



RULES AND REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

1. Introduction: Ph.D. Programme

Chinmaya Vishwavidyapeeth (Deemed-to-be-University), hereafter the University, awards the degree of Doctor of Philosophy (Ph.D.) to a candidate who has successfully completed the prescribed Programme of Research. The Programme of Research with the governing rules and regulations is formulated by the Research and Publication Committee (RPC) of the University. The RPC can modify or change the structure, the governing rules and regulations from time to time with the approval of the Vice Chancellor of the University. The regulations formulated and presented in this document are compliant with the regulatory guidelines issued by UGC, 2016. A candidate to be awarded the Ph.D. degree has to follow all the processes and procedures as laid down in the guidelines to submit a thesis embodying the findings of his/her research carried out under this programme. The thesis should, in the opinion of the examiners appointed by the University, make an original contribution of high quality to the advancement of knowledge as judged by the experts in the relevant area. A candidate becomes eligible for the award of the Ph.D. degree after fulfilling all the academic requirements prescribed by the Academic Council of the University. The award shall be made upon the recommendation of the Dean of the University and approved by the Vice Chancellor of the University. The Ph.D. degree shall be awarded in the theme/subject area of the research in which registration is made by the candidate and subsequently recorded and approved by the University.

(Sd/-)

(Authority) Date:

Academic Regulations

(Notified on 01/03/2020)

Degree of Doctor of Philosophy (Ph.D.)

1. Short title and Commencement

These Regulations may be called the Regulations governing the standards and procedures for the award of the Degree of Doctor of Philosophy (Ph.D.) of Chinmaya Vishwavidyapeeth (CVV), Ernakulam. These regulations shall come into force with effect from the academic year 2020-21 and complies with the UGC notification dated 5th May 2016.

The Research and Publications Committee (RPC) of CVV, duly constituted by the Vice Chancellor will steer and administer the Ph.D. programme at CVV. It shall be competent to review and recommend changes to the regulations to the Academic Council.

2. Definitions

In these regulations, unless the context otherwise requires

- 2.1 "University" means Chinmaya Vishwavidyapeeth (CVV)
- 2.2 "Degree" means the degree of Doctor of Philosophy (Ph.D.)
- 2.3 "School" means the Schools in CVV where the candidate intends to work for the degree in a regular mode (either as a full-time or as a part-time candidate) and not as a candidate in a distant mode.
- 2.4 "Candidate" means any person who satisfies the prescribed eligibility conditions as stated later in Section 4 and who intends to register for the degree.
- 2.5 "Board of Studies (BoS)" means the interdisciplinary Board of Studies as constituted by the University.
- 2.6 "Course work" means the mandatory preparatory study to be undertaken by the candidate as prescribed by the BoS.
- 2.7 "Guide" means the faculty recognised by Chinmaya Vishwavidyapeeth to guide the research work of a candidate who satisfies the eligibility as provided in Section 11.
- 2.8 "Co-guide" means the faculty recognised by Chinmaya Vishwavidyapeeth to supervise the work of a candidate jointly with the main guide.
- 2.9 "Doctoral Committee" means the Research and Advisory Committee (RAC) constituted by the University to oversee the research of the candidate.
- 2.10 "Board of Examiners" means the panel of examiners constituted by the RPC for adjudicating the Ph.D. thesis submitted by the candidate

3. Doctoral Research Advisory Committee (RAC) and its functions

There shall be a Doctoral Research Advisory Committee (RAC) for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. The RAC shall have the following members:

- a. Supervisor – Convener
- b. Joint Research Supervisor – Member
- c. One Faculty member from another school at CVV – Member
- d. One subject expert in the relevant area – Member
- e. Any member of the RPC at CVV – Member

This Committee shall have the following responsibilities –

- (i) To review the research proposal and finalise the topic of research
- (ii) To supervise the Research Scholar to develop 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 Research Scholar
- (iv) To approve the synopsis and direct the submission of the thesis

4. Eligibility Criteria for Admission to the Ph.D. Programme

A candidate seeking admission to the Ph.D. programme shall satisfy any one of the following eligibility requirements –

1. Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 60% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever a grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognised or authorised 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. A relaxation of 5% of marks, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as advised by the UGC and accepted by the Academic Council of CVV from time to time, or for those who have obtained their Master's degree before 19th September 1991. The eligibility minimum of 55% (or an equivalent grade on a point scale wherever a grading

system is followed) and the relaxation of 5% for the categories mentioned above is permissible based only on the qualifying marks without including any grace marks awarded.

3. Candidates who have successfully completed the M.Phil. Degree with 55% marks or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade on a point scale wherever a grading system is followed), shall be eligible to take admission to the Ph.D. programme. A relaxation of 5% of marks, or an equivalent relaxation of a grade, may be allowed for those belonging to SC/ST/differently-abled categories. Necessary course/s exemptions which are part of the coursework shall be permitted with due consideration.
4. Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian institution, or from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognised or authorised 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, shall be eligible for admission to the Ph.D. programme.
5. A Master's degree or equivalent in any subject with 60% marks plus a minimum of three years of work experience in the area of interdisciplinary research in which admission is being sought. Interdisciplinary research involves two or more academic, literary, scientific or artistic disciplines. The candidate must demonstrate evidence of his/her relevant experience in the interdisciplinary area of research.
6. International candidates (NRIs, Foreign Nationals, OCIs and PIOs who have obtained a master's degree from foreign universities), whose post-secondary education is not in English are required to qualify with the IELTS or an equivalent English language exam with a score of 6.5 or an equivalent test for English language proficiency. Similarly, candidates seeking admission in other Indian languages, proficiency in that language will be assessed by a suitable internal test conducted by CVV.
7. Any other candidate, who by virtue of publications or work experience proves to the RPC of CVV, that he/she possesses equivalent academic qualifications to the criteria mentioned above.

Note: Admission criteria are liable for periodic review by the RPC.

5. Categories of Ph.D. students

The University admits Ph.D. students under the following categories:

5.1 Full-time

Full-time Research Scholars are those who will be full-time residents at the University campus for their research/report to the campus on a daily basis.

5.2 Sponsored

The applicant in this category is sponsored by a recognised R&D organisation, academic institution, government organisation or industry for doing research in the University on a full-time basis. The University does not provide any assistantship/fellowship to such a candidate.

5.3 Quality Improvement Programme (Indian/International)

This category refers to a student selected under the Quality Improvement Programme (QIP) of the AICTE/UGC or any other Indian/international organisation. The student works full-time in the Ph.D. programme as per the rules and regulations of QIP.

5.4 Part-Time

An applicant in this category is a professionally employed and/or qualified person, who pursues the Ph.D. Programme while continuing the duties of his/her service. The candidate while applying in this category should upload a no-objection certificate duly signed by the employer. The University does not provide any assistantship/fellowship to candidates in this category.

In all cases of dispute regarding fellowships and financial conditions, the matter will be referred to the RPC, and the Vice Chancellor, with the advice of the RPC, will be the final deciding authority for any changes in process and outcome on a case to case basis.

6. Admission Procedure

Admissions shall be as per the application made available from March every year. For all categories, admission will be granted based on the Ph.D. admission test of CVV (called CVV-PAT) followed by an interview, held normally once a year, in April, duly notified in advance.

6.1 Two-stage Admission Process

a. Stage One: An online admission test (CVV-PAT) will be conducted in April every year.

b. Stage Two: List of eligible candidates for the interview shall be notified on the website after the CVV-PAT is conducted.

6.1.1 Exemptions in the Two-stage Process

(i) Students who have qualified UGC-NET (including JRF/ UGC-CSIR NET /SLET/ GATE/ teacher fellowship holders or have passed M.Phil. (subject to the Dean's approval) or Ph.D. programs of a recognised University (UGC approved) shall be exempted from appearing for CVV-PAT.

(ii) For the applicants from overseas, a time-bound online proctored entrance test shall be arranged subject to its feasibility in the host country. The interview shall be held online with the help of video call services like Skype, subject to its feasibility in the host country.

7. Notifications

Admission notification of the Ph.D. programme shall be displayed in the institutional website, social media and through advertisements in at least two national newspapers.

8. Reservation Policy

Admission to the Ph.D. programme shall adhere to the applicable national regulations including the annual fees, as applicable for the reserved categories.

9. Admission Registration

A candidate shall be recommended by the Research and Publication Committee for provisional admission based on the following:

- (a) Performance in the CVV PAT followed by the interview
- (b) Availability of an approved Research Supervisor

After submission and verification of all eligibility documents and payment of the prescribed fee by the due date, the provisional admission would be officially conveyed to the candidate. The candidate would be required to submit a letter of consent signed by the Research Supervisor to the RPC. The admission will be confirmed thereafter. At the beginning of every semester, the Research Scholars must submit the continuation form (Annexure 10) with the recommendation from the supervisor.

10. Duration of Programme

1. The Ph.D. programme shall be for a minimum duration of three years, inclusive of course work and a maximum of five (full-time) / six (part-time) years including permissible extensions. After the completion of six years, the admission will get cancelled unless otherwise decided by the RPC.
2. Women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of two years for the Ph.D. in the maximum duration stated above. In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of the Ph.D. up to 240 days. An extension of

maximum duration for other candidates shall be at the discretion of the RPC and must be approved by the Vice Chancellor.

Table 1. Timelines for Each Phase of Operations

<i>Particulars</i>	<i>Full-Time Scholar</i>	<i>Part-Time Scholar</i>
Course Work	1 year	1 year
Submission of Research Proposal	3 months after the coursework	6 months after the coursework
Extension to submission of Research Proposal	3 months	6 months
Minimum Duration**	2 years from the date of confirmed registration provided the total duration of 3 years after provisional admission is completed	2 years from the date of confirmed registration provided the total duration of 3 years after provisional admission is completed.
Maximum Duration	5 years from the date of confirmed registration including the period of extension as sanctioned by the RPC.	6 years from the date of confirmed registration including the period of extension as sanctioned by the RPC.

** Provided there are exemplary publications based on the work done so far.

11. Allocation of Research Supervisor

Only full-time teaching faculty with at least two years of teaching and/or research experience will supervise the academic research of the candidate.

1. Any regular Professor of the University with at least three research publications in refereed as well as enlisted journals and any regular Associate/Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed and enlisted journals (UGC or entrusted/similar forums) shall be recognised as Research Supervisor of the University.
2. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Vice Chancellor may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing. Such exemptions need to be communicated to the Academic council.
3. The allocation of Research Supervisor for a selected Research Scholar shall be decided by the Vice Chancellor, upon recommendation of the RPC.
4. The following is the maximum number of research scholars that can be registered with one Research Supervisor for a Ph.D. at a time.

(i) Professor: 8 (ii) Associate Professor: 6 (iii) Assistant Professor: 4
5. In cases where the faculty member who is a recognised supervisor has less than three years to retire as per the Service Rules of CVV or is serving a contract less than three years as on date of registration, he/she shall only act as joint supervisor.
6. Academics other than the eligible, regular full-time faculty members of the University are not permitted to serve as Ph.D. Supervisors. However, a joint supervisor may be allowed in inter-disciplinary areas from other Departments/Schools/Centres of the University with the approval of the Vice Chancellor.
7. In case of research topics which are interdisciplinary/trans-disciplinary, where the RPC recommends that the expertise in the faculty has to be supplemented from outside, he/she may appoint, with the approval of the Vice Chancellor, a Research Supervisor from the faculty itself, who shall be known as the Joint Research Supervisor, and/or a Joint Supervisor from outside the Faculty/University on such terms and conditions as may be specified and agreed upon by the consenting institutions/universities.

11.1 Joint Supervisor-ship

The qualification of a Joint Supervisor will be the same as that of the Research Supervisor except that the person may be from within CVV or outside CVV, who is a recognised Research Joint Supervisor of CVV. The Joint Supervisor may be included for supervising a scholar's research only after considering the number of scholars working under her/him and the limits defined according to the designation.

A Professor can jointly supervise three, an Associate Professor can jointly supervise two and an Assistant Professor can jointly supervise two Ph.D. scholars. At any given time, external recognised Research Joint supervisors can supervise only two Ph.D. Scholars.

11.2 Collaboration with Other Institutions

CVV may collaborate with reputed educational institutions and research organisations in India or abroad, which are referred to as Collaborative Research Centres (CRC). Researchers, who are working in such institutions/centres and fulfil the eligibility norms of the University, may be recognised as Research Joint Supervisors of CVV.

12. Ph.D. Course Work

1. A course work of 16 credits is a prerequisite for Ph.D. preparation. All Ph.D. research scholars shall undertake and complete the Ph.D. course work of 240 hours of both contact and self-study which may be conducted over one semester or in a modular fashion spread over two semesters.
2. The course work will be divided into four broad sections as under –

Table 2. Distribution of Credits for the Ph.D. Course Work

<i>Section</i>	<i>Particulars</i>	<i>Credits</i>
I	Indic Knowledge Systems (IKS- I)	4
II	Research Methodology	4
III	Indic Knowledge Systems (IKS-- II)	4
IV	Discipline Specific Elective	4

	Total	16
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3. The course work shall be conducted in one of the constituent schools of the University. However, special permission may be granted by the RPC on the recommendation of the Dean to conduct only a part of the course work on any specialised topic in other schools, or a hosting university, where a course or courses can be hosted.
4. The Ph.D. scholar must obtain a minimum of 55% of marks in the course work to be eligible to continue in the programme.
5. In exceptional cases, where a research scholar fails to fulfil attendance requirement of 75% or fails in the Ph.D. course work, he/she shall apply for an extension for completion of the course work in a prescribed format (Annexure III). The Dean may accord approval on the recommendation from the RPC and concerned Supervisor for another examination to be held after an appropriate duration of not more than one year. Such candidates will be required to pay additional examination fees as per the rules of the University.
6. Provided that the part-time students may be permitted to attend coursework classes once or twice a week or during holidays by prior arrangement to suit their work sphere. Special arrangements to facilitate their course work shall be notified by the Ph.D. Programme Director, who is a member of the RPC.
7. The admission of a Research Scholar who fails to complete the course work despite one additional attempt in the extended period shall be cancelled.

12.1 Exemption from Ph.D. Course Work

The following categories of students are exempted from Course Work:

- a) Those who have passed the Ph.D. course work from a recognised university subject to the submission of the following documents to CVV:
 - Completion certificate of the course work attended
 - Transcripts
 - No-objection certificate from the university from which the scholar is seeking a transfer to CVV

- b) Those who have passed the course work of M.Phil. programme¹ with at least B+ grade or an equivalent percentage of marks and have also studied and passed a paper on Research Methodology shall be exempted from the research methodology paper.

These scholars, however, will have to mandatorily take the two four credit courses on Indic Knowledge Systems.

13. Defence of the Proposal before the RPC

1. Research scholars after successful completion of their coursework shall defend a Research Proposal, duly recommended by the Research Supervisor(s) within the period specified (Table 1), according to the status of the scholar (full-time/part-time) to the RPC.
2. In case of non-submission of the Research Proposal within the prescribed period, the candidate may apply for extension in the prescribed pro forma (Annexure IV) to the RPC. Dean in consultation with the RPC and supervisor may grant an extension for a maximum period given in Table 1. If the candidate fails to submit the Research Proposal even during the extension period, the admission shall be cancelled.
3. The research scholar shall submit four copies of the research proposal to the RPC duly approved by the supervisor. It shall consist of the following
 - i. Introduction and need of the study
 - ii. Review of literature
 - iii. Scope and statement of the problem
 - iv. Objectives of the study
 - v. Research methodology and hypotheses (if applicable)
 - vi. Schedule of the proposed work
 - vii. References
4. The scholar shall make a presentation of the proposal before the RPC. The dates for the presentation shall be intimated to the scholar well in advance. The presentations of the Research Proposals shall be organised in the University or at one of its constituent schools. Scholars from CRC shall also present their research proposals to the RPC for approval.

¹ Subject to the Dean's Approval

5. The RPC shall give one of the following recommendations after the presentation of the Research Proposal:

- (a) Approved
- (b) Approved with minor modifications
- (c) Revise and resubmit (incorporating the major recommendations) (d) Not approved

5.1 In the case of (a) and (b) the date of the confirmation of registration shall be the date of presentation, provided the scholar submits the revised proposal through the supervisor to the RPC within 15 days of the presentation. In the case of (c), a maximum period of six months may be granted to the candidate to revise and resubmit the proposal. In case of (d) admission shall be cancelled.

5.2 It must be noted that the date of approval given by the RPC leads to the confirmation of Ph.D. registration and happens much later than the provisional registration given at the time of admission.

14. Review by the RAC

1. The scholar should submit the half-yearly progress report in a specified format in January and July of each year until the submission of the final thesis.
2. For the presentation of the six-monthly progress, the presence of the external members of the RAC will be optional with a consideration given to their availability. In this case, two senior members of the Faculty of the same or other schools may be invited in place of the external members.
3. In case a research scholar fails to submit two consecutive half-yearly progress reports and to present the work for two consecutive semesters or if the two progress reports are unsatisfactory, then the registration may be cancelled with sufficient notice. However, in all such cases, the research scholar may appeal to the ViceChancellor through the Research Supervisor, the RPC Head and the Dean for reconsideration. The decision of the Vice Chancellor in this regard shall be final.
4. On completion of approximately 50% of the proposed work, the research scholar shall make a review presentation to the RAC. This will be arranged at the request of the concerned Research Supervisor.

5. In any other case of grievances, the research scholar may appeal to the Dean through the RPC. The decision of the Dean in this regard shall be final.

15. Pre-submission Seminar

1. On completion of the research work, after ensuring that at least two years have been completed from the date of registration, the Ph.D. scholar shall submit to the RAC, convened by the supervisor, a synopsis of the research, including a bibliography.
2. The RPC, on the recommendation of the Dean, shall assess the work. The scholar will deliver an open seminar and a notification will be issued in this regard.
3. If the RPC is satisfied with the quality of the work and finds it suitable for submission as a Ph.D. thesis, it may advise the student to prepare a synopsis and submit six hard copies and a soft copy in PDF format.
4. If the RPC is not satisfied with the quality of work done, it may recommend revision of the work on specific lines and direct the scholar to repeat the presentation after a specified period.

16. Publications and Presentation of Research

1. The Research Scholar is mandatorily required to make at least two paper presentations of his/her ongoing research in conferences and seminars and submit the certificates of the same.
2. The candidate is mandatorily required to publish at least one paper in a refereed peer-reviewed journal. The receipt of submission and/or the author reprints, as well as paper presentation certificates, need to be submitted along with the thesis.

The Research Scholar, whose thesis is approved for submission, shall submit six copies of the synopsis and thesis to the RPC through the Research Supervisor so that these may be sent to the proposed examiners while obtaining their acceptance to act as examiners.

The Research and Publication Committee on receipt of the intimation from the research scholar shall take the necessary steps for the appointment of external examiners and the due completion of the evaluation with the approval of the Vice Chancellor.

17. Plagiarism Policy

In cases where the research work of a Research Scholar is found to be plagiarised without proper acknowledgement, credit and reference, strict suitable action shall be taken by the University as per its Plagiarism Policy to uphold the sanctity and integrity of the Ph.D. Research Programme and credibility of the University.

The originality report from the software tool used for plagiarism check (hard copy) signed by the Research Scholar and the Research Supervisor, shall be submitted at the time of submission of the thesis. A failure in the test, if not rectified in the resubmission, will be the ground to terminate the student from the programme.

The similarity percentage shall not exceed 15% overall and not more than 1% from individual sources. In disciplines such as Indian languages, where the plagiarism software does not function or is not appropriate, the RPC will devise its own procedure to assess the originality of the thesis.

18. Submission of Thesis - Procedures

1. The Research Scholar shall normally be required to submit the thesis within three months of the date of presentation in which the draft synopsis was approved by the RAC. An extension of another three months may be given by the Vice Chancellor on a formal application from the scholar recommended by the Research Supervisor.
2. Re-registration for the part-time candidates, though not entertained may be recommended for those who had a lapse for the maximum duration of the programme. The application from such candidates will be scrutinised on merit and will be recommended for the approval/non-approval of re-registration by the Head, RPC to the Vice Chancellor of the University.
3. Format of the Thesis: The thesis shall be written in English/Sanskrit/other languages as the case may be, in the specified format prescribed by the RPC.

The following documents shall be submitted by the Research Scholar at the time of submission of thesis:

- i) Thesis submission letter signed by the scholar and the supervisor/s
- ii) Four signed copies of the thesis
- iii) Six hard copies of the synopsis
- iv) Soft copies: (a) Soft copy of the entire thesis and synopsis in PDF format
(b) Soft copy of the chapter-wise thesis in PDF format

All publications with the list (d) Passport-size photograph

- v) Originality report for plagiarism check signed by the Research Scholar and the Supervisor/s.
- vi) Pending fees, if any.

19. Evaluation of the Thesis

1. The Research Supervisor shall submit a panel of eight examiners along with their Curriculum Vitae (CV) in the area of research to the Head of the RPC while forwarding the copies of the synopsis and thesis to the University.
2. The panel must include at least 50% examiners from outside the State or abroad. There shall be no examiner from the same organisation and city as that of the Research Scholar. The Controller of Examinations (CoE) may request the Head of the RPC to include additional name(s) on the panel of examiners.
3. The Vice Chancellor, upon the recommendation of the CoE, will appoint two examiners from the panel of eight, out of which one will be from outside the State or country where the Research Scholar pursued the Research Work.
4. All three examiners including supervisor shall submit a detailed Evaluation Report to the Head of the RPC in the prescribed format. The assessment report will clearly indicate:
 - a) The thesis is recommended for the award of a Ph.D. degree.
 - b) The thesis is recommended for the award of a Ph.D. degree after minor revision.
 - c) The thesis is to be revised.
 - d) The thesis is rejected.
 - e) Recommended for publication: Yes/No/After modification
 - f) Questions that he/she may like the Research Scholar to answer in the viva voce, in a separate envelope.

4.1 The examiners' reports (excluding the questions suggested for vivavoce) will be communicated by the CoE to the concerned supervisors.

4.2 In case an examiner recommends the revision of the thesis, he/she shall also indicate whether the revision suggested requires:

- (i) Substantial changes in the thesis before it can be accepted for a Ph.D. degree.
- (ii) Minor additions or alterations in the Thesis before its acceptance.
- (iii) The examiner may indicate whether he/she would like to re-examine the thesis after the revision.

4.3 In case both the examiners recommend rejection, the thesis shall be rejected.

4.4 In case one out of the two examiners reject the thesis, it will be sent to a third examiner (appointed by the RPC) for evaluation. The thesis shall be accepted only when at least two examiners categorically approve it.

4.5 In case an examiner recommends modification to the thesis, the Research Scholar shall carry out the necessary revision/modification as suggested by the examiner and resubmit the thesis within the stipulated time before the case is processed further.

4.6 The Research Scholar, who is required to re-submit the thesis, must do so within one year from the date of receipt of the examiner's comments, unless an extension is specially given by the Head of the RPC. A resubmitted thesis shall be examined by the same examiner who had recommended re-submission unless the examiner is unable to, or declines to do so.

20. Conduct of Viva Voce Examination

The viva-voce examination shall be compulsory for all the Research Scholars and shall be conducted by the RPC as far as possible within two months of opening the reports.

The panel includes (i) Dean of Faculty (Chairperson), (ii) At least one external examiner, (iii) Research Supervisor; (iv) Members of Faculty will need to be present for the public defence. This shall be a public viva-voce examination conducted at the CVV premises.

21. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, an electronic copy of the Ph.D. thesis will be submitted to the INFLIBNET for hosting the same to make it accessible to all institutions/colleges/universities.

22. Award of Degree

1. The RPC shall give the final recommendations for the award of a Ph.D. degree based on performance in the viva-voce examination and the examiners' reports. Their commendations will be sent to the Vice Chancellor for approval for the award of Ph.D. degree, in his/her capacity as Chairperson of the Academic Council.
2. The Controller of Examinations shall publish the result and issue a provisional degree in accordance with the decision of the Chairperson, Academic Council.
3. Along with the degree, the University shall issue a provisional certificate certifying to the effect that the degree has been awarded in accordance with the provisions of the UGC Minimum Standards and Procedure for the award of a Ph.D. Degree, in force.
4. *Withdrawal of an Awarded Ph.D. Degree:* In case there is a complaint of plagiarism or any other serious academic misconduct and if upon investigation by a committee duly appointed by the Vice Chancellor, the complaint is found to be correct, the Ph.D. degree already awarded shall be withdrawn with an order in writing. In case of any dispute or discrepancy, the decision of the Vice Chancellor shall be final and binding.

23. Guidelines on Certain Conditions 23.1: Change of Supervisors and Transfer of Scholars

1. Transfer of Ph.D. scholars from one Research Supervisor to another Research Supervisor can be done only when there is mutual consent given by both the original and the new supervisor.
2. In case the change of supervisor or transfer of candidates is proposed without the consent of any one of the parties concerned, the matter shall be referred to the Head, RPC, whose decision shall be final.
3. The supervisors who wish to avail leave/lien/deputation beyond a period of six months shall nominate a Joint Supervisor in the concerned subject for the candidate(s) registered with them and intimate the RPC in advance.

23.2 Change of University of Research by Scholars

1. In case of relocation of a Ph.D. scholar due to valid reasons, the research work may be transferred from CVV to some other university. This request shall be entertained only if the committee confirms that the work done till that time is less than half of the required work for

the Ph.D. topic. The transfer request will be recommended by the supervisor of the scholar to the RPC for final approval.

Approval by the Head of the RPC will include the transfer of the research data to the university to which the scholar intends to relocate provided all the other conditions in these rules are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will, however, give due credit to the parent supervisor and the institution for the part of research already done.

2. Aspirants registered with other universities may be transferred to the CVV Ph.D. programme on a case to case basis only if the source university has followed the Ph.D. admission process and Ph.D. course work as per the University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./Ph.D. Degrees) Regulations, 2016.

23.3 Conversion of Full-Time Registration into Part-Time and Vice-Versa

Notwithstanding anything prescribed in these Rules, CVV permits the conversion from Full-time research to Part-time research and vice-versa in respect of candidates registered, for valid reasons and subject to approval from the Vice Chancellor of the University, forwarded by the Dean and RPC Head.

(i) Full-time research to part-time research: Whole period put in by the candidate, will be taken into account for purposes of reckoning the minimum period of research to be put in by the candidate.

(ii) Part-time research to full-time research: Two-third of the research period put in as part-time will be taken into account for purposes of reckoning the minimum period of research to be put by the candidate, to become eligible to submit the Ph.D. thesis.

23.4 Discontinuation from the Ph.D. Programme

During the span of the Ph.D. programme, scholars may voluntarily wish to discontinue from the programme due to various reasons. This requires the recommendation of the Ph.D. Research Supervisor and official approval from the Professor in charge of the research program.

23.5 Extension of Registration

1. The Research Scholar shall ordinarily complete the research work within the normal period as provided in the rules, but in genuine cases of hardship, the Dean of the concerned faculty,

on the recommendations of the Research Supervisor, may allow an extension of up to one year with the approval of the professor in charge of the research.

2. If at the end of the one-year extension given by the RPC after the confirmation of registration (total five years for full-time and six years for part-time scholar), the Research Scholar is found to have completed a substantial part of the thesis or has published research papers in some refereed journals, the Vice Chancellor, on the recommendation of the Professor in charge of research, may allow a further extension of one year, after recording detailed and specific reasons as to why this special extension is being allowed.
3. Registration of a Research Scholar, who fails to submit the thesis within the stipulated period as above or who fails to apply for the grant of an extension, will automatically stand cancelled.
4. No extension beyond the total period of six years for the full-time and seven years for the part-time scholars after the confirmation of the registration shall be granted in any case. All extensions shall be with the knowledge of the Academic Council.

23.6 De-Registration

If the Scholars are unable to submit their thesis, within the stipulated time, including extensions, the scholars are required to de-register. On granting de-registration, the scholar has to re-register and submit his/her thesis, within six months from the date of re-registration.

24. Leave rules for Full-time Research Scholar

1. Ordinary Leave:

- i) A full-time Ph.D. student is eligible for thirty days leave for every completed year (calculated in terms of two consecutive semesters, from the time of his/her joining the programme). Saturdays, Sundays and holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays.
- ii) Of the thirty days leave, a maximum of fifteen days of leave is permitted in a semester. However, a maximum of five days of such leave is allowed to avail at a stretch if a student has any teaching assignment.
- iii) A student can accumulate leave and avail a maximum of thirty days leave at a time in a year. The maximum number of carried-over leave, from one completed year to another, is fifteen days.

- iv) The Head of the RPC shall sanction leave on the recommendation of the Research Supervisor.

2. Maternity/Paternity Leave

- i) A student is eligible for eight months maternity/child care leave (continuous or with breaks) or thirty days of paternity leave, as applicable, only once during the Ph.D. programme.
- ii) The RPC sanctions maternity/paternity leave on the recommendation of the Research Supervisor and the submission of a certificate from a Senior Medical Officer /Medical Officer of the University/public hospital.

3. Academic Leave

Academic leave is permitted on the following grounds:

- i) To attend conferences/seminars/workshops/training/short-term courses. A maximum of thirty days of leave is permissible in a calendar year.
- ii) A maximum of thirty days of leave in a calendar year is permissible for field trips such as data collection, survey work, etc.
- iii) The coordinator of the Ph.D. programme shall sanction academic leave on the recommendation of the Research Supervisor.
- iv) Academic leave exceeding thirty days but up to a maximum of sixty days in a calendar year may be approved by the Head, RPC on the recommendation of the Research Supervisor.
- v) Academic leave of more than sixty days but up to a maximum of twelve months is also permissible to carry out part of the research in another institute/R&D Laboratory/industry in India or abroad. For the sanction of such leave, a letter of consent from the host institute is required. This leave is permissible only after the student has passed the comprehensive examination and has done part of the research work at CVV.

- vi) On the recommendations of the Research Supervisor, the Head, Ph.D. programme may approve such an academic leave. Such cases are also to be reported to the Academic Council.
- vii) A student granted academic leave for one or more semesters must pay the prescribed fees for every semester.
- viii) If a registration date falls during the period of academic leave, the student shall complete the registration procedure at the end of his/her academic leave.

25. Interpretation and Power to Modify

1. Any doubts or disputes arising out of the interpretation of these regulations shall be referred to the Vice Chancellor, whose decision shall be binding and final.
2. Notwithstanding all that has been stated in the above Rules, the University shall have the right to modify any of the above regulations from time to time, at the level of a competent authority, with prospective or immediate effect.

26. General

1. Notwithstanding anything contained in these Rules, all Research Scholars shall be governed by the Code of Conduct and general rules and procedures framed by the University, and in force from time to time.
2. The Academic Council can modify or change the structure, the governing rules and regulations from time to time upon the general/specific proposal from the Professor in charge of the Ph.D. programme or *suo moto* and upon acceptance by the BoM.