



Academic Regulations for Ph.D. Program

(With effect from the academic year 2024-25)

INDEX

1. Short Title and Commencement of the Program.....	1
2. Eligibility Criteria	1
3. Mode of Selection	1
4. Duration of the Program	2
5. Course Work	3
6. Research Supervisor.....	4
7. Doctoral Research Committee (DRC) /Scholar Research Advisory Committee (SRAC)	5
8. Monitoring Research Progress.....	6
9. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.	7
10. Declaration of Result and Award of Degree	10
11. Conversion of full-time registration into part-time and vice- versa	10
12. Cancellation of Registration / Admission	10
13. References	10

1. Short Title and Commencement of the Program

- 1.1 The program shall be called the Doctor of Philosophy, abbreviated as Ph.D.
- 1.2 The Ph.D. program shall be offered by Anurag University in Schools of Engineering, Pharmacy, Management, Science, Humanities, and in such other schools as may be specified, in accordance with the provisions of these rules and regulations in current or amended form, and subject to the conditions laid down herein.
- 1.3 These regulations are adopted from the University Grants Commission (Minimum Standards and Procedure for Award of the Ph.D. Degree) Regulations, 2022¹.
- 1.4 The University does not offer a Ph.D. program through distance education mode.

2. Eligibility Criteria

Minimum qualifications required for the admission to the Ph.D. program are given below:

Table 1: Eligibility Criteria

Name of the Program	Minimum Qualification
Ph.D. in Engineering disciplines	Master's degree in Engineering and/or Technology / MCA with minimum 55% marks from a university / institution recognized by UGC
Ph.D. in Sciences / Management / Humanities	Master's Degree in relevant discipline with a minimum of 55% marks from a university / institution recognized by UGC*
Ph.D. in Pharmacy	Master's Degree in Pharmacy or its equivalent with a minimum of 55% marks awarded by a university / institution recognized by PCI

**Candidates who have completed the M.Phil. program with at least 55% marks in aggregate or its equivalent grade, shall be eligible for admission to the Ph.D. program.*

- 2.1 5% relaxation can be given in minimum eligible marks for SC/ST/OBC (non-creamy layer)/ differently abled candidates as per the UGC norms.
- 2.2 Candidates interested in applying for interdisciplinary research work should hold the UG / PG in the allied areas and should satisfy the eligibility criteria in that area. These candidates may be required to pursue additional courses as part of course work as specified by the Doctoral Research Committee (DRC)/Scholar Research Advisory Committee (SRAC) (also refer to Section 5).

3. Mode of Selection

- 3.1 The Entrance examination conducted by the university consists of a written test followed by an interview. Candidates who secure 50% marks (5% relaxation for the candidates belonging to SC/ST/OBC/differently-abled category) in the written test are eligible to be called for the interview (limited by the number of seats available).

¹ UGC (Minimum Standards and Procedures for Award of Ph.D. Degree), Regulations, 2022
Gazette notification dated 7th November, 2022

Table 2: Ph.D. entrance examination components

Ph.D. entrance examination components	Duration	Weightage (%)	Based on
Anurag University Written Test	120 mins	70	100 MCQs with 50 from research aptitude and 50 from domain specific
Personal Interview	-	30	Interpersonal skills, technical competency, written and oral skills, research bent of mind, experience

- 3.2 Allocation of seats is as per the University policy and state-level reservation policy, as applicable.
- 3.3 The candidates, who have already qualified in national level tests such as JRF/UGC/CSIR/CEED/GATE/GPAT/CET and have valid score are required to appear for interview only. For such candidates a weightage of 70% for the national level test and 30% for the performance in the interview shall be given.
- 3.4 Following are exempted from the written test, however, they shall have to appear for personal interview. Those who:
- Work as Scientists / Practitioners in research organizations/laboratories/Industry with at least five years of regular experience. Such candidates need to submit NOC from their employer at the time of interview.
 - M.Phil. degree (regular mode only) holders
- 3.5 Based on the willingness of the candidate, recommendation of the Interview committee, and on the approval of the Vice Chancellor, some candidates may be hired as JRF (Junior Research Fellow).
- 3.5.1 These candidates after completion of the coursework will be given (performance linked) stipend of INR 30000/- per month for first three years from the date of registration into PhD program (refer to table 3).
- 3.6 Interview committee:
- The Vice Chancellor shall constitute the committee for conducting interviews for provisional admission for the Ph.D. program.
 - Interview Committee may consist of the following members; Dean R&D, (Chairperson), Dean/Head of the school/Department (convener), Chairperson(s) - Board of Study (member(s)), and two/one Senior Faculty members from the school / department nominated by the Vice Chancellor.

4. Duration of the Program

- 4.1 Ph.D. program shall be for a minimum duration of three years including course work, and a maximum duration of six years from the date of admission to the Ph.D. program².

² Under section 4 of UGC (Minimum Standards and Procedures for Award of Ph.D. Degree), Regulations, 2022 Gazette notification dated 7th November, 2022

- 4.2 A maximum of an additional two years can be given for thesis submission through a process of extension, provided that the total period for completion of a Ph.D. program should not exceed eight years from the date of admission in the Ph.D. program. Such permissions are at the discretion of the Vice Chancellor.
- 4.3 Provided further that, female Ph.D. scholars and persons with disabilities (having more than 40% disability) may be allowed an additional relaxation of two years; however, the total period for completion of a Ph.D. program in such cases should not exceed ten years from the date of admission in the Ph.D. program.
- 4.4 Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. program.
- 4.5 Each milestone given in the table 3 is the minimum eligibility to move to the next milestone.
- 4.6 After milestone 4, the candidate is termed as admitted to the Ph.D. program
- 4.7 After Milestone 5, the candidate is termed as registered in the Ph.D. program.

Table 3: Milestones and duration (Indicative)

S.No	Milestone	Minimum Duration	Maximum duration
1	Written test	Initial date (Say X)	
2	Interview	X + 1 day	X + 7 days
3	Admission confirmation	X + 7 days	X + 20 days
4	Deposit of admission fee by the candidate	X + 8 days	X + 30 days (Say Y)
5	Coursework completion	Y + 6 months	Y + 18 months
6	Research proposal defense	Y + 12 months	-
7	Progress review 1	Y + 18 months	-
8	Progress review 2	Y + 24 months	-
9	Progress review 3	Y + 30 months	-
10	Pre-Thesis seminar	Y + 32 months	-
11	Final Thesis submission	Y + 34 months	-
12	Thesis defense	Y + 36 months	Y + 72 months

5. Course Work

- 5.1 The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including the course on Research and Publication Ethics course and a research methodology course³. Refer to table 4.

³ Under section 9 of UGC (Minimum Standards and Procedures for Award of Ph.D. Degree), Regulations, 2022 Gazette notification dated 7th November, 2022

Table 4: Compulsory Course work requirements

S. No.	Course	Credits	Mode of evaluation	Performance
1	Research Methodology-I	2	Written Test	Satisfactory/ Not satisfactory
2	Research Methodology-II	2	Computer based test	
3	Research and Publication Ethics	2	Seminar / presentation	
4	Course – 1 (related to the area of specialization) *	3	Seminar/ Review article based on related	
5	Course – 2 (related to the area of specialization) *	3	Literature /Adopted from the strategy of the MOOC**	

* These courses will be selected / suggested by SRAC/DRC from a pool of courses approved by BoS of the school / department.

** On receipt of MOOCs completion certificate from the scholar, the same will be treated as completed

- 5.2 Candidates interested in doing research work in interdisciplinary areas may be required to pursue additional courses in addition to compulsory ones given in table 4, as specified by the Doctoral Research Committee (DRC) / Scholar Research Advisory Committee (SRAC).
- 5.3 In all the courses given in Table 4 and those specified in section 5.2, the scholar shall have to appear and secure 55% marks or equivalent grade in the UGC 10-point scale to be eligible to continue in the program and defend his/her Research Proposal (mile stone 6 in table 3).
- 5.4 The maximum duration to complete the coursework (in section 5.1 and additional courses in section 5.4) is 18 months (refer to table 3). Then only, the scholar can defend his / her research proposal (milestone 6 in table 3).
- 5.5 Ph.D. scholars may be allotted teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- 5.6 The grade card of the Course work shall have the mention of all the courses the scholar has done and will be given satisfactory (if obtained marks $\geq 55\%$) / non satisfactory grade (if obtained marks $< 55\%$).

6. Research Supervisor

- 6.1 Regular faculty members working as Professor/Associate Professor/Assistant Professor with a Ph.D. and satisfy the eligibility criteria. The permissible numbers of Ph.D. scholars per supervisor, along with the eligibility requirements regarding the number of publications, are given in table 5⁴:

Table 5: Publication requirement and permissible scholars

Category	No. of publications	In	Permissible no. of scholars
Professor	5	peer-reviewed and refereed journals	8
Associate Professor	5		6
Assistant Professor	3		4

⁴ Under section 4 of UGC (Minimum Standards and Procedures for Award of Ph.D. Degree), Regulations, 2022 Gazette notification dated 7th November, 2022

- 6.2 Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed and refereed journals, the university may relax the above condition for recognition of a person as Research Supervisor with the approval of the Vice Chancellor.
- 6.3 Ph.D. holders working in institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as Co-supervisors if they fulfill the above requirements. In case of interdisciplinary/multidisciplinary research work, if required, a co-supervisor from outside the Department/School/Centre/ College/ University may be appointed. The Vice Chancellor is the final approving authority.
- 6.4 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- 6.5 Adjunct Faculty members/Professor of Practice employed with the University can only act as co-supervisors.
- 6.6 The responsibilities of the supervisor include:
- i. Contacting the scholar(s), and discuss to see if the ideas are good for the research project
 - ii. Guiding the scholar about the choice of relevant courses and conferences related to the field
 - iii. Advising the scholar for contacting relevant National and International organizations in the area of research
 - iv. Assisting the scholar on incorporation of knowledge dissemination element in the course of study
 - v. Reviewing and providing feedback on the Ph.D. work
 - vi. Summarizing the overall Ph.D. program at the time of Ph.D. thesis submission
 - vii. Participating actively in the assessment and Viva-voce (or) Ph.D. defense
- 6.7 Change of Supervisor/Co-supervisor:
- a. The Supervisor/Co-supervisor of the scholar once allotted and approved shall not ordinarily be changed. However, the Dean R&D may, after ascertaining the facts, permit change of Supervisor/Co-supervisor in exceptional circumstances like unavailability of the approved Supervisor/co-supervisor for a continuous period of six months or more due to known/unknown reasons.
 - b. All requests for change of Supervisor/Co-Supervisor should originate from the scholar with necessary documentary evidence. The scholar has to submit an application in the prescribed format for the change of supervisor to the Dean R&D. The application shall be processed as per norms and will be intimated to the scholar.

7. Doctoral Research Committee (DRC) /Scholar Research Advisory Committee (SRAC)

- 7.1 Doctoral Research Committee (DRC)/Scholar Research Advisory Committee (SRAC) constituted for every scholar with the approval of the Vice Chancellor.

The following shall be the DRC/SRAC composition:

- i. Supervisor – Convener
 - ii. Dean of the School / Head of the Department - Chairperson
 - iii. Two / Three faculty members possessing Ph.D. in the School, nominated by Vice Chancellor – Members
 - iv. One external member from reputed educational institutions/industry nominated by Vice Chancellor – Member
 - v. Co-Supervisor (where applicable) – Member
 - vi. In addition to the above constitution, special Invitee(s) (optional) who has / have a versatile knowledge in the respective area of research, may be invited as and when required with the prior approval of the Head of the Department/ Dean of School.
 - vii. Convener is responsible for coordinate with members, fix meeting times and organize meetings with the approval of the chairperson.
 - viii. The Dean R&D may walk-in to any of the meetings of the DRC/SRAC in which he/she is not a member of it. However, he doesn't have voting rights.
 - ix. A quorum of 2/3 of the members is required for all DRC/SRAC meetings; however, presence of external expert is mandatory during research proposal defense (refer milestone 6 in table 3) and thesis defense (refer milestone 12 in table 3).
 - x. The presence of external member is not mandatory / required in the progress review seminars (refer milestones 7 – 9 in table 3)
- 7.2 Functions of DRC/SRAC shall be:
- i. To review the research proposal and finalize the topic of research.
 - ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
 - iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

8. Monitoring Research Progress

- 8.1 A Ph.D. scholar shall have to appear before the DRC/SRAC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. By the time the scholar submits his/her thesis, he/she should have given a minimum of three seminars in the DRC/SRAC meetings with satisfactory performance.
- 8.2 The DRC/SRAC shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Dean R&D. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- 8.3 Whenever a scholar publishes a research paper in a refereed journal related to his/her Ph.D. work, he/she should submit the research paper to the DRC/SRAC and should get the approval for the same.
- 8.4 In case the progress of the research scholar is unsatisfactory, the DRC/SRAC shall record the reasons for the same and suggest corrective measures, and this performance will not be taken into account.

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

- 9.1 Upon satisfactory completion of course work and obtaining the grade prescribed in section 5, the Ph.D. scholar shall be required to undertake research work as per the prescribed milestone in table 3. Each previous milestone is the minimum eligibility to proceed to the next milestone and finally produce a draft dissertation/thesis.
- 9.2 A scholar is eligible to submit the thesis, provided he/she has:
- Completed the coursework.
 - Completed at least three presentations in DRC/SRAC meetings with satisfactory performance.
 - Has published at least one research paper after the date of registration for Ph.D. in refereed or peer reviewed journals/reputed conferences related to his or her Ph.D. work and that should be approved in the respective DRC/SRAC.
- 9.3 Pre-Thesis Submission:
- Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the DRC/SRAC concerned, which shall also be open to all faculty members and other research scholars. DRC/SRAC shall certify the eligibility for the submission of thesis.
- A scholar who has fulfilled the clause 9.2 shall apply for pre-thesis, in the prescribed form through his/her research supervisor along with three hard copies of the synopsis to the Dean R&D.
 - The Dean R&D shall forward the application to the Convener DRC/SRAC, to convene a Pre-thesis submission seminar in the school.
 - The convener DRC/SRAC shall issue a circular regarding the conduction of the Pre-thesis submission seminar.
 - The scholar shall present the draft thesis, during Pre-thesis submission seminar.
 - The DRC/SRAC shall forward the review recommendations to the Dean R&D.
- 9.4 Plagiarism Report:
- After getting the clearance from the DRC/SRAC on pre-thesis submission seminar, the scholar is permitted for plagiarism check.
 - The scholar shall have to submit the soft copy of the thesis for Plagiarism check to the Dean R&D within three months from the date of completion of pre-thesis submission seminar.
 - The Head Librarian shall issue a Plagiarism report on the originality of the submitted work, stating that the similarity index is $\leq 10\%$ in accordance with University Grants Commission⁵.
 - The similarity checks for plagiarism shall exclude the following:
 - All quoted work reproduced with all necessary permission and/or attribution.
 - All references, bibliography, table of contents, preface and acknowledgements.
 - All generic terms, laws, standard symbols and equations.

⁵ Under section 8 of UGC Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, Regulations 2018 Gazette notification dated 23rd July, 2018

- e. Penalties in the cases of plagiarism shall be imposed on scholars⁶.

9.5 Thesis Submission:

After obtaining successful Plagiarism report (similarity index is $\leq 10\%$) of the Ph.D. thesis, from the Dean R&D, the scholar is permitted to submit the thesis, as per the following:

- a) While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the research supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
- b) The scholar must submit no due certificate in a prescribed format. The form shall be collected from the Administrative Office.
- c) A copy of the receipt of Thesis submission fee.
- d) The scholar shall submit six copies of the hard bound thesis and synopsis, a soft copy of the thesis and synopsis in a USB flash drive to the Dean R&D. The thesis contents submitted must be the same as the contents of the softcopy submitted for Plagiarism check.
- e) The supervisor shall have to submit the panel of Examiners/Adjudicators of the thesis, duly signed by him/her, in a sealed cover to Dean R&D within 15 days from the date of submission of thesis.

9.6 Panel of Examiners/ Adjudicators of the Thesis:

- a. The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external adjudicators who are experts in the field and not in employment of the Anurag University.
- b. The research supervisor shall submit a panel of six adjudicators (at the rank of Professors/ Associate Professors) in a sealed cover to the Dean R&D. Out of the six adjudicators, at least three shall be drawn from outside the state and others may be drawn from within the state. Such adjudicator(s) should have a good track record of scholarly publications in the field. The adjudicators list shall contain the present designation, area of specialization, mobile number, email id, complete postal address. The thesis shall be referred to two adjudicators (in which at least one from within the state) appointed by the Vice Chancellor.

9.7 Evaluation of Ph.D. Thesis:

- i. The Dean R&D will communicate with the adjudicator(s), along with a copy of the synopsis and seek his/her willingness to adjudicate it. After obtaining the adjudicator's consent, a soft/hard copy of the thesis will be sent with a request to submit his/her report in a prescribed format.

⁶ Under section 12 of UGC Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, Regulations 2018 Gazette notification dated 23rd July, 2018

- ii. The Dean R&D, after receiving the reports shall take necessary action as per the following guidelines:

Table 6: Action plan after thesis evaluation

Scenario	Action plan
All reports are favorable (i.e., accepting the thesis as is)	The scholar is permitted to take the Ph.D. Viva-Voce examination.
Any adjudicator suggests a revision	The thesis shall be revised accordingly and resubmitted for approval of the same adjudicator(s).
One adjudicator rejects the thesis	The thesis shall be sent to an alternative adjudicator from the approved panel. If this adjudicator also rejects the thesis, the thesis is deemed to be rejected, and registration of the scholar shall stand cancelled.
Both adjudicators reject the thesis	The thesis shall be rejected for the award of a Ph.D. degree and the scholar's registration shall stand cancelled.
Minor corrections suggested by the adjudicator(s)	The Dean R&D shall intimate the corrections to the research supervisor. These corrections must be carried out by the scholar with the supervisor's approval.

- iii. In the event of an adjudicator report not received even after three months from the date of submission, the thesis may be referred to an alternative adjudicator from the approved panel of adjudicators with the approval of the Vice Chancellor.

9.8 Ph.D. Viva-Voce:

- The Viva-Voce is primarily designed to test the scholar's depth of knowledge on the subject matter of the thesis, including methodology adopted and the scholar's competence in defending his/her thesis to explain the observations made in the field of study.
- The Dean R&D, informs the supervisor to fix the Ph.D. Viva-Voce examination date by contacting one of the panel of adjudicators. The supervisor shall conduct the Ph.D. Viva-Voce examination in the department by inviting the Board of Examiners of Viva-voce.
- The scholar shall resubmit two hardbound copies of the revised thesis and one soft copy of the thesis to the Dean R&D.
- The Viva-Voce is open to all. The supervisor should send a circular to all the departments to display on the notice boards the date and time of the Viva-Voce examination.
- The Board of Examiners for conducting the Viva-Voce comprises all the members of the DRC/SRAC of the scholar, along with one of the adjudicators.
- The convener after consulting the Board of examiners of Viva-Voce declares:
 - The scholar has successfully completed the Ph.D. Viva-voce and may be awarded the Ph.D. Degree;

OR

 - The scholar is asked to take the Viva-voce examination a second time giving reasons thereof. The same examiners shall conduct the second Viva-voce examination, not earlier than one month but not later than six months of the date of the first Viva-voce examination. The Dean R&D and the Dean of the concerned school shall participate in the second Viva-voce examination, and record his/her observations and send it directly to the Vice-Chancellor.

10. Declaration of Result and Award of Degree

- 10.1 Upon successful completion of Viva-Voce, the Dean Exams may approve the notification for the award of the provisional Ph.D. degree to the scholar. The award of the degree will be confirmed by the Board of Management (BoM).
- 10.2 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Higher Educational Institution concerned shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.
- 10.3 The whole process is expected to complete, including the declaration of the viva-voce result, within a period of six months from the date of submission of the thesis, provided timely updates from the scholar in case of incorporating changes in the thesis as suggested by examiner(s).

11. Conversion of full-time registration into part-time and vice- versa

- 11.1 A scholar is permitted to change his/her status from full-time to part-time research, for any valid reason subject to satisfying that he/she shall have successfully completed the coursework after the approval of the Vice-Chancellor.
- 11.2 Conversion from Part-time to full-time is not allowed, except in case of scholars joining under a State/Central Government undertaking body Fellowship.

12. Cancellation of Registration / Admission

- 12.1 The admission of the scholar shall be cancelled (on recommendation of DRC/SRAC and approval of the Vice Chancellor), if he/she is:
- i. Unable to complete the coursework within 18 months from the date of admission (refer milestone 5 in table 3).
 - ii. Unable to submit the thesis within the maximum permissible duration as per clause(s) given in Section 4.
 - iii. Found guilty of plagiarism or any untoward / in disciplinary act.
- 12.2 The registration of a research scholar shall be cancelled, if a scholar is unable to attend two consecutive DRC/SRAC meetings. In such case, the scholar has to reregister by paying the requisite re-registration fee.

13. References

- [1] [UNIVERSITY GRANTS COMMISSION MINIMUM STANDARDS AND PROCEDURE FOR AWARD OF PH.D. DEGREE REGULATIONS, 2022](#)
- [2] [UNIVERSITY GRANTS COMMISSION \(PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS\) REGULATIONS, 2018](#)
- [3] Research and Publication Ethics - D.O. No. F.1- 1/2018(Journal/CARE) December 2019.