) Unless otherwise stated, applicants possessing the required qualification for admission into the research programmes shall also have to take the entrance test and/or interview as and when research program notification is issued.

**c) ELIGIBILITY FOR ADMISSION INTO PART-TIME PROGRAMME**

For admission into research under part-time programme, a candidate should satisfy the following conditions also in addition to the general eligibility conditions.

- i) A teacher with at least two years of full-time teaching experience in Krishna University or any other University recognized as equivalent there to by UGC or any affiliated professional or Post Graduate College.
- ii) A teacher with at least three years of full-time teaching experience in a recognized degree college / oriental college.
- iii) A teacher with at least four years of full-time teaching experience in a recognized Polytechnic or Junior college.
- iv) An employee possessing at least two years of research experience in a cadre not lower than that of Assistant Director working in a research institution run by the State Government or the Central Government or in a recognized institution funded by the organizations like the UGC/CSIR/CSSR/DST/DAE and such other agencies.
- v) Other in-service people with ten years experience having an aptitude for research.

**1.5. ADMISSION PROCEDURE**

- a) On receipt of the applications, the Coordinator, Centre for Research Studies (CRS) of University shall send the filled-in applications to the respective departmental heads for scrutiny regarding the eligibility, and to prepare short listed candidates.
- b) On receipt of short listed candidates, the admissions for the research programmes (M. Phil./Ph.D.) shall be made by Coordinator, CRS by conducting written test and interview against the dates mentioned in the notification. The candidates who secure 40 % marks (35% marks in case of SC/ST candidates) are eligible for interview. Detailed procedure and structure of the entrance examination are given in annexure-A.

- c) The merit list for interview shall be prepared separately for full time program and part-time program based on the marks obtained in the entrance examination conducted by the university. In the absence of entrance examination, the marks obtained in the qualifying examination are considered for preparing merit list and subsequent interview. Details of the order of preference are given in annexure-B.
- d) At the time of interview, the interview panel, constituted by Vice-Chancellor of the University, will examine doctoral candidate's research synopsis that was submitted along with application, and also discuss doctoral candidate's research interests /area.
- e) Coordinator, CRS shall send the "Admission-letter" to the provisionally selected candidates based on the merit order prepared as per the rules and also keeping in view the rules of reservation. The list of provisionally selected candidates in all faculties along with allotted supervisors and/or co-supervisors will be placed in the University website.
- f) The rules of admission (other than rule of reservation) should apply to all international candidates also.

## **1.6 REGISTRATION**

- a) On receipt of admission letter, the candidate shall report to the office of CRS along with fee prescribed and the list of mandatory certificates mentioned in the admission letter. The office of the CRS will maintain receipt books, details of financial transactions, etc. The original certificates and admission folio of the candidate shall be maintained by the office of the CRS till the completion of the research program of the respective candidates.
- b) A candidate seeking admission as part-time scholar will have to declare and register as such and produce the following at the time of registration - (i) a letter from the employer permitting the candidate to pursue the course (No Objection Certificate), and, (ii) a commitment from the candidate and sanction from the employer that he/she would be permitted to avail leave at least for six months in not more than two installments during the tenure of registration to attend to the assigned subjects, for course work/ Pre-Ph.D./M. Phil./Thesis compilation, etc..
- c) A student's admission number, which will also be the hall ticket number, will be assigned to the candidate. An identity card for the exclusive use of academic facilities of KRU, will be given to each candidate, by the CRS of the University.

- d) During the research period in KRU, the candidate shall not register for any other course, at any other University or Institution, leading to the award of a degree. In case of any such ambiguity he/she will forfeit the admission.
- e) A candidate seeking admission to register his/her name for research program (M.Phil./ Ph.D.) in external mode at KRU, should submit his/her application duly signed by supervisor and co-supervisor and along with the signature of the Head of the Institution/Organization where candidate is employed.

### **1.7 CONVERSION OF REGISTRATION FROM ONE CATEGORY OF RESEARCH TO ANOTHER CATEGORY**

- a) Conversion from full-time to part-time may be permitted in case a scholar gets employment. In this case the scholar has to pay the registration conversion fee of Rs. 10,000/-.
- b) A scholar who has earlier registered for M. Phil. programme and later intends to convert his/her M.Phil. programme into a Ph.D. programme is eligible only after completion of Part-1 examination securing minimum 60% marks and on the recommendation of the concerned supervisor, and performance in the interview conducted for the purpose. In this case the scholar has to pay the registration conversion fee of Rs. 10,000/-.
- c) However, such applications, with the recommendation of the research supervisor, Departmental Research Committee (DRC) and University Research Council (URC), forwarded by Coordinator, CRS will be placed before the Vice-Chancellor for approval.

### **1.8 INTER DISCIPLINARY RESEARCH**

Candidates who have registered for Ph.D. degree and who wish to enter into interdisciplinary research/interdepartmental research collaboration with an expert outside the University may apply for the appointment of such an expert in the field as a Joint research supervisor. The scholar and the research supervisor should support the need for a Joint research supervisor by submitting a written justification with the consent of proposed Joint research supervisor. The application shall then be referred to the University Research Council (URC). The URC shall examine such cases and recommend the appointment of a Joint research supervisor without any financial commitment on the part of the

University.

## **2.0 FEE PARTICULARS**

On selection for admission, candidates shall be required to pay the prescribed fee as per the following criteria and deposits. The fee and deposits have to be paid on or before the prescribed admission date (i.e., the date on which candidate is given admission) every academic year, till the successful completion of the program and submission of thesis or cancellation of the admission as the case may be. If the fee is not paid by the stipulated due date, late fee or Rs. 500/- will be levied. Non-payment of the prescribed fee within the extended due date will lead to the cancellation of admission without any prior notice to the candidate.

### **a) Full-Time Research Scholars**

**Category 1:** Registered as full-time research Scholars (M. Phil./Ph.D.) without any financial assistance; Fees Rs. **10,000/Year**

**Category 2:** CSIR/UGC/ICAR/ICMR/AP-NL/DBT/DST/MNRE/RGNF/NBHM/AICTE, JRF/SRF and those JRF/SRFs in projects who have qualified CSIR/UGCNET- JRF/SRF; Fees Rs. **15,000/Year**

**Category 3:** Scholars working as Project Fellows with GOI/other agency funded research projects with two/three years duration (approved); Fees Rs. **15,000/Year**.

### **b) Part-Time Research Scholars**

**Category 1:** All Part-time research scholars for M. Phil./Ph.D.; Fees Rs. **15,000/Year**.

**Category 2:** KRU - Internal regular faculty registered for M. Phil./Ph.D.; Fees Rs. **10,000/Year**.

**Category 3:** KRU- Academic consultants registered for M. Phil./Ph.D.; Fees Rs. **10,000/Year**

**Note: Payment must be made in the form of crossed DD in favour of ‘The Registrar, Krishna University’, payable at Machilipatnam from any nationalized banks.**

- A candidate must write his name, admission number and complete address (E-mail ID & Contact no.) at the back of the DD.
- Fee receipts must be preserved till the scholar receives Provisional Certificate/Original Degree.
- 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 must be cleared by the candidate for the return of original certificates.

- A candidate must clear all fee dues and produce no dues certificate before pre-submission seminar (doctoral colloquium).
- If a candidate for any reason takes his/her original certificates temporarily from the office of the CRS during the course of research work, the original certificates must be returned within one month. Otherwise their admission is liable to be cancelled. The requisition for original certificates on temporary basis must be given on a Rs. 10/- bond paper mentioning the date before which the certificates will be returned to the office.

### 3.0 DURATION OF THE RESEARCH PROGRAM

The minimum and maximum period of research for M. Phil./ Ph.D. (Full-Time and Part-Time), and after completion of M. Phil programme is furnished below. However, a candidate, who converts his/her M. Phil. programme after completing M. Phil. Part-1, has to fulfill the condition of minimum three years and maximum six years. For calculating the minimum and maximum periods for submitting thesis, the candidate's date of registration shall only be considered.

	Program Particulars	M. Phil.		Direct Ph.D.		Ph.D. program after completion of M. Phil.	
		Min.	Max.	Min.	Max.	Min.	Max.
01	Full time research	1½ Year	3 Years	3 Years	5 Years	2 Year	4 Years
02	Part-time research	2 Year	4 Years	4 Years	6 Years	3 Years	5Years

**3.1** If the candidate fails to submit thesis within the maximum stipulated period as stated above, he/she may request for re-registration by paying a fee of Rs. 10000/- along with applicable annual fee.

### 3.2 ATTENDANCE

- a) Full-time research scholars shall be present during working hours and sign in the attendance register on every working day. The research supervisor shall maintain the attendance register and submit particulars of the same in a month to the Coordinator, CRS, so as to process and prepare an annual statement of attendance of all the research scholars (full time), and also circulate a copy of the same to all the research supervisors.
- b) A candidate may be permitted to be away from the campus on duty connected with his/her research work e.g., field work for the collection of data and information, etc., for a specific period which should not be more two months at a time. The maximum period of field work should not exceed six months in a year. The scholar shall have to



take prior permission of the supervisor, Chairman DRC, and the Coordinator, CRS for such purposes.

- c) A full-time research scholar shall have to put in at least 75% of attendance including the period spent in field work. They are not eligible for any vacation.
- d) A full-time research scholar shall not be absent for more than ten consecutive days in a term, except on medical grounds.
- e) Full-time research scholars have to apply for leave of absence to the Coordinator, CRS through proper channel from the supervisor and Chairman, DRC. The leave account of the research scholars shall be maintained by Coordinator, CRS for making the necessary entries from time to time in the register kept for the purpose. All Fellowship/scholarship-holders shall have their bills and other papers relating to finance/accounts forwarded through the supervisor and Chairman, DRC. The supervisor's and Chairman, DRCs specific recommendations are also necessary for processing all such bills.
- f) Full-time research scholars shall not be entitled for leave on duty before writing the Part-I examination. However, they may be granted leave on duty for attending seminars/conferences/workshops organized by recognized Universities/Institutes /Professional bodies anywhere in India or abroad.

#### **4.0 ELIGIBILITY CRITERIA FOR M.PHIL/Ph.D SUPERVISOR, RECOGNITION AND NUMBER OF SCHOLARS WITH A SUPERVISOR**

For guiding any research scholar of the university, the research supervisors have to get the recognition of Krishna University. The procedure to recognize the research supervisors is as follows.

##### **4.1 ELIGIBILITY TO BE RECOGNISED AS A SUPERVISOR FOR M. Phil. /PH.D.**

- (i) Three years of research experience after obtaining Ph.D.
- (ii) At least six papers published in refereed journals for science faculty and at least four research papers published in refereed journals / articles or chapters in ISBN books in other faculties.
- (iii) Of the research papers published, at least two should have been published after obtaining Ph.D. from outside his/her own Ph.D. work.

- (iv) A Teacher/Scientist either working in a University Department or in a University-recognized research centre or recognized as a research supervisor by the University alone can guide scholars for Ph.D.

#### **4.2 SCRUTINY OF APPLICATIONS FOR RECOGNITION OF SUPERVISORS**

- (i) All those eligible to be recognized as research supervisors as per the qualifications prescribed in a proforma, shall make an application in duplicate to Coordinator, CRS of University (proforma–A to be downloaded from the university’s website).
- (ii) The applications shall be scrutinized initially by the concerned Departmental Research Committee (DRC), which should consist of Chairperson-BOS, Head of the Department, and two senior recognized supervisors from the department.
- (iii) The final scrutiny shall be conducted with Faculty Research Committee (FRC) constituted by Vice-Chancellor of the University. The FRC may consist of Dean of the Faculty, two senior recognized research supervisors of the concerned faculty including one external expert from any related or relevant disciplines, and Chairperson of BOS of the concerned Department.

#### **4.3 NUMBER OF SCHOLARS WITH A SUPERVISOR**

- (i) The maximum limit of number scholars being supervised by/ allotted to any recognized research supervisor shall not be more than six (whether full-time / part-time / joint supervision) Ph.D.scholars and five M.Phil. scholars at any given point of time keeping in view of effective supervision and academic excellence in the pursuit of research.
- (ii) During any one academic calendar, not more than two Ph.D. scholars (i.e., one full-time and one part-time or two part–time scholars only) and three M.Phil. scholars (either full-time or part-time) may be permitted to register under the guidance of the same supervisor.
- (iii) The allocation of the research guide for a selected candidate shall be decided by the concerned Departmental Research Committee (DRC)/DRC of Recognized Research Centre in a formal manner depending on the number of candidates per faculty member, the available specialization among the research guides and the research interest of the candidates as indicated during interview by the candidate. The allotment/allocation of research guide shall not be left to the individual candidate or guide. Guide wise quota will be declared and the same will be intimated to the Coordinator, CRS of University. Reservation policy (National and

or State) will be applied at the time of allotment. The reservation will be followed per guide basis (out of eight, four should be open and four should be reserved).

- (iv) Concerned departmental research committees (DRC) will take stock of existing vacancies with each research guide in the university and recognized research centre in every academic calendar year. The DRC will prepare a list stating the capacity utilization of existing research guides and the same will be intimated to the Coordinator, crs for record and allotment of research guides to the scholars (Part-Time) who have not identified research guides for their research work.
- (v) A research supervisor of the University should not be the guide for a full-time scholar registered in another University except in the case of joint supervision for multidisciplinary research with the prior permission of University Research Committee (URC) of the University.
- (vi) In case, a candidate registered for Ph.D. from a university recognized research centre, except in the case of recognized National Research Institutions, must have a co-supervisor from the concerned Department in the University. However, the additional candidates should not be more than eight at any given point of time. Coordinator, CRS and Chairman, DRC of concerned department shall monitor and limit the maximum number of students that a supervisor can serve as a supervisor or co-supervisor.
- (vii) A supervisor who retires or leaves the University/Institution, as the case may be, shall normally be permitted to guide candidates already registered with him/her until submission of candidate's thesis.
- (viii) A vacancy with the supervisor may be considered to have occurred only when a candidate working under him/her either submits the thesis or completes the maximum period prescribed for the research, or his/her registration is cancelled.
- (ix) In case, a scholar, after completing the maximum period, likely to continue his/her research with the research supervisor by securing re-registration; he/she shall be counted for the computation of the number of research scholars working under the supervisor.

- (x) If any dispute arises in counting the eligible scholars, the decision of the URC of the University shall prevail.
- (xi) No Full-Time or Part-Time M. Phil/Ph.D. scholar will be allotted to research supervisor during the last two years of his/her service.

## **5.0 COURSE WORK, Pre-M. Phil./Pre-Ph.D. EXAMINATIONS AND SEMINAR PRESENTATIONS**

After having been admitted, each Ph.D./M. Phil. scholar (both part-time and full-time) shall be required to undertake course work for a minimum period of one semester in the first year only. The course work shall be treated as Pre-Ph.D./M.Phil. Part-1 preparation. Completion of course work is necessary for taking M. Phil. Part-1/Pre-Ph.D. examination. The course work and Pre-Ph.D. examination details are given below:

### **5.1 COURSE WORK**

Scholars who are admitted to M.Phil./ Ph.D. programmes should undertake a course work of one semester compulsory. All the scholars shall have to be physically present and maintain the required minimum attendance criterion (75%), based on which alone they will be permitted to appear for Pre-Ph.D./M.Phil. Part-1 examination.

- (i) As part of the course work, every scholar should undertake a review of published literature on the research related subject/theme.
- (ii) During the course work, scholar should make a seminar presentation on the research topic including relevance of the subject/theme, methodology proposed, the contribution to theory, etc.
- (iii) The review of research and seminar presentation should be evaluated by the Departmental Research Committee (DRC). The scholar shall incorporate changes, if any, suggested by DRC to strengthen the research. If the Committee is not satisfied, the scholar should revise the research work as well as the presentation as per the inputs / guidelines suggested by the Committee.
- (iv) Course work may be carried out in sister departments/institutions within or outside the university. If the course work is being done in recognized research centre's/recognized Institutions, outside the university campus, the course should have been approved by the UGC/AICTE. Correspondence courses will not be accepted.

## **5.2 M.PHIL Part-1/ Pre-PH.D EXAMINATION**

(i) A minimum of three courses shall be prescribed in the relevant field of research for the M.Phil. Part-1/ Pre-Ph.D. examination from the KRU approved list of subjects as recommended by the supervisor and co-supervisor. Out of which one course, i.e., research methodology, is common to all faculties. The other courses should be related to his/her research topic only. The syllabus for research related courses must be prepared by concerned supervisor (s); and shall be approved by concerned Board of studies (BoS). Research scholar must submit selected courses along with syllabus duly recommended and signed by his/her supervisor(s). The same information shall be communicated to the Controller of Examinations through the office of CRS. The course work must include:

- (a) One common course on Research Methodology including Quantitative Methods and Computer Applications.
- (b) One course on broad field of research relating to the topic focusing on theory, literature review and developments.
- (c) One course related to the topic of research.

(ii) The two selected subjects related to research work for M. Phil, Part-1/ Pre-Ph.D. examination shall not be changed once selected. The M. Phil,Part-1 /Pre- Ph.D. examination dates and time schedule will be intimated by Controller of Examinations in KRU website. No individual letters will be sent to research scholars. However, they may be communicated over phone or by short messaging services (SMS).

(iii) The scholars should take the Pre-Ph.D/M.Phil. Part-1 examination within one year from the date of registration.

(iv) The candidates are required to pass in these three courses; the minimum marks required for a pass in each course shall be 50%. In case a candidate fails to pass in three attempts, his/her admission shall be cancelled.

- (v) Payment of examination fees for appearing M. Phil.Part-1/ Pre-Ph.D. examination and inability to write the exam is also deemed as an attempt. M.Phil. Part-1/Pre-Ph.D. examination fees is same whether the candidate is appearing for three papers or one paper at a time (at present the fees is Rs. 3000/-). The M.Phil.Part-1/Pre-Ph.D. examination hall ticket will be issued by the office of the CRS two days before the scheduled examination, subject to the condition that research scholar fees payments are up to date. The subjects offered for M. Phil.Part-1/Pre-Ph.D. examination in various faculties including syllabi is available on the university website.

### **5.3 SEMINAR PRESENTATIONS**

- (i) Every scholar pursuing M. Phil/Ph.D. programme should make a presentation of his/her work in a seminar in the Department regularly every three months. By the time the scholar submits his/her thesis, he/she should have given a minimum of ten seminars in the Department.
- (ii) Every scholar pursuing M.Phil/Ph.D. should attend research seminars / conferences held by the parent or other Universities/Institutes and by the time he/she submits thesis, he/she should have attended at least two such seminars/conferences of which at least one should be in other University/Institute.
- (iii) The Supervisor/s should certify that the Full-Time scholar has given a minimum of ten research seminars in the department during his/her period of research.
- (iv) The Supervisor/s should certify that the Full-Time scholar has attended at least two research seminars/conferences held in Universities/Institutions with at least one in other University/Institute.

### **6.0 CONSTITUTION OF DEPARTMENTAL RESEARCH COMMITTEE (DRC) TO REVIEW THE PROGRESS OF RESEARCH WORK**

The Department Research Committee (DRC) for each Faculty shall be chaired by the Chairperson-Board of Studies (BoS) of the faculty of University, Head of the Department or Coordinator of Centre, Two Senior Research Faculty Members having Ph.D. out of which one must be an external expert from other university, and Supervisor/Co-supervisor of the candidate. The DRC will be formed by the Coordinator, CRS, with the approval of the Vice-Chancellor.

## **6.1 REVIEW OF PROGRESS OF RESEARCH WORK**

- (i) DRC to hold research review meeting with all scholars and supervisors of their departments twice in a year.
- (ii) For the purpose of monitoring the progress of research work, all the research candidates including those who are on the current rolls of KRU for M. Phil./ Ph.D. (both full-time and part-time) are required to attend research review meetings (RRM) and make power point presentations as and when they are conducted. At the time of RRM, research scholars should submit hard copies of their research progress in duplicate, in prescribed format with Supervisor and Co-supervisor signatures. Additionally, tangible output if any, such as: Journal Publications/Presentations in a Conference/ Poster Presentation in a Seminar/ Conference or a Patent, etc. should be submitted.
- (ii) The half-yearly progress report should cover the following aspects
  - (a) The review of literature
  - (b) New data acquired / techniques developed
  - (c) Progress / standardization in research methodology
  - (d) Discussion of the work done including any new findings
- (iii) If a scholar fails to submit two consecutive half-yearly progress reports in time, or the progress made by the scholar is not satisfactory, the Departmental Research Committee may recommend to the University for cancellation of the registration of the scholar.
- (iv) A candidate has to successfully complete four RRM's with satisfactory report before pre-submission seminar (Doctoral Colloquium)
- (iv) For the RRM's, the presence of supervisor (s) of the candidate is compulsory. There shall not be any financial commitment on the part of the University in this regard. The intimation of RRM will be placed in the KRU website. Candidates are requested to see KRU website periodically. No individual letters will be sent to research scholars.

## **7.0 COMPULSORY SEMINAR PRIOR TO THESIS SUBMISSION (DOCTORAL COLLOQUIUM)**

- 7.1 The scholar shall present one compulsory seminar. The seminar should be at least one month before submission of thesis in the concerned department on the research work,

carried out by him/her. The scholar shall apply for compulsory seminar in a prescribed proforma duly signed by his/her supervisor (s) to the office of Coordinator, CRS.

- 7.1 The doctoral research committee (DRC) of concerned department should conduct pre-submission seminar within three weeks from the date of receipt of formal letter from the office of CRS.
- 7.2 The scholar should submit five copies of synopsis to DRC highlighting original/significant contributions made in the research work. The candidates are expected to make a PPT presentation about the research work done by them. The DRC is empowered to accept the research work of scholar for submission or may advise to revise/reappear with modification made. The seminar will be open to all faculty members and research scholars.
- 7.4 The scholar should submit his/her thesis, incorporating all changes suggested by DRC, within one year from the date of completion of pre-submission seminar fulfilling the formalities as mentioned in section 8.1. In any case scholar fails to submit his/her thesis, the scholar has to reappear for pre-submission seminar through proper channel.

## **8.0 PREPARATION, SUBMISSION, AND ADJUDICATION OF THE DISSERTATION/THESIS**

### **8.1 PREPARATION OF THE THESIS**

After getting the clearance from the Departmental Research Committee, the scholar prepares for the submission of the thesis. And, for submitting the thesis:

- (i). The scholar should have passed mandatory course (one semester) M.Phil.Part-1/Pre-Ph. D. examination.
- (ii). The scholar should have published at least two research papers (conceptual/empirical) related to his/her thesis only in a peer reviewed refereed national or international journal with ISSN. The journal must be ten years old and above or having impact factor one and over. The scholar must produce evidence for the same in the form of acceptance letter or the reprint. The scholar can also submit thesis, if he/she has at least one recognized patent rights, whose evidence and details are to be enclosed. (mere filing for patent will not be considered). In the journal papers and conference papers the research scholars name must be as the first author. In case the supervisor/co-supervisor is first named author; the research scholar's name must be the next.



- (iii). The Chairman, DRC of the faculty should certify that the scholar has regularly submitted the progress reports.
- (iv). The Head of the Department should certify that the scholar has given a minimum of ten research seminars in the Department during his/her period of research work.
- (v). The Head of the Department should certify that the scholar has attended at least two research seminars /conferences held in Universities / Institutions with at least one in other University / Institute.
- (vi). The Chairman, DRC of the faculty should certify that the scholar has successfully completed doctoral colloquium.
- (vii). The scholar should have got his/her thesis checked by anti-plagiarism software from the office of CRS. If any text strings/figures are found to be copied or dubious without proper acknowledgement of the source, the thesis has to be thoroughly revised. In such event the revised soft copy of the CD must be submitted within one month from the date of checking with anti-plagiarism service. The stipulated percentage permissible includes the candidates own publications and presentations. A soft copy of the thesis must also be submitted with all the modifications and corrections made in the thesis after doctoral colloquium and anti-plagiarism check.

## **8.2 SUBMISSION OF THESIS/DISSERTATION**

- (i) A candidate may submit the thesis any time during one month before or after the expiry of the stipulated period of research as mentioned in section 3.0 subject to meeting pre-requirements for submission of thesis as mentioned in section 8.1. However, the candidate may be permitted for early submission, i.e., six months before the stipulated period of research, duly recommended by the research supervisor and co-supervisor (if applicable), and head of the concerned department with the prior approval from the Vice-Chancellor.
- (ii) Each Candidate, after completing the due formalities, is required to submit to the specified number of copies of his/her synopsis and thesis, along with the prescribed application form and with the following documents as given in section 8.1 and 8.2 (iii), to the Controller of Examinations, through the Coordinator, CRS.
- (iii) A candidate has to submit seven (7) copies of the approved synopsis, seven (7) copies of thesis, an application enclosed with a Demand Draft of Rs. 8000 /- for M.Phil. and Rs.10000/- for Ph.D. for adjudication and viva-voce examination fee in favor of "Registrar, Krishna University", payable at Machilipatnam, Copy of

M.Phil./Ph.D. admission letter, details of fees paid from the time of admission till the date of submission of thesis, and S.S.C. marks sheet to the office of CRS of the University.

- (iv) Seven copies of the thesis incorporating a certificate from the supervisor and Co supervisor, if any, to the effect that the thesis is an original work of the candidate and a declaration by the candidate to the effect that the thesis either in part or full does not constitute any part of any thesis/ dissertation/ monograph submitted by him/her or any other person to any University/Institute. The thesis should also contain the signature of the Head of the Institution/Organization (from place of work) in addition to the supervisor's and co supervisor's signature. The candidate shall be held responsible for the genuineness of his/her work and any false statement shall lead to cancellation of his/her registration/degree at any stage even after the declaration of results.

### **8.3 ADJUDICATION OF THE THESIS**

The thesis shall be submitted only upon the positive recommendation of the DRC. The supervisor of the candidate shall send a panel of nine (9) examiners in a sealed cover to the Controller of Examinations through Coordinator, CRS within seven working days from the date of submission of thesis by the candidate. The panel of examiners should consist of three from IITs/ IIMs/IISc/ Research Labs of National repute recognized by Govt. of India/A.P; three (3) from Central Universities and three (3) from all other Universities. The panel may also consist of three foreign examiners. The Vice-Chancellor may add a name/names to the list of adjudicators.

- (i) Necessary care is to be taken to avoid the names of examiners from the Organization/University of supervisor and co-supervisor and its affiliated colleges.
- (ii) Panel of the names is to be submitted with all particulars, like designation, area of specialization, post Ph.D. experience, number of publications, complete address, telephone numbers/fax/email of the examiner etc., as prescribed in the proforma.
- (iii) Only one examiner may be included from the panel from any University/ Institution/ Organization.
- (iv) Subject experts from the University/Institute/Organization where the Supervisor/Co-supervisor belongs, and persons related to candidate shall not be included in the panel of the examiners.

- (v) The panel shall be forwarded to the Controller of Examinations through the Coordinator, CRS of the University.
- (vi) The University may add/ delete or revise examiners in the panel, if necessary. The addition, deletion or revision of examiners shall be done at the behest of Vice-Chancellor only.
- (vii) The Vice-Chancellor shall appoint the adjudicators from amongst a panel of nine names/twelve names in case panel contains foreign examiners.

## **9.0 EVALUATION AND ASSESSMENT OF THESIS**

The thesis shall be evaluated independently by three examiners from working in the concerned field only, of which at least two should be from outside the state; and preferably one from IIT/IIM/IISc/ Research Labs of National repute and one from central universities or foreign where M.Phil./Ph.D. programs are offered. The adjudicator for Ph.D. thesis should be a professor having at least five years experience as a professor. For M.Phil dissertation, the adjudicator shall be a Professor/Associate Professor with five years experience.

9.1 The examiners are required to:

- (a) Outline the main features of the thesis/dissertation.
- (b) Critically evaluate the thesis and send a report on the thesis in not less than 500 words.
- (c) The examiners may be requested to raise relevant questions /clarifications on the subject matter of the thesis.
- (d) Make one of the four following definite recommendations.
  - (i) The thesis attains the standard required for the award of the M.Phil./Ph.D. degree.
  - (ii) The thesis requires revision and re-submission to the Doctoral Committee (DRC).
  - (iii) The thesis requires revision and re-submission for re-evaluation by the same examiner.
  - (iv) The thesis is summarily rejected.

9.2 The university shall take a decision on the thesis based on the three reports according to the following:

Recommendation of Examiners			Decision
1	2	3	4
Accept	Accept	Accept	Accept
Revise	Revise	Revise	Revise
Reject	Reject	Reject	Reject
Accept	Accept	Revise	Revise
Accept	Revise	Revise	Revise
Accept	Accept	Reject	Send to 4 <sup>th</sup> examiner
Accept	Reject	Reject	Reject
Accept	Revise	Reject	Send to 4 <sup>th</sup> examiner
Revise	Revise	Reject	Send to 4 <sup>th</sup> examiner
Revise	Reject	Reject	Reject

9.3 For revision and resubmission of the thesis, the candidate will be given a maximum period of one year from the date of communication of the report (s) to the candidate.

9.4 The revised thesis shall be referred to those examiners who have originally recommended revision and re-submission for revaluation.

## 10. VIVA –VOCÉ EXAMINATION/THESIS DEFENSE

Once the thesis is accepted, a comprehensive Viva-Voce examination shall be arranged by the Coordinator, CRS on receipt of communication from the Controller of Examinations, KRU. The internal examiner should contact the CRS before fixing the dates for Viva-Voce Examination. The Candidate should bring the thesis copy for Viva – Voce Examination.

Dean of the Faculty concerned/ senior most Professor in the faculty	-	Chairperson
Head of the Department	-	Member
Chairperson BOS	-	Member
One of the Indian Examiners who Adjudicated the thesis	-	Member
Supervisor	-	Member- Convener

10.1 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.

10.2 The reports of the external examiners should be made available to the Board for the viva-voce examination.

10.3 The viva-voce examination should primarily be designed to test the understanding of the candidate on the subject matter of the thesis, including methodology employed and the candidate's competence in the general field of study.

10.4 The candidate should also be asked to clarify any of the points raised by the external/adjudicators in their reports.

10.5 The viva-voce Board may on the basis of the unanimous opinion recommend either

a). that the scholar be awarded the M.Phil./Ph.D. Degree

OR

b). that the scholar may appear for the viva-voce examination again after a stipulated time.

#### **10.6 DECLARATION OF M.Phil./Ph.D DEGREE**

- (i) Upon successful completion of viva-voce examination and on consideration of the reports of the viva-voce Board and the thesis adjudicators, the Vice-Chancellor may approve the announcement of the award of the provisional M.Phil./Ph.D. degree to the scholar. The award of the Degree shall be confirmed by the Monitoring and Development Committee/Executive Council of the University.
- (ii) The scholar may publish the thesis, if he/she so desires, only after incorporating the suggestions made by the examiners.
- (iii) The candidate has to apply for Provisional Certificate (PC) immediately within three (3) days from the date of completion of Viva-voce examination in a prescribed form along with requisite fee (at present the fee is Rs.1000/-) in the mode of crossed demand draft taken in the favor of "The Registrar, Krishna University", payable at Machilipatnam.
- (iv) The candidate must submit a copy of the SSC pass certificate for the record of the name on Provisional Certificate/Original Degree of M.Phil./Ph.D. The candidates name must be as per SSC record only in the admission register of CRS, marks memos and also on the thesis.

#### **11.0 Depository with UGC**

- (i) At the time of collecting PC the candidate must submit a soft copy of thesis with all the modifications made as suggested by the examiner in viva-voce, if any. Submission of CD with revisions if any is necessary to collect the Provisional Certificate/Original Degree. The soft copy of the thesis submitted by the candidate will be sent to the UGC within a period of thirty days, for hoisting the same in

Information and Library Network Centre (INFLIBNET), accessible to all Institutions/Universities.

- (ii) Along with the degree, the University shall issue a Provisional Certificate (PC) certifying to the effect that the Degree has been awarded in accordance with the provisions of the Regulations of the University Grants Commission (UGC).

## **12.0 GENERAL INFORMATION**

- 12.1 The academic regulations should be read as a whole for the purpose of any interpretation
- 12.2 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- 12.3 The University reserves the right to alter the regulations from time to time as and when necessary.
- 12.4 The registration of a M. Phil./Ph.D. scholar may be cancelled by the Director/Coordinator, CRS of University within the stipulated period, if the candidate fails to satisfy the conditions stipulated in the admission order or violates the rules and regulations of M.Phil./Ph.D. after giving notice to the concerned candidate.
- 12.5 The Director/Coordinator, CRS may cancel the registration of a M.Phil./Ph.D. scholar on the recommendation of the supervisor and/or doctoral research committee under the following circumstances after giving notice to the candidate:
  - a).The scholar does not fulfill the attendance requirement,
  - Or
  - b).The scholar abstains consecutively on non-medical grounds for ten days or more without prior permission or he/she is engaged in the study of any other full-time Program of this or any other University/Institution or the scholar being a full-time research scholar engages himself/herself in full-time employment / profession in the university or elsewhere or the scholar is found guilty of misconduct, indiscipline or fraud or participation in illegal and deviant activities which bring disrepute to the institution or arouse/incite communal feelings, or group animosities/hostilities or other activities that disturb peace and tranquility on the campus (A research scholar is not expected to take part in activities other than those directly connected with his research work).
  - c). If the scholar fails in Part-I examination even at the third attempt.

- d). If the scholar fails to submit dissertation/thesis even after the maximum period permitted after registration or re-registration as the case may be.
- e). If the scholar's dissertation/thesis does not get approval even after resubmission.
- f). If the scholar does not pass the *Viva-Voce* even at the second attempt; the review, after the official decision is not favorable.
- g). If he / she is found guilty of misconduct, indiscipline or fraud.

**12.6 Issues related to Change of Topic of Research, Title of thesis, and Supervisor**

- a). In case the research scholar applies for change of area of research (topic), he/she has to take due approval from the Director/Coordinator, CRS through the recommendation of doctoral research committee (DRC) of concerned faculty. The M. Phil. scholar can submit the thesis only after at least one year from the date of approval of change of area of research. In case of Ph.D. scholar, it should be two years from the date of approval of change of area of research. This is because he is supposed to work in the approved new area compared to what was mentioned by him at the time of admission.
- b). The title of this should be as approved by the doctoral colloquium committee before the submission of the thesis. The candidate can submit the proforma for colloquium with the old title and request the colloquium committee to approve the new title. And, the colloquium committee suggests any modification/changes in the title proposed by the candidate. In such cases the revised title must be clearly written in the proforma and all the members of the colloquium committee must sign on the proforma. Then there should not be any change in the title once it is approved by the colloquium committee. There should not be any deviation in the title approved in colloquium to the title given on the thesis copies.
- c). If a scholar wants to change the supervisor, it should be done with the approval of doctoral research committee of the concerned department, Director/Coordinator, CRS and the Vice-Chancellor. For this purpose, the candidate should apply in the prescribed format and submit to the office of Director/Coordinator, CRS. The application from the candidate for change of title/ topic / supervisor/s shall be endorsed by the supervisor and co-supervisor. If the application is for change of supervisor, the letters of No Objection from both, old and proposed supervisor/s should be submitted. For change of

Supervisor, the thesis submission date will be one calendar year after the change is affected. Bio-data of the new supervisor/ co-supervisor also should be attached with the application, with relevant documents as prescribed at the time of application.

- d). The signature of research supervisor (s) with seal is essential for any letter submitted to the Coordinator, CRS.

### **12.7 Anti-plagiarism**

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

### **12.8 Procedure for Adjudication of Thesis/Dissertation**

- 1) The Controller of examination (CoE) should arrange for adjudication of dissertation/ thesis as per the rules. The controller of examinations shall correspond with panel of experts by e-mail. Only when e-mail is not possible to correspond it should be corresponded through post. The CoE should also send the synopsis of the thesis/dissertation to the adjudicators by e-mail only for acceptance. Once the adjudicator has given his consent, the controller shall mail the hard copy of the thesis/dissertation with a covering letter and a format on which the examiner has to give his/her final specific remarks/recommendations. In case of foreign examiner, the copy should be sent through air mail for speedy delivery.
- 2) The adjudicators to be requested to send the report on the University website through an electronic submission in the format prescribed and also send the hard copy of the same by the postal method to the controller of examinations.
- 3) A maximum time period of three months is prescribed for the adjudication and failure to adhere to the prescribed time limit may call for appointing another adjudicator.



- 4) The Controller of Examinations shall ensure that the adjudication process be completed within six months from the date of submission of thesis by the scholar.
- 5) The CoE should arrange Viva-voce examination for the scholar within two weeks from the date of receiving all reports from three adjudicators.
- 6) The remuneration for thesis evaluation and conducting viva-voce examination is prescribed in the given table.

<b>Details of fee</b>	<b>M.Phil.</b>	<b>Ph.D.</b>
Honorarium to Adjudicators	Rs.800/-	Rs.1000/-
Honorarium for Viva-voce examiners	Rs.500/-	Rs.1000/-

### 12.9 Recognition of Research Centre

- 1) Krishna University may recognize a research centre from the eligible postgraduate departments in Krishna University area and its environs. While recognizing the research centre, the University will consider the individual departments as a unit in the concerned colleges and verify the research facilities existing in the departments through an inspection committee appointed by Vice-Chancellor of the University. The research centers seeking recognition must submit an application along with prescribed inspection fee of Rs.20,000/- to the office of the Coordinator, CRS of University. Further, the recognized research centers shall pay the annual fee Rs.10,000/- per faculty to the University in the form of demand draft in favour of “The Registrar, Krishna University”, payable at Machilipatnam.
- 2) Krishna University can also recognize the labs, departments, research agencies of both private and government sectors as research centers provided they fulfill the conditions laid down in the following sections. The procedures and criteria for selection of such research centers are also furnished in the following sections:

- a) A minimum of two recognized supervisors must be available in the concerned department at the research center. Research scholars for these centers will be allotted by Director, Directorate of Admissions of the University.
  - b) The research scholars working for M. Phil./ Ph.D. degrees under fulltime, part-time, shall take up their research at the research centers allotted to them. The recognized research centers shall maintain the admission details, attendance register and all other required details of the registered candidates allotted to them. The M.Phil./Ph.D. scholars at the research centers have to follow the academic regulations and guidelines of the University.
  - c) Krishna University will conduct the part-1 examination including the pre-submission seminar for these research scholars along with the other scholars in the University campus. The scholars registered in various research centers shall submit their theses/dissertations to the office of Director/Coordinator, CRS of University through their respective research centers. Given that scholar's thesis/dissertation has met pre-submission criteria, the Coordinator, CRS will forward such thesis/dissertation to the controller of the examination of University for the purpose of adjudication and viva-voce examinations.
  - d) The Controller of Examination may conduct the Part I examination at the research centre or at the university head quarters, depending on the feasibility. However, the *viva-voce* examination must be conducted only on the university campus.
- 3) The recognized research centers should submit half-yearly and annual reports related to attendance of full-time scholars, course work, research review meetings, etc., to the office of the Coordinator, CRS of University.

## 12.10 Dissertation/Thesis Preparation

### **D.1 Size and copies:**

The Dissertation should be submitted in A4 size paper and 8 copies of the thesis and synopsis are required to be submitted to the office of the Director/Coordinator, CRS along with panel of Examiners (sealed cover) duly signed by supervisor and co-supervisor. The thesis submission form should be filled and submitted along with the necessary fee and enclosures.

### **D.2 Paper, Typing & Format:**

Bond paper should be used for the preparation of the Thesis. Typing should be done on the 12 font size letter, Times New Roman.

The lay-out should provide **1 ½ inch** on the left side, **1 inch** on top and bottom **1 inch** on the right side.

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

### **D.3 Binding:**

The Dissertation / thesis shall be properly bound, using hard cover of **Black color**. The bound front cover should indicate in **Golden Color Embossed** letter with the following:

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

4. Bottom

Two plain blank papers should be provided at the beginning and at the end.

**D.4 Third page:**

Third page should contain the following:

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

**By**

-----

(Name of the candidate)

Regd. No:

3. Bottom

**CENTRE FOR RESEARCH STUDIES (CRS)**  
**KRISHNA UNIVERSITY, MACHILIPATNAM,**  
**A.P., INDIA-521001**  
**Month, Year**

**D.5 Fourth page:** The fourth page should contain a certificate signed by the candidate in the following format.

**DECLARATION**

I hereby declare that the work described in this thesis, entitled “-----  
-----  
-----  
----- “which is being submitted by me in partial  
fulfillment for the award of Doctor of Philosophy (Ph.D.) in the Dept. of -----  
-----  
----- to Krishna University, Machilipatnam (A.P.) -521001, is the  
result of investigations carried out by me under the Guidance of Dr. -----  
-----.

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

Place:  
Date:

Signature  
Name of candidate  
Regd. No:

**D.6 Fifth page:**

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

**CERTIFICATE**

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

.....that is being submitted by Sri / Smt. / Ms..... in partial fulfillment for the award of Ph.D. / M. Phil / M.S in ..... to Krishna University, Machilipatnam, Andhra Pradesh, India, is a record of bonafide work carried out by him / her under our guidance and supervision.

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

**Signature of Co-Supervisor**  
**Name and Designation**

**Signature of Supervisor**  
**Name and Designation**

**D.7 Sixth page:**

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

**CERTIFICATE**

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

.....that is being submitted by Sri / Smt. / Ms..... in partial fulfillment for the award of Ph.D. / M. Phil in ..... to Krishna University, Machilipatnam, Andhra Pradesh, India, is a record of bonafide work carried out by him / her at our organization/institution.

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

**D.8 Seventh page:**

The sixth page may include the 'Acknowledgement'.

**D.9 Eighth page:**

The seventh page may contain an abstract of the Dissertation / Thesis. The candidate may emphasize here his/her contributions. The reader/reviewer should be able to get the gist of the work in the abstract itself, without having to go into the main body of the text. In short, the abstract should be stand alone and self explanatory of the entire work.

**Pages 10<sup>TH</sup>, 11<sup>TH</sup>**

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

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

**D.12 Number of pages:**

In case the number of pages in the thesis (excluding the initial pages) exceeds 300, the candidate should get it printed on both sides of paper.

**D.13 Arrangement of Chapters:**

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

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

**D.14 The arrangement of paragraph in a Chapter:**

Each topic Title in a chapter should be properly numbered for example: 2.1, 2.2, etc., (Bold and Upper case) where, the first digit represents the Chapter number, and second digit, the topic Title number. Sub-topic titles, if any, may be indicated as 1.1.1, 1.1.2, etc. (Bold and title case) i.e. the first digit representing the chapter, the second representing the topic title and the third representing the sub-topic title.

**D.15 Photographs and Tables:**

The photographs and tables occurring in a chapter may be serially numbered as Fig: 1.1, 1.2 etc., along with suitable CAPTION where the first digit represents the chapter, the second digit represents figure number. The photograph may be represented as: plate 1.1, 1.2 etc., the first digit representing chapter and the second representing the photograph number.

**D.16 Graphs :**

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

**D.17 Bibliography or References:**

The APA reference style may be used for the Bibliography / References:

**For Journal / Proceedings**

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

1. Jayasankaraprasad, Ch. & A. R. Aryasri. (2011), Effect of shopper attributes on retail format choice behaviour for food and grocery retailing in India, *International Journal of Retail & Distribution Management*, 39 (1), pp.68-86.
2. Jayasankaraprasad, Ch., B. S. Rao., & G. Kathyayani. 2012, Study on cross-format shopping motives and shopper typologies in emerging food and grocery retail market in India, *Metamorphosis: A Journal of Management Research*, 11(1), pp.20-55.

**For Book**

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

Book with one author

Dubrin, A. (1984). *Foundations of organizational behavior: An applied approach*. New Jersey: Prentice Hall.

Book with two to five authors

Taylor, B., & Willis, G. (1970). *Pricing strategy*. Princeton, NJ: Brandon System.

**Book chapter in edited book**

Helber, L. E. (1995). Redeveloping mature resorts for new markets. In M. V. Conlin & T. Baum (Eds.), *Island tourism: Management principles and practice* (pp. 105-113). Chichester, England: John Wiley.

**For unpublished works such as working papers, dissertations and papers presented at meetings:**

1. Sachs, J.D., Bajpai N., & Ramiah, A. (2002). Understanding regional growth in India. CID Working Paper No. 88. Center for International Development, Harvard University, Massachusetts.
2. Gupta, S. (1993). Optimal retailer pricing and purchasing in a dynamic environment. Unpublished doctoral dissertation. Cornell University, Ithaca, N.Y.
3. Wall, J.P. (1983). Work and nonwork correlates of the career plateau. Paper presented at the annual meeting of the Academy of Management, Dallas.

**For electronic documents:**

Give the author's name, if known and year of publication; or give the periodical/newspaper's name or the organization's name as author. This should be followed by the full title of the document; the http, or other addresses; and the date the document was posted or accessed.

1. Basu, I. (2004). India's thorny FDI rule under scrutiny. Asia Times. May 28. [http://www.atimes.com/atimes/South\\_Asia/FE28Df03.html](http://www.atimes.com/atimes/South_Asia/FE28Df03.html) Accessed on April 27, 2011.
2. Financial Express. ICI yet to respond to Asian Paints offer to buy 9.1% stake. <http://www.expressindia.com/fe/daily/19980129/02955144.html> Accessed on July 16, 2011.



**(A TYPICAL SPECIMEN OF COVER PAGE & TITLE PAGE)**

**<FONT STYLE TIMES NEW ROMAN – BOLD>**

**MICROBIAL DIVERSITY OF KRISHNA RIVER DELTA  
MANGROVE ECOSYSTEM RHIZOSPHERE SOILS -  
BIOPROSPECTING FOR NOVEL BIOEMULSIFIER  
PRODUCERS**

**<Font Size 16><1.5 line spacing>**

**A THESIS**

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***Submitted***

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

**<Font size 14> <1.5 line spacing><Italic>**

**DOCTOR OF PHILOSOPHY <Font Size 16>**

**in**

**FACULTY OF BIOTECHNOLOGY <Font Size 16>**

**By**

**K.V. DEEPIKA <Font Size 16>**

**[Reg. No. 01057002] <Font Size 16>**



**CENTRE FOR RESEARCH STUDIES (CRS) <Font Size 16>**

**KRISHNA UNIVERSITY, MACHILIPATNAM – 521001 <Font Size 14>**

**A.P., INDIA - 521001**

**OCTOBER, 2013 <Font Size 14>**

**Note: Cover page will be same for thesis/synopsis. Name of the supervisor/s should not be included anywhere in the synopsis submitted.**

## 13.0 Annexure (A, and B)

### ANNEX-A:

#### PROCEDURE AND STRUCTURE OF ENTRANCE EXAMINATION

Entrance examination will be conducted once in a year, preferably in the month of June/July for admission into M.Phil./Ph.D. programmes. For entrance examination, there would be two papers, i.e., Paper 1 and Paper 2, carrying total of 100 marks. Paper 1 of the examination would be general, which covers teaching and research aptitude carrying 50 marks and paper 2 would be Subject wise/faculty wise carrying 50 marks. Duration for each paper is 1¼ hours only. The marks from entrance examination will carry 80 % of weightage and marks from interview will carry 20 % weightage. The syllabus for both paper 1 and paper 2 will remain same as prescribed by UGC/CSIR-NET. For obtaining detailed syllabus of each paper, candidates may visit the University website.

**Paper 1: Teaching & Research Aptitude Test:** This paper will have 50 questions with multiple choice covering teaching aptitude, research aptitude, reading comprehension, communication, reasoning including numerical, logical reasoning, data interpretation, information and communication technology (ICT), people and environment, and higher education system. Each question will carry one mark only. No negative marking. Candidates who score 40 % and more will be declared as passed (35% for SC/ST candidates).

**Paper 2: Subject Specific Test:** This paper comprises of 50 questions with multiple choice covering relevant subject in the faculty. Each question will carry one mark only. Candidates who score 40 % and more will be declared as passed (35% for SC/ST candidates).

**Interview:** The list of successful candidates in paper 1 and paper 2 will be declared faculty/department wise and such candidates will be eligible for interview, which will carry 20% weightage of total marks.

#### **ANNEX-B**

##### **THE ORDER OF PREFERENCE OF THE CANDIDATES FOR ADMISSIONS INTO M.PHIL./PH.D.**

Apart from the rank obtained in entrance examination, the other criteria to be followed are (wherever applicable):

- 1) The merit order from among the candidates who have qualified in NET, SLET, CSIR, GATE, ICSSR, ICAR, ICMR, will be on the basis of percentage of marks obtained on the aggregate at the postgraduate level.
- 2) Merit order among the candidates who have secured the same rank in the entrance test, if appeared shall be decided on the basis of the marks obtained at the postgraduate level. If these marks are the same, then criterion of deciding the merit will be as per the following order:
  - a) Part – II degree marks;
  - b) Part I & II degree marks; and
  - c) The age of the candidate, with more aged being given priority.
- 3) In order to prepare the general merit list combining 1 to full time, part-time and eligible candidates for M.Phil./ Ph.D. admission the following shall be taken into consideration.
  - i) The percentage of marks secured at the postgraduate degree.
  - ii) In case of in service candidates a weightage of one percentage of marks per year of service shall be added to percentage of marks secured at the postgraduate level.



**PROFORMA – A**  
**KRISHNA UNIVERSITY**  
**Machilipatnam – 521 001, Krishna District, A.P. INDIA.**

**APPLICATION FOR REGISTRATION AS RESEARCH SUPERVISOR**

Subject	
Area of research	

Affix recent  
 Photograph &  
 Sign across  
 photograph

1. Name : \_\_\_\_\_
2. Present designation and  
 Details of institutions : \_\_\_\_\_
3. DOB / AGE : \_\_\_\_\_
4. Communication Address : \_\_\_\_\_  
 Office : \_\_\_\_\_  
  
 Residence : \_\_\_\_\_
5. Phones (s) Office :STD code\_\_\_\_\_ phone\_\_\_\_\_
- Residence : STD code\_\_\_\_\_ phone\_\_\_\_\_
- Mobile : \_\_\_\_\_
6. Fax : \_\_\_\_\_
7. E-Mail : \_\_\_\_\_

8. Educational Qualifications: (Enclose list separately if required)

S. No	DEGREE / DIPLOMA	UNIVERSITY / INSTITUTE	YEAR	TOPIC / SPECIALIZATION
1.	P. G.			
2.	M.Phil.			
3.	Ph.D.			
4.	Others			

9. Teaching / Work Experience: (Enclose list separately, if required)

S. No	Designation	Date		Total years and months	Type of service Govt. Aided/ Un Aided / Private/ recognized
		From	To		

10. Total years of service :

11. Present Designation :

12. Research Experience :

A. Details of Research Publications : (Enclose list)

S.NO	Author (s) Name	Title of Research Paper	Year of Publication	Name of Journal	Vol.	Issue. No.	Pages (pp)

Note: Please attach a maximum of three best publications after obtaining your Ph.D.

B. Research Guidance if any : (Enclose list as per the given format)

S.No	Name of the Scholar	Research Degree	University	Year	Topic

C. Any other Distinctions achieved :(Enclose list)

### **DECLARATION OF THE CANDIDATE**

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my recognition as research supervisor may be cancelled without assigning any reason thereof.

Place :

Date :

SIGNATURE  
(With office seal)

### SERVICE CERTIFICATE FROM PRESENT EMPLOYER

This is to certify that .....  
is an employee of this institution (name of the institution) .....  
and working with the designation of .....  
from ..... till date.

The details of his / her total service in this institution are as follows:

S. No	Designation	Date		Total years and months	Type of service Govt. Aided/ Un Aided / Private/ recognized
		From	To		

He/She has a total service of .....years..... months in this institution in the designations mentioned above.

The candidate is hereby accorded permission to register his/her name as research supervisor of Krishna University to guide the M.Phil and Ph.D scholars.

Place :  
Date :

Signature of principal / Employer  
Office Seal



**PROFORMA – B**  
**KRISHNA UNIVERSITY**  
**Machilipatnam – 521 001, Krishna District, A.P. INDIA.**

**APPLICATION FOR RECOGNITION OF RESEARCH CENTRE**

1. Name of the Institute / Organization/ College. :
2. Communication Address with Phone No.s, Fax, E-mail :
3. Affiliation and Recognition / Accreditation particulars of Institute / Organization/ College (Enclose Copy) :
4. Year of Establishment :
5. Profile of Institute / Organization / college (Enclose a detailed note) :
6. Courses Offered :
7. Library/Laboratory Facilities Available :  
(Give full details)
8. On Going Research Activities :  
(Give details of all Research Programmes)
9. Subjects / Departments in which Research Recognition is requested :  
  1. -----
  2. -----
  3. -----
  4. -----
10. Details of Recognized Research Supervisor (s) with Krishna University interested in Guiding Research Programmes at this Centre (Enclose Separate List, if necessary)

S. No	Name of the Faculty	Year of Ph.D.	Area of Specialization	Research Contributions

Note: A minimum of three recognized research supervisors must be available at the research centre.

10. Research Credentials / Distinctions by

Institute / Organization / college :-----  
-----  
-----  
-----  
-----

11. Any Other necessary Information

(Enclose a detailed Note) :-----  
-----  
-----

**DECLARATION**

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, recognition as research centre may be cancelled without assigning any reason thereof.

Place:

Signature of the Principal / Director

Date :

(With Office Seal)

**Note:** A Demand Draft for Rs. 15000/- (Non refundable) in favour of Registrar, Krishna University payable at Machilipatnam shall be enclosed along with the application towards Registration and Inspection fee.





PROFORMA -C  
**CENTRE FOR RESEARCH STUDIES (CRS)**  
**KRISHNA UNIVERSITY, MACHILIPATNAM**  
**APPLICATION FOR CHANGE OF SUPERVISOR/CO-SUPERVISOR**

1. Name of the Research Scholar : \_\_\_\_\_
2. Address with Tel. No. & mail-id : \_\_\_\_\_
3. Hall Ticket No & Date of Admission : \_\_\_\_\_
4. Copy of Admission Letter to be enclosed : YES / NO \_\_\_\_\_
5. (a) Name of the Research Programme : Ph.D./M.Phil.  
(b) Department in which Candidate Registered : \_\_\_\_\_
6. Name of the Present Supervisor/Co-supervisor (being changed) with Designation,  
Address, Tel. No., mail- id :
7. Name of the New (proposed) Supervisor/New (proposed) Co-supervisor with  
Designation, Address, Tel. No., mail-id :
8. Brief details of progress of Research Work :  
  
(attach separate sheet bulleting the works done and quantum/percentage of work  
done so for – the sheet to be signed by the Present & Proposed Supervisor, Present  
& Proposed Co-supervisor) : YES / NO
9. Reasons for Change of Supervisor/Co-supervisor
  - a) from the Research Scholar :
  - b) Reasons and Comments from Supervisor/Co-supervisor duly Signed, with Seal &  
Date.

10. Enclosed the Bio-data of the New Supervisor/Co-supervisor with all relevant documents (as prescribed at the time of admission to Research Program) : YES / NO

11. I hereby accept to work under the New Supervisor/Co-supervisor and I understand that any further request for change of Supervisor/Co-supervisor will not be permitted by the University.

Date:

Signature of the Research Scholar

-----  
I have no objection for change of supervisor

I accept to act as supervisor

(Signature of Present Supervisor with seal)

(Signature of New Supervisor with seal)

-----  
I have no objection for change of Co-supervisor

I accept to act as Co-supervisor

(Signature of Present Co-Supervisor with seal)

(Signature of new Co-Supervisor with seal)

**Note:**

- 1). A candidate may not be allowed to change his/her supervisor/co-supervisor more than one time during research program.
- 2) A candidate can have only one Supervisor and one Co-supervisor.
- 3).Details of Items 8 and 9 must be submitted on separate sheets.
- 4).Two Separate Hard Copies of all the enclosures must be submitted.



PROFORMA- D

**CNTRE FOR RESEARCH STUDIES (CRS)  
KRISHNA UNIVERSITY, MACHILIPATNAM  
APPLICATION FOR CHANGE OF TOPIC/TITLE**

1. Name of the Research Scholar : \_\_\_\_\_
2. Address with Tel. No. & mail-id : \_\_\_\_\_  
\_\_\_\_\_
3. Hall Ticket No & Date of Admission: \_\_\_\_\_
4. Copy of Admission Letter to be enclosed: \_\_\_\_\_ Yes/No \_\_\_\_\_
5. Name of the Research Program : M.Phil./Ph.D.
6. Dep. in which Candidate Regd. :
7. Name of the Supervisor with Designation, Address, Tel. No., Email- id: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Name of the Co-Supervisor with Designation, Address, Tel. No., Email- id: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Name of the Present TOPIC /TITLE (at the time of Registration) in FULL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Brief details of progress of Research Work:  
(Attach separate sheet bulleting the work done and quantum/percentage of work done so far. The sheet to be signed by the Supervisor & Co-supervisor)
11. Name of the Proposed Topic/ Title : \_\_\_\_\_  
\_\_\_\_\_
12. Reasons for Change of Topic /Title : \_\_\_\_\_  
\_\_\_\_\_
13. I hereby understand that any further request for change of Topic/ Title will not be permitted by the University and further that a change of research topic entails a one year delay in the submission of the thesis effective from the date of change.  
Date \_\_\_\_\_ Signature of Scholar \_\_\_\_\_  
Regd. No: \_\_\_\_\_
14. Signature of Supervisor with seal \_\_\_\_\_ Signature of Co-Supervisor with seal \_\_\_\_\_

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

PROFORMA-E

Dt.

To  
The Coordinator  
Centre for Research Studies (CRS)  
Krishna University (KRU)  
Machilipatnam-521001

Sir,

**Sub: Guide's Acceptance letter for Ph.D/M.Phil list of Existing Scholars- Reg.**

\*\*\*\*

I (Name \_\_\_\_\_) the undersigned, Prof./Assoc. Prof./Asst. Prof. of \_\_\_\_\_ Dept in the College/ Organization (Name & Address) \_\_\_\_\_

\_\_\_\_\_ am willing to guide Mr./Ms/Mrs. \_\_\_\_\_

\_\_\_\_\_ He/ She is the (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> ...8<sup>th</sup>) \_\_\_\_\_ Candidate registered under me as Main Supervisor/ Co-Supervisor.

S. No	Scholar's Name	As a Guide/ As a Co-Guide	Admitted year	Hall Ticket No. (if KRU Scholar)	KRU/ Other University
1					
2					
3					
4					
5					
6					

Yours sincerely

(Supervisor/Co-supervisor  
Signature with seal)

**Note: From Co-Supervisor also (If any) Similar format must be Submitted.**