

**SRI PADMAVATI MAHILA VISVAVIDYALAYAM, TIRUPATI
(Women's University)**

**Rules and Regulations for Research Degree Courses
(as amended in May, 2017)**

Ph.D., Degree

Sri Padmavati Mahila Visvavidyalayam (SPMVV) provides facilities for research in several disciplines leading to the award of Ph.D 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 Ph.D in the same or related subject / discipline in which she has a Master's degree, except in the case of Women's Studies, where any post graduate is eligible. No candidate will be allowed to register in a subject which is not offered in the University at P.G level.

University shall notify the number of eligible supervisors along with the available vacancies in every department in the web site and prospectus well before the admission.

1. General

Research Scholars can pursue full-time or part-time research leading to Ph.D in University Departments. Full-Time teacher of Sri Padmavati Mahila Visvavidyalayam can act as a Supervisor. However, Co Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the DRC.

1.1. Full-Time Research

A full-time research scholar with PG/M.Phil degree carries out full-time research for Ph.D for a minimum period of 3/2 years respectively putting in a minimum of 3 years with 75% of attendance each year in SPMVV under a Research Supervisor. Candidates may work in the Research Projects sanctioned to the Research Supervisor in the University as Junior Research Fellows, Project Assistants in S.P. Mahila Visvavidyalayam.

1.2. Part-Time Research

A part-time research scholar with P.G./M.Phil carries out part-time Research under a Research Supervisor from SPMVV, while currently discharging her duties associated with her job in a recognized Academic / Research/ Professional / Industry / Relevant Institution or Departments. The candidate must work for her Ph.D. 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 S.P. Mahila Visvavidyalayam respectively. Freelancers are eligible to pursue Part-Time Research in the departments of School of Social Sciences and Home Science.

1.3. Interdisciplinary Research

UGC Prescribed Rule

- (i) **Co-Supervisor:** In case of topics which are of inter-disciplinary nature where the department concerned feels that the expertise in the department has to be supplemented from outside, a candidate can also opt for Co-Supervisors from other University Department/Universities/Recognized Research institution. Ph.D degree shall be awarded to the candidate in the same subject/discipline where she has registered.
- (ii) In case of topics of interdisciplinary nature the candidate in consultation with supervisor may identify a Co-Supervisor within 6 months of admission. The Research proposal describing the interdisciplinary nature of the work along with the consent of Co-Supervisor and the host institution to support the work, Bio-Data of the Co-Supervisor along with number of Ph.D candidates guiding, (Full-Time and as Co-Supervisor) with recommendations of DRC, may be submitted for approval by Board of Research Studies as per the Sri Padmavati Mahila Visvavidyalayam guidelines for eligibility for Co-Supervisors and Supervisors. After the stipulated time, inclusion of the Co-Supervisors will not be permitted. Ph.D degree shall be awarded to the candidate in the same subject /discipline where she has registered. Details of number of candidates being guided by the Co-Supervisors both as Supervisor & Co-Supervisor shall be obtained from the host institutions.

2.0. Admission into Ph.D. Programme

2.1. Eligibility for Admission

- a) The candidate should possess a postgraduate degree of the concerned/ related subject of any recognized University, with at least a second class with a minimum of 55% of marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale and 50% in the case of SC/ST/Differently abled candidates.
- b) A person whose M.Phil dissertation has been evaluated and the Viva-Voce pending may be admitted to the Ph.D Programme.

2.2. Admission Procedure

- i. The admission for Ph.D degree course is normally done once in every year. The necessary notification in this regard is issued by the Registrar, SPMVV. The number of vacant seats for Ph.D with subject area and specializations, wherever applicable shall be notified in the University website.
- ii. Candidates seeking admission into Ph.D programme should appear for an entrance test (SPMVV RESET) to be conducted by the University at Tirupati.
- iii. The entrance test in the concerned subject will be of 2 ½ (two and half) hours duration with Part A-50 objective type of questions for 50 marks and Part-B, descriptive type of questions (5 short essay out of eight questions of 10 marks each) for 50 marks. However, wherever it is relevant few questions will be from Research Methodology. The question paper and medium of writing SPMVV RESET will be in English except for Telugu Studies.
- iv. The candidate should obtain a minimum of 50% marks in the entrance test to be eligible and for SC/ST/Differently abled candidates, the minimum marks will be 45%. Mere qualifying in the entrance test alone does not guarantee a seat for admission.
- v. Candidates qualified in UGC/CSIR/NET/SET/GATE/GPAT are exempted from writing SPMVV RESET. 50% of the seats are earmarked for those who qualify in UGC/CSIR/NET/SET/GATE/GPAT. The remaining 50% of the seats shall be filled up with the can

didates qualified in SPMVV RESET as per the ranks obtained. However candidates qualified in UGC/CSIR/NET/SET/GATE/GPAT, but also wish to be considered under 50% of seats earmarked for the candidates qualified in SPMVV RESET, should appear for SPMVV RESET also. The statutory reservations shall be followed for all the admissions.

- vi. Candidates qualified in GATE/GPAT are eligible for admission into M.Phil/Ph.D. subject to **the validity period of the score.**
- vii. If the quota allotted for candidates qualified in UGC/CSIR/NET /SET/GATE/GPAT is not filled, the same will be opened for candidates appeared for SPMVV RESET.
- viii. Candidates who qualify for admission into the Ph.D. degree course at the entrance test as well as the candidates exempted from entrance test will receive the call letters for interview from the Dean of the concerned School.
- ix. Allocation of the seats shall be made as per the six point formula of the Andhra Pradesh Educational Institution Regulation of Admission Order 1974 in the ratio of 42:36:22 in respect of Coastal Andhra, Telangana and Rayalaseema respectively. Reservation for SC/ST/BC/Differently abled and other categories shall be followed as per the rules governing admissions of Central and State Governments.
- x. Admission to 85% of the available seats shall be reserved in favour of the local area as mentioned above. The remaining 15% seats shall be unreserved.
- xi. The candidate has to attend an interview during which she will be required to submit the area of her proposed research topic and the broad area of research.
- xii. Irrespective of the Ph.D. admission notification and vacancies available, candidates who have qualified NET with JRF shall be admitted anytime of the year. The admission shall be adjusted against the vacancy as and when it arises.
- xiii. Candidates who secure DST INSPIRE/ Moulana Azad National Fellowship/RGNF/ TEQIP/ or any Fellowship will be given provisional admission in to Ph.D However,

they should qualify SPMVV RESET/NET/GATE/GPAT/APSET within two consecutive attempts from the date of Registration, failing which the registration stands cancelled. Such candidates will be allowed to register for Ph.D. written examination only after qualifying the above examinations.

- xiv. The allocation of Research Supervisor for a selected Research Scholar shall be decided by the DRC depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them in the application. Soon after the scrutiny of all the applications the Department Research Council with the BOS Chairperson, Head of the department and all Research Supervisors shall decide the allocation of students to Research Supervisors.

2.3. Number of M.Phil/Ph.D Scholars permissible/Supervisor

- (i) A Research Supervisor / Co-Supervisor who is a Professor, at any given point of time, cannot guide more than Three (3) M. Phil. and Eight (8) Ph.D Scholars. An Associate Professor as Research Supervisor can guide up to a maximum of Two (2) M.Phil and Six (6) Ph.D. Scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil and four (4) Ph.D. Scholars.
- (ii) **Modified Proportion of Full time/Part time:** The proportion of full time and part time candidates will be

School of Sciences		School of SS H & M	
FT : PT ratio		FT : PT ratio	
Professor	6 : 2	Professor	4 : 4
Associate Professor	3 : 3	Associate Professor	4 : 2
Assistant Professor	2 : 2	Assistant Professor	3 : 1

However with consent of the supervisors, additional part-time candidates can be allotted within the stipulated vacancies in the absence of full-time candidates and similarly a part-time vacancy can be converted to full-time vacancy.

(iii) A Research Supervisor shall be permitted to take 2 full time and 1 part time candidates for Ph.D guidance in a year of admission, even if they have more vacancies.

2.4. Conversion of Registration from Full-Time to Part-Time and vice-versa:

Conversion of registration from full-time to part-time may be permitted if the candidate gets employment in an Academic/Research/Professional/Technical institution, after getting verification of job from the employer notwithstanding the length of service. However the candidate has to pay the prescribed fee for such conversion.

Similarly, conversion from part-time to full-time may also be permitted if the candidate so desires, provided she ceases to be an employee. In this case, if no request is forthcoming from the part-time candidate for conversion from part-time to full-time, the registration shall be cancelled once, she ceases to be an employee. At any time of granting part time registration to the candidate, it should be ensured that she is employed. Concealing factual information to get any of the above conversions is a serious offence and the candidate stands the risk of cancellation of Registration in SPMVV forever.

2.5 M.Phil Continuation to Ph.D.: Candidates who have completed M.Phil and intend to continue for Ph.D. in the same theme within the same Department shall apply within two months. However, admission shall be subject to the availability of the vacancy.

3.0. Course Work

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

3.2. The Course work is mandatory and should be completed within the stipulated time indicated under 1.1. The schedule of the course work shall be informed by the Dean of the Concerned School.

3.3. Both full-time and part-time Ph.D. candidates shall appear for a qualifying written examination in two papers at the end of one year after registration.

4.0. Ph.D. Written Examination: The Ph.D course comprises of (i) Written Examination (ii) Seminar presentation (iii) Submission of Thesis and (iv) Open Viva-Voce examination.

4.1. Both full-time and part-time Ph.D. candidates shall appear for a qualifying written examination in two papers at the end of one year after registration. Each paper shall be of Three hours duration and for 100 marks (4 credits each). The medium of writing Pre-Ph.D. written examination is English except for Telugu Studies. The credit assigned will be 4 credits for each Theory Papers, whereas 4 credits will be for 6 Seminars 1 credit for each seminar thus making a total of 12 credits.

4.2. Paper-I Research Methodology and Computer Applications: The syllabus of Paper- I will be common for the Concerned School. The syllabus, model question paper and panel of examiners for Paper-I shall be submitted by the Dean of the Concerned School. Paper-II Research Specialization. The DRC will identify broad areas / specialization and frame the syllabus and model question papers and list of examiners. The candidate has to choose one of the identified areas closely related to their research topic which is approved by the Research Supervisor and the DRC. The DRC shall prepare a common list of examiners of different specialization for paper-II of the Pre-Ph.D written examination. If there are candidates who do not fit in to the broad area identified by the Department, they may be permitted to write the examination in their topic of research for Paper II. The syllabus and model question paper in these cases may be prepared by the research supervisor and approved by the DRC.

4.3. For written examination, the panel of examiners should contain a minimum of six subject experts from India not below the rank of Associate Professor.

4.4. The candidate should secure a minimum of 55% of marks or equivalent grade to pass the written examination.

- 4.5. The candidate shall not be permitted to take more than three consecutive chances to pass the written examination. Not registering for the written examination 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 written examination within three consecutive chances, the registration gets cancelled automatically.
- 4.6. No change in the area of research shall be permitted once the candidate has passed the written examination. If the candidate desires to change the area of research after passing the written examination, she has to cancel her registration and then register afresh.
- 4.7. Candidates with M.Phil degree are exempted from writing Pre-Ph.D Examination, provided the M.Phil candidates continue Ph.D within the stipulated period in the same area of Research. **(As per rule of 2.5)**

5. Seminar Presentation:

- 5.1. A scholar should make a seminar presentation on the research topic including relevance of the subject/theme, literature review, methodology proposed, the contribution to theory, etc. within six months after registration, before the DRC and finalize broad area of research to write the Pre-Ph.D examination.
- 5.2. Every scholar pursuing Ph.D work should make a presentation of her work in a seminar in the Department regularly once every six months. By the time the scholar submits her thesis, she should have given a minimum of six seminars in the Department. A total of 100 marks will be assigned to seminar presentation, which will be equivalent to 4 credits.
- 5.3. The seminar presentation should be evaluated by the Department Research Council. The Scholar may incorporate changes suggested to strengthen the research.
- 5.4. Every scholar pursuing Ph.D. should attend research seminars/conferences organized by the parent or other Universities/Institutes and by the time she submits the thesis, she should have attended at least two such seminars/conferences of which at least one should be in other University/Institute.

6. Monitoring Research Progress

6.1. The full-time/part-time Research Scholars shall submit half-yearly progress reports to DRC through the Research Supervisors and Heads of the Departments concerned.

6.2. The DRC shall have the following responsibilities to monitor and guide the research work of all the scholars in the department:

- i. To review the research proposal and finalize the topic of research;
- ii. To guide the Research Scholar to develop the study design and methodology of research and identify the course(s) that she may have to do.
- iii. To periodically review and assist in the progress of the research work of the Research Scholar.

6.2.1. A Research Scholar shall appear before the DRC once in six months to make a presentation of the progress of her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the DRC to the Institution with a copy to the Research Scholar.

6.2.2. In case the progress of the Research Scholar is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the Research Scholar fails to implement these corrective measures, the DRC may recommend to the institution with specific reasons for cancellation of the registration of the Research Scholar.

7. Ph.D Duration

7.1. (i). The duration of Ph.D programme shall be as follows:

Ph.D. (Full-time) with M.Phil	: Minimum 2 years and maximum 4 years
Ph.D. (Full-time) without M.Phil	: Minimum 3 years and maximum 6 years
Ph.D. (Part-time) with M.Phil	: Minimum 3 years and maximum 5 years
Ph.D. (Part-time) without M.Phil	: Minimum 4 years and maximum 7 years

(ii). No candidate shall submit the synopsis before the minimum period. Registration stands cancelled automatically after the 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.

- (iii). The candidate may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.

7.2. Extension of Time:

Not more than TWO extensions of time, each of one year duration for submission of Ph.D. thesis shall be granted by the Dean of concerned School on the recommendation of the DRC on payment of penal fee prescribed after the maximum period. However, if the candidate 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 DRC shall be referred to the University administration for consideration of extension for the maximum of one more year by paying the penal fee. 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.

- 7.3.** Candidates under Faculty Development Programme (FDP) shall be insisted upon for 3 years of attendance. They can be relieved after putting up 2 years attendance in the Department if their concerned College does not permit them for further extension of leave. However, such candidates have to put in attendance of two months (need not be continuous) in the third year. Such candidates shall submit the Ph.D. thesis not earlier than 3 years and not later than 6 years from the date of registration.

8. Submission of Thesis

8.1. Pre Requirements for Submission of Synopsis of Ph.D. Thesis

- i. When the Research Scholar after having pursued the research work for the minimum length of period as stipulated in 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 Research 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 10 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, at least 3 months before the submission of thesis. The Head of the Department shall forward the synopsis after obtaining the panel of examiners in sealed covers from the Research Supervisor and Chairperson of Boards of Studies within one week.
- 8.2.** Modification in the title of the thesis within the area of approved research may be permitted by the Dean of Concerned Schools provided the area of research remains the same, on the recommendations of the DRC and Dean of the concerned School, prior to the submission of the synopsis of thesis. No modification in the title shall be permitted once the candidate has submitted the synopsis.
- 8.3.** 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 and thesis submission. If the candidate fails to submit the thesis within the period, she has to submit fresh synopsis.
- 8.4. Submission of the Thesis**
- i. The scholar should have passed the Pre-Ph.D examination.
 - ii. M.Phil scholars shall present at least one research paper in a conference/ seminar and Ph.D scholars must publish at least one research paper in refereed Journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

- iii. The Dean of the School should certify that the scholar has regularly submitted progress reports. The certificate should contain the date of submission of Progress Reports.
- iv. The Head of the Department should certify that the scholar has given a minimum of six research seminars in the Department during her period of research work with supportive evidence.
- v. The Head of the Department should certify that the scholar has attended at least two research seminars/conferences held in Universities / Institutions with at least one in other University / Institute with supportive evidence.
- vi. The candidate shall also enclose in her thesis a certificate from the Research Supervisor under whom she worked, that the thesis submitted is a bonafide record 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 Associateship or Fellowship or other similar titles.
- vii. 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.
- viii. The Academic Council (or its equivalent body) of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/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.

9. Adjudication of Ph.D. Thesis:

- 9.1. 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 Associate Professor) from Andhra Pradesh and six from outside the State, for the Department of Telugu Studies three examiners from outside the State and six examiners within the State 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.
- 9.2. 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 outside of the State and one from Andhra Pradesh. For Telugu Studies two examiners shall be from Andhra Pradesh and one examiner from outside the State.
- 9.3. 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

9.4. 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. If not submitted within one year, the Research Scholar shall be declared ineligible for the award of Ph. D. and the Registration stands cancelled.

9.5. The revised thesis should be referred to those examiners who have originally recommended revision.

9.6. The Viva-Voce examination shall be conducted only if the evaluation reports are satisfactory and include a specific recommendation for conducting the Viva-Voce examination.

10. Viva – Voce Examination

10.1. 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 Examiners who adjudicated the Thesis | - | Member |
| 5. Research Supervisor | - | Member-Convener |

10.2. In the event of the Chairperson of the committee not being able to conduct the Viva-Voce examination, the Vice-Chancellor may nominate the other examiners of the adjudication committee to conduct the Viva-Voce. If she/he is also not in a position to

conduct the Viva, the Vice-Chancellor may then nominate one of the other experts from the panels submitted by the Chairperson Board of Studies and the Research Supervisor.

- 10.3.** 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 the Department Research Council as the Member-Convener
- 10.4.** The reports of the external examiners should be made available to the Board one week before the Viva-Voce examination.
- 10.5.** On completion of the viva-voce examination, the Viva-Voce board may recommend either;
 - a). That the Research Scholar be awarded the Ph.D. Degree (OR)
 - b). That the Research Scholar may appear for the Viva-Voce examination again after a gap of minimum one month.

11. Declaration of Ph.D.

- 11.1.** 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 Ph.D degree to the scholar.
- 11.2.** The Research Scholar may publish the thesis, after incorporating the suggestions made by the examiners (if any) with the permission of the University, if approved and indicated by the Viva-Voce Board in its report.

12. Depository with UGC

- 12.1.** Following the successful completion of the evaluation process and announcement of the award of Ph.D., the University shall submit a soft copy of the Ph.D thesis to the UGC within a period of 30 days, for hosting the same on INFLIBNET.
- 12.2.** The Research Scholar should submit two soft copies of her Ph.D 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 Ph.D. proceedings.

- 12.3. The University shall issue Ph.D. proceedings certifying that the Degree has been awarded in accordance with the provisions of the regulations of the University Grants Commission.

M.Phil Degree

Sri Padmavati Mahila Visvavidyalayam (SPMVV) provides facilities for research in several disciplines, leading to the award of M. Phil Degree. Admissions are made in the concerned Departments of the University and are restricted to women candidates only. A candidate is eligible to register for M.Phil in the same or related subject / discipline in which she has a Master's Degree except in the case of Women's Studies where any post graduate is eligible. No candidate will be allowed to register for a subject which is not offered in the University at P.G. level.

1. General

Research Scholars can pursue full-time or part-time research.

- 1.1. **Full-Time Research:** A full-time Research Scholar carries out full-time research for a minimum period of one year, putting in 75% of attendance, without taking up any other assignment and maximum of two years. However, the candidates may work in the Research Projects in the University as Junior Research Fellows, Project Assistants etc.
- 1.2. **Part-Time Research:** A part - time research scholar carries out part - time research while discharging her duties associated with her regular job in the relevant discipline in a recognized academic/ research/ professional/ technical/ relevant institution. The candidate must work for her M.Phil for a minimum of two years, putting in a minimum attendance of two summer vacations/two months in S. P. Mahila Visvavidyalayam and maximum of three years.
- 1.3 Research for M.Phil shall be uni-disciplinary, and carried out under the supervision of single Internal Supervisor only. No Co-Supervisors are allowed.

2. Admission into M.Phil Programme

2.1. Eligibility for Admission:

- i. The candidate should possess a postgraduate degree of the concerned/ related subject of any recognized University, with atleast a second class with a minimum of 55% of marks in aggregate or its equivalent grade 'B' in the UGC 7 – point scale and 50% in the case of SC/ST/Differently abled candidates.
- ii. If seeking part - time registration, the candidate should be a member of the staff of any recognized academic/ research/ professional/technical institution.

2.2 Admission Procedure

- i. Admissions into M.Phil degree course are normally done once in every year through an entrance test (SPMVV RESET) which will be common for M.Phil & Ph.D the necessary notification in this regard be issued by the Registrar, SPMVV. The number of vacancies for M.Phil shall be decided well in advance and notified in the University website.
- ii. The entrance test in the concerned subject will be of 2 ½ (two and half) hours duration with Part A-50 objective type of questions for 50 marks and Part-B, descriptive type of questions (5 short essay out of eight questions of 10 marks each) for 50 marks. However, wherever it is relevant a few questions will be from Research Methodology. The question paper and medium of writing SPMVV RESET will be in English except for Telugu Studies.
- iii. The student should obtain a minimum of 50% marks in the entrance test, to be eligible and SC /ST /Differently abled students the minimum shall be 45%. Mere qualifying in entrance test alone does not give guaranty a seat for admission.
- iv. Candidates qualified in UGC/CSIR/NET/SET/GATE/GPAT are exempted from writing SPMVV RESET. 50% of the seats are earmarked for those who qualify in UGC/CSIR/ NET/SET/GATE/GPAT. The remaining 50% of the seats shall be filled up with the candidates qualified in SPMVV RESET as per the ranks obtained.

However, candidates qualified in UGC/CSIR/NET/SET/GATE/GPAT and who wish to be considered under 50% of seats earmarked for the candidates qualified in SPMVV RESET should appear for SPMVV RESET also. The statutory reservations shall be followed for all the admissions.

- v. Candidates qualified in GATE/GPAT are eligible for admission into M.Phil/Ph.D. subject to **the validity period of the score.**
- vi. If the quota allotted for candidates qualified in UGC/CSIR/NET/SET/ GATE/ GPAT is not filled, the same will be opened for candidates appeared for SPMVV RESET.
- vii. Candidates who qualify for admission in to M.Phil degree course at the entrance test as well as those exempted from entrance test will receive call letters for interview from the Dean of the Concerned School.
- viii. Allocation of the seats shall be made as per the Six Point Formula of the Andhra Pradesh Educational Institution Regulation of Admission Order 1974 in the ratio of 42:36:22 in respect of coastal Andhra, Telangana and Rayalaseema respectively. Reservation for SC/ST/BC/Differently abled and other categories shall be followed as per the rules governing admissions of SPMVV.
- ix. Admission to 85% of the available seats shall be reserved in favour of the local area as mentioned above. The remaining 15% seats shall be unreserved.
- x. The candidate has to attend an interview during which she will be required to submit the area of her proposed research topic and broad area of research.
- xi. A Research Supervisor who is a Professor, Associate Professor or Assistant Professor can guide up to a maximum of Three (3), Two (2) and one (1) M.Phil Scholars respectively at any given point of time,
- xii. The allocation of Research Supervisor for a selected research scholar shall be decided by the DRC depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them in the application. Soon after the scrutiny of all the applications the Department Research Council with the BOS Chairperson, Head of the department and

all Research Supervisors shall decide the allocation of students to Research Supervisors.

- xiii. Conversion of registration from full-time to part-time may be permitted if the candidate gets employment in a recognized academic/research/ professional/technical institution. Similarly, conversion from part-time to full-time may also be permitted if the candidate so desires, provided she ceases to be an employee. In this case, if no request is forthcoming from the candidate for conversion from part-time to full-time, the registration shall be cancelled once she ceases to be an employee. At the time of granting part-time registration to the candidate, it should be ensured that she is employed. Concealing factual information to get any of the above conversions is a serious offence, and the candidate stands the risk of losing her registration in SPMVV forever.

3. Course Work

- 3.1. Course work shall be for a minimum period of one semester. It shall include Paper-I, Research Methodology and Computer Applications, and Paper-II on Research Specialization which Broad is field relating to the topic-focusing on theory, literature review and developments in the related discipline/thrust areas.
- 3.2. The Course work is mandatory and should be completed within stipulated period of time indicated under 1.1. The schedule of the course work shall be informed by the Dean of the concerned School.
- 3.3. The syllabus of Paper I - Research Methodology and Computer Applications will be common for school and Paper II- Research specialization shall be framed by the DRC It is recommended to identify the broader areas while framing the syllabi of Paper-II common for the candidates of the same area / specialization in the Department.

The syllabus, model question paper and panel of examiners for Paper-I shall be submitted by the Dean of the Concerned Schools. For Paper-II, the DRC has to identify broad areas / specialization and frame the syllabus and model question papers. . The DRC shall prepare

a common list of examiners of different specialization for Pre-Ph.D written examination of paper-II. The candidate has to choose any of the identified areas closely related to their research topic which is approved by the Research Supervisor and the DRC which can be communicated to the examination section by the Head of the Department. If there are candidates who do not fit in to the broad area identified by the department, they may be permitted to write the examination in their topic of research for Paper-II. The syllabus and model question paper may be prepared by the Research Supervisor and approved by the DRC.

3.4. Both full-time and part-time M.Phil candidates shall appear for a qualifying written examination in two papers at the end of one year.

4. Monitoring Research Progress

4.1 The DRC shall have the following responsibilities to monitor and guide the research work of all the scholars in the department:

- i. To review the research proposal and finalize the topic of research;
- ii. To guide the Scholar to develop the study design and methodology of research and identify the course(s) that she may have to do.
- iii. To periodically review and assist in the progress of the research work of the Research Scholar.

4.2 A Research Scholar shall appear before the DRC once in six months to make a presentation of the progress of her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the DRC to the institution with a copy to the Research Scholar.

4.3 In case the progress of the Research Scholar is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the Research Scholar fails to implement these corrective measures, the DRC may recommend to the institution with specific reasons for cancellation of the registration of the Research Scholar.

- 4.4. Half-yearly progress reports of the full-time/part-time Research Scholars shall be submitted to the Dean of the Concerned School, through the Research Supervisors and Heads of the departments concerned.
- 4.5. The half-yearly progress report should cover the following aspects
- i. The review of literature
 - ii. New data acquired / techniques developed
 - iii. Progress /standardization in Research Methodology
 - iv. Discussion of the work done including any new findings
- 4.6. If a Research 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 DRC, the Dean of the Concerned Schools may recommend for cancellation of the registration of the scholar to the University.

5. Seminar Presentation

- 5.1. A Research Scholar should make a seminar presentation on the research topic within six months after registration, before the Department Research Council. The presentation shall include relevance of the subject/theme, methodology proposed, the contribution to theory, etc. The scholar may incorporate changes suggested to strengthen the research. Pre submission seminar by the candidate shall be presented prior to the submission of the dissertation. The Departmental Research Council (DRC) shall conduct the evaluation for a total of 100 marks.
- 5.2. M.Phil Scholars shall present at least one research paper in a conference/seminar and produce evidence for the same in the form of presentation of certificate.
- 5.3. The candidate should secure a minimum of 55% marks at the seminar.
- 5.4. Candidates who fail to secure pass marks at the seminar shall be asked to give the seminar again after a gap of one month.

6. Evaluation

6.1. The M. Phil Course comprises

- a) Written Examination,
 - Paper I - Research Methodology and
Computer Applications 100 marks
 - Paper II – Research Specialization 100 marks
- b) A seminar to be given before submitting dissertation before the Department Research Council 100 marks
- c) Dissertation 200 marks
- d) Viva-voce 100 marks

The total will be for 600 marks which is equal to 24 credits

6.2. M.Phil Candidate should secure a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the written examination in order to be eligible to continue in the programme and submit the dissertation/thesis.

6.3. The common panel of examiners for M.Phil written examination and valuation of dissertation shall be discussed and approved in DRC of respective departments indicating broader area of specialization of experts from which the BOS Chairperson and Research Supervisors are to pick up their panel of examiners.

6.4. Both full-time and part-time M.Phil candidates shall appear for a qualifying written examination in two papers. Each paper will be of three hours duration and the medium of writing M.Phil Written Examination is English except for Telugu Studies.

6.5. The candidate should secure a minimum of 55% marks or its equivalent grade for the dissertation to pass the M.Phil degree course work in order to be eligible to continue in the programme and submit the Dissertation/Thesis.

6.6. The candidate shall not be permitted to take more than two consecutive chances to pass the written examination.

6.7. Not registering for the written examination or absence from appearing for the written examination for whatever reason shall be considered as one chance lost.

6.8. If the candidate does not pass the written examination within two consecutive chances, the registration gets cancelled automatically.

6.9. The candidate shall not be considered for the award of the M.Phil degree without passing the written examination.

7. M.Phil Duration

The duration of M.Phil programme is as follows :

- | | |
|-----------------------|-------------------------------------|
| i) M.Phil (Full-time) | Minimum 1 year and maximum 2 years |
| ii) M.Phil(Part-time) | Minimum 2 years and maximum 3 years |

Not more than ONE extension of time of one year duration for submission of M.Phil Dissertation shall be granted by the Dean of Concerned School on the recommendation of the DRC on payment of penal fee prescribed after the maximum period. No further extension of time is permitted under any circumstances. If the candidate(s) fails to submit the dissertation within the permitted extension period, her registration stands cancelled automatically.

8. Submission of Dissertation

8.1 After completion of the prescribed time (as specified at rule 7) in accordance with the conditions laid down in these regulations, four copies of dissertation in English (except for Telugu Studies) with the prescribed fee must be submitted to the Dean of Examinations through proper channel.

8.2 The candidate shall enclose in her dissertation a certificate from her research supervisor, that the dissertation submitted is a bonafide record of research work done by the candidate during the period of her study under her / him, and that this dissertation has not previously formed the basis for the award of any Degree or Diploma or Associateship or Fellowship or other similar titles.

8.3 The M.Phil Dissertation submitted by a Research Scholar shall be evaluated by his/her Research Supervisor and atleast one external examiner. The Viva-Voce examination,

based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together and shall be open to be attended by Members of the DRC, all faculty members of the department, other Research Scholars and other interested experts/ researchers.

- 8.4 If the evaluation report of the external examiner is not satisfactory the institution shall send the dissertation to another external examiner out of the approved panel of examiners and the Viva-Voce shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is not satisfactory, the dissertation shall be rejected and the Research Scholar shall be declared ineligible for the award of the degree.

9. Declaration of M.Phil

The candidates who have passed all the three parts in the first attempt, securing 75% and above on the aggregate are placed in Distinction, those securing 60% and above but less than 75% on the aggregate are placed in I Class, and other successful candidates are placed in II Class.

10. M.Phil continuation to Ph.D.

Candidates who have completed M.Phil and intend to continue for Ph.D in the same department shall apply within two months from the date of award of M.Phil degree. However admission shall be subject to the availability of the vacancy.

FOR OFFICE USE ONLY

1. Research Supervision

1.1. Eligibility to be a Research Supervisor (to guide M.Phil/Ph.D)

- 1.1.1. Any regular Professor of the University/Institution Deemed to be a University/College with at least five research publications in referred journals and any regular Associate/Assistant Professor of the University/Institution deemed to be a University/ College with a Ph.D degree and at least two research publications in refereed journals

may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- 1.1.2. The applications for recognition of Research Supervisor and Co-Supervisor should be scrutinized and shall be recommended by the Department Research Council and forwarded by the Head to the University for approval. A Committee consisting of Dean Academic Affairs, Dean of the Concerned Schools, Dean Development and Dean of Examinations will assess the eligibility of the Co-Supervisor and recommend to guide Ph.D if eligible which will further be approved by the BORS.

2.0. Number of Scholars with a Research Supervisor

- i. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Three (3) M.Phil and Eight (8) Ph.D Scholars. An Associate Professor as Research Supervisor can guide up to a maximum of Two (2) M.Phil and Six (6) Ph.D scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil and Four (4) Ph.D scholars.
- ii. A Research Supervisor shall be permitted to have a maximum of 3 Ph. D candidates (2 full time and 1 part time) and two M. Phil (1 full time and 1 Part time) candidates in a year of admission, even if they have more vacancies.
- iii. Any retired teacher willing to continue to guide the candidates already registered under him/her can do so as guide for a maximum period of 5 years from the date of superannuation.
- iv. A vacancy shall be deemed to have arisen under a Research Supervisor, only when a candidate carrying out research under her/him submits her thesis, or when the candidate is permanently transferred to another guide, or when the registration of the candidate is cancelled.
- v. There is no provision for Self-Guidance.

- vi. The eligible Research Supervisors of Sri Padmavati Mahila Visvavidyalayam are permitted to act as Co-Supervisors/Advisors for Ph.D studies in other Universities/ other departments of SPMVV subject to the guidelines of the respective Universities with the permission from the University. A maximum of only 2 (two) students in addition to the Research students of Sri Padmavati Mahila Visvavidyalayam will be permitted at any point of time and should not have more than allowed Ph.D. scholars in total.
- vii. In case of research programme for foreign students which is offered by office of the Dean, International Relations, two additional candidates are permitted per eligible guide. This is in addition to the prescribed number in (i) above

3. In-Charge Research Supervisor and change of Research Supervisor for Ph.D

- i) In circumstances where the Research Supervisor temporarily leaves to another institution within or out of the country on an assignment, she/he may entrust her/his candidate to one of the department colleagues, or to the other Research Supervisor (if the candidate has two Research Supervisors) for the period of her/his absence on the recommendations of the DRC and with the approval of the University. The In-Charge Research Supervisor shall forward all routine correspondence pertaining to the candidate. The candidate, however, shall continue to be guided by the Research Supervisor under whom the candidate is registered and shall submit the thesis under her/him only. The syllabus for Ph.D written examination and the panel of examiners for written examination and for adjudication of the thesis shall be given by the Regular Supervisor only. The In-Charge Research Supervisor shall act only as a caretaker. In circumstances where the Research Supervisor is not in a position to continue to supervise the candidate, the candidate may be transferred to another Research Supervisor who has a clear vacancy, on the recommendations of the DRC and with the approval of the University.

4. Board / Councils for Monitoring Research Programmes

4.1 Board of Research Studies (BORS)

The Board of Research Studies (BORS) of the University shall be constituted by the Vice-Chancellor with Deans of Academic Affairs, Examinations, School of Sciences, School of Social Sciences, Humanities and Management and all the internal Chairpersons of Board of Studies of the Departments which offer research programmes. The Vice-Chancellor shall be the Chairperson of BORS. The functions of BORS are

1. To amend the rules and regulations pertaining to research from time to time.
2. To make recommendations on all matters pertaining to research as and when necessary.

4.1. Department Research Council (DRC):

The Department Research Council consists of all the eligible research supervisors of the Department. The Chairperson of Board of Studies shall be the Chairperson of DRC.

Notwithstanding all that has been laid down regarding the rules and regulations governing the M.Phil / Ph.D. Degree Course, the decision of the Academic Senate is final in all matters by duly considering the recommendations of the Board of Research Studies.