

**REGULATIONS GOVERNING TO  
THE AWARD OF THE DEGREE  
OF  
DOCTOR OF PHILOSOPHY  
WITH EFFECT JULY 2022**

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## **1. Introduction**

The documents provides the information for the regulations which governs the conditions for, conduct of the examinations, presentations, thesis submissions and evaluation of students' performance leading to Ph.D. Degree.

## **2. Management and Contribution**

- a) Academic Council (AC) shall promote teaching, research and related activities in the University for improvement in academic standards/academic policies for the Program of Ph.D., subject to the provisions of UGC.
- b) AC shall make recommendation to the Governing Body through the Board of Management on the proposals received from different faculties of the University for the honour of degrees or certificates or any other distinction or honour of the University. However, University Research Committee (URC), Doctoral Research Committee (DRC) or any Committee(s) constituted for this purpose shall organize and manage the Program.
- c) Monitoring, Coordinating, strategizing and for driving the successful completion of the program shall be done by the Office of PhD Program.
- d) Constitution, composition, functions and powers of the above mentioned Committees and bodies will be as per the University Act, Statutes, and Regulations.

## **3. Organization of the Program:**

- a) Programs leading to the Degree of PhD will be offered at School level of Woxsen University.
- b) Subject to general guidance of AC, the PhD program shall be overseen by the URC and by the Office of PhD Program.
- c) The Ph.D. Program shall be organized on full time and part-time basis

## **4. Duration of Ph.D. Program.**

Student shall submit the PhD thesis within 10 semesters from the date of admission into the programme.

Exception 1: Any student failing to submit the thesis within the stipulated time shall make a special request to the Office of PhD programme for extension of time, which shall not exceed four semesters.

If the student fails to submit after final thesis during the stipulated period, the student admission shall stand cancelled.

Exception 2: provision of extension of one extra semester is provided to the female candidate who have availed maternity leave during their doctoral study

## **5. Details about URC composition and function**

The University has a "University Research Committee" (URC) consisting of the Vice Chancellor as the ex-officio member and chairperson, the Dean of Schools, R&D members, and Chair Ph.D. The term of URC members is fixed unless notified. The committee functions

as the apex governing body on matters concerning Ph.D. regulations and policies that meets annually.

## **6. Supervisor and co-supervisor(s)**

A regular Professor working in the University with a Ph.D. degree having minimum of 5 research publications in reputed peer-reviewed journal or any regular faculty member working as an Associate/Assistant Professor in the University with a Ph.D. degree having minimum of 2 publications in reputed peer-reviewed journals are eligible for appointment as Supervisor or Co-supervisor. As a faculty joins the organisation, he/she can submit their Performa for recognition as a PhD Supervisor at Woxsen University via office of PhD Program refer the annexure section.

A Ph.D. candidate shall make a request (refer annexure for the form) for a Woxsen University faculty, as his/her Ph.D. supervisor. Candidate has the liberty to select a co-supervisor from Woxsen University or external organisation with a PhD degree. In a situation of non-availability of a supervisor from the school, the scholar is eligible to recommend a supervisor from other schools with in Woxsen University.

Scholar will intimate the office of PhD Program regarding the selection of Supervisor and Co-supervisor(s) (if any) of a candidate following which the office of PhD program will roll out the supervisor/co-supervisor appointment letter and will intimate the same to the candidate based on the recommendations from the URC.

## **7. Change of locale/supervisor**

If a supervisor decides to leave Woxsen University during the study period of a scholars doctoral program given to several different reasons, in such cases the supervisors if may wish to continue may place a request to the office of Phd program to serve as a co-supervisor for the given scholar, provided that the faculty provides necessary no objection certificate from the new organisation.

In such a condition, a scholar should approach the office of PhD program and provide his/her interest of any other available faculty member as a supervisor. If the scholar is unable to provide, the co-supervisor shall be allocated as the supervisor to the scholar, in the absence of a co-supervisor, the office of Ph.D shall recommend a suitable name in consultation from the Dean of the respective school to the URC for the approvals.

A scholar can approach office of PhD program to request for a change of supervisor with a proper justification, the same shall be taken to the URC for their approval and recommendations by the Office of PhD program.

## 8. Qualifications for Admission:

A scholar willing to take admission into the PhD program at Woxsen University shall have

- a) Should have at least 55% marks in aggregate at both Under Graduation and Post Graduation level
- b) A Masters degree (or) professional degree which is declared to be equivalent to a Masters Degree by a regulatory/accrediting body is preferred
- c) 5% relaxation of marks is considered for those who belong to SC/ST/OBC/Differently-abled and other categories, i.e., 50% of marks in aggregate at under graduation and post graduation level.

If considered necessary, URC may propose other qualifications/requirements in specific areas, consistent with the norms of the statutory bodies, for its recommendation to the Academic Council for approval.

## 9. Eligibility conditions for admission:

- a) Scholars meeting the minimum qualifications are expected to have a good academic grades and professional exposure in the relevant discipline.
- b) In case of a Part-time applicant, it is desired that:
  - i. the scholar shall be able to prove to the committee that his/her official duties will permit sufficient amount of time for their doctoral study.
  - ii. have sufficient facilities for carrying out the research at their organisation/place of work, wherever required.
  - iii. It is a mandate for the candidates to obtain no objection certificate from the organisation/place of work (refer the annexure section).

### 9.1 Conversion of full-time Ph.D. to part-time and vice-versa

A student admitted to the doctoral program of Woxsen University may be allowed to take transfer provided that:

- a) Student meets the basic eligibility criteria of part-time student.
- b) Student has completed major part of his/her research work as certified by the supervisor.
- c) The concerned Ph.D. supervisor, co-supervisor, and respective DRC agree for such transfer.

### Full time to Part time:

Upon meeting the above criteria's a scholar can put forth an application to the office of PhD program through his/her supervisor and DRC members approval. Office of Phd program shall take the necessary approvals by the URC. URC reserves the right of such decisions.

### **Part time to Full time:**

Upon meeting the above criteria's a scholar can put forth an application to the office of PhD program through his/her supervisor and DRC members approval. Office of Phd program shall take the necessary approvals by the URC provided that research positions and stipend are available. URC reserves the right of such decisions.

### **9.2 Upgradation from JRF-SRF/any other fellowship students**

1. Scholar may request the supervisor for recommending the evaluation components to the office of PhD program as per the guidelines given by the sponsoring/funding organisation.
2. Office of PhD program shall take the necessary approvals for conduction of the Viva from the Vice Chancellor's approval.
3. The office of PhD program shall communicate about the viva to the URC.
4. Results should be communicated to the office of PhD Programme for approval of URC.

### **10. Admission Procedure**

The procedure to be followed for admission of a full time (FT), part time (PT), or a candidate with a fellowship (FC) is described below:

- a) Office of PhD program in consultation with Deans of the school will decide on the number of positions available for Full-time and Part-time Ph.D. in a particular semester.
- b) Office of PhD program will prepare a matrix for all the schools and prepare admission notification to be submitted to admissions office upon approval by the URC
- c) Admission office will issue notification for admission and invite applications.
- d) Admissions office will shortlist the applications based on eligibility requirements and forward for further processing to schools.
- e) Controller of Examination (COE) office will conduct the Woxsen Research Entrance Test (WRET) for the shortlisted applicants and forward the qualified list to the Office of PhD Program for further processing.
- f) Office of PhD Program schedules the interviews, assesses the candidates and finalizes the list.
- g) Admission office notifies the final list of candidates and provides the necessary details to commence the enrolment process.

### **11. Financial Assistance**

The fellowship is applicable to full time scholars for a period of three years. This fellowship may be extended to a duration of 6 months upon the approval of the URC. The fellowship support will stop if:

- 1) The candidate changes supervisor/department without approval.
- 2) The candidate gets below 55% aggregate in the course work.



- 3) The candidate gets two consecutive unsatisfactory grades in any of the semesters.
- 4) The candidate is found guilty for indiscipline of any kind.
- 5) The candidate receives fund support from any other source.

**Responsibilities of the Scholars (applicable to full time scholars only):**

A full time scholar will have to take a minimum of 8 hour of academic workload, in addition to the administrative workload as deemed fit by the Dean of the School.

**12. Woxsen Research Entrance Test (WRET)**

Each Ph.D. applicant seeking admission in the university will have to appear for Woxsen Research Entrance Test (WRET). The dates of the examination shall be communicated by the admissions office. The test comprises of two sets of questions. The first part is a general aptitude for research while the second part is subject-specific in which the candidate is seeking admission for.

Based on the eligible applications received, the admissions office shall conduct WRET examination which comprises of objective based written examination followed by viva (refer refer the annexure section for evaluation form) . Results of WRET examination will be sent to Office of Ph.D program for approval of Examination Committee.

Scholars who have qualified UGC-NET and other such competitive examinations can directly appear for the Viva.

**13. On-boarding process**

The on-boarding of a Ph.D. candidate begins with the selection of supervisor(s) followed by registration to course work within the first three weeks of joining the programme.

A scholar in consultation with their supervisors shall suggest the courses for his/her coursework examination which shall be forwarded to the office of Phd Program on approval of the DRC members allocated for the scholars.

**14. Course work and semester progress**

As a scholar onboards the program, the scholar will have to request an supervisor, the supervisor shall recommend based on the scholars qualifications and research interest, the supervisor will recommend the school specific course and an area/research specific course to the DRC (refer the annexure section for the form). The Office of PhD program shall take the recommendation to URC for necessary approvals. The minimum number of courses shall be three accumulating to a total of minimum of 12 credits, as described below:

Coursework of PhD scholars to have 4 credit courses consisting of

- o Research Methodology (Mandatory) 4 credits
- o School Specific Course\* 4 Credits
- o Research topic/area specific course\* 4 credits
- o Ethics and Plagiarism 0 Credits

\*In case the course is not offered by the University, the candidate can register for any relevant courses from MOOCs platforms such as Swayam or NPTEL or Coursera with the approval of the DRC, in such cases the minimum delivery time of such courses shall be of 56 hours of duration to account it as a 4 credit course .

Candidate scoring less than 55%, is considered failed in that course. He/she shall maintain an aggregate of 55% across the courses to be considered as PASSED in the coursework examination. If a candidate receives less than 55% mark in any course, the candidate has to repeat the course. Maximum duration for completion of coursework is one year from the date of enrolment for a full time scholar, while a part time scholar has 1.5 year of time. A scholar who fails to complete his/her course work in the given duration can request an appeal to the URC for an extension of 6 months. The decision rights of extension is with the URC only.

Research progress of the students will be evaluated on every 6 months by the DRC. DRC shall share their recommendations to the Chair Ph.D. Upon a positive recommendation by the DRC a scholar shall be promoted to the next semester.

#### **15. Minimum requirements for continuation**

Scholar will not be permitted to pursue/continue under any one of the conditions as listed:

- (i) Candidate fails clear the doctoral coursework within three semesters after the admission.
- (ii) Coursework aggregate, falls below 55%
- (iii) Candidate getting two consecutive ‘unsatisfactory’ grades in the semester progress reports.
- (iv) Candidate failing to comply with documentary / scholarly activities within the stipulated period, for such submission.
- (v) Candidate thesis receives unanimous rejection by the thesis examiners.
- (vi)

However, a scholar may appeal to the URC through the office of PhD program for an exception, and in such cases the decision taken by the URC shall be treated as final.

#### **16. Research Proposal Presentation**

URC will define and communicate the dates well in advance for the SRC meeting which shall be conducted twice in a semester. A scholar must have achieved minimum of 8 credits in the coursework to be eligible to present his/her research proposal to the SRC committee. He/she will have to submit five copies of research proposal in the prescribed format to the office of PhD Program at least 15 days prior to the SRC meeting.



The scholar will have to present his/her research proposal to the SRC and based upon the presentation the SRC will submit their recommendation (refer the annexure section for evaluation form) to the office of PhD Program for approval of

- (i) the research topic and the proposal,
- (ii) the research objective and plan of work

A scholar whose research proposal is rejected by the SRC will be given minimum of 3 months and a maximum 9 months of time to reappear before the SRC. Failure to defend his/her proposal within the stipulated period, he/she may be discontinued from the programme. However, the candidate may request the URC. through SRC for extension of time.

### **17. Synopsis Presentation**

A scholar is eligible to present his/her doctoral work which was approved by the SRC during the research proposal submission upon satisfying the below mentioned criteria's

- a) Published 2 research articles in peer reviews journals indexed at least in SCOPUS. Provision of publishing one article prior to research proposal is provided only when the article and the research work proposed are aligned to each other
- b) Results of the work should have addressed all the proposed and approved objectives of the study
- c) Should have passed all the coursework subjects
- d) Recommendation by the supervisor and the DRC members

URC will define and communicate the dates well in advance for the SRC meeting which shall be conducted twice in a semester. Scholar will have to submit five hardbound synopsis copies in the prescribed format to the office of PhD Program at least 15 days prior to the SRC meeting.

The scholar will have to present his/her synopsis presentation to the SRC and based upon the presentation the SRC will submit their recommendation to the office of PhD Program for approval of

- (i) Thesis submission
- (ii) Thesis submission with minor modifications
- (iii) Re-appear
- (iv) Rejection

A scholar whose synopsis is rejected by the SRC will be given minimum of 3 months and a maximum 6 months of time to reappear before the SRC. Failure to do so the scholar will be discontinued from the programme. However, the candidate shall request the URC upon approval from the DRC members for extension of time.

### **18. Thesis title Change**

Scholar who is willing to change his/her title of the doctoral work can propose the same at the time of synopsis presentation.

### **19. Thesis submission and evaluation**

Kindly refer to university examination policy section 13.8

### **20. Guideline for recommending Ph.D. thesis examiners**

Office of PhD Program will request the supervisor for suggesting external examiners. The evaluation / adjudication of the thesis should be done by three independent examiners working in the concerned field of a reputed organization of which one examiner from within the State, another examiner from outside the State and third one is from a foreign academic institution / university. The following are the guidelines while providing the suggested list of examiners. The suggested examiner must be:

- A Ph.D. degree holder
- Serving at least as an Asst. Professor in a reputed University.
- Published articles in reputed journals (or) have patents
- Not a working/ex faculty of Woxsen University (or) has worked with Woxsen University in last 5 years.
- Not a research collaborator, relative of supervisor/candidate.

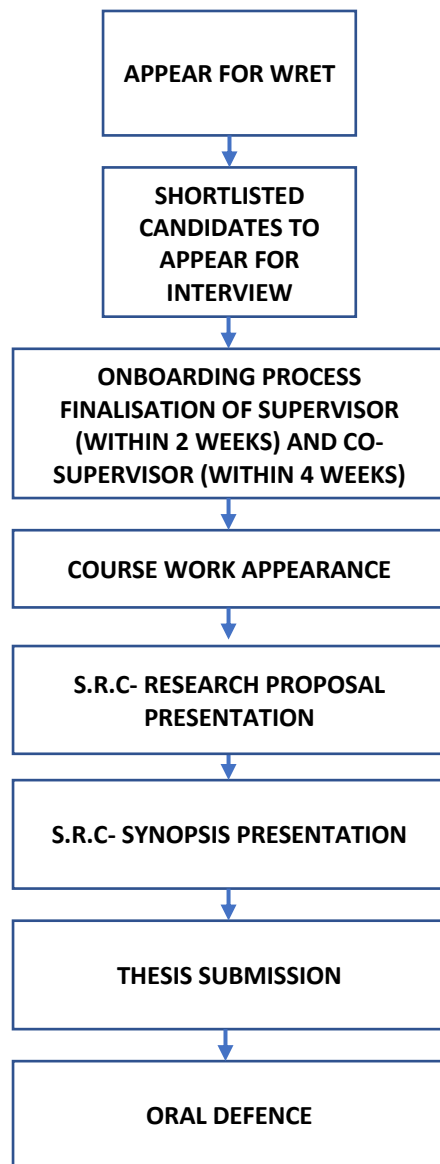
### **21. Viva Voce Examination:**

Kindly refer to University examination policy section 13.9

### **22. Intellectual property regulation**

All intellectual property exchange between candidate and any other parties outside Woxsen University should strictly undergo through supervisor(s). Failure to do so will be deemed as violation of intellectual property regulations and will subsequently invite necessary disciplinary actions which may lead to cancellation of Ph.D. registration.

### 23. Flow Chart of the Ph.D. Programme at Woxsen University (for candidates)





List of Annexures

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**ANNEXURE 1**

**Format for Evaluation for Admission Viva**

Name of the Candidate:

School:

Kindly rate the Research Proposal based on the following parameters. Rate your answer on a scale of 1-5. **With 1 being poor and 5 being excellent:**

	Poor	Average	Better
Awareness of basic research methods			
Research proposal presented contains clarity about problem identification			
Fundamental knowledge on subject/research area			
Skills on practicality of subject knowledge			
Awareness on future prospects and challenging areas			
Literature review presentation			
<b>Total</b>			

**Specific Comments:**

**Recommendation:**

Accepted

Rejected


Signature of Evaluator  
Date: \_\_\_/\_\_\_/\_\_\_

Received By Name & Signature: \_\_\_\_\_  
(Office of PhD Program Woxsen University)

**ANNEXURE 2**

**No Objection Certificate (for part-time candidates to be printed on the institution's letterhead)**

**To whomsoever it may concern**

**Date:**

This is to certify that Mr./Ms \_\_\_\_\_ has been serving as \_\_\_\_\_ in our institution since \_\_\_\_\_. We are aware of his application to Woxsen University for pursuing a Ph.D. In pursuance to his/her application, we have no objection.

**(Signature)**

**Date**

**Name**

**Designation**

**Received By Name & Signature: \_\_\_\_\_**  
**(Office of PhD Program Woxsen University)**



**ANNEXURE 3**

**Recommendation of Supervisor/Co-supervisor**

The Chair Ph.D. Programme

Woxsen University

Hyderabad

Telangana

Sub.: Topic of Research and Supervisor Approval

Through: Convener SRC

Dear Sir,

Based on my initial discussions and further alignment to my proposed research work

I propose the following as my Supervisor:

\_\_\_\_\_

And co-supervisor:

Your faithfully,

(Signature of the student)

Full Name: \_\_\_\_\_

ID. No.: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby, confirm to supervise the above said candidate for his/her doctoral study at Woxsen University

Signature of Supervisor

Name:

Designation:

Affiliation

Signature of Co- Supervisor

Name:

Designation:

Affiliation

**Received By Name & Signature: \_\_\_\_\_**

**(Office of PhD Program Woxsen University)**

**ANNEXURE 4**

**Format for Submitting the Coursework**

Date: \_\_\_\_\_

To,  
The Chair Ph.D. Programme  
Woxsen University  
Hyderabad

Dear Sir,

The suggested coursework for following Ph.D. candidate is given below:

Name of Scholar:

Scholar Id:

School Enrolled:

Sl.No	Mode ( Moocs /Woxsen)	Course Name	Credits , Lecture Hours

Signature of Supervisor

Name:

Verified By:

Signature of Scholar

Name

Verified By:

Signature of DRC Member

Name:

Verified By:

Signature of DRC Member

Name:

Approved By:

Signature of DRC Member

Name:

Signature of Dean

Name:

**Received By Name & Signature: \_\_\_\_\_**  
**(Office of PhD Program Woxsen University)**

**ANNEXURE 5**

**Format for Evaluation of the Research Proposals**

**Name of the Scholar:** \_\_\_\_\_

**Title of the Proposal:** \_\_\_\_\_

Kindly rate the Research Proposal based on the following parameters. Rate your answer on a scale of 1-5. **With 1 being poor and 5 being excellent:**

	1	2	3	4	5
Literature review presents state-of-the-art in the proposed area					
Research gap & scope has been properly identified					
Identified research problem is novel and worthy of investigation					
Objectives are crisp and clear					
Methodology is clearly defined/followed					
Novelty & contribution are effective					
The proposed timeline is realistic					
Expected outcomes are clearly defined against set objectives					
Proposal is prepared as per the prescribed format					
<b>Total</b>					

**Specific Comments:**

**Recommendation:**

Accepted	(>25)	<input type="checkbox"/>
Accepted with Changes	(20 and Above)	<input type="checkbox"/>
Rejected	(less than 20)	<input type="checkbox"/>

**Signature of Evaluator**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Received By Name & Signature:** \_\_\_\_\_  
(Office of PhD Program Woxsen University)

**Forwarded to COE office**

**Received By Name & Signature:** \_\_\_\_\_

**ANNEXURE 6**

**Format for Evaluation of Synopsys Presentation**

Name of the Scholar: \_\_\_\_\_

Title of the Proposal: \_\_\_\_\_

Kindly rate the Research Proposal based on the following parameters. Rate your answer on a scale of 1-5. **With 1 being poor and 5 being excellent:**

	1	2	3	4	5
Solution to the problem statement is clear & justified					
Objectives are achieved qualitatively & quantitatively					
Novelty is validated and satisfied					
Contributions of research work are significant					
Result validations are adequate & sound					
Research work has potential scholarly & commercial viability					
<b>Total</b>					

**Specific Comments:**

**Recommendation:**

Approved for Thesis writing and submission (>20)

Approved for Thesis writing and submission with modifications (15 and Above)

Re appear for the Synopsys Presentation

(less than 15)


**Signature of Evaluator**

Date: \_\_\_/\_\_\_/\_\_\_

Received By Name & Signature: \_\_\_\_\_  
(Office of PhD Program Woxsen University)

Forwarded to COE office

Received By Name & Signature: \_\_\_\_\_