

**KRISHNA UNIVERSITY
MACHILIPATNAM**



**DRAFT REGULATIONS FOR
DOCTOR OF PHILOSOPHY (Ph.D.)
&
MASTER OF PHILOSOPHY (M.Phil.)**

KRISHNA UNIVERSITY

RULES AND REGULATIONS FOR RESEARCH

Research facilities leading to the award of M.Phil. and Ph.D. degrees are being offered by Krishna University from the academic year 2009-2010. 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.

RESEARCH ADMISSIONS

Admissions into the research programmes are to be made ordinarily once in each academic year. The notification calling for applications shall be issued at an appropriate time by the University. The aspiring candidates have to apply in the prescribed form and submit the filled-in application. The application and the prospectus (information brochure) shall be placed in the website of University. The candidates should download the application from the website www.krishnauniversity.ac.in and submit to the University along with the bank demand draft for the prescribed amount towards the cost of application. The demand draft must be drawn in favour of The Registrar, Krishna University, Machilipatnam. The University shall decide the cost of application every year and the same shall be notified in the website. The candidates need to apply in the prescribed form with all necessary enclosures in accordance with the University rules.

The admission into research programme of Krishna University is for M.Phil/Ph.D. degree. The admission into Computer Science department is for Ph.D. only as there is no M.Phil programme in the department. Admission of a candidate shall be made either into the university department or into any institute/organization/establishment recognized by the university as a Centre of Research.

Krishna University shall admit the candidates into the following four categories:

- 1) Full time (Regular)
- 2) Part-time
- 3) Independent submission.

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 regularly in the concerned department of the University/Research Centre where they have registered. The candidates shall sign in the Attendance Register in the department. In-service candidates are not eligible to join as regular scholars. However, they can apply for leave and join as a regular research scholar. Candidates seeking admission into research can also join as Full Time scholars in any of the recognized Research Centres/Institutions of Krishna University. The scholars attending to research work in such centres shall put in the required attendance from the date of registration till to the date of submission of the thesis / dissertation.

PART-TIME RESEARCH

The eligibility criteria for admission into part-time research programme are furnished in the subsequent sections. 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. The part-time research scholar shall register for research programme with a research supervisor working in the department of Krishna University or an approved research supervisor of a recognized research centre/Institution of Krishna University and take up his work during the vacation. Ph. D scholar has to attend for the research work during vacation in two years and put up attendance for at least forty five days in each year. In case of M.Phil scholars, they have to put up 45 days of attendance during vacation.

INDEPENDENT SUBMISSION

This programme is meant for teachers working in Krishna University and senior scientists/group-1 officers who got sufficient experience/expertise in their field of specializations. The eligibility criteria for admission into independent research programme are furnished in the subsequent sections. The candidates seeking independent submission need not register with any research supervisor and can pursue their research work independently. They shall submit the thesis directly to Krishna University following the rules and regulations furnished in the subsequent sections.

The duration of various research programmes is as follows.

DURATION OF THE PROGRAMME

S.No	Particulars	M.Phil.		Direct Ph.D.		Joins Ph.D. programme after completion of M.Phil.	
		Min.	Max.	Min.	Max.	Min.	Max.
01	Full time research	1 Year	2 Years	2 Years	5 Years	1 Years	4 Years
02	Part-time research	1 Year	2 Years	3 Years	6 Years	2 Years	5 Years
03	Independent research	Not offered	Not offered	3 Years	6 Years	2 Years	5 Years

The minimum and maximum period of research in case of Candidates who joined Ph.D programme after completion of M.Phil programme is furnished above. However the candidates, who converts their M.Phil programme after completing M.Phil. Part-1 has to fulfill the condition of minimum three years and maximum six years. However, the period the candidate has completed from the date of his registration shall be considered for calculating the minimum and maximum periods.

ATTENDANCE

- 1) Full-time research scholars shall be present during working hours and sign in the Attendance Register on every working day. The Head of the Department shall maintain the Attendance Register and submit to the Principal, University College, the annual statement of attendance of all the research scholars (full time), and also circulate a copy of the same to all the research supervisors.
- 2) A candidate may be permitted to be away from the campus on duties connected with his research work e.g., field work for the collection of data and information, consultation in other libraries, etc., for a specific period which should not be more than four weeks at a time. The maximum period of such period should not exceed eight weeks in an year. The scholar shall have to take prior permission of the supervisor and the Head of the department for such purposes.
- 3) A full-time research scholar shall have to put in at least 75% of attendance. They are not eligible for any vacation.
- 4) A full-time research scholar shall not be absent for more than ten consecutive days in a term, except on medical grounds.
- 5) Full-time research scholars have to apply for leave of absence to the Head of the department through the supervisor. The leave accounts of the research scholars shall be maintained by the Head of the department, 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 the Head of the department. The supervisor's specific recommendation is also necessary for processing all such bills.
- 6) Full-time research scholars shall not be permitted for the on duty leave for fieldwork, data collection or reference collection to libraries for more than two months before writing the Part-I examination.
- 7) A part-time Ph.D scholar has to attend for the research work during vacation in two years and put up attendance for at least forty five days in each year. In case of M.Phil scholars, they have to put up 45 days of attendance during vacation.

ENTRANCE EXAMINATION

The University may conduct Entrance Examination for admission of research scholars in M.Phil and Ph.D. programs. Generally admissions for regular and part-time research programmes are made on the basis of rank obtained in the Entrance Examination subject to the fulfillment of criteria mentioned below. Every year university will review the position and conduct the entrance examination.

GENERAL ELIGIBILITY FOR ADMISSION

- 1) The candidate seeking admission into the M.Phil/Ph.D. Programmes should have passed the postgraduate examination of this or any other recognized university in the concerned or related subject securing first or second class with at least 55% of marks on the aggregate. However, in the case of SC and ST candidates, a relaxation of 5% of marks on the aggregate is provided. In the case of related subjects, the concerned Boards of Studies have to determine the eligibility for admission into research programme 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 into the related subject, the Head of the Department has to check whether proper approval has been accorded or not.
- 2) The eligibility criterion of having secured 55 % marks on the aggregate for the admission into research programmes of Krishna University is relaxed to 50% of the marks in case of Teachers, who have been appointed prior to April, 1976. In the case of employees of other organizations where there is no cut off mark for recruitment, the condition of having secured 55% marks on the aggregate at the postgraduate degree level is not applicable.
- 3) In the case of the applicants from the stream of credential system or any other equal grading system recognised by the university shall be considered for admission into research programmes.
- 4) 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 and Project Fellows who have been selected through duly constituted selection committee and are working in the research projects funded by the national research organizations may also be admitted into M.Phil./Ph.D. programmes at any time of the year.
- 5) 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 should follow the general rules to seek admission into the research programmes.
- 6) Lecturers working in the government degree colleges and government aided private degree colleges and who have been selected for FIP/FDP by the UGC are eligible for direct admission into M.Phil. /Ph.D. programme.
- 7) Unless otherwise stated, applicants possessing the required qualification for admission into the research programmes shall also have to take the Entrance Test. As and when the Entrance Test is conducted, the Entrance Test shall be the basis of admission into the research programmes. In the absence of the Entrance Test, the admissions into the research programmes shall be on the basis of marks secured in the postgraduate level, however these are applicable for the clauses mentioned above.

ELIGIBILITY FOR ADMISSION INTO PART-TIME PROGRAMME

1. For admission into research under part-time programme, a candidate should satisfy the following conditions also in addition to the general eligibility conditions.
 - a) Teachers of the following three categories are eligible.
 - i. A teacher with at least two years of full-time teaching experience in a recognized professional or postgraduate college affiliated to a university or working in any university.
 - ii. A teacher with at least two years of full-time teaching experience in a recognized Degree college / oriental college.
 - iii. A teacher with at least five years of full-time teaching experience in a recognized Polytechnic or Junior college
 - iv. A teacher with at least five years of full-time teaching experience in a recognised high school

(Or)
 - b) An employee possessing at least two years of research experience in a cadre not lower than that of a research assistant 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.
2. The candidate should submit the no objection certificate from his/her employer at the time of submission of application.
3. The candidate should also submit the service certificate from his/her employer at the time of submission of application. The service certificate issued by the Principal of the college or the Head of the Institution is valid for computing the length of service for the purpose of admission into part-time research programme of the University.
4. Any candidate, who registered and is actively pursuing Ph.D Programme in any recognized University/ Institute desires, for personal reasons like transfer of employment or otherwise, to continue the research program in Krishna University, Machilipatnam is eligible for registration to Ph.D. program in Krishna University after submitting the following :
 - (i) Ph.D. Registration Proceedings from the concerned University.
 - (ii) Original Fee payment receipt.
 - (iii) Pre - Ph.D., Examination results, if passed already.
 - (iv) A certificate from the research guide /HOD/ Principal/ Dean of the concerned university regarding period / Length of registration.
 - (v) Such candidates shall get proportionate weightage while counting the period of research in Krishna University.

ELIGIBILITY FOR INDEPENDENT SUBMISSION

1. The following categories of candidates are eligible
 - a) Bonafide teacher working in Krishna University / any other recognized university Or
 - b) senior scientist/ Group-I officer / officer belonging to the cadre of Indian Administrative Service or allied service or equivalent cadre in the government service, or
 - c) senior executives or manager of an Indian joint stock companies if they fulfill the following criteria:
2. Having passed postgraduate degree with the required percentage of marks (55% in general case, 50% in case of Scheduled Caste and Scheduled Tribe);
3. Having M.Phil degree or two research publications in national/ international professional journals of repute;
4. Having put in 10 years' experience. And candidates admitted into Ph.D. programme for independent submission of the thesis to university need not undergo part-I examination of the research programme.
5. The candidate should submit the no objection certificate and service certificate from his employer at the time of submission of application. He/she should also submit the acceptance from the lab / institution from where he/she is intending to conduct the research.
6. Research fee prescribed for this category Rs.25,000/-.(one time payment at the time of admission). The candidate should pay all other fee on par with part time research candidates.

ADMISSION PROCEDURE

HOW TO APPLY

- 1) The university shall notify the schedule of research admissions in the national/regional newspapers. In response to the notification, the candidates have to submit the application within the prescribed date.
- 2) The candidate who desires to join the M.Phil./Ph.D., research programme shall download the application from the university website and send the filled-in application enclosing a demand draft for the amount prescribed by the university. The DD should be drawn in favour of the Registrar, Krishna University payable at SBI, bazaar branch, Machilipatnam-521 001 (AP).
- 3) The candidate should submit the filled-in application form along with the following documents to the Director of Research Admissions, Krishna University, Machilipatnam-521001(A.P.).
 - a) Attested copies of marks sheets and certificates of graduate and postgraduate degrees.
 - b) Two passport size coloured photographs.
 - c) Transfer certificate, Migration Certificate (to be submitted at the time of registration).
 - d) In-service candidates joining part time research and independent submission programmes should submit no objection certificate and service certificates from the employer.
 - e) The candidates of part-time research should submit a permission letter from the organization/research laboratory wherein he/she is to undertake the research work.
 - f) Caste certificate for SC/ST/BC candidates
- 4) The candidates applying for part time research may mention the details of the research guide under whom he/she wish to undertake the research. (only recognised guide of Krishna University) He can also submit a letter of willingness of the guide along with the application. However, the consent of the guide is not essential. The university may or may not allot the candidate to the research guide proposed by the candidate.
- 5) The university shall exercise its right to decide the name of the research supervisor for each applicant.

PREPARATION OF MERIT LIST AND FINALIZATION OF ADMISSION LIST

- 1) The University shall nominate a Director of Research Admissions to assist the principal, university college in the research admission process.
- 2) On receipt of the applications, the Director, Directorate of Research Admissions, Krishna University shall send the filled-in applications to the respective departmental heads for scrutiny regarding the eligibility, and to prepare the merit lists
- 3) At least ten days prior to the preparation of list of selected candidates and allotment of the candidates to research supervisors, the HOD shall obtain the vacancy position from all recognised research supervisors. The information should be obtained from all the recognised guides, i.e., from departments in the university, recognised research centres and external research supervisors.
- 4) Applications shall be scrutinized and the merit order of the candidates shall be prepared by the respective heads of the department with the approval of a committee consisting of the HOD and the local members in the board of studies having Ph.D degree.
- 5) The Head of the department shall convene a meeting of the research supervisors for finalizing the list of candidates as per the merit order and rules of reservation. The allotment of candidates to research supervisors shall also be shown in the lists based on the vacancies and the consensus arrived at in the meeting. The list finalized by the department has to be submitted to the Principal of the University College under a copy to the Director of Research Admissions.
- 6) The research supervisors of Krishna university may at their discretion attend the meeting conducted for the allotment of seat at the university. Whenever such meetings are conducted, the HOD has to intimate to all the research supervisors and they can attend the meeting without any financial commitment on the part of the university.
- 7) If there is any controversy in the meeting of the research supervisors, on the allotment of candidates, it will be finalized by the committee consisting of the HOD and the local Board of studies members with Ph.D degree.
- 8) The merit order shall be prepared separately for full time programme and part-time programme. When the university conducts the Entrance Examination for the categories for whom appearance in the entrance is compulsory for research admissions, the merit list shall be prepared as per the rank obtained in the entrance examination. In the absence of entrance examination, the marks obtained in the qualifying examination are considered for ranking. Details of the order of preference is given in annexure-I.

- 9) The HOD shall send to the principal's office, along with the list of selected scholars and the research supervisors under whom they will work. The HOD should also submit another proforma giving the details of research scholars already working with each supervisor under various categories (M.Phil. / Ph.D., FIP, FT & PT) *vis-à-vis*, the prescribed ceiling, the number of vacant slots available. The Principal, University College shall seek the approval of the Vice-chancellor before making admissions into research courses.
- 10) The following is the sequence of steps to be taken in the admission process of a research candidate.
- a) The Director of Research Admission notifies and calls for the application form from the candidates for research admission and forwards the applications so received to respective departments.
 - b) The Head should convene a meeting of Research Supervisors to scrutinize the applications and prepare the merit order of the candidates as per the rules and also keeping in view the rules of reservation.
 - c) HoD shall conduct a meeting of research supervisors for the allotment of the selected candidates with the vacancies available with research supervisors. The decision shall be taken by the consensus among the research supervisors.
 - d) The HoD shall submit the list of the allotted candidates to the Principal, university college with the names of supervisors to whom they are allotted.
 - e) The Principal, University College shall place the list submitted by each department for the approval of the Vice-chancellor.
 - f) The approved list shall be intimated by the principal, university college to HODs.
 - g) The HODs shall send the "call-letter" to the selected candidates about the admission schedule approved by the Principal, University College.
 - h) Preliminary interview shall be conducted in the respective departments and the HOD shall forward the scrutinized application to the office of the Principal, university college through the candidate.
 - i) The Principal, University College, after verification of certificates shall collect the original certificates and fee from the candidate.
 - j) After paying the fee at Principal, University College's office, the candidate shall report back to the HOD with the fee receipt and get his name entered in the Departmental Research Admission Register and Attendance Register.
 - k) It is the responsibility of the principal, university college to maintain all the relevant records of admission and completion of research programme of individual or cancellation of research admission.
 - l) Each department/ Research Centre shall maintain separate Departmental Admission Register for the research scholars
 - m) Admissions shall be processed as per the schedule and procedure approved by the Vice-chancellor.
 - n) **Admission Fees:** At the time of admission, a candidate shall have to pay the prescribed admission fee and research fees prescribed by the university.
 - o) **Research Fee:** Every candidate admitted under research programme should pay the annual research fee from the date of registration till he/she submits the final thesis.

Allotment of permanent Registration Number

Each scholar admitted should be allotted a Permanent Register Number by the Principal, university college and the same number should be allotted as hall ticket number for part I and part II examinations. All correspondence should be on the same number from the dates of registration till the degree is awarded. The registration number should have four parts i. e year, department, research centre code and the serial number.

RE-REGISTRATION (EXTENSION OF MAXIMUM PERIOD)

- 1) The research scholars may be allowed to re-register by paying the prescribed fees specified in the fee schedule provided he/she fulfills the following conditions.
 - a) Candidates who wish to continue after the expiry of the maximum period of their earlier registration, have to submit a requisition through their respective research supervisor and HOD to the Principal, University College's office. The Principal, University College can permit the extension of period equal to the maximum period of the earlier registration provided they pay the re-registration fee prescribed by the university. However, the scholar is permitted to submit the dissertation/thesis any time after the extension.
 - b) If a scholar could not complete M.Phil./Ph.D. programme even after the expiry of the first extension period and requests for the second extension, it can be considered only on a valid reason such as ill-health, etc. In such exceptional cases, the scholar has to submit the request to the principal, university college with the recommendations of the research supervisor and Head of the department concerned. The Principal shall submit these applications for the consideration of the Vice-chancellor. With the approval of the Vice-chancellor, the scholar may be permitted to submit his dissertation/thesis within one year from the date of decision by paying the necessary second re registration fees. If the scholar fails to submit the thesis within one year, further extension will not be granted, and the registration of scholar shall stand cancelled
- 2) The candidates who have failed in the *viva-voce* and seek admission will not be eligible for re-registration. Such candidates have to seek the admission like any other fresh applicant.
- 3) The candidates who failed to pass part I examination within stipulated period are not eligible for re registration.

CONVERSION OF REGISTRATION FROM ONE CATEGORY OF RESEARCH TO ANOTHER

- 1) 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**'.
- 2) 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 the completion of Part-I examination and on the recommendation of the concerned supervisor. In this case the scholar has to pay the '**Registration Conversion Fee**' and also the '**Registration fee prescribed for Ph.D programme**'.
- 3) The application for conversion of a scholar, whose registration was suspended or terminated on any ground, shall not be considered for conversion or re-registration.
- 4) Such applications, with the recommendations of the research supervisor and forwarded by the Head of the department concerned will be placed before the Vice-chancellor by the principal of the university college for approval.

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. The committee shall examine such cases and recommend the appointment of a Joint research supervisor without any financial commitment on the part of the University

COURSE STRUCTURE AND SCHEME OF EXAMINATION

M.Phil. and Ph.D. programmes are divided into two parts i.e. Part - I and Part -II . The details are as follows

	Examination	M.Phil	Ph.D.
Part – I	Paper-I Research methodology (theory paper of three hours duration)	100 marks	100 marks
	Paper-II :Specialization (theory paper of three hour duration)	100 marks	100 marks
	Seminar (on the research proposal)	100 marks	Recommendations*
Part – II	Dissertation / Thesis	200 marks	Recommendations*
	<i>Viva-Voce</i>	100 marks	Recommendations*

For seminar, thesis and *viva-voce* for Ph.D programmes, the evaluation and adjudication will be based on the recommendations of the examiners and not by marks.

PART - I EXAMINATION

Eligibility

Part-I examination for M.Phil./Ph.D. shall comprise of two theory papers and a seminar. To become eligible to appear for Part-I examination a scholar shall:

- 1) Pay the prescribed examination fees into the university examination account.
- 2) In case of full-time research scholars, at least 75% of attendance from the date of admission (including the authorized duty leave) shall be put in.
- 3) A candidate for Ph.D. shall be exempted from appearing for Part-I examination provided that he/she has passed Part-I examination of this University or secured an M.Phil. Degree in the same subject of study from Krishna University/other University. However, when a scholar converts from M.Phil programme to Ph.D. programme after passing Part-I examination, he/she can be exempted to appear for Part-I Ph.D. Examination provided the areas of research in both M.Phil and Ph.D. are the same. The supervisor has to certify that the areas of research are identical. This rule will also be made applicable for the candidates who have completed M.Phil degree and join for Ph.D. programme. If the research supervisor certifies that the areas differ, the scholar has to fulfill the following conditions before submitting the thesis.
 - a) Examination fee for the Part-I examination shall be paid
 - b) The candidate shall appear for the paper II of the Part-I examination (area of specialization) and obtain 50% of marks.
 - c) The candidate shall also appear and pass in the seminar examination.
- 4) A person who is continuing in a research programme leading to M.Phil/Ph.D. of other university/institute is not eligible for admission into the research programmes of this university. If such cases are detected, the university will cancel the admission and further disciplinary action follows.

Examination procedure

- 1) The Controller of Examination is responsible for conducting the part I and Part II examinations. He/ she is responsible for releasing the examination schedule, setting of papers, issue of hall-tickets, conduct of examinations and announcement of the result and all related works.
- 2) The schedule for Part-I examination for all the candidates admitted in a particular session shall be prepared by the Controller of Examination of the university in consultation with the Head of the department and the research supervisors.
- 3) Part-I examination shall be conducted on a common schedule of examination for all the departments and research centres. It will be conducted six months after the date of research admissions. Candidate shall appear for examination by paying the relevant examination fee The examinations shall be held on alternate days.

- 4) **Paper–I:** Research Methodology paper of the Part-I M.Phil and Ph.D. examination shall be a common paper for all the research scholars admitted in a department during a particular year.
- 5) **Paper – II:** The second paper shall be within the specified areas identified by the individual department. The number of specializations to be offered by each department shall be approved by the Vice-chancellor.
- 6) The heads of the Departments should intimate to the scholars of the respective departments including research centres to submit the applications along with the examination fee challan.
- 7) The candidates should submit the applications and challan to the respective heads of the departments.
- 8) The HODs, after preparing a galley (list of candidates appearing the examination) should submit the same along with the applications and challans to the principal of the university college for onward transmission to the controller of examinations.
- 9) Once the galley is approved by the Principal, University College and controller of examination, the departments should issue the hall tickets to the scholars in the concerned departments including research centres. The controller of examinations will take necessary steps to conduct the examination.
- 10) The Vice-chancellor shall appoint paper-setters/examiners from among the panels approved by the PG Boards of studies.
- 11) The PG Boards of studies are empowered to deal with the following and make recommendation to the University for Approval.
 - a) Preparation of syllabi for Papers I & II of Part-I of M.Phil./Ph.D. Panel of paper setters/examiners for Part-I examination
 - b) The panel should be from teachers in University/PG Department holding a rank not lower than Associate professor or equivalent cadre in Government or Quasi-Government Departments.
 - c) The list shall include at least four names of experts in the subject of the concerned paper from within the state and four from outside the state.
- 12) Controller of Examinations, after obtaining the panel from the Board of studies shall submit the list to the Vice-chancellor for nominating the paper setters external examiners. After receiving the approval, the Controller of Examinations shall correspond with paper setters' examiners and seek their consent and get the paper – setting valuation done.
- 13) All examination material shall be processed and got prepared by the Controller of Examination.

- 14) Question papers shall be set by the external expert, while valuation of answer scripts is to be done both by external examiner and internal examiners and the average of marks awarded by both the examiners shall be taken. In case the difference between the internal and external is above 20% of marks between the two valuations, it will be sent for a third valuation. In such cases the two most beneficial marks awarded will be taken for the purpose of declaring the results.
- 15) Board of Examiners for evaluation of performance at seminar shall consist of three examiners with the research supervisor as the Convener, the Chairman Board of studies (PG)/HOD, and another teacher from the Department not below the rank of Associate professor, appointed by the Vice-chancellor. Only teachers with Ph.D. degree are eligible to be appointed as examiners.
- 16) Candidates who have been admitted to the Ph.D. programme after passing M.Phil or converting M.Phil into Ph.D after passing Part-I of M.Phil programme will be exempted from the Part-I examination. However, such of those candidates who desire to change their topic of research to a topic other than the one offered at M.Phil. Degree under the same research supervisor/or a different research supervisor, have to appear for the examination in Paper-II (area of Research in the new specialization chosen) and Seminar and part-I Examination. They are exempted from appearing for Paper-I: Research Methodology.
- 17) Those candidates, who wish to change their research supervisor for Ph.D. after obtaining the M.Phil. Degree and continue their Ph.D. work on the same topic chosen for M.Phil. Degree, are also exempted from the Ph.D part-I examination.
- 18) Area of specialization: Area of specialization has to be finalized before appearing for the part- I theory examination.
- 19) Ph.D Candidates have to pass the Part-I examination conducted by this University within two years but not before 6 months from the date of first registration. The registration for Ph.D. of candidates who fail in the part-I examination within two years of their registrations will cease to be valid.
- 20) M.Phil Candidates have to pass the Part-I examination in any of the examinations conducted by this University within one year but not before 6 months from the date of registration.
- 21) A candidate for Ph.D. is entitled to appear for the “Part-I” examination in anyone of two consecutive chances after six months from the date of registration but within two years from the date of registration.
- 22) A candidate for M.Phil. is entitled to appear for Part-I examination in any one of two consecutive chances after six months from the date of registration but within one year from the date of registration.

Seminar

Within 10 days after appearing the Papers I and II examinations, the scholars of M.Phil and Ph.D. have to submit a research proposal on the topic of their research. An open seminar has to be conducted for the scholars. All the faculty members, scholars in their department and other scholars of the same faculty have to be invited for the seminar. Wherein the suggestions are offered on the research proposal. The scholar has to explain his/her research proposal, methodology proposed, techniques and statistical tools to be used, and the significance of his/her study. The seminar will be evaluated for 100 marks by the committee nominated for this purpose.

Evaluation procedure for Seminar

The performance of the scholar in the seminar shall be assessed by a panel of three examiners. The panel shall consist of:

1. Research supervisor
2. Head of the department
3. A faculty member nominated by the Vice-chancellor.

Pass requirement

A scholar shall be declared to have passed Part-I examination if he/she secures at least 50% of marks on the aggregate in papers I & II separately. Otherwise he/she shall be declared to have failed in Part-I examination. For Paper-II (seminar), an M.Phil scholar shall have to secure not less than 50% of the marks, whereas for Ph.D. scholar a pass recommendation by the examiners is necessary.

Supplementary examination

A scholar who fails in Part-I shall appear for the whole examination including the seminar afresh after payment of the supplementary examination fees. A scholar who fails to pass Part-I examination within 1 year for M.Phil and 2 years for Ph.D. will forego his registration.

PART- II EXAMINATION

The scholars shall be allowed to appear for Part-II examination only after passing the Part-I examination. However, the candidates admitted under “independent submission” are exempted from this rule and they can directly submit the thesis.

Under Part-II the candidates have to submit a dissertation / thesis on the research topic. After adjudication of the dissertation if the M.Phil scholar secures pass marks the scholar is eligible to appear for the *viva-voce*. In case of Ph.D, if all the adjudication reports of the thesis recommends for award of Ph.D., the scholar is eligible to appear for the *viva-voce*.

- 1) The minimum duration after which a scholar can submit the thesis/dissertation shall be as follows:

Category	M.Phil.	Direct Ph.D.	Ph.D. after passing M.Phil.
Full time	1 year	2 years	1 Years
Part-time research	2 years	3 years	2 Years
Independent submission	-----	3 years	2 Years

- 2) **Early Submission:** The research scholar may submit the thesis/dissertation before the stipulated period as shown in the above table. The early submission by the Ph.D. scholar may be permitted in exceptional cases by the Vice-chancellor. The permission allowing early submission will be three months before the stipulated minimum period for “full time” and nine months in case of “part-time / independent submission”.
- 3) The dissertation/thesis shall be written in English except in the case of language subjects where it may be in the language of the subject and also in such cases where an approval is obtained from the Academic Senate.
- 4) The scholar shall mention in the preface to the thesis, the sources from which the information is derived, the extent to which the work of others is availed of and the portions claimed as original.
- 5) The research supervisor of the scholar shall certify:
- that the dissertation/ thesis is a bonafide work of the scholar; and
 - that the present thesis is not submitted/used for any other purpose in any other University;
- 6) A scholar may utilize for his dissertation/thesis any matter which he/she might have already published on the subject. The dissertation/thesis may contain papers published by the scholar independently or jointly with the others.
- 7) Krishna University should be acknowledged in all the publications, dissertations, theses and books published by the registered research scholars and the research supervisors.
- 8) The thesis and synopsis have to be submitted to the principal of the university college after paying the necessary fee and clearing all dues.
- 9) Thirty days before the submission of the dissertation / thesis the scholar has to submit synopsis of the dissertation / thesis to the principal, university colleges.
- 10) The candidates have to submit their thesis/ dissertation to the Principal, university colleges office through their research supervisor and HOD. The scholar should also submit two soft copies of the thesis in M.S. office word format and they should be submitted in the form of CD/DVD.
- 11) Scholars should clear the fee dues if any before submission of the thesis.

- 12) The details of the number of copies and the documents to be submitted along with the dissertation/thesis are as follows:

S. No.	Description	M. Phil.	Ph.D.
1	Submission of Synopsis	6 hard copies + 2 soft copies	10 hard copies + 2 soft copies
2	Submission of dissertation / thesis	3 hard copies + 2 soft copies	4 hard copies + 2 soft copies
3	Certificates/documents to be submitted along with thesis / dissertation		
	a) proof of registration	a) required	a) required
	b) Part-I Result copy	b) required	b) required
	c) Proof of research Publications related to thesis	c) required (one)	c) required (two)
	d) Qualifying Degree in Original	d) required	d) required
	e) No dues certificate	e) required	r) required

ADJUDICATION

- 1) The controller of examinations shall undertake the responsibility of getting the thesis evaluated/adjudicated by the adjudicators nominated by the Vice-chancellor.
- 2) The M.Phil dissertation shall be adjudicated by two Indian adjudicators and among them at least one should be from outside Andhra Pradesh.
- 3) The Ph.D. thesis shall be adjudicated by three adjudicators and among them at least one should be from outside Andhra Pradesh but within the country and another from outside the country.

Panel of adjudicators

- 1) A panel of adjudicators has to be prepared by the Research supervisor. The panel has to be approved by the local members of the Board of studies. The panel should contain the following minimum number of adjudicators.
- 2) Only Professors or Associate Professors with five years of experience are eligible to adjudicate the dissertations of M.Phil or thesis of Ph.D.

Programme	Within the country	Outside the country	Total
M.Phil.	Six	-----	Six
Ph.D.	Twelve	Six	Eighteen

- 3) In case of independent submission of Ph.D. thesis, a panel of adjudicators similar to that for full-time Ph.D. programme be obtained from the concerned Boards of studies.
- 4) The panel shall be forwarded to the Controller of Examination by the Chairman, Board of studies. The Vice-chancellor shall appoint the adjudicators from the panel.

Procedure

- 1) The Controller of examination 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 Controller 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. In case of foreign examiner, the copy should be sent through air mail for speedy delivery.
- 2) A proforma has to be sent to the adjudicators for their final recommendations. Hence every thesis/dissertation must be sent to the adjudicators with a covering letter and a format on which the examiner has to give his final specific remarks.
- 3) The adjudicators 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.
- 4) A maximum time period of two months be prescribed for the adjudication and failure to adhere to the prescribed time limit may call for appointing another adjudicator.

Adjudication of M.Phil. Dissertation

- 1) Two examiners have to adjudicate the thesis. Each one has to evaluate the thesis for a maximum of 200 marks. They should also submit a detailed report. The marks awarded by both the examiners shall be averaged.
- 2) The result of the evaluation shall be based on the following table:

Marks awarded and comments by the adjudicators

	Marks awarded by the adjudicator	Comment of adjudicator	Action to be taken and the Result
1	Both the adjudicators award individually 50%marks or more	adverse comments In the report	Declare the scholar as having passed and ignore the adverse comments if any
2	Both the adjudicators award individually less than 50% marks		Declare the scholar as failed and cancel the registration
3	One adjudicator award 50% or more and the other award less than 50%	The examiner (who has awarded less than 50% marks) suggests for rejection	Send the thesis to alternate examiner for evaluation by collecting second adjudication fee. If the alternative examiner also awards less than 50%. declare the scholar as failed and cancel the registration.
4	One adjudicator award 50% and the other award less than 50%	The examiner suggests revision	Send the thesis to the scholar with a copy of the adjudicators' comment for revision. After revision and resubmission from the scholar send the thesis to the same examiner for adjudication after collecting the second adjudication fee. If the examiner awards 50% or more, declare the scholar as pass. If the examiner awards less than 50%, declare the scholar as failed and cancel the registration.

PERIOD OF RESUBMISSION

When the scholar is directed to submit a thesis/dissertation after revision the scholar can resubmit the thesis/dissertation only after one month from the date of receiving the intimation from the controller of examination. However in extraordinary cases the Vice-chancellor may permit the scholar to resubmit the thesis before this minimum stipulated period.

Ph.D. ADJUDICATION

The thesis shall be adjudicated by the three examiners independently. Among the three examiners, at least one from outside Andhra Pradesh but within the country, while another should be a foreigner.

- 1) All the three adjudicators shall recommend for the award of Ph.D. degree.
- 2) The adjudicators are required to send their recommendations in the prescribed proforma and also enclose a detailed report. In case any examiner does not send both the recommendation and the report within the two months from the date of dispatch, the vice-chancellor may consider substituting such examiner with an alternative examiner. In such case, if the recommendation and/or reports from the earlier examiners are received latter, the same will be ignored.
- 3) Among the three, if one of the examiners rejects the thesis it may be referred to a new examiner. If foreign examiner rejects the thesis, it shall be referred to another foreign examiner. If an examiner from outside Andhra Pradesh rejects the thesis it shall be referred to another examiner from outside Andhra Pradesh. If alternative examiner also rejects a thesis, it will be deemed as failure and cancel the registration of the scholar.
- 4) Whenever an adjudicator recommends for revision or rejection of a thesis, the reasons for revision or rejection must be mentioned in the report. Controller of examination has to mention these reasons to the scholar while the scholar is directed to revise the thesis.
- 5) After adjudication of three examiners, if any of the examiners suggests for rejection/revision the action suggested is as follows.

S.No	Decision of the adjudicator	Action to be taken and the Result
1	Accepted by all the examiners	Conduct <i>Viva-voce</i>
2	Rejection by all the examiners	Declare the scholar as failed.Cancel the registration of the scholar
3	Rejection by two examiners but recommended by one examiner	Declare the scholar as failed.Cancel the registration of the scholar
4	Rejection by one of the examiners but recommended by the other two examiners	The thesis shall be referred to the new examiner appointed in place of the one who has rejected the thesis. Second adjudication fees be collected.If the alternative examiner also rejects the thesis, declare the scholar as failed and cancel the registration. But if revision is recommended, permit re-submission for the adjudication by the same examiner after collecting third adjudication fee.
5	Rejection by one, recommended by other and asked to revise by still another	Permit resubmission after revision. Replace the examiner who has rejected the thesis by a new examiner. Collect the second adjudication fee
6	Rejected by the one but asked for revision by the other two examiners	Replace the examiner, who has rejected by a new one. Revise and send to the all the adjudicators. Collect the second adjudication fee.

7	Rejection by two examiners and asked to revise by one examiner	Declare the scholar as failed. Reject the thesis and cancel the registration.
8	Revision by all the three examiners	The scholar to revise and resubmit the thesis to all. Collect the second adjudication fee.
9	Recommended by the two examiners but asked for the revision by the third examiner	Revise the thesis and submit for the re-adjudication to the examiner who has asked for the revision. Collect the second adjudication fee.
10	Recommended by one examiner but asked for the revision by the other two examiners	Revise the thesis and re-submit for evaluation to the two examiners who have asked for the revision. Collect the second adjudication fee.

VIVA-VOCE

- 1) The *viva-voce* examination shall be open to all. When the dissertation/thesis is approved by the duly appointed adjudicators for the award of the research degree, the Vice-chancellor shall appoint a *Viva-Voce* Committee for the conduct of *Viva-Voce*. All the issues raised by the adjudicators shall be asked to be clarified by the scholar in the *viva-voce*. In addition, the research scholar has to explain his work and answer the queries raised by either the examiners or the others present. Following shall be composition of the respective committees:

Constitution of Viva-Voce Committee	M.Phil.	Ph.D.
a) Research supervisor	Convener	Convener
b) Chairman Board of studies	Member	Member
c) Head of the department	Member	Member
d) Senior Faculty Member (to be nominated by the Vice-chancellor)	Member	--
e) Indian examiner (nominated by the Vice-chancellor)	--	Member
f) Dean faculty	--	Member

- 2) The Controller of Examination shall fix the date in consultation with convenor/ members and communicate the agreed upon date to all the members and the scholar. The HOD has to notify the schedule of the *viva-voce* in the department by exhibiting the same on the official notice board of the department.
- 3) **Submission of the abridged form of the thesis :** The scholar shall submit a two page summary of the findings of the thesis to the members of the viva-voce committee at the time of viva-voce examination. The scholar should submit the printed/typed copies of the report along with two soft copies in M.S. Word format. The committee shall send these copies along with the viva-voce report to the controller of examinations. The controller of examinations will take appropriate steps to publish this material in the web site of Krishna University or in a research journal published by Krishna University.

- 4) **Quorum for the viva-voce committee** three members constitutes the quorum for the conduct of the *Viva-Voce* examination by the committee. The majority opinion of *Viva-Voce* committee is final. When there is a tie in respect of the opinions of the members of the committee, the decision will be passed in favor of the scholar.

5) **Pass in the viva-voce examination:**

- 1) The following is the criteria to pass the *viva-voce* examination.

M.Phil	M.Phil scholar shall secure not less than 50% of the marks. If the scholar fails to secure pass marks in the <i>Viva-Voce</i> examination, he/she may be permitted to take the examination second time within a period of two months from the date of holding of the first <i>viva-voce</i> examination.
Ph.D.	In case of <i>Viva-Voce</i> examination of Ph.D scholars, evaluation shall be through recommendation and not by marks. If the performance of the Ph.D. scholar in the <i>Viva-Voce</i> is “not satisfactory”, the scholar is eligible for second time for the <i>Viva-Voce</i> examination within a period of two months from the date of first <i>viva-voce</i> examination.

- 2) In the cases of M.Phil or Ph.D., if a scholar is not successful in the second attempt, the Vice-chancellor, if he/she deems necessary, shall refer the report, comments and marks (marks are awarded only for M.Phil cases) of the *Viva-Voce* examination along with the thesis to a committee constituted for the purpose of review of the case. The decision of the Vice-chancellor, based upon the report of the committee, shall be final.

QUARTERLY REVIEW

The Controller of Examinations shall place before the Vice-chancellor the list of M. Phil. Dissertations/Ph.D. theses pending for review. The Vice-chancellor shall review at least once in each quarter matters relating to the stage of adjudication of M. Phil/Ph.D. theses and suitable decision shall be taken in the cases of inordinate delays for speedier adjudication.

MARKING SYSTEM FOR M. Phil.

	Examination	M.Phil		Ph. D	
		Maximum marks	Minimum marks for pass	Maximum marks	Minimum marks for pass
Part – I	Paper-I	100	50	100	50
	Paper-II	100	50	100	50
	Seminar	100	50	Marks are not awarded. Only the recommendations of the examiners are considered.	
Part – II	Dissertation/ Thesis	200	100	Marks are not awarded. Recommendations of the Adjudicator considered	
	Viva-Voce	100	50	Marks are not awarded Recommendations of the committee considered	
Total		600	300	When part-I is passed and thesis adjudicators and viva voce recommends the scholar is eligible for award of Ph.D.	

AWARD OF M.Phil. DEGREE

Grade A		60% of marks on the aggregate and above;
Grade B		50% of marks on the aggregate and above but below 60%.

AWARD OF Ph.D., DEGREE

On completion of all the requirements, a research scholar shall be awarded Ph.D. Degree in the subject/faculty in which he/she has submitted the thesis. There shall be no graduation system in the case of Ph.D.

CANCELLATION OF RESEARCH ADMISSION & REGISTRATION

- 1) Research admission and registration of a full-time scholar may be cancelled if
 - 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 Programme 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).
- 2) Under the full-time and part-time research programs, the admission and registration stands cancelled
 - a) if the scholar fails in Part-I examination even at the second attempt; or
 - b) if he/she fails to submit dissertation/thesis even after the maximum period permitted after registration or re-registration as the case may be; or
 - c) if the scholar's dissertation / thesis does not get approval even after resubmission; or
 - d) if the scholar does not pass the **Viva-Voce** even at the second attempt; the review, after the official decision is not favourable; or
 - e) if he / she is found guilty of misconduct, indiscipline or fraud.

FEE SCHEDULE FOR M.Phil / Ph. D. FOR THE ACADEMIC YEAR 2010-11

All the fees mentioned below are subject to revision from time to time. The candidates have to pay all the fees through crossed demand draft in favor of the Registrar, Krishna University payable at SBI, Bazaar Branch, Machilipatnam, Krishna District, AP.

FEE STRUCTURE FOR INDIAN SCHOLARS

	Details of fee	M.Phil.	Ph.D.
1	Cost of application	Rs.300/-	Rs.300/-
2	Admission Fee (Registration fee) - payable at the time of admission		
	Full Time	Rs.1,500/- for Science and Tech. Subjects;	Rs.2,000/- for Science, Management and Tech. Subjects;
		Rs.1200/- for other subjects	Rs.1500/- for other subjects
	Part-time	Rs.2,000/- for Science and Tech. Subjects;	Rs.3,000/- for Science, Management and Tech. Subjects;
		Rs.1,500/- for other subjects	Rs.2,000/- for other subjects
	Independent submission	Not applicable	Rs.25,000/- onetime payment
3	Research Fee		
	Full Time	1) Rs.2,500/- per annum for Science & Tech. subjects	1) Rs.3,000/- per annum for Science, Management & Tech.
		2) Rs.1,500/- per annum for other subjects	2) Rs.2,000/- per annum for other subjects
	Part-time	1)Rs.3,000/- per annum for Science & Tech. subjects	1)Rs.4,000/ per annum for Science, Management & Tech. subjects
		2)Rs.1,500/- per annum for other subjects	2)Rs.2,500/- per annum for other subjects
4	Part-I Examination Fee	Rs.1000/-	Rs.2000/-
5	Adjudication Fee	Rs.2000/-	Rs.6000/-
6	Viva-Voce	Rs.3000/-	Rs.4000/-
7	Registration Conversion Fee	Rs.1,000/-	Rs.1,000/-
8	Re-registration Fee	Rs.2,000/-	Rs.3,000/-
9	Re-submission Fee	Rs.2,000/-	Adjudication by foreign examiner : Rs.7,500/- Adjudication by Indian examiner: Rs.2,500/-
10	Library Deposit	Rs.500/- (Refundable)	Rs.500/- (Refundable)

	Details of fee	M.Phil.	Ph.D.
11	Transfer fee (Transfer of research candidates from other universities)	Rs.3000/- (for all courses)	Rs.5000/- (for all courses)

FEE STRUCTURE FOR FOREIGN / NRI SCHOLARS

	Details of fee	M.Phil.	Ph.D.
1	Cost of application	US \$ 50	US \$ 50
2	Admission Fee/Registration fee : (full time / part-time) (payable at the time of admission)	US \$ 100	US \$ 100
3	Research Fee	US \$ 500 per annum	US \$ 1000 per annum
4	Part-I Examination Fee	US \$ 100	US \$ 100
5	Adjudication Fee	US \$ 750	US \$ 750
6	Registration Conversion Fee	US \$ 500	US \$ 500
7	Re-registration Fee	US \$ 1000	US \$ 1000
8	Re-submission Fee	US \$ 100	Adjudication by foreign examiner : US \$ 100 Adjudication by Indian examiner: US \$ 50
9	Library Deposit	US \$ 50 (Refundable)	US \$ 50 (Refundable)

FEE FOR RECOGNITION OF RESEARCH CENTRES

	Inspection fee to be submitted along with application	Rs.15,000/-
	Recognition of Research Centres located in India	Rs.10,000/- Per annum
	Recognition of Research Centres located abroad for each department.	Assessment and recognition fee: US \$ 1000 annual recognition fee: US \$ 1000 per annum

REMUNERATION TO ADJUDICATORS

	Details of fee	M.Phil.	Ph.D.
	Remuneration to Foreign Adjudicators	-----	US \$ 50
	Remuneration to Indian Adjudicators	Rs.300/-	Rs.1000/-
	Remuneration for Viva-voce examiners	Rs.100/-	Rs.100/-

UNIVERSITY RESEARCH COUNCIL (URC)

Constitution of University Research Council

1)	Vice-chancellor	Chairman
2)	Director, Research Admissions	Convener
3)	Principal/ Co-ordinator Academic affairs of the University college	Member
4)	Three Senior faculty members of Krishna University (Nominated by VC)	Members
5)	Two External senior professors (Nominated by VC)	Members
6)	Registrar	Member

This committee will:

- 1) Decide upon such cases as may be referred to it for opinion on ambiguities, if any, and problems of interpretation arising in respect of Regulations. The decision of the Standing Committee to Academic Senate/Academic Senate shall be final on such matters.
- 2) Scrutinize the applications for appointments of joint research supervisor for inter disciplinary research as and when such cases arise.

ROLE OF STATUTORY BODIES

The statutory bodies like the Board of studies, Standing Committee to the Academic Senate, Academic Senate and the office of Deans of Faculties have a role in the conduct of research admissions. But owing to the recent formation of the university, the statutory bodies as per the Act of the University are likely to be constituted in due course. However, in their place, the required *ad hoc* bodies shall be constituted by the university as per the provisions of the Act of the University

The rules that will be framed by the Academic Senate or Standing Committee to Academic Senate or any appropriate body appointed by the Vice-chancellor from time to time shall also come into force in this regard.

RESEARCH SUPERVISORS

Research supervisor should guide the scholar in conducting the research. Once a scholar is allotted to a research supervisor the research supervisor shall forward all the documents of the research scholar to the university with necessary comments. The research supervisor should ascertain that all the data collected by the scholar is genuine and if any material is taken as reference material it should be properly acknowledged.

University can recognize the research supervisors from both internal and external faculty members. However, the eligibility of each type of research supervisor to supervise is as follows.

	Details of research supervisor	Details of scholars to whom the supervisor can guide.
1	Research supervisors from Krishna University campus Departments. (including recognized Visiting Professors)	1.Full time research scholars 2.Part time research scholars
2	Research supervisors from research centers/Institutions recognized by Krishna University.	1.Full time research scholars 2.Part time research scholars

RECOGNITION OF RESEARCH 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.

QUALIFICATIONS FOR RECOGNITION

The following shall qualify as the research supervisors of the university.

- 1) A teacher of any university having been appointed by the duly constituted committee and having Ph.D. degree and having three research papers published in the reputed professional journals during the preceding eight years.
- 2) A teacher who has retired from Krishna University service or other Universities/colleges and who was eligible to supervise the research at the time of the retirement shall be considered for appointment as a Research supervisor if he/she is employed in any other academic/research institution or if he/she gets the UGC/CSIR emeritus professorship or is having a major research project funded by the UGC or any other National Research Organization. Such persons may be allowed to supervisor the research scholars at the place of their work.
- 3) Scientists with Ph.D. qualification are working in the recognized research laboratories and Research Fellows with Ph.D. qualification working in other recognized research organizations and having put in a minimum of three years service in both cases.
- 4) Administrators/Executives with Ph.D. working in public or private organizations recognized by the University for this purpose and having put in a minimum of

three years service and having three research papers published in the reputed professional journals during the preceding eight years.

- 5) Teachers with Ph.D. and having three published papers as stipulated above, and working in recognized professional colleges, postgraduate colleges for five or more years and having three research papers published in the reputed professional journals during the preceding eight years.
- 6) Teachers working in recognized degree colleges with five or more years of service in the subjects related to science, technology and engineering related faculties and having three research papers published in the reputed professional journals during the preceding eight years, are eligible only when they are working in the department recognized by Krishna University as Recognized Research Centre. (details of recognized research centre is furnished in the subsequent sections)
- 7) Teachers working in recognized degree colleges with five or more years of service in the subjects related to arts, humanities and social sciences and having three research papers published in the reputed professional journals during the preceding five years.
- 8) Notwithstanding anything stated above, recognition as research supervisor may be bestowed by the Vice-chancellor on the persons of exceptional merit.
- 9) A teacher, who at the time of retirement, wishes to continue to supervise his existing scholars.
- 10) There is no age limit for a research supervisor.

PROCEDURE FOR GRANTING RECOGNITION OF RESEARCH SUPERVISOR

- 1) All those eligible to be recognized as research supervisors as per the qualifications prescribed shall make an application in duplicate on a proforma (proforma –A to be downloaded from the university's website) along with the following documents:
 - a. a copy of their bio-data to the Principal of the University college.
 - b. Reprints of the three published papers with details of publication
 - c. No objection certificate from the employers
 - d. Service certificate from the employers
 - e. Proof of recognition of the institution/college by appropriate government / university
 - f. In case of applicants from science and technology stream from Degree College, the proof that the department where the teacher is working is a recognized research centre.
- 2) The Principal, university college shall send a copy of the application to the Head of the department retaining another with him.
- 3) The HOD shall place the application for the consideration of the Board of studies (BOS).

- 4) The Board of studies shall consider the request of the Head of the department and make suitable recommendation.
- 5) The Head of the department shall forward these recommendations to the principal, university college within 10 days of their being made by the Board of studies.
- 6) The Principal University College shall place them before the Vice-chancellor for consideration.
- 7) If the Head of the department, due to any reason, fails to forward the recommendations of the Board of studies within 10 days or if the recommendations are contrary to the rules, the Principal, University College shall forward the copy of application already with him directly to the Vice-chancellor for his consideration and decision.
- 8) The Board of studies of the department can also consider the names of distinguished researchers of recognized National and International organizations such as UGC/CSIR/ICAR/INSA/ ICSSR/ILI in their field of specialization without any formal application provided they express their willingness in writing to be the research supervisor for the research scholars of Krishna University.
- 9) Eligible persons seeking recognition as research supervisors should send their application with a copy of their bio-data only during October-November of that year or during the period stipulated by the University.
- 10) The list of approved research supervisors shall be intimated to the individual as well as to the HOD of the concerned department by the principal, university college.
- 11) The detailed register of approved research supervisors and their contact addresses should be maintained by the principal, university college.
- 12) The departments concerned also shall maintain the register and biodata and data base of the approved list of research supervisors.

Maximum number of candidates a research supervisor can supervise at any given time

The maximum limit of scholars being supervised by/ allotted to any Recognized research supervisor shall be as follows

Category of research supervisors	Maximum number of total scholars, at any time	For the year 2010-11
Professor	6 Full-time	2 Full-time
Reader / Associate Professor	4 Full-time	1 or 2 Full-time
Lecturer / Assistant Professor	2 Full-time	1 or 2 Full-time

Computation of number of scholars: For the purpose of computing the number of research scholars under any research supervisor, two part-time scholars shall be counted as one full-time scholar.

Maximum period: All those full-time/part-time research scholars who have completed the maximum period prescribed by the rules shall be counted for the purpose of determining the number of scholars under a research supervisor unless deletion of their names is recommended by the research supervisor through HOD to the principal, university college. If a research supervisor recommends deleting the name(s) of a research scholar(s) it shall be counted as a clear vacancy.

But, if a scholar, after completing the maximum period continues 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. In case of dispute in counting the eligible scholars the decision of the principal shall be final.

JOINT RESEARCH SUPERVISORS

- 1) The Joint Research Supervisor (JRS) may be permitted only in case of interdisciplinary research, which may be decided by the University Research Council.
- 2) Any proposal for Joint Research Supervisor should be forwarded by research supervisor giving the justification for the joint research supervisor to the head of the department concerned. The HOD with the remarks of the chairman Board of studies shall forward the application to the Principal University College and the principal in turn place the item before the University Research Council for consideration.
- 3) For FIP scholar, joint directorship is acceptable only when it is recommended by the U.G.C., New Delhi. The scholars taken under joint supervisor ship will also be counted for the purpose of maximum number allowed for guidance under the research supervisor.
- 4) A joint research supervisor may also be appointed in case the principal supervisor goes on leave or lien for a period longer than one year so that the joint supervisor is enabled to supervise the research work of the candidates during the period of the absence of the principal supervisor. However, if the leave or lien period is more than two years, the scholar(s) registered for M.Phil./ Ph.D. under him, shall be transferred on a permanent basis to another supervisor in the department.

Change of research Supervisor

- 1) In the case of misunderstanding between the research supervisor and the research scholar and the research supervisor is not interested in supervising the research work or the research scholar is unwilling to work with the research supervisor for tenable reasons either of them can submit the application for change through proper channel to the Principal, university college for consideration of the University Research Council.
- 2) Change of Research supervisor within the subject can also be taken up in such cases wherein
 - a) both the research supervisors agree for such a change;
 - b) The change shall be affected on valid reasons, accepted and recommended by HOD.
 - c) Payment of fee of Rs. 1000/- for change of supervisor.
 - d) Application shall be signed by both the research supervisors indicating their willingness for the change indicating the reasons for the transfer and the letter shall be forwarded by the Head of the department to the Director of Research Admissions, who shall seek the approval of the Vice-chancellor within 15 days.
- 3) Change of research area is allowed only on the recommendations of the URC before the expiry of the maximum period and the scholar has to appear for Part-I theory examination in the changed area.
- 4) Change of research supervisor for a scholar who registers for the Ph.D. degree will be permitted if the scholar requests through the proper channel and on the recommendations of the URC.

- 5) Transfer of seats from one Research supervisor to another is not allowed. i.e., Candidates will not be allotted to a Research supervisor who is on lien at the time of M.Phil./Ph.D. admissions.
- 6) No full-time or part-time Ph.D. scholar will be allotted to research supervisors during the last two years of their service.
- 7) No part-time/full-time M.Phil. Scholar will be allotted to research supervisors during the last one year of their service.
- 8) The decision of the Vice-chancellor shall be final in the matters related to the change of research supervisor.

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 it. .
- 2) Krishna University can also recognize the labs, departments, research agencies of both private and government sectors as research centres provided they fulfill the conditions laid down in the following sections. The procedures and criteria for selection of such research centres are also furnished in the following sections.
- 3) The research centres recognized by the University shall be permitted to take up the research programmes of M.Phil and Ph.D. Research scholars for these centres will be allotted by the University through the Directorate of Research Admissions of Krishna University. The scholar has to pay the admission fee, annual research fee and all prescribed fees in the fee schedule to the University only.
- 4) The research scholars working for M.Phil and Ph.D. degrees under fulltime, part-time, shall take up their research at the research centres allotted to them. The recognised research centres shall maintain the admission details, Attendance Register and all other required details of the registered candidates allotted to them.
- 5) Krishna University will conduct the part-1 examination including the seminar for these research scholars along with the other scholars in the University campus. The scholars registered in various research centres shall submit their thesis and dissertations to the controller of examinations of Krishna University through their respective research centres. The controller of the examination of Krishna University will undertake the evaluation work of part-I, part-II and viva-voce examinations for these candidates.
- 6) 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.

ELIGIBILITY CRITERIA

The University may recognize a specific department of a college/institute as a "Research Centre". University shall consider each department in a college as a unit for recognizing the research centre. The following are to be considered in this regard

- 1) Affiliated colleges of Krishna University or any other University having the postgraduate department for at least three academic years with at least one qualified research supervisor in the concerned department.
- 2) National or State research organizations sponsored by the central or state governments with at least one qualified research supervisor.

- 3) Public sector organizations having research and development facilities with at least one qualified research supervisor.
- 4) Other institutions, which have entered into MOU with the University, having adequate research facilities with at least one qualified research supervisor.
- 5) R&D wings of private sector enterprises/educational institutions recognized by UGC/AICTE/NCTE/PCT, established within the country or outside the country.
- 6) Should have separate laboratory accommodation and necessary facilities and equipment should be provided.
- 7) In case of social science subjects, adequate research facilities shall be provided
- 8) The Research Centre should subscribe to the research journals relevant to the field of research in addition to the library books.
- 9) The departments of the colleges / institutions recognised as “Research Centre” have to pay the annual recognition fee prescribed by the university. The Institutions interested to get recognition as Research Centre of Krishna university need to submit an application to the University describing their research credentials the following procedure laid down by the University.

PROCEDURE FOR RECOGNITION OF RESEARCH CENTRES

- 1) An application in the prescribed format (proforma–B available in university website) must be submitted to the University by the institution seeking the recognition as Research Centre. The application must be enclosed with the following documents:
 - a) Profile of the department with the available research facilities
 - b) Copies of the certificate of grant of affiliation to the college by the government/ university.
 - c) Demand Draft for Rs.15,000/- drawn in favour of the Registrar, Krishna University towards inspection fee.
 - d) Bio-data of all the recognised research supervisors in the department.
- 2) The Institution / college has to submit the application to the Registrar, Krishna University, Machilipatnam for recognition of its department as research centre and should pay the inspection fee of Rs.15,000/- for each department.
- 3) The University may appoint an Inspection Committee consisting of experts in the specific subject to conduct the inspection at the applicant’s establishment so as to assess the adequacy of the facilities available.
- 4) The Vice-chancellor may grant the status of the Research Centre based on the recommendations of the inspection commission subject to the payment of recognition fee of Rs.10,000/- to the university per annum.

- 5) The research centre has to pay the recognition fee every year at the rate of Rs.10,000/- per annum.
- 6) The Vice-chancellor may exempt a research centre from the payment of annual recognition fee.
- 7) The University, if it deems necessary may review the recognition once in three years.
- 8) The Research Organizations sponsored/funded by the Central/State Governments and all Research Laboratories of the UGC/AIU recognized Universities may be exempted from submitting the application. However, the university may recognize such centre after assessing the feasibility and facilities available in such centre. Such centres shall also be exempted from payment of inspection Fee and Recognition Fee.

Annexure-1

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 or 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
(A State University recognized by Govt., A.P.)
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)

sn	Designation	Date		Total years and months	Type of service Govt. Aided/ Un Aided / Private/ recognised
		From	To		

10. Total years of service :

11. Present Designation :

12. If retired Designation:
at the time of superannuation

13. Research Experience :

A. Details of Research Publications : (Enclose list)

S.NO	TITLE OF RESEARCH PAPER	JOURNAL	YEAR

B. Research Guidance if any : (Enclose list)

S.NO	NAME OF THE SCHOLAR	RESEAR CH DEGREE	UNIVERSI TY	YEAR	TOPIC

C. Any other Distinctions achieved :(Enclose list)

DECLARATION OF THE CANDIDATE

THE INFORMATION GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE AND EXTEND MY SERVICE TO THE UNIVERSITY OBEYING THE RULES AND REGULATIONS IN OPERATION AS PER THE NORMS OF THE UNIVERSITY.

Place :

SIGNATURE

Date :

(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 to 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/ recognised
		From	To		

He /She has a total service ofyears..... 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
(A State University recognized by Govt., A.P.)
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. Laboratory / Library Facility (Give full details) :
8. Research activities (Enclose details of all Research Programmes) :
9. Subjects / Departments in which research recognition is requested :
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

10. Details of Employees with Doctorate qualifications interested in Guiding research Programmes.

S.No	Name of the Employee	Research contributions	Specialization

11. Research Credentials / Distinctions by :
Institute / Organization / college

12. Any other information :
(Enclose a detailed note)

DECLARATION

The information given above is true to the best of my knowledge and agree to function as per norms of the University.

Place:

Signature of the Principal / Director

Date :

(With Office Seal)

Note: A Demand Draft for Rs. 1000/- (Non refundable) in favour of Registrar, Krishna University payable at Machilipatnam shall be enclosed along with the application towards Registration fee.

Application No.

Registration No.



KRISHNA UNIVERSITY:: MACHILIPATNAM – 521 001

APPLICATION FOR ADMISSION INTO

M.Phil / Ph.D -- Full-time/Part-time Research Programme

(To be filled –in by the candidate)

Affix recent
Photograph &
Sign across
photograph

Note: Read the instructions before filling the application

Strike off whichever is not applicable and **Put a ✓mark** wherever necessary

For Office Use only	Details of fee Deposited	Application Rejected due to
Application Received on	1.....
.....	Draft/Receipt	2.....
Admitted/No	No.....	3.....
Adm./Prov.Adm	Dated.....	
	Signature of the Accountant	
Signature of the Authority		Signature of the Authority
Enrolment Number		

a) Subject of Research / Department:

b) Name of Research Programme:	M.Phil		Full-time		Part-time	
	Ph.D.		Full-time		Part-time	

1. Name of the Applicant (in Capital Letters as entered in the qualifying examination)

2. Name of the Father/Mother (Guardian, if parents are not alive)

3. Sex(Put a ✓ mark) Male Female 4.Date of Birth

5. Nationality (Put a ✓ mark) Indian NRI Foreign

6. Reservation Category put a ✓ mark)

SC	ST	BC-A	BC-B	BC-C	BC-D	BC-E
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPORTS	NCC	CAP	PH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Particulars of Postgraduate / M. Phil Degree acquired by the applicant

Degree awarded/Year of Passing	Subject Studied / Specialization	Percentage of Marks	Class Awarded	Year	University
Postgraduate					
M.Phil (if applicable)					

8. Do you possess valid NET (research) / GATE Scores ? Yes / No

If yes, indicate the details test

9. Are you seeking admission under FIP ? Yes / No

10. The Topic of proposed research

(In consultation with the research supervisor)

11. Are you seeking admission under Part-time Research? If yes, furnish the following information. Details of the institution where you are employed and your information:

- a) Name of the Organization in which you are working:.....
- b) Type of your organization: Government / private.....
- c) Research facilities in the organization.....
- d) Your Designation and length of service:
- e) Did you enclose the 'No objection' certification from your organization?
- f) Service certificate giving the details of all relevant jobs undertaken by you ?
.....

Relevant Service Details:

S.No	Designation	Name of the Institution	Period		Job Description
			Join	To	
1					
2					
3					

Candidates should submit the service certificates issued by concern Institution. Weight age for service is considered only when service certificate is enclosed with the application.

12. Educational Qualifications (Attach copies of Mark Sheets and Certificates):

Examination	Board/University	Subject	Year	Div.	Percentage
Graduation					
Post – Graduation					
M.Phil.(if passed)					
Any Other					

13. Have you obtained the consent of any research supervisor? (it is not an essential pre-requisite for admission) if yes, furnish the details of the research supervisor :

a)	Name of the research supervisor:	
	Designation	
	Institution address	
	The university to which the institute is affiliated	
	Phone No of the institute	
	Telephone no of the research supervisor	
	Email address of the research supervisor	

14. Candidates Address for Communication

Permanent Address (Block Letters)

.....

 Pincode.....Mobile:.....
 Land:(STD)..... Phone.....
 e-mail.....

.....

 Pincode..... Ph.No.....

(to be certified by a Gazetted officer)

DECLARATION BY THE CANDIDATE

I hereby solemnly and sincerely affirm that the statements made and information furnished by me in the application form and also in the enclosures herein submitted by me are true and correct. I have not suppressed any information, should it however be found that any information furnished is fraudulent, incorrect or untrue in material particulars, I realize that I am liable to criminal prosecution and I agree to forego my admission at the University college / P.G. / Research Centres.

Place:

Date :

Signature of Applicant

Please enclose the following forms duly filled and Photostat copies of the certificates along with your application:

- 1) Acknowledgement card duly filled with your address and Postal stamps worth Rs.6/- affixed.
- 2) Three self addressed envelopes with Postage of Rs.5/- each.
- 3) Evidence of having passed the qualifying examination.
- 4) Copies of marks statements of qualifying examination.
- 5) Caste certificate issued by MRO in case of SC / ST / BC candidates.
- 6) Certificates of having passed the NET/GATE/M.Phil exams, if applicable.
- 7) Candidates for admissions under part- time research are required to submit a 'No Objection' certificate.
- 8) Service certificate of present and previous employment.

SERVICE AND NO OBJECTION 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 to date.

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

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

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

The candidate is hereby accorded permission for part-time research and the application is recommended for admission into M. Phil / Ph. D.

Place :

Signature of principal / Employer

Date :

Office Seal

Research Guidelines of Krishna University, Machilipatnam

The revised research guidelines for Full-Time / Part-Time research framed for Krishna University in the light of the revised research guidelines for Indian Universities issued by the University Grants commission. The guidelines for admission into Ph.D. Programmes in Krishna University have been approved by the Monitoring and Development Committee at its meeting held on 26-05-2009 through resolution no.2.06. The guidelines mentioned below are incorporated in addition to the regulations which are already in force:

1. An entrance examination will be conducted followed by an interview for the Ph.D admission, under the Full-Time/Part-Time streams.
2. The departments concerned will finalize the syllabus and the pattern for the entrance examination.
3. The allocation of supervisor shall be on the basis of the specialization of the faculty and the research interest of the student, following rule of reservation.
4. The course work will be for a minimum period of two semesters for the candidates admitted into Ph.D. programme in Full-Time/Part-Time research.
5. The candidates admitted for Ph.D. shall publish at least two papers of which one must be in an International Journal with Impact Factor. The other publication may be in a journal of a reputed Society journal or in an International/National Referred journal. However, in case of Humanities and Social Sciences, the publications in ISSN Journals or International/National Referred journals or in reputed Society Journals.
6. The number of Research Scholars allowed for a qualified teacher under Full-Time or Part-Time programme is limited to one or two in Krishna University for the year 2009-10. Subsequently this number may be reviewed based on the availability of space and facilities in the University.
7. The other UGC guidelines/procedures/regulations framed for Krishna University Ph.D. programmes will be incorporated from time to time.