

**SRI PADMAVATI MAHILA VISVAIDYALAYAM, TIRUPATI (AP)**

**(Women's University)**

**Accredited by NAAC with 'A' Grade**

**[www.spmvv.ac.in](http://www.spmvv.ac.in)**



**Rules and Regulations for PhD programme**

**International Students (Non Resident Indians and Foreign Students)**

**(As per the UGC Notification of 5<sup>th</sup> May 2016)**

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**Rules and Regulations for International Students PhD Programme**

Sri Padmavati Mahila Visvavidyalayam (SPMVV) provides facilities for research in several disciplines leading to the award of PhD Degree. Admissions are made in the concerned departments of the University College, and are restricted to women candidates only. A candidate is eligible to register for PhD in the same or allied fields of study in which she has Master's degree, except Women's Studies. The candidates will not be allowed to register in a subject which is not offered in the University at Post Graduate level except in case where it is interdisciplinary research and the supervisor has the academic qualification and permission from the University Research Committee(URC).

University shall notify the number of eligible supervisors along with the available vacancies in every department on the web site.

**1. Eligibility criteria for admission**

Candidates for admission to the PhD programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55percent marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

**2. Duration of the Programme:**

Research Scholars can pursue full – time or part –time research leading to PhD either in University departments or in University recognised research centres in India or other countries.

### **2.1. Full-Time Research**

A full-time Research Scholar with PG/MPhil Degree carries out full-time research for a minimum period of 3/2 years respectively putting in a minimum of 75per cent of attendance each year, either in SPMVV under a research supervisor, or in an institution in India/ other countries recognized by Sri Padmavati Mahila Visvavidyalayam with an Co- Supervisor from that institution and Research Supervisor from SPMVV.

### **2.2. Part-Time Research**

A Part-time research scholar with PG/MPhil carries out part-time research under a research supervisor from SPMVV, while discharging her duties associated with her job in the relevant discipline in a recognized academic / research/ professional / relevant institution in other countries. The candidate must work for her PhD for a minimum of four years with P.G. /three years with M.Phil. During which she has to put in a minimum attendance of four/three months in Sri Padmavati Mahila Visvavidyalayam respectively.

### **2.3. Proportion of Full time / Part time:**

The proportion of full time / part time International PhD candidates for a guide is two (2) over and above the regular Indian PhD candidates.

**2.4. Extension beyond the above limits** will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the SPMVV.

**2.5. The candidates and Persons with Disability (more than 40percent)** may be allowed for a relaxation of two years for PhD in the maximum duration. In addition, the candidates may be provided Maternity Leave/Child Care Leave per child once in the entire duration of PhD for up to 240 days.

## **3. Interdisciplinary Research**

Interdisciplinary Research leading to PhD Degree may also be undertaken by the candidates either on full-time or on part-time basis choosing two research supervisors from two different disciplines. The candidate shall work with the internal guide from the parent University/Department and external guide from the other University department/University recognized research institution. PhD Degree shall be awarded to the candidate in the same subject/discipline where she has registered. The internal guide has to maintain all records

pertaining to the candidate and process all correspondence, through the Dean, International relations.

**3.1. Co- Supervisor:** The Candidate can also opt for a Co-Supervisor from the Parent /other University department/University recognized research institution. PhD Degree shall be awarded to the candidate in the same subject/discipline where she has registered.

**3.2.** A Panel of five Co-Supervisors shall be proposed by the candidate to Dean, International Relations, who in concern within three months of the provisional selection of the candidates, The Dean International Relations in consensus with the Guide /DRC of the respective departments' approve the panel of Co-supervisors as per the Sri Padmavati Mahila Visvavidyalayam guidelines for Eligible supervisors. The Co-Supervisors may be identified by the candidate from the approved panel of Co-Supervisors within six(6) months from the date of admission. The consent of the Co-research supervisor should be submitted to SPMVV within six(6) months from the date of joining. The Dean, International Relations issues proceedings to the Co- Supervisor, appointing her/him as a Co-Supervisor to the PhD scholar/candidate concerned.

#### **4. Admission procedure**

The international student seeking admission in PhD may send a Letter (Email) of Intent to Dean, International Relations, SPMVV.

(i) The candidates have to submit a provisional application (downloaded from website; [www.spmvv.ac.in](http://www.spmvv.ac.in)) along with photocopies of all certificates; Birth certificate, Post Graduate programme marks memorandum, Degree certificate, Study certificate, Conduct certificate, Transfer certificate, Passport front and back pages, Visa Status.

(ii) The candidates who have completed education in UGC recognised institutions in India and living in a foreign country (NRIs) do not need an equivalence certificate from AIU.

(iii) Indians and Foreign Nationals who have completed education in a foreign country have to pay Equivalence certificate fee ([www.spmvv.ac.in](http://www.spmvv.ac.in)) and on receipt of Equivalence certificate from Association of Indian Universities (AIU), their Provisional application for provisional admission in PhD will be processed.

(iv) The international student may choose the Research Supervisor from the faculty Profile of university website ([www.spmvv.ac.in](http://www.spmvv.ac.in)), discuss and take her/his consent.

The Dean International Relations allots the Research Supervisor to International Students taking the choice of the candidate and consent of the Supervisor into Consideration.

## **5. PhD Written Examination**

The PhD course comprises of (i) Assignments/Written Examination (ii) Seminar Presentation (iii) Thesis Report submission (iv) Open Viva-Voce examination

### **5.1 Syllabus for Pre PhD qualifying examination**

The syllabus of Paper-I, Research Methodology and Computer Applications will be Common for each school and Paper-II, Research specialization shall be framed by the Candidate and research supervisor

**5.2** The full-time and part-time PhD candidates shall write and submit Assignments in two papers for 100 marks at the end of one year after registration. The medium of writing Pre-PhD Assignments is English except for Telugu Studies. The Pre PhD assignments will be evaluated by both External and Internal Examiners

**5.3** The DRC shall prepare a common list of examiners of different specialization for Pre-PhD. Assignments of paper-II. If there are candidates who do not fit in to the broad area identified by the department, they may be permitted to submit assignments for the Paper set in their topic of research (paper II). The syllabus and model question paper may be prepared by the research supervisor

**5.4** For assignments the panel of examiners should contain a minimum of six subject experts from India not below the rank of Associate Professor. For paper-I, the syllabus, model question paper and panel of examiners shall be submitted by the Dean International Relations.

**5.5** The candidate should secure a minimum 50percent of marks to pass the Pre- PhD Assignments.

**5.6** The candidate shall not be permitted to take more than three consecutive chances to pass in thePre- PhD Assignments.. Not registering for the Pre-PhD Assignments or absence from appearing for the written examination for whatever reason shall be considered as one chance lost. If the candidate does not pass the Pre-PhD Assignments within three consecutive chances, the registration gets cancelled automatically.

**5.7** No change in the area of research shall be permitted once the candidate has passed the Pre-PhD Assignments. If the candidate desires to change the area of research after passing the Pre-PhD Assignments, she has to cancel her registration and then register afresh.

## **6. Course work (Online)**

Course work shall be for 12 credits (4+8) and for a minimum period of one semester. It shall include Paper-I, Research Methodology and Computer Applications (4 credits), Paper II, Research Specialization (8 credits)-Broad field relating to the topic focusing on theory, literature review and developments in the related discipline/thrust areas.

**6.1.** The Course work is mandatory and should be completed within six to nine months of admission. The research supervisor shall inform the schedule of the course work to the Dean, International Relations.

**6.2.** The candidate may collect the material for course work and discuss with the research Supervisor. The research supervisor may give assignments for 4+8 credits, these assignments are to be submitted to the Dean, International Relations office for record.

Course work may be carried out in sister departments/institutes within or outside the University wherever necessary.

## **7. Seminar Presentation**

Every scholar pursuing PhD work should make an online presentation of her work in a seminar in the Department regularly every six months. By the time the scholar submits her thesis, she should have given a minimum of six seminars in the Department.

**7.1** The online seminar presentation should be evaluated by the Department Research Council. The Scholar may incorporate changes suggested to strengthen the research.

**7.2** Every scholar pursuing PhD should make it convenient to attend research seminars/conferences organised by the parent or other Universities/Institutes and by the time she submits thesis, she should have attended at least two such seminars/conferences of which at least one should be in other University/Institute.

## **8. Monitoring Research Progress**

The full-time/part-time research scholars shall submit half-yearly progress reports to the Dean International Relations through the research supervisors and Heads of the departments concerned.

### **9. The half-yearly progress report should cover the following aspects**

- a) The review of literature
- b) Research Design and Methodology
- c) Tools/Techniques developed/adopted for research data collection
- d) Pilot study/ Research Project implementation
- e) Discussion of the work done including any new findings
- f) The synopsis

**9.1.** If a scholar fails to submit two consecutive half-yearly progress reports in time, or the progress made by the scholar is not satisfactory, on the recommendations of the Research Supervisor, the Dean of the concerned School in turn may recommend to the University for cancellation of the registration of the scholar.

## **10. PhD Duration**

**10.1. (i)** The duration of PhD programmes shall be as follows :

- |                 |                                       |
|-----------------|---------------------------------------|
| PhD (Full-time) | : Minimum 3 years and maximum 6 years |
| PhD (Part-time) | : Minimum 4 years and maximum 8 years |

**(ii)** No candidate shall submit the synopses before the minimum period. Registration stands cancelled automatically after completion of the maximum period under different categories, unless the candidate makes a request prior to the expiry of the maximum period to submit the thesis.

**10.2 Extension of Time:** Not more than TWO extensions of time, each of one year duration for submission of PhD thesis shall be granted by the Dean International Relations on the

recommendation of the Research Supervisor and Head on payment of penal fee prescribed after the maximum period. However, if the candidate (s) fails to submit the thesis within the permitted 2 years of extension period the request of the candidate with proper justification submitted through proper channel with the recommendation of the guide shall be referred to the University administration for consideration of extension for the maximum of one more year by paying the penal fees. No further extension of time is permitted. If the candidate(s) fails to submit the thesis within the permitted extension period, her registration stands cancelled automatically.

## **11. Submission of Thesis**

### **11.1. Pre Requirements for Submission of Synopsis of PhD Thesis**

i. When the scholar after having pursued the research work for the minimum length of period as stipulated in the Rule 7, satisfies herself that she has carried out sufficient research work and therefore can submit the results in the form of a thesis, she should inform this to the Chairperson, DRC through her supervisor.

ii. Consequent upon receiving such intimation, the Chairperson, DRC should convene a meeting of the DRC. The scholar should present her research work in an 'open seminar' for getting the feedback and comments which may be incorporated into the thesis, if found suitable.

iii. Every candidate shall submit 15 copies of the synopsis along with a soft copy of the research work done by her in English (except for Telugu Studies), to the Dean of Examinations through proper channel 3 months before the submission of thesis. The Head of the Department shall forward the synopsis after obtaining panel of examiners in sealed covers from the Research Supervisor and Chairperson of Boards of Studies within one week.

**11.2.** Modification in the title of the thesis within the area of approved research may be permitted by the Dean International Relations provided the area of Research remains the same, on the recommendations of the DRC and Dean International Relations, prior to the submission of the synopsis of thesis. No modification in the title shall be permitted once the candidate has submitted the synopsis.

**11.3.** Within 3 months of submission of synopsis the scholar should submit the thesis. If she fails to submit the thesis, she has to make a request to the University with proper justification.



DRC shall forward the letter with remarks through proper channel. However the maximum period will be six months between synopsis & thesis submission. If the candidate fails to submit the thesis with in the period she has to submit fresh synopsis with penal fees.

#### **11.4. For submitting the Thesis**

- The scholar should have passed the Pre-PhD Assignments in Paper I and II
- The scholar should have published at least two papers in peer reviewed research journal, which should be appended to the thesis.
- The Dean of the School should certify that the scholar has regularly submitted progress reports. The certificate should contain the dates of submission of Progress Reports.
- The Head of the Department should certify that the scholar has given a minimum of six online research seminars in the Department during her period of research work with supportive evidence.
- The candidate shall also enclose in her thesis a certificate from the Research Supervisor under whom she worked, that the thesis submitted is a bonafiderecord of research work done by the candidate during the period of her study under her/ him/ them and that this thesis has not previously formed the basis for the award of any Degree or Diploma or Associate-ship or Fellowship or other similar titles.
- After completion of the prescribed time in accordance with the conditions laid down in these regulations, four copies of thesis along with soft copy in English (except for Telugu Studies) with the prescribed fee must be submitted to the Dean of Examinations through proper channel.
- For ensuring originality of submitted content, the thesis work will be checked by anti-plagiarism software. The candidate has to submit her thesis in a soft copy in word format to Research Scrutiny Committee, if any text strings/ figures are found to be copied or dubious without proper acknowledgement of the source; the thesis has to be thoroughly revised. Then the thesis is to be submitted only after clearance by the Research Scrutiny Committee. Separate fees will be collected from the candidates for checking with anti-plagiarism software.

## 12. Adjudication of Ph.D. Thesis

**12.1.** A list of adjudicators of thesis indicating the broader area of specialization shall be approved by the DRC. From the approved list two panel of examiners, one prepared by the research supervisor and the other by the Chairperson, Board of Studies of the subject concerned, each consisting of three examiners (not below the rank of Professor) from India and abroad along with fax numbers, e-mail addresses and phone numbers shall be submitted, for adjudication of the thesis. In case the Chairperson Board of Studies happens to be the research supervisor herself/himself, another panel shall be given by another member of Board of studies nominated by the Vice-Chancellor.

In case where the candidate has two supervisors, both the internal and external supervisors as well as the chairperson, Board of studies of the respective disciplines shall give the panels. In this case also, if the Chairperson, Board of Studies happens to be the research supervisor herself/himself another member of the Board of Studies nominated by the Vice - Chancellor shall give the panel.

**12.2**The thesis shall be adjudicated by a panel of three examiners chosen by the Vice-Chancellor from the names in the panels given by the research supervisors and the Chairperson, Board of Studies. Two of the examiners shall be from India and one from outside the country. For Telugu Studies and Music two examiners shall be from Andhra Pradesh and one examiner from outside the state.

**12.3**The University can take a decision on the thesis based on the three reports according to the following

Recommendation of Examiners			Decision
1	2	3	4
Accept	Accept	Accept	Accept

Revise	Revise	Revise	Revise
Reject	Reject	Reject	Reject
Accept	Accept	Revise	Revise
Accept	Revise	Revise	Revise
Accept	Accept	Reject	Send to 4th examiner
Accept	Reject	Reject	Reject
Accept	Revise	Reject	Revise; send to 4th examiner
Revise	Revise	Reject	Revise; send to 4th examiner
Revise	Reject	Reject	Reject

**12.4** If the fourth examiner recommends rejection, thesis shall be rejected. For revision and resubmission of thesis, the scholar may be given a maximum period of one year from the date of communication by the University. Later the registration stands cancelled.

**12.5.** The revised thesis should be refereed to those examiners who have originally recommended revision.

### **13. Viva – Voce Examination**

**13.1.** The viva-voce examination of the research scholar shall be open and should be conducted in the University by a Board comprising of the following members

- |  |   |                 |
|--|---|-----------------|
| 1. Dean of the Concerned School                                  | - | Chairperson     |
| 2. Head of the Department  | - | Member          |
| 3. Chairperson, BOS of the Department                            | - | Member          |
| 4. One of the Indian Examiners who has<br>Adjudicated the Thesis | - | Member          |
| 5. Research Supervisor   | - | Member-Convener |

**13.2.** Presence of at least three members is mandatory for the quorum to conduct the viva-voce and out of this; two shall necessarily be the external examiner and the research supervisor. Under special circumstances, where the research supervisor is unable to be present at the viva-voce, the Vice-Chancellor may nominate another member from Department Research Council.

**13.3.** The reports of the external examiners should be made available to the Board one week before the viva-voce examination.

**13.4.** The viva-voce board may recommend either.

a) That the scholar be awarded the PhD Degree

OR

a) That the scholar may appear for the viva-voce examination again after a gap of minimum one month.

#### **14. Declaration of PhD**

**14.1.** Upon successful completion of viva-voce examination and on consideration of the reports of the viva-voce board and adjudicators of the thesis, the Vice-Chancellor may approve the announcement of the award of the provisional PhD degree to the scholar. The award of the Degree shall be confirmed by the Executive Council of the University.

**14.2.** The scholar may publish the thesis, after incorporating the suggestions made by the examiners with the permission of the University.

## **15. Depository with UGC**

- 15.1.** Following the successful completion of the evaluation process and announcement of the award of PhD, the University shall submit a soft copy of the PhD thesis to the UGC within a period of 30 days, for hosting the same on INFLIBNET.
- 15.2.** The research scholar should submit two soft copies of her PhD thesis after making necessary corrections if any as recommended by the members of the Adjudication Committee and viva-voce board. The research supervisor has to certify the same and forward to the University for issuing PhD proceedings.
- 15.3.** The University shall issue PhD proceedings certifying that the Degree has been awarded in accordance with the provisions of the regulations of the University Grants Commission.

## **16. Patents/ Copy rights**

The Research innovations/ Products developed/ Manuals and Materials as part of Research may be submitted for Patent/ Copy right by the Research Scholar

**Dean International Relations**





