

**VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University)**

DOCTOR OF PHILOSOPHY (Ph.D.) REGULATIONS 2022 (Revised) FOR RESEARCH

Amended up to October 2024 - 19th BOS (R) dt.19.08.2025

1. Title and Commencement

In exercise of the powers conferred by the Memorandum of Association of Vinayaka Mission's Research Foundation – Deemed to be University (VMRF(DU)), the Academic Council of VMRF(DU) hereby makes the following regulations in the name of “Doctor of Philosophy (Ph.D.) Regulations for Research at VMRF(DU), in line with the UGC (Minimum Standards & Procedure for Award of Ph.D., Degree) Regulations, 2022 which are subject to modifications, from time to time as decided by the Academic Council & Executive Council of this University. These regulations are applicable to all the approved Ph.D., programmes of VMRF (DU) except for Faculty of Nursing.

These regulations may be called VMRF (DU) Ph.D., Regulations 2022. These regulations come into force up to October 2024 session and are subject to such modifications as may be approved by the apex body of the University from time to time.

The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate, who, as per these regulations, has submitted a thesis on the basis of original research work done by her/him in any particular discipline or more than one discipline, that makes a contribution to the advancement of knowledge in the field so as to contribute to the betterment of the community and has had the thesis approved by the suitably constituted examiners as required.

2. Definitions

In the Regulations, unless the context otherwise requires,

- a) “Board of Studies (Research)” means the Board duly constituted by the ViceChancellor of the university to oversee the academic research activities of the university.
- b) “Course Work” means course of study prescribed by the RAC to be undertaken by a candidate registered for the Ph.D., Degree.
- c) “Course” means a theory subject as prescribed by the Research Advisory Committee for the research scholar to undergo as a part of the Ph.D., programme.
- d) “Credit Point” means the product of grade point and number of credits for a course.

- e) “Credit” means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit
- f) “Cumulative Grade Point Average (CGPA)” means a measure of the overall cumulative performance of a student over all of the semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters to the sum of the total credits of all of the courses in all semesters. It is expressed up to two decimal places.
- g) “Degree” means a degree awarded by a Higher Educational Institution in accordance with the provisions of section 22 (3) of the Act.
- h) “External examiner” means an academician/researcher with published research work who is not part of the VMRF(DU) where the Ph.D., scholar has registered for the Ph.D., programme and who is appointed to assess the thesis of the research scholar.
- i) “Faculty” refers to a person who is teaching and/or guiding students enrolled in a HEI in regular capacity.
- j) “Foreign Educational Institution” means educational institution established in abroad (outside India).
- k) “Grade Point” means a numerical weightage allotted to each letter grade on a 10point scale
- l) “Interdisciplinary Research” means research conducted by a Ph.D., research scholar in two or more academic disciplines.
- m) “Online mode” means online learning, also known as distance education or e-Learning, refers to the delivery of educational content and instruction through the internet.
- n) “Open and Distance Learning” (ODL) shall have the same meaning as defined under the UGC (Open and Distance Programmes and Online Programmes) Regulations.
- o) “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
- p) “Programme” means a higher education programme pursued for a degree specified by the commission under sub-section (3) of section 22 of the Act.
- q) “Research Advisory Committee (RAC)” means a committee constituted by the University for each Research Scholar to monitor the progress of her/his research work.

- r) “Research Proposal” means a brief write-up giving an outline of the proposed research work which the Ph.D., research scholar shall submit.
- s) “Research Scholar” means any candidate admitted by the University either under Full-time or Part-time category for pursuing research for the award of Ph.D., degree of the University.
- t) “Supervisor/Guide” means any faculty member of the University who has been recognized by the University to supervise the research scholars.
- u) “University” means an institution engaged in higher education and / or research, either established by a University as its constituent unit or is affiliated with it.

3. Eligibility to offer and criteria for admission to Ph.D., Programme

To offer a Ph.D., programme VMRF (DU) Institution should run Integrated Programme or PG programme with at least two eligible Research Supervisors

The following are eligible to seek admission to the Ph.D., programme

- 3.1. Candidates who have completed: A 1-year/2-semester master's degree program after a 4-year/8-semester bachelor's degree program or a 2-year/4-semester master's degree program after a 3-year bachelor's degree program or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the University from time to time provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree program should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.
- 3.2. Candidates who have completed the M.Phil. program with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a

law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D., program. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC / ST / OBC (non-creamy layer) / Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the University from time to time.

4. Duration of the Programme

The duration of the programme and the time for submission of the thesis are counted from the date of provisional registration. The minimum and the maximum duration of the programmes are given below:

Full-Time i. For all Faculties

The Ph.D., programme shall be a minimum period of 3 years including course work and maximum of 6 Years.

Part – Time ii. For all Faculties

The Ph.D., programme shall be a Minimum period of 4 years including course work and maximum of 8 years.

There is no relaxation in the duration and course work of the Ph.D for those who completed M.Phil. degree.

4.1. Re-registration

After the expiry of the maximum period including the extension granted, a candidate will be permitted to re-register as per the following regulations.

- i. For those candidates who want to re-register under the same supervisor on the same area of research, the earlier Research Advisory Committee and the course works completed will hold good.
- ii. For those candidates who want to re-register with a different supervisor on a different area of research they will be subjected to the regulations applicable for the fresh candidates.
- iii. If the area of research is the same, the Research Advisory Committee will decide whether the earlier course works completed can be considered for exemption or not.

4.2. Extension of Maximum Duration

In exceptional circumstances if the Research Advisory Committee recommends and the Board of Studies (Research) deems it fit, a maximum grace period of 1 year beyond the normal maximum period may be granted, by the ViceChancellor, six months at a time, to enable the research scholar to submit the thesis. The fees prescribed as from time to time shall be paid beyond the maximum duration.

4.3. Break of Study

- i. Permission for break of study in research programme shall be granted up to a maximum period of one year in spells of 6 months at a time. Such period shall be extended for the calculation of duration of the programme to be fulfilled for the minimum duration.
- ii. The Vice-Chancellor shall permit break of study of the research scholar, on reasons deemed fit and in extraordinary circumstances like medical grounds, and other compelling reasons which warrant his / her absence from the programme. Permission for break of study shall be obtained before the commencement of the break. Likewise, resumption of study after the break must be reported within ten days after resumption.

4.4. Cancellation of Registration

- i. If the research scholar fails to submit the thesis within the period of maximum duration, the registration shall automatically stand cancelled without notice to the candidate/supervisor, unless the candidate applies for an extension with justification along with the recommendation of the supervisor in the prescribed format and if request is complied with.
- ii. A prerequisite for consideration of such a request is that all fee payable to the university for the period already approved should have been paid.
- iii. The extension, if approved, will only be provisional to start with, and shall be approved only on payment of fees for the extended period.
- iv. If the research scholar fails to submit the thesis within the extended period, the registration shall be cancelled automatically without notice to the candidate/supervisor.
- v. The registration of a research scholar whose progress is not satisfactory or who has not reported in person to the supervisor for any one semester/or if found guilty for violation of research ethics/ regulations is liable to be cancelled by the University.

- vi. The registration of a research scholar who has not submitted her/his thesis by the end of the prescribed /extended period as provided in the regulations will be cancelled by the University.

4.5. Relaxation

- i. The candidates with disability (not less than 40% disability) may be allowed a relaxation of one year for Ph.D., in the maximum duration.
- ii. A maximum of an additional two (2) years can be given through a process of reregistration as per the statute/ ordinance of the higher educational institution concerned; provided, however, that the total period for completion fo a Ph.D programme should not exceed eight(8 years from the date of admission in the Ph.D., programme.
- iii. Female Ph.D., Scholars may be provided Maternity Leave / child care Leave for up to 240 days in the entire duration for the Ph.D., Programme

5. Procedure for Admission

Admission to the Ph.D., programme shall be made using the following methods:

The University will release advertisement in leading dailies/ print media and university websites at appropriate time with the number of vacancies. There shall be normally 2 sessions in a year for registration in April & October for admission. For Nursing it is once in a year in October session. The application form can be downloaded from the university website www.vinayakamission.com. (Annexure I) The filled-in application is to be submitted along with prescribed fee and the relevant certificates based on the advertisement released by the University.

- 5.1. Admission shall be made through an entrance test / interview conducted at National Level by the university. Those who have qualified for fellowship/ Scholarship in UGC – NET / UGC – CSIR NET /GATE/ CEED and similar level national test are exempted from the entrance test, but have to appear for the interview. However M.Phil. Full-time /part-time candidates are not exempted from appearing in the entrance examination.

5.2. The other candidates desirous of pursuing Ph.D., degree shall submit the application in the prescribed form through proper channel wherever applicable, on or before the deadline mentioned in each session/quarter of the year to the University. The application form (Annexure I) can be downloaded from university website www.vinayakamission.com.

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- i. Entrance Examination will of two parts
 - a. Written Examination (MCQ type) 70 Marks
 Part A - Research Methodology - 35 Marks
 Part B – Subject Specific - 35 Marks
 - b. Interview 30 Marks
 - ii. An entrance examination shall be with qualifying marks as 50% & a relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-Creamy layers)/ EWS (Economically Weaker Section) differently-abled category and other categories candidates as per the notification of UGC from time to time
 - iii. The syllabus of the entrance test shall consist of 50% of research methodology and 50% of subject specific.
 - iv. Candidates who have secured 50 % marks in the entrance test are eligible to be called for the interview.
 - v. The university may decide the number of eligible students to be called for an interview based on the number of Ph.D., seats available.
 - vi. A weightage of 70% to the entrance test & 30% to the performance in the interview/Viva Voce shall be given.
 - vii. In interview the candidates are required to discuss their research interest/area through a presentation before a committee, constituted. The interview shall also consider the following aspects, namely whether:
 - a. The candidate possesses the competence for the proposed research.
 - b. The research work can be suitably undertaken at the Institution/ College.
 - c. The proposed area of research can contribute to new/additional knowledge.
- 5.3. The University maintains a list of Ph.D., supervisors, along with the details of Ph.D., scholars admitted under them and shall be uploaded on the university website.
- 5.4. A committee constituted by the university/ constituent colleges shall determine the suitability of such candidates and the admission to the appropriate field, after giving due consideration to the performance in the entrance test, relevant inter – disciplinary fields of research, if any, and the faculty in which the candidate shall be registered, keeping in view VMRF(DU) Ph.D., guidelines the Research Supervisor lines/norms in this regard issued by the UGC and other statutory bodies concerned, and
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taking into account the reservation policy of the Central/State Government from time to time if necessary. The respective committee will forward the list of selected candidates along with the applications of all the candidates to the Ph.D., section.

- 5.5. The Ph.D., section will seek the approval of the Vice-Chancellor for the provisional registration of the selected candidates.
- 5.6. The candidates whose registration has been approved by the Vice Chancellor shall be provisionally admitted to the Ph.D., programme with intimation to the concerned Heads of the Institutions, HODs, research supervisor, the candidate, and the sponsoring institution, if any.
- 5.7. On receipt of the provisional registration of the candidates, the supervisors of the students shall recommend a panel of six names (Internal & External - each 3) for constituting the Research Advisory Committee (RAC) as per the clause 13 below for their respective students and send the same to the Ph.D., section. The Ph.D., section shall confirm the Research Advisory Committee as in clause 13 below, get the approval of the Vice-Chancellor and communicate the same to the respective supervisors for further action.

6. Eligibility criteria for Recognition of Research Supervisor/ Co-Supervisor/ Number of Ph.D., research scholars permissible per Supervisor, etc.

- 6.1. Only a Full-Time regular faculty member of the Vinayaka Mission's Research Foundation (Deemed to be University) working in post graduate departments/ constituent colleges/ Schools can act as a supervisor. External supervisors are not allowed. Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
 - i. In Faculty of Medicine a Research Supervisor shall have not less than 15 years of teaching experience after obtaining her/his postgraduate degree and shall also have not less than ten years of postgraduate teaching experience as a faculty member with at least 3 publications in a referred / indexed journal (Scopus & Web of Science Journals), with authorship in any position, even if she/he does not hold a Ph.D., Degree.
 - ii. For Dentistry and Homoeopathy the Research supervisors not possessing Ph.D., degree shall have not less than 13 years of teaching experience after obtaining her/his postgraduate degree and shall have not less than 8 years of Post

graduate teaching experience as a faculty member with at least 3 publications in referred/indexed journal(Scopus & Web of Science Journals) with authorship in any position.

iii. Faculty members possessing the Ph.D., degree shall follow the below conditions (clause 6.2)

- 6.2. For others, the regular faculty member should have a Ph.D., degree and the following:
- i) Any Professor of the University with minimum five research publications in indexed journals (Scopus & Web of Science Journals) with authorship in any position in the last 5 years may be recognized as a research supervisor.
 - ii) Associate Professor with at least one year of post Ph.D., teaching experience and minimum of five research publications in indexed Journals (Scopus & Web of Science journals) with authorship in any position in which one should be post Ph.D., publication.
 - iii) Assistant Professor with at least one year of post Ph.D., teaching experience and minimum of three research publications in indexed Journals (Scopus & Web of Science journals) with authorship in any position in which one should be post Ph.D., publication.
- 6.3. At any given point of time, a research supervisor/co-supervisor who is a professor, can guide up to a maximum of eight (8) research scholars, an associate professor as research supervisor can guide up to a maximum six (6) research scholars and an assistant professor as research supervisor can guide up to a maximum of four (4) Ph.D., scholars.
- 6.4. Restriction in intake of PT & FT candidates is as follows.
As per the university direction from time to time.
- 6.5. The faculty members who satisfy all the requirements stated above shall apply to the university in the prescribed application form (Annexure III) for being recognized as research supervisors in their respective disciplines. Recognition as supervisor for guiding research work shall be accorded on the recommendation of the Board of Studies (Research) (BOS research) and approval of the Vice-Chancellor. For those who are in probationary period and meet the eligibility criteria as supervisor Ph.D., candidate can be allotted after the completion of their probation.
- 6.6. For faculty of Medicine / Dentistry/ Homeopathy the Co-Supervisor shall possess a PG degree from a recognized university with minimum 10 years of teaching/research experience after obtaining P. G. and those who possess a Ph.D., degree with 5 years of

teaching experience after obtaining Ph.D., may be permitted with the approval of the Vice-Chancellor.

- 6.7. For other faculties to act as per clause 6.2.
- 6.8. In case of relocation of a female research scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such research scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- 6.9. As per the VMRF (DU) service rules a recognized supervisor/co-supervisor for Medicine can officiate up to the age of 70 years. Therefore she/he shall not enrol new candidates after the age of 66 years for part time and after the age of 67 years for full time. For other faculties, the supervisors shall officiate up to the age of 60 years. Therefore, she/he shall not enrol new candidates after the age of 56 for full time and after the age of 57 for part timers. Under special circumstances the change in age of supervisors shall be considered case to case subject to the discretionary powers of Vice Chancellor. In case of retirement or if relieved from service, the supervisors shall be permitted to continue the guidance and complete the research and viva voce of the existing research scholars if they have completed minimum period of research.
- 6.10. **Guidelines for Interdisciplinary Research**
 - i. Interdisciplinary Research shall be allowed and encouraged.
 - ii. Eligibility for admission remains the same.
 - iii. Registration for Ph.D., shall not be permitted in a subject/discipline in which she/he has not completed her/his PG program, except in the faculty of Interdisciplinary Research.
 - iv. For registration the candidate must obtain consent letters from two supervising teachers, one in her/his core subject and the other in the specialized area of the subject in which she/he prefers to conduct the research.
 - v. The appointment of Co - Supervisor is mandatory if the study is interdisciplinary in nature involving more than a discipline with a Research Supervisor from the discipline itself, who shall be known as the Research Supervisor, and a Co-Supervisor from the

other respective discipline. The appointment of Co – Supervisor is recommended if the study is interdepartmental in nature involving two departments in a discipline. Ph.D., registration in such cases can be given on the recommendation of a committee consisting of,

- a. Two supervising teachers
- b. Deans of both faculties
- c. Head of the Department and the head of the proposed Centre of Research if any and
- vi. The recommendation may be approved by the Vice Chancellor for registration and further action.
- vii. The entrance test for admission can be written in the core subject (PG qualification among the two subjects concerned) of the candidate.

The parent department discipline shall be considered from where students are admitted for award of degree, except in the faculty of Interdisciplinary Research

6.11. Responsibilities of Supervisor / Co-supervisor

- i. The supervisor / co-supervisor should furnish a letter of consent duly forwarded by the Head of the Institution of service for officiating as a supervisor / co-supervisor for the candidate to be registered. (Annexure III a & Annexure III b).
- ii. The supervisor shall sign all the papers, declarations, certifications, authentications, log books and other related documents pertaining to the registration, submission of synopsis and thesis etc. of the registered
- iii. The supervisor shall also serve as convener in the matters of interaction with the university connected with all the research activities of the research scholar, until the award of the degree.
- iv. The supervisor shall suggest to the university, the members of the Research Advisory Committee and the examiners for the methodology examination & the thesis evaluation.
- v. The supervisor shall also be a member and convener of the public viva - voce examination committee.

- vi. When a co-supervisor is available, the supervisor and co-supervisor shall interact with each other in matters relating to the research work of the research scholar.
- vii. When a supervisor is not available at her/his office for a period exceeding three months, for reasons like illness, foreign trip and any unforeseen reasons, an interim supervisor will be nominated by the university for supervising the research work of the scholar for the interim period, as follows.
 - a. If the period is less than one year and if there is an existing co-supervisor, the co-supervisor will be the interim supervisor. In such case the co-supervisor may be allotted to act as supervisor for this interim period until the new supervisor is allotted.
 - b. In special cases if there are no vacancies or non availability of supervisors such period can be considered as independent research to the maximum of four months. In such cases an interim supervisor shall be nominated for that period by the university, after consulting the Head of the Department / the research scholar and on approval by the Board of Studies (Research).

Change of supervisor under any other conditions may be considered under special circumstances with the concurrence from the supervisor, HOD & HoI and the university will allocate a new supervisor. In general, only one such change of supervisor is permissible in the entire research programme under ordinary circumstances

7. Admission of International students in Ph.D., programme

- i. Only for full-time category.
 - ii. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D., scholars as specified in clause 6.3 above.
 - iii. The selection procedure for Ph.D., admission of international students as per the University and keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.
8. At any point, the total number of research scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 6.3 and clause 7.ii.

9. Academic, Research, Administrative, and Infrastructure Requirements to be fulfilled by the University for conducting Ph.D., Programmes

VMRF (DU) shall be eligible to offer Ph.D program in the faculty wherever it fulfilled the eligibility criteria mentioned in clause (3).

10. Ph.D., Through Part Time (PT)

10.1. Part-Time (Internal) Candidates: All candidates employed as a full-time faculty member in VMRF (DU) who pursue part-time research in this

University shall belong to this category. Provision to pursue part-time Ph.D., Programme is available only to the regular full-time faculty members of the institutions under the ambit of Vinayaka Mission's Research Foundation (Deemed to be University) VMRF (DU). The non-teaching staffs are not permitted to pursue in part time mode except who possess the academic position.

10.2. Part-Time (External) Candidates:

- i. The candidates working outside VMRF (DU), in other institutions preferably PG institutions.
- ii. The candidates from reputed Industries/ Hospitals / other non academic institutions with research inclination can be allowed to apply for the programme.
- iii. The committee constituted by the Vice Chancellor shall visit the R&D organization if necessary to verify the availability of adequate facilities and effective monitoring system in place.

10.3. Attendance Requirement (Both Internal and External)

During the period of the part time research programme, a minimum period of 120 days of attendance as a research scholar will have to be put in by the candidate in respective constituent college of the University where the respective supervisor is employed. This period of attendance may be at a stretch or on several occasions including weekends except holidays. However, they should put in a period of at least 30 days in a year.

The online contact between Research Supervisor and Research Scholar may be recorded and accounted for providing attendance. Likewise, Participation in seminar/workshops/conferences attended can be accounted for attendance.

Note: The guidelines for part-time research scholars are available in Annexure XIII.

10.4. Full-Time (F.T) Candidates

- i. All candidates who pursue full-time research in this University shall belong to this category. Candidates under full-time shall do research work in this University and shall be available at the assigned department of the University/Institution during the working hours for curricular, co-curricular and related activities and shall sign in an attendance register on all working days of the Institution, subject to availing leave as per the leave provisions for teaching staff of the Institution.
- ii. Candidates in employment, who want to pursue full-time studies may be sponsored by their employer with leave for the research programme period and should get formally relieved from their duty to join the research programme.
- iii. Candidates who are sponsored by the AICTE (under Quality Improvement Programme (QIP) for Teachers of Engineering Colleges, Pharmacy) or by any other Government Agency and who satisfy the eligibility conditions shall be eligible for full-time only, in the disciplines as notified in AICTE Supervisor guidelines.

10.5. Attendance Requirement for Full-Time Research Scholars

Research scholars of Ph.D., (Full-Time) programme have to sign in the attendance register maintained in the department/institution on all working days. Each student is expected to possess a minimum of 85% attendance (10% relaxation in attendance shall be permitted on valid reasons provided with the concurrence and permission of the Vice - Chancellor of the University on payment of prescribed fee) in each semester / year, failing which the candidate will not be permitted to appear for the examinations.

Note: The guidelines for full-time research scholars are available in Annexure XIV.

11. Conversion of registration from Full-Time to Part-Time and Vice-Versa

11.1. Part-Time to Full-Time

- i. A student admitted to a part-time programme may be allowed to change her/his registration to full-time studies at the beginning of a semester upon the recommendation of the Research Advisory Committee (RAC) and with the approval of the University if she/he gets relieved from her/his place of work for a period of at-least two years to do research after successful completion of the course work.

- ii. The student will have to submit two No Objection Certificate (NOC) from the respective Head of the Institution/organization,
 - a. From the parent organization/institution where she/he worked stating that she/he would be allowed to work as a full-time research scholar at an institute where the Supervisor is working.
 - b. From the University's constituent PG College/Institute where the research supervisor is working for accessing the available facilities.
- iii. For the purpose of determining the time-period, one half of the period spent as a part-time student will be counted towards full-time studies.
- iv. In the event of research scholars who are unemployed at that moment (wherein they are not able to furnish NOC from the parent institute/organization), the research scholar will have to submit an undertaking to the effect that she/he would work as a full-time research scholar at an institute where the research supervisor is working for at-least a period of two years provided she/he completed the course work.
- v. Application for change of registration from part-time to full-time is permissible only once during the tenure of Ph.D., Programme for candidate.
- vi. No change of discipline/branch/topic will be considered.
- vii. Once the change of registration is permitted all norms/guidelines/rules as prescribed for full-time research scholars are applicable.

11.2. Full-Time to Part-Time

Conversion of registration from full-time to part-time may be permitted if the candidate gets employment in an academic/research/professional/technical institution and fulfil the conditions as stated in clause 10. Concealing factual information to get any of the above conversion is a serious offence, and the candidate stands the risk of cancellation of registration.

11.3. The candidates have to pay the prescribed fee for such conversions.

12. Programme Structure

12.1. Course Work & Assessment (For all disciplines)

The research scholars should complete a minimum of following three courses

(minimum of 12credits) prescribed by the Research Advisory Committee

- 12.2. The courses shall be
- i. Research methodology including research and publication ethics (as per UGC) for the subject.
 - ii. A back- ground subject related to his/her Ph.D., research.
 - iii. An advanced subject in the area of research
- 12.3. The course work shall be completed within a period of the first two semesters.
- 12.4. The research scholar shall submit the prescribed application (Annexure V) and course work completion certificate and IA [Annexure Va&Vb] & fee for attending the final examination. The final examination for the course work is centralized and conducted by the Controller of Examinations along with the end semester examinations of other programmes. A research scholar has to obtain a minimum of 55% marks in the course work or its equivalent grade in the UGC 10 point scale is to be eligible to the continue the programme and submit his/her thesis.
- 12.5. If the candidate fails to get the minimum of 55% marks, then a grace period of maximum of six months shall be given at the end of which the research scholar shall be re-examined. Then, if found fit, RAC committee shall submit the minutes of the RAC meeting for the course completion (Annexure Vc) the research scholar shall be permitted to proceed (Registration Confirmation) with the Research work. Otherwise, the research scholar's provisional registration shall be cancelled.
- 12.6. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D., programme if applicable.
- 12.7. All Ph.D., scholars, irrespective of discipline, shall be required to train in teaching /education/pedagogy/writing related to their chosen Ph.D., subject during their doctoral period. Ph.D., scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- 12.8. Directed Course

The directed course is done under the guidance of the Supervisor.

For research methodology, the internal assessment (IA) for the course work should be followed with the following components,

i.	5 Seminars	-	15 Marks	ii.	3 Tests	-	
				iii.	Open access Publishing	-	05 Marks
iv.	Publication Misconduct	-	05 Marks	v.	Databases		
	and Research Metrics	-	10 Marks				
			Total			-	50 Marks

Whereas, for paper II and III the internal assessment for the course work should be followed with the following components.

i.	5 Seminars	-	15 Marks
ii.	3 Tests	-	15 Marks
			- 30 Marks

The syllabus for the directed course is assigned to the above components in such a way that the entire syllabus is covered. The schedule for the course work shall be prepared by the Supervisor who teaches the course work and the IA marks should be submitted to the Controller of Examinations well in advance as per the Annexure Vb.

All the candidates have to appear for an External End Semester examination in each subject conducted by the Controller of Examinations of the university. The end semester examinations marks for research methodology is 50 and for paper II and III 70 for each. The passing minimum is 50% marks in the end semester examination. Whereas the overall passing minimum is 55% per course marks.

12.9. Letter Grades and Grade Points (GP):

Based on the performance in each subject, the student is awarded a final letter grade. The letter grades and the corresponding grade points are as follows.

Sl. No.	Range of % of Marks	Grade	Grade Point
1	95-100	O(Outstanding)	10
2	90-94	A+(Excellent)	9

3	85-89	A (Very Good)	8
4	75-84	B+ (Good)	7
5	65-74	B (Above Average)	6
6	55-64	C (Average)	5
7	<55 Failure due to insufficient marks	F (Fail)	0
8	Failure due to nonappearance in the examination	Ab (Absent)	0

Research scholar has to obtain a minimum of 55% of marks or its equivalent grade in the 10point scale (or an equivalent grade /CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis of the candidate. The candidate who gets less than C grade in a course work, has to redo that course.

Conversion formula for converting CGPA to % of Marks

$$\% \text{ of Marks} = \text{CGPA} \times 10$$

A research scholar shall take a Pre-Ph.D., written examination within the completion of two semesters of her/his research programme and passing examination the course work before the completion of four semesters is compulsory. The Pre-Ph.D., written examination is mandatory.

If the performance of the research scholar in the Pre-Ph.D., written examination is satisfactory, her/his provisional registration shall be confirmed. If the performance is unsatisfactory, she/he shall be given Maximum of two more opportunities to appear for the examination within six months of the first examination. In case, the research scholar fails to successfully complete the Pre-Ph.D., written examination within the prescribed time limit, her/his provisional registration shall be cancelled by the University.

13. Research Advisory Committee (RAC)

- 13.1. There shall be a Research Advisory Committee for similar purpose as defined in the Statutes/Ordinance of the university, for each research scholar. The supervisor shall furnish for every candidate a panel of 6 experts (3 internal & 3 external) from well versed

academia, with Research Advisory qualifications in the field of proposed research, from the recognized higher education institutions/ organizations. Preferably the external RAC member cadre be greater than or equal to that of the concerned Research Supervisor. The following members shall constitute the “Research Advisory Committee” as approved by the Vice Chancellor.

i. The research supervisor (Convener) ii. Two experts selected and approved by the Vice Chancellor of the respective faculty from a panel of six experts(3 Internal & 3 External) recommended by the Research Supervisor

- One internal expert from the same department or from other Department of the same institution the candidate has registered
- One external expert from outside VMRF (DU) institutions (preferably within a maximum of 500 kms radius of the Institution)
- The Research Advisory Committee members shall meet the minimum eligibility criteria prescribed for eligible research supervisors.

iii. The Co-supervisor, if any.

The Research Advisory Committee shall have the following responsibilities:

- To review the research proposal and finalize the topic of research
- To guide the research scholar in respect of the proposed research work and to identify the course(s) that he / she may have to do.
- To periodically review and assist in the progress of the research work of the research scholar.
- To review the pre synopsis presentation of the research scholar.
- To act as a member of Academic Integrity Panel for Plagiarism.

Institutional ethical committee clearance is to be obtained in case of research in Medicine/ Dentistry/Nursing/ Pharmacy and other areas, wherever necessary.

13.2. The 1st RAC meeting should be conducted preferably within one month of RAC constitution (within three months of Provisional Registration) via offline mode to discuss the broad area of research, coursework subjects, and syllabus. The supervisor must submit these details to

the COE office via the Ph.D., Section within two weeks of the first RAC meeting. (Annexure IV - i)

- 13.3. The 2nd RAC meeting should be held preferably within nine months of Provisional Registration (within six months of the 1st RAC meeting) to finalize the research title (problem, literature review, methodology, etc.)(Annexure IV - ii). The appointment of Co - Supervisor is mandatory if the study is interdisciplinary in nature involving more than a discipline with a Research Supervisor from the discipline itself, who shall be known as the Research Supervisor, and a CoSupervisor from the other respective discipline. The appointment of Co – Supervisor is recommended if the study is interdepartmental in nature involving two departments in a discipline.
- 13.4. A research scholar shall appear before the Research Advisory Committee once in six months (from the date of provisional registration) through offline mode only to make a presentation of the progress of her/his work for evaluation and further it is the sole responsibility of the research scholars in consultation with the research supervisor to see that she/he presents himself before RAC as per the time frame in order to send half yearly progress reports in time. There shall not be a room for submitting two successive half yearly progress reports at a time be viewed seriously such lapses, if any. The external member of RAC shall attend only the first RAC meeting & pre-synopsis meeting through offline mode. For remaining meetings, once in six months, external RAC member may attend through online mode or offline mode. Email consent must be obtained and submitted to the University for Online Participation by external RAC members (if any). During the presentation the candidate is required to submit the prescribed half yearly progress report (HPR) to the RAC for review. Half-yearly progress reports must be submitted by the Research Supervisor to the university within a week after obtaining signatures from the Research Scholar, RAC members, and HOD/HOI
- The research scholars must submit their half yearly progress reports until their synopsis submission along with enclosures such as attendance certificate & minutes in the prescribed format (Annexure IVa , IVb, IVc, IVd & IVe) through the research supervisors with the Research Advisory committee comments to the Ph.D., section. In-service certificate shall be submitted once in every year by those who are pursuing Ph.D., in part-time mode.

(The minutes of meeting shall be submitted as per the Annexures)

13.5. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the University with specific reasons for cancellation of the registration of the research scholar.

13.6. Place of Research

- i. For full-time research scholars, the place of research will be the department and the institution where the supervisor works.
- ii. For part-time research scholars the place or places of research will be the place of working of the candidate and/or the place of working of the supervisor / cosupervisor subject to the condition that at least one of these places is either a PG institution or R&D organization.

13.6. Change of Title

Generally, a student shall complete research work on the subject title approved by Research Advisory Committee (RAC), under the supervision of the research guide. After approval, the change of title cannot be entertained after the course work completion period. Only minor changes such as addition and deletion of words shall be permitted. However, under exceptional circumstances, a student may be permitted, only once, to change the title and objectives of research. Such change may necessitate seeking fresh approval from RAC and the Ethics Committee if necessary. In such cases, the student has to work for another minimum essential period (12 more months for full time and 18 months for part time) before being eligible to submit Ph.D., Thesis. If the candidate has already completed the course work or attended the mandatory lecturers she/he need not repeat the same. However, consent may be received from RAC. Under no circumstances, a request for change in the title shall be entertained once the synopsis is submitted.

14. **Evaluation and Assessment Methods, minimum standards/credits for award of the degree etc.,**

14.1. Submission of Synopsis

- i. On completion of the minimum period of research work, not less than

three months before the submission of the thesis, every candidate shall submit, a copy of synopsis along with the application (Annexure VI) for submitting the synopsis (Annexure VIa), checklist for synopsis (Annexure VIb) and the prescribed fee to the university through the research supervisor is to be taken care.

- ii. The synopsis shall be accepted only when the research scholar has passed the course work examination and has publication of at least two original research papers from the research work carried out by the scholar in indexed journal as 1st author & the article/journal must be in the selected repositories (SCOPUS/Web of Science/PubMed) and two paper presentations in conferences/seminars and evidence to be produced for the same in the form of presentation certificate and / or reprints.
- iii. Prior to the submission of synopsis, the research scholar shall make a pre-presentation in the department before the Research Advisory Committee of the institution concerned which shall also be open to the faculty members/ other research scholars of the same department. The faculty members/research scholars from other related department can also be invited. The feedback and comments obtained from them may be suitably incorporated into the draft synopsis in consultation with the Research Supervisor. The Pre- synopsis RAC meeting Report (Annexure VIc) shall be submitted during the synopsis submission.
- iv. The synopsis shall be 30 type written or printed pages(one side only of A4 size – 1 1/2 line spacing using a font size of 12 with Times New Roman font) (Annexure VI d). The synopsis (wrapper) may contain the details as shown in the format prescribed by the university (Annexure VIII). Thesis submission is to be done after clearance of the synopsis by the Research Advisory Committee and permitted by the Vice – Chancellor.
- v. The research supervisor on approval of the research work by RAC, shall forward three hard copies and one soft copy of the approved synopsis to the Ph.D., section with a panel of at least five examiners from India, and five from abroad (Among the Indian examiners, not more than two can be from Tamil Nadu and Puducherry, and at least three must be from other states. Examiners must be minimum of Associate Professor cadre) (Annexure VI e) to be submitted to the Ph.D section within maximum of 15 days by the research supervisor without fail.

14.2 Submission of Thesis

- i. The thesis shall report, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented etc) and demonstrating a quality as to make a definite contribution to the advancement of knowledge of mankind and the research scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work plainly stated and honestly appraised.
- ii. Before binding the thesis, Research Supervisor is expected to send the Final Soft copy in word format to the email address dy.director.research@vmu.edu.in for plagiarism checking. The outcome of the plagiarism checking will be communicated to the respective Research Supervisor from the University. After the receipt of the Drillbit Plagiarism Certificate (maximum 10% similarity allowed) from the Ph.D Section, the same must be signed by the Research Supervisor before sending bound copy of the thesis to the university through HoI.
- iii. The candidate should submit 4 thesis copies (1. University copy 2. Institution/ Library copy 3. Research supervisors copy 4. Research scholar copy). The front cover of the bound copy should be the same as the title page of the thesis. The front cover should have printing on only inside about the author's name, abbreviated thesis title (optional), degree, department, and the year. Thesis shall be submitted not earlier than three months and not later than six months, from the approval of the synopsis by the Research Advisory Committee to the university along with application (Annexure VII) & Guidelines for Thesis (Annexure VII a) Check list (Annexure VII b) no dues Certificate (Annexure VII c) along with prescribed fee. If the thesis is not submitted within a period of three to six months after the Pre-Synopsis Meeting, the Research Scholar shall be submit an application for Re-Synopsis Meeting in the prescribed format, as per the University norms. The thesis shall be prepared strictly following the formats and specifications prescribed. The title page (Annexure VII d), declaration of candidate (Annexure IX), certificate by the supervisor (Annexure X), quality, size, numbering and titles of diagrams, tables and photographs, if any, list of references, numbering of pages and size of the margins etc shall be as per formats approved by the university. The running matter shall be typed or printed on one side only on A4 size white paper with 1½ line spacing, using font size 12 with Times New Roman

font. The wrapper of the thesis may contain details as shown in the format prescribed by the university (Annexure VIII)

- iv. The research scholar shall adhere to the University VMRF (DU) Academic Integrity and Prevention of Plagiarism Regulations, 2019 in line with UGC Regulations dt.23.07.2019. Plagiarism certificate shall be obtained from the institution/department Academic Integrity Panel (Annexure XI) and shall be enclosed at the end of the thesis.
- v. No candidate shall ordinarily be permitted to submit her/his thesis after maximum period mentioned in clause 4, provided that the university may for valid reasons and on the recommendations of her/his supervisor, grant extension of time for not more than one year to the candidate after the normal maximum period. For a candidate, who is not able to submit her/ his thesis even after the grant of extension of one year the registration stands cancelled.

15. The Act of Plagiarism

- i. If the thesis submitted contains material copied, even partially, except quoted for illustration, comparative or literature study or reference, with due acknowledgement, from any published or pre-published paper, journal article, note, dissertation, thesis, book or work based on which a degree, diploma or certificate has been awarded to the scholar or any other, in any hard or soft form, then the dissertation/thesis so produced will be derecognized and the research scholar's registration at this University will be cancelled and she/he will be debarred from registering for any programme with this University any further. The Ph.D., degree, if already awarded, may also be withdrawn, if the nature of the malpractice warrants.
- ii. Penalty in the case of plagiarism shall be imposed as per the VMRF(DU) Academic Integrity and Prevention of Plagiarism Regulations, 2019 in line with UGC Regulations dt.23.07.2019

16. Evaluation of Thesis

- i. The thesis shall be referred to two examiners (one from India and the other from abroad) nominated by the Vice-Chancellor from the panel of examiners. The Vice-Chancellor, if he deems fit, may also nominate the examiners from outside the panel. ii. The examiners are expected to send their reports of adjudication in the prescribed format (Annexure XII) within two months from the date of receipt of the thesis.

- iii. The examiner shall include in her/his report an overall assessment placing the thesis in any one of the categories: Highly commended / Commended / Revision required / Rejected.
- iv. For the cases of revision/rejection, the examiner shall mandatorily enclose a report of 200 to 300 words, indicating the nature of revision required and the reasons for rejection, as the case may be.
- v. The supervisor shall consolidate the salient features of the reports sent by the examiners and submit to the university.
- vi. If both the examiners have approved the research work and recommended the award of the degree, the thesis shall be provisionally accepted.
- vii. The research scholar must submit a minimum another four hardbound copies and one soft copy (PDF/Word) to the university before the viva-voce if examiners recommends any minor revision, modification etc., suggested by the examiners shall be brought to the notice of the research scholar and be carried out by the research scholar before the public viva - voce examination is arranged.
 - a. If both examiners recommend rejection, the thesis shall be rejected and the registration of the research scholar shall stand cancelled.
 - b. If one examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to a third examiner of the same category (from within India or outside India) nominated by the Vice-Chancellor from within or outside the panel. If two of three examiners recommend the award, the thesis shall be provisionally accepted. If two of the examiners recommend rejection, the thesis shall be rejected and the registration of the research scholar shall stand cancelled.
 - c. In case where revision and resubmission of the thesis is recommended, candidate shall be permitted only once to revise and resubmit the thesis along with plagiarism report within six months and the revised thesis shall be referred to the same examiner preferably.

17. Public Viva Voce Examination

- i. The public viva - voce examination board shall be constituted by the ViceChancellor as follows:

Examiner of the thesis in India or a specialist in the subject from the panel (in the absence of the former)	Member
Supervisor of the candidate in the University	Member - Convenor

If necessary, the Vice-Chancellor may nominate the co-supervisor or a member from outside the panel as an additional member.

- ii. The viva -voce examination shall be conducted as “Open Defence Type” examination.
- iii. The questions to be asked during viva voce examination (as given by the evaluators of the thesis) shall be sent to the Research Supervisor in a closed cover on the day of the viva voce examination through the nominated observer.
- iv. The results of the viva - voce examination, duly endorsed by the examiners, together with the list of participants, their designation, address and signature shall be forwarded to the university by the supervisor.
- v. If the performance of the research scholar at the public viva - voce examination is reported by the viva - voce examination board to be NOT SATISFACTORY, the research scholar may opt to reappear for the viva - voce examination at a later date, not later than six months from the date of the first viva - voce examination. On the second occasion, the viva - voce examination board shall include an additional examiner nominated by the Vice-Chancellor.
- vi. If the performance of the candidate at the viva - voce examination on the second occasion is also reported to be NOT SATISFACTORY, the registration shall stand cancelled.

On satisfactory completion of the viva - voce examination, the candidate shall submit a copy of the thesis in CD-ROM, certified by the supervisor that all the corrections, if any, have been duly incorporated as suggested by the examiners, for UNIVERSITY ARCHIVES. A soft copy of the final approved thesis shall be sent to the UGC for hosting the same in INFLIBNET/ SHODHGANGA so as to make it accessible to all research institutions / universities

18. Issuing a Provisional Certificate

Prior to the actual award of the Ph.D., degree, the degree- awarding Higher Educational Institution shall issue a provisional certificate to the effect that the Ph.D., is being awarded in accordance with the provisions of these Regulations

19. Award of Ph.D., Degree

If the report of the public viva - voce examination board is SATISFACTORY, the candidate will be awarded the Ph.D., degree with the approval of the apex body of the university.

20. Publication of Thesis

Papers arising out of the thesis may be published by the research scholar. However, the thesis as a whole shall not be published by the candidate without the specific written permission from the university.

21. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D., degree, the Higher Educational Institution concerned shall submit an electronic copy of the Ph.D., thesis to INFLIBNET/ SHODHGANGA, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.