

**Doctor of Philosophy (Ph.D.)
Regulations
2023**

Approved


**K. K. UNIVERSITY
NALANDA**







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K. K. UNIVERSITY

Regulations Governing the Degree of Doctor of Philosophy (Ph.D.) 2023

Preamble

These regulations may be called “Regulations Governing the Degree of Doctor of Philosophy (Ph.D.) 2023” in compliance with the University Grants Commission. The University Grants Commission has notified its Regulations 2016 regarding minimum standards and procedures for the award of the Ph.D. degree, vide Gazette of India, notification 5th May 2016, and has instructed that these Regulations shall apply to every university established under Central, Provincial, or State legislation, or recognized by the UGC Act 1956. (Minimum Standards and Procedure for Award of Ph.D. Degrees, Regulations, 2016). The degree of Doctor of Philosophy (hereinafter referred to as the Ph.D. degree) of the K. K. University shall be conferred on the scholar who fulfills the requirements as specified in these guidelines/regulations in a particular discipline or involves more than one discipline that contributes to an advancement of knowledge, approved by the Academic Council, Departmental Research Committee (hereinafter referred to as the DRC and Research Advisory Committee (hereinafter referred to as RAC). The Ph.D. programmes are offered on a Full-time and Part-time basis at K. K. University. The list of disciplines in which Ph.D. degrees are being offered under various Schools/Departments is attached in **Annexure-I**.

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

The following are eligible to seek admission to the Ph.D. programme:

1.1 Candidates who have completed 1-year/2-semester Master's degree programme after a 4-year/8-semester Bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year Bachelor's degree programme or qualifications declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS), and other categories of candidates. Provided that a candidate seeking admission after a 4-year/8-semester Bachelor's

degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale, wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Specially Abled, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.

1.2 Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its 10 equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.

2. Duration of the Programme

2.1 Ph.D. The programme shall have a minimum duration of three (3) years for full-time and four (4) years for part-time, including coursework, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.

2.2 A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance provided; however, the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme. Provided further that, female Ph.D. scholars and Specially Abled Persons (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

2.3 Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

3. Procedure for Admission



3.1 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.

3.2 Admission to the Ph.D. programme shall be made using the following methods:

- (i.) A candidate can be admitted who qualifies for a fellowship/scholarship in UGC-NET/GATE/CEED and similar National-level tests based on an interview. And/or
- (ii.) By using the Entrance Test conducted by the University, where the syllabus shall consist of 50% on research methodology and 50% on subject-specific content.
- (iii.) Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.
- (iv.) A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
- (v.) The University may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
- (vi.) Provided that for the selection of candidates based on the entrance test conducted by the K. K. University, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.

4. Allocation of Research Supervisor

Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

4.1 Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals, and permanent faculty members working as Assistant Professors with a Ph.D., and at least three research publications in peer-reviewed or refereed journals, may be recognized as a Research Supervisor in the university. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors.

4.2 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.



4.3 An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.

4.4 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such a scholar shall, however, give due credit to the parent institution and the supervisor for the part of the research already undertaken.

4.5 All correspondence, during the course of the research work, by the research scholars with the University shall be made only through the Research Supervisor and the Dean.

4.6 In case of any conflict arising between a research scholar and the Research Supervisor and/or Co-supervisor, or any other dispute arising with the School / Department during the course of the research work, the Grievance Redressal Cell constituted by the University may resolve the issue and recommend necessary action. The aggrieved parties shall be bound by the decision taken by the University, subject to an appeal to the Chancellor/ Vice-Chancellor. The decision of the Chancellor/Vice-Chancellor in this regard shall be final.

5. Course Work:- Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

5.1 The Credit requirement for the Ph.D. coursework is a minimum of 14 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019, and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

5.2 All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship to conduct tutorials, laboratory work, and evaluations.

5.3 A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 9.5-point scale in the coursework to be eligible to continue in the programme and submit his or her thesis.



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

6.1 Upon satisfactory completion of coursework and obtaining the marks/grade, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.

6.2 Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee of the concerned student, which shall also be open to all faculty members and other research scholars/students.

6.3 The University has already established a mechanism using well-developed software applications to detect Plagiarism in research work, and the research integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree.

6.4 A Ph.D. scholar shall submit the thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma.

6.5 The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners, and may be conducted online. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students.

6.6 The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the Controller of Examination concerned shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

6.7 checklist is given hereunder for the assessment of the Ph.D. programme:



6.7.1 Completion of the coursework

6.7.2 Regular submission of six-monthly progress reports to DRC vide RAC

6.7.3 Publication of research papers in refereed journals/conferences/seminars

6.7.4 A Pre-Ph.D. presentation in a seminar

6.7.5 Approval of the abstract of the thesis, not less than 300 words.

6.7.6 Recommendation of RAC followed by DRC

6.7.7 Submission of Plagiarism Report of the thesis

6.7.8 Soft-bound copies of the Ph.D. thesis should be submitted for evaluation. Five hard-bound copies of the Ph.D. thesis should be submitted after the Public Viva Voce examination (revisions, if any) and a CD consisting of the thesis in PDF format.

6.7.9 Copy of the abstract (300 Words) and Executive Summary duly signed by the Ph.D. Supervisor and the Ph.D. research scholar of the Ph. D thesis (in triplicate), including the keywords (not less than 10) and a list of abbreviations.

[Format for permission of DRC to submit the Ph.D. research and summary of thesis for evaluation **Annexure-IX**; format for application for Ph.D. thesis submission for evaluation **Annexure-X**; Format for Application for Final Ph.D. thesis submission **Annexure-XI**; format for report of Public Viva-voce of Ph.D. thesis **Annexure-XII**].

6.8 The Controller of Examination shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

7. Ph.D. through Part-time Mode

7.1 Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.

7.2 A “No Objection Certificate” through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

- (i.) The candidate is permitted to pursue studies on a part-time basis.
- (ii.) His/her official duties permit him/her to devote sufficient time to research.

8. Departmental Research Committee and its Functions



8.1 There shall be a Departmental Research Committee for each School/Department. The Head of the School/Faculty of Ph.D. scholar shall be the Chairperson of this Committee. The following will be the constitution of DRC:

- (i) Head of the School/Institute/Faculty concerned – Chairperson
- (ii) Head of the Department concerned
- (iii) Minimum two Professors and one Associate Professor
- (iv) At least one external expert as a nominee of the Vice Chancellor

8.2 The DRC will meet at least four times in a year, i.e., January, April, July, and October, respectively.

8.3 The function of DRC;

- (i) To ensure academic standard and excellence of the Ph.D. programme offered by the department.
- (ii) To ensure that all the norms, regulations, and guidelines about the research program are strictly followed.
- (iii) To assign supervisor(s) to the research scholar in consultation with the scholar and the supervisor(s).
- (iv) To invite and scrutinize applications and make admissions in Ph.D. Programmes and perform functions as are required for operationalization of the Ph.D. research degree programmes.
- (v) A copy of the synopsis/research proposal [The length of the synopsis for the Ph.D. proposal should be 4000 - 5000 words. Format of synopsis/research proposal [Annexure-XIII] of each applicant shall be sent to all the members of the DRC through RAC at least 7 days before the meeting of the Committee.
- (vi) 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 School/Department with specific reasons for cancellation of the registration of the research scholar.
- (vii) DRC shall function as the progress monitoring authority approving the topics and synopsis.
- (viii) DRC shall regulate registration and re-registration of the scholar.
- (ix) To monitor the coursework classes of Ph.D. scholars in consultation with RAC.

9. Research Advisory Committee and its functions

9.1 There shall be a Research Advisory Committee for each Ph.D. scholar. The scholar's Ph.D.



supervisor shall be the Chairperson of this Committee. The RAC of the University shall consist of the following:

- (i) Ph.D. Supervisor – Chairperson and Convenor
- (ii) Ph.D. Co Supervisor
- (iii) One Professor/ Associate Professor/ Assistant Professor from the same department

9.2 The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research.
- ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to take.
- iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

9.3 Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of the Ph.D. scholar's progress report to the DRC. A copy of such recommendations shall also be provided to the Ph.D. scholar.

9.4 In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

9.5 This Committee shall have the following responsibilities:

- (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 the research and identify the course(s) that he/she may have to take.
- (iii) To periodically review and assist in the progress of the research work of the research Scholar.
- (iv) A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Research Advisory Committee to the DRC, with a copy to the research scholar [Ph.D. review and monitoring report **Annexure- XIV**].
- (v) In case the progress of the research scholar is unsatisfactory, the RAC shall record the



reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the School/Department, with specific reasons, the cancellation of the registration of the research scholar.

10. Withdrawal from the Ph. D Programme

A Ph. D research scholar may be permitted by the University Research Committee on the recommendation of DRC vide RAC to withdraw from the program for some specific reasons. The research scholar may be permitted to withdraw for the following reasons;

- (a) If the research scholar is due to a prolonged illness, supported by medical certificates.
- (b) On the event of illness/death of the scholar's parents/guardians/spouse. Any other event in which the DRC is convinced that the situation faced by the research scholar warrants his/her withdrawal from the programme.

11. Cancellation of Ph.D. Registration

The registration of a Ph.D. scholar shall be canceled in any of the following conditions:

11.1 If the research scholar fails to complete coursework as per Ph.D. regulations.

11.2 If the research scholar's progress report is rated 'unsatisfactory' in two successive semesters.

11.3 If the research scholar fails to submit his/her thesis within the maximum registration period.

11.4 If the research scholar absents himself/herself for a continuous period of six weeks without the sanction of leave by his/her Ph.D. Supervisor/RAC.

11.5 If the research scholar fails to deposit the prescribed academic fee in the stipulated time frame as notified on the University Website and the admission brochure for the Ph.D. enrollment.

11.6 If the research scholar withdraws from the Ph.D. Program on his/her request duly forwarded by his/her Ph.D. supervisor to DAC through RAC.



11.7 If any unfair means are deployed by the Ph.D. research scholar during the coursework, the research scholar's registration will be canceled.

11.8 In case of discrepancy or misconduct on the recommendation of DRC vide RAC.

12. Procedure for Ph.D. thesis submission

12.1 Pre Ph.D.- Presentation

(i) Before the submission of the thesis, the Ph.D. scholar shall make a presentation before the DRC and RAC of the School/Department concerned, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the thesis in consultation with the RAC.

(ii) In case of a major revision, the DRC may recommend the candidate to reappear for a pre-Ph.D. presentation. The final thesis has to be submitted within a period of 3 months from the date of the pre-Ph.D. presentation. The candidate has to again appear for the pre-Ph.D. presentation after the revision work.

12.2 The candidate shall submit the Ph.D. thesis along with other documents as per the checklist given in Annexures X & XI to the office of the Ph.D. Programme.

12.3 The Ph.D. research scholars must publish at least one research paper in a refereed/peer-reviewed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints duly submitted to DRC vide RAC.

12.4 A Plagiarism Certificate (indicating plagiarism not more than 10%) has to be obtained from the Office of the Librarian or the Dean-Academics of the University. While submitting for evaluation, the thesis shall have an undertaking from the Ph.D. scholar and a certificate from the Ph.D. 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 School/Institute/Faculty where the work was carried out [Certificate of originality of work – Form/Format: **Annexure-V**]

13. Public Viva-Voce Examination

13.1 Upon completion of the Ph. D submission, if the Ph.D. thesis is recommended by the external examiners (two), a Pubic Viva-voce will be conducted with a fifteen-day notice



to conduct the Public Viva-voce examination to the research Scholar, RAC, DRC, and the external examiners. The evaluation reports of the Ph.D. Supervisor and the external examiners will be provided by DRC during the Public Viva-voce examination to the Public Viva-voce Board and the RAC members.

13.2 The DRC Chairman/Chairperson will be the convener of the Public Viva-voce board. The RAC Chairman/Chairperson (Ph.D. Supervisor) will consolidate the results of Public Viva-voce examination and submit the same to DRC.

13.3 If the research scholar fails to defend his/her thesis during the Public Viva-voce examination, the research scholar may be permitted to reappear for the Public Viva-voce examination after a period of three months with approval from the DRC.

14. Provisional Certificate and the Degree

14.1 The research scholar will be issued his/her Ph.D. degree provisional certificate by the COE of the University after successful completion of the Public Viva-Voce examination and is recommended by the DRC for an award of the Ph.D. degree. The date of the Public Viva-voce examination may be treated as the date of award of the Ph.D. degree, while the formal degree may be awarded during the convocation of the University.

14.2 Following successful completion of the evaluation process and assessment to confer a Ph.D. degree, the registrar/office of the Registrar of the University shall provide a soft copy of the Ph.D. thesis to the UGC.

14.3 After the award of a Ph.D. Degree, the Thesis may be permitted to be published by the scholar, within two years of the award of the Ph.D. Degree with the written permission from the University, considering the recommendations of the examiners, with a fee prescribed by the University. Two copies of the published work shall be submitted to the University Library by the scholar concerned for the record with the University.

15. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Controller of Examination shall submit an electronic copy of the Ph.D. thesis to INFLIBNET for hosting the same to make it accessible to all the Institutions/ Colleges.



16. Removal of Difficulties

Any issue not specifically mentioned in this Regulation shall be decided by the Chancellor/Vice Chancellor in consultation with the appropriate bodies of the University.

Annexure-I

17. LIST OF DISCIPLINES IN WHICH THE Ph.D. DEGREES OFFERED UNDER VARIOUS SCHOOLS/INSTITUTES/FACULTIES

Sr. No.	SCHOOL	PROGRAMME	PHD PROGRAMME CODE
1.	School of Engineering & Technology	Civil Engg.	PDCE
		Electrical Engg.	PDEE
		Mechanical Engg.	PDME
		Computer Science and Engg.	PDCS
		Electronics and Comm. Engg.	PDEC
2	School of Commerce and Management	Management	PDMG
		Commerce	PDCM
3	School of Law and Legal Sciences	Law	PDLW
4	School of Education, Training and Research	Education	PDED
5	School of Agriculture Sciences	Agriculture	PDAG
6	School of Pharmacy and Paramedical Sciences	Pharmacy	PDPH
7	School of Applied Science	Physics	PDPY
		Chemistry	PDCH
		Mathematics	PDMH
		Botany	PDBT
		Zoology	PDZO
8	School of Arts and Culture	History	PDHS
		Geography	PDGE
		English	PDEN

9	School of Library and Information Science	Library Sciences	PDLB
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18.

Annexure-II

ADMISSION GUIDELINES FOR Ph.D. PROGRAMME

18.1 Admissions to Ph.D. Programme shall be open throughout the year. Entrance test to Ph.D. admission will be conducted twice in a year on a half-yearly basis, i.e., in the month of January and July for pre-determined intake for each Discipline.

18.2 An open advertisement (Half Yearly) shall be issued inviting applications for admission to Ph.D. Programme as per the laid-down time frame. The admission notification will also be uploaded on the website. Applications from the prospective candidates shall be received along with the following documents by the Ph.D. Admission Cell.

- I. Duly Filled Application Form.
- II. Degree certificate of Graduation & Post Graduation.
- III. Mark sheets of Graduation & Post Graduation.
- IV. Documents related to work experience (No Objection Certificate from the employer in case the candidate is willing to enroll in the part-time Ph.D. Program)
- V. 10th and 12th Pass Certificates
- VI. Equivalence Certificate of Association of Indian Universities (AIU) in case of Foreign University Degree.

18.3 In case of Foreign National applicants, the Admission Cell should also procure the following documents, in addition to those under Para 3:

- a) All International research scholars wishing to undertake any research work or join a Ph.D. Programmes will have to obtain prior security clearance from the Ministry of Home Affairs, along with the approval of the Department of Secondary & Higher Education, Ministry of Human Resources Development, Government of India. The interested candidates must be on the Research VISA endorsed by K.K. University. No



other endorsement shall be accepted. The Research Visa should be valid for the prescribed duration of the course. This applies to diplomats also.

- b) Submission of medical test report within a week from the date of admission from a Registered Medical Practitioner OR a Medical Practitioner nominated by K. K. University.
- c) All Foreign / NRI research scholars will be required to register themselves with the concerned District Foreign Registration Officer / Foreigners Regional Registration Officers, within 14 days of their first arrival in India.
- d) For any study/Programme to be undertaken at K. K. University, an approval of the Ministry of External Affairs (MEA) will be required through the Protocol Division.

18.4 The Ph.D. applications will be screened by the Admission Cell of the University to ensure the completeness and readiness of all the documents in all respects. In case the application is found complete, the candidate may be required to appear for an admission test and an interview on a scheduled date, conducted by the Admission Cell and a competent interview Board constituted by the respective head of the Schools/Institutes/Faculties at the University.

18.5 The Admission Cell will conduct the admission test and interview on a scheduled date. The results of the test will seek approval of the Vice-Chancellor and or Pro Vice-Chancellor within 3 days, along with the following documents:

- I. Recommendations of the Interview Board.
- II. Name of the Proposed Guide submitted by the respective Heads of the concerned school/institute/faculty.

18.6 The respective Head of the Institute (HOI)/Head of the Department (HOD) of the Schools/Department will be informed by the, Admission cell of the University, post approval from the Vice Chancellor and or Pro Vice-Chancellor, who in turn (i.e., Heads of the respective schools) will inform the candidates on the formats as detailed below for various categories in which they are selected for the Ph. D registration.

- I. Candidates may be registered for Ph.D. Program on a full-time/part-time basis.
- II. Candidate to be registered on a full-time basis and will be associated with varied research projects as JRF/SRF/RA.
- III. The University and a group of institutions to be registered on a part-time basis.
- IV. Candidates from Research Labs with Memorandum of Understanding may be registered on a part-time basis.



18.7 Admission cell will generate the Ph.D. admission offer letters of all successful candidates, providing 2 weeks to deposit the fee.

18.8 The date of fee payment will be considered as the date of Registration, which will be duly mentioned in the letter of the candidate while allotting the enrolment number by the K. K. University.

18.9 The Ph.D. admission process will be completed in a stipulated time frame as per the calendar of events to be notified on the website/information bulletin.

19.

Annexure-III

FORMAT FOR REQUEST FOR EXTENSION OF Ph.D. DURATION

1. Name of Candidate:
2. Registration No.:
3. Faculty and Field/Displine:
4. Date of Admission:

DETAILS OF PROGRESS OF Ph.D. WORK (as on date) Pre-PhD Course work:

Research Progress:

Publications:

REASONS OF EXTENSION OF DURATION
(may attach an additional sheet, if necessary)



Periods of Extensions already Granted: Period up to which Extension is requested:

Ph. D. Candidate

RECOMMENDATIONS OF THESIS SUPERVISOR(S) (may attach an additional sheet, if necessary)

Enclosures :

Recommended by DRC

20.

Annexure-IV

LIST OF PH.D. COURSEWORK SPECIALIZED SUBJECT AREA

Sl. No.	School/ Institute/Faculty	Programme	Course/ Subject Area	Course Code	Total Credit
1	School of Commerce and Management	Ph.D. in Commerce and Management	Human Resource Management	PHDMGT2301	4
			Managerial Finance	PHDMGT2302	4
			Marketing Management	PHDMGT2303	4
			Operations Management	PHDMGT2304	4
2	School of Applied Sciences	Ph.D. in Physics	Condensed Matter Physics and Nanotechnology	PHDPHY2301	4
			Material Science	PHDPHY2302	4
			Quantum Mechanics	PHDPHY2303	4
			GENERAL PHYSICS	PHDPHY2304	4
		Ph.D. in Chemistry	Advances in Chemistry and Analytical Techniques	PHDCHY2301	4
		Ph.D. in Zoology	Applied Parasitology	PHDZOO2301	4
			Tools and Techniques in Animal Sciences	PHDZOO2302	4
		Ph.D. in Botany	Plant Genetics and Biotechnology	PHDBOT2301	4
		Ph.D. in Mathematics	Differential Equations: Theory and Numerics	PHDMAT2301	4

3	School of Pharmacy and Paramedical Sciences	Ph.D. in Pharmacy and Paramedical Sciences	Pharmaceutical Sciences	PHDPHA2401	4
4	For all Ph.D. Programmes and Courses	Compulsory	Research Methodology & Computer Applications	PHDRMCA24	4
5	For all Ph.D. Programmes and Courses	Compulsory	Seminar	PHDGEN24	4
6	For all Ph.D. Programmes and Courses	Compulsory	Research & Publication Ethics	PHDRPE24	2
7	School of Agriculture Sciences	Ph.D. in Agriculture Sciences	Agronomy	PHDAGT2501	4
			Genetics & Plant Breeding	PHDAGT2502	4
			Soil Science & Agricultural Chemistry	PHDAGT2503	4
			Agricultural Biotechnology	PHDAGT2504	4
			Plant Pathology	PHDAGT2505	4
			Horticulture (Vegetable Science)	PHDAGT2506	4
8	School of Education Training & Research	Ph.D. in Education, Training & Research	Educational Psychology	PHDPSY2601	4
9	School of Engineering & Technology	Ph.D. in Civil Engineering	Disaster Management	PHDCVL2701	4
		Ph.D. in Civil Engineering	Soil Mechanics & Foundation Engineering	PHDCVL2702	
		Ph.D. in Mechanical Engineering	Advanced Manufacturing Science	PHDMCE2701	
		Ph.D. in Electrical Engineering	Circuit Theory & Analysis	PHDELE2701	4
		Ph.D. in Computer Science & Engineering	Data Structures and Algorithms	PHDCSE2701	4
10	School of Arts & Culture	Ph.D. in English	Literary Theory in English	PHDENG2801	4
		Ph.D. in Geography	Physical Geography	PHDGEO2801	4



			Human Geographic Research	PHDGEO2802	4
11	School of Law & Legal Studies	Ph.D. in Law & Legal Studies	Advanced Jurisprudence & Legal Theory	PHDLAW2901	4
12	School of Library & Information Sciences	Ph.D. in School of Library & Information Sciences	Information and Communication Technologies Applications in Libraries	PHDLIB3001	4

21.

Annexure-V

FORMAT ON PLAGIARISM REPORT/CERTIFICATE

Department of Academic Affairs

Date:

This is to certify that the Ph.D. Thesis
_____ of _____, under the supervision of
_____ has been reviewed by the use
of plagiarism software “**Turnitin**”.

The results are as follows.

The similarity index is found to be _____ % after applying the following exclusions

- (i) Bibliography
- (ii) References
- (iii) <1%

(Ph.D. Coordinator)

CC to :

COE

Pro Vice Chancellor

Undertaking By Supervisor

I agree that the following exclusions are justified based on the nature of the research work.

The similarity index is found to be _____ % after applying the following exclusions



- (i) Bibliography
- (ii) References
- (iii) <1%

Signature:

Name:

Designation:

Name of the School/Institute/Faculty:

22.

Annexure-VI

**FORMAT FOR CERTIFICATE AND EVALUATION FROM THESIS
SUPERVISOR(S) FOR Ph.D. THESIS SUBMISSION**

The Research Summary and the Thesis for Evaluation should be accompanied with this Certificate issued by the Supervisor(s)

22.1 Name of Candidate:

22.2 Registration No.:

22.3 Faculty and Field/Discipline:

22.4. Date of Admission:

I/We certify

- (i) that the thesis embodies the original work of the candidate and it has not been earlier submitted for any Degree or Diploma.
- (ii) that the candidate worked under him/them for the period prescribed by the DRC.
- (iii) that he/she has put in not less than 75 percent of attendance during the Ph.D. Program for full time at the designated place of work with at least one of the Supervisor(s).



(iv) that the thesis fulfills the requirements

Ph.D. Supervisor Evaluation Comments:

Names and Signature of Thesis Supervisor(s)

23.

Annexure-VII

FORMAT FOR EVALUATION REPORT OF Ph.D. THESIS

CONFIDENTIAL

1. Name of Candidate:

2. Registration No. :

3. Thesis Title:

4. General Features of the Thesis:

(i) Organization and Presentation:

(ii) Is the quality of the work comparable with that in other Universities of repute?

(iii) Does the thesis embody any new ideas with original thoughts and makes a significant contribution to knowledge?

5. Comments: (A separate sheet may be attached)

(i) Composition, grammar, language or typographical errors.

(ii) Technical contents the thesis.

(iii) Highlights, strong and weak points in the thesis.

6. Queries and Suggestions: (A separate sheet may be attached)

Queries and/or suggestions for minor or major modifications may be mentioned with adequate details so as to enable the candidate

(i) to prepare a written response and also

(ii) to incorporate the suggestions into the thesis to the satisfaction of supervisor(s), and/or of viva-voce board and/or of the examiner, as outlined in section 7 of this report.



7. Specific Recommendations. Tick mark (✓) only one of the followings.

- a. **(Acceptable)** The thesis is acceptable as it is.
- b. **(Acceptable after Minor Technical Revisions/Language Corrections)** The thesis is acceptable after minor revisions as specified in my suggestions, to the satisfaction of the viva-voce examination board.
- c. **(Major Technical Modifications and Re-evaluation)** The thesis needs major technical improvements/modifications which must be carried out to my satisfaction before I recommend the thesis for acceptance.
- d. **(Rejected).** The thesis is rejected as it does not meet the minimum standards.

8. Questions to be asked at the time of viva-voce examination **(optional)** (maximum upto 5).
Should the questions be communicated to the candidate before the oral examination?

(Name and Signature of the Examiner)

No. of sheets attached:-----E-mail: ----- contact number:

(It is the policy of the University not to reveal the names of the examiners requested for evaluation of Ph D thesis)



CERTIFICATE

Certified that the thesis entitled,
submitted at K. K. University, Nalanda, for the award of the degree of Doctor of Philosophy in
..... Is the original research work of....., a bonafide
PhD Research Scholar, at the, K. K.
University, carried out under my/our guidance and supervision.

It is further certified that the thesis is submitted for the first time and the candidate has fulfilled
all the statutory requirements for the completion of the doctoral programme.

Ph.D. Supervisor**Ph.D. Co-Supervisor**

25.

Annexure-IX

**FORMAT FOR PERMISSION OF DRC TO SUBMIT THE
Ph.D. RESEARCH SUMMARY AND THESIS FOR EVALUATION**

DRC Meeting No. ----- Date of Meeting : -----

FACULTY: ----- FIELD: -----

1. Name of Candidate:
2. Registration No. :
3. Research Topic (as at present):

4. Research Place :
5. Supervisor -1 :
6. Supervisor -2 :

REVIEW

1. Research Progress: Satisfactory/Not Satisfactory

Comments :



2. Progress of Pre-Ph.D. Courses Suggested: Satisfactory / Not Satisfactory

Comments :

3.. Progress of Publications : Satisfactory / Not Satisfactory

Comments :

RECOMMENDATIONS

1. Permission granted for submission of Research Summary and preparation of thesis for evaluation. **YES NO**

2. Permission granted for submission of Research Summary with conditions:

Comments : -----

3. Other remarks (if required): -----

Chairperson, DRC

Committee members

Signature:

1. Name



26.

Annexure-X

FORMAT FOR APPLICATION FOR Ph.D. THESIS
SUBMISSION FOR EVALUATION

The Application to be submitted in Duplicate

- 26.1. Name of Candidate :
- 26.2. Registration No:
- 26.3. Faculty :
- 26.4. Field :
- 26.5. Date of Admission :
- 26.6. Date of Permission of DRC for Submission :

CERTIFICATE FOR PH.D. THESIS SUBMISSION FOR EVALUATION

- | | |
|--|--------|
| 1. Thesis Preparation Guide was referred to for preparing the thesis. | YES/NO |
| 2. Specifications regarding thesis format have been closely followed. | YES/NO |
| 3. The contents of the thesis have been organized based on the guidelines. | YES/NO |
| 4. The thesis has been prepared without resorting to plagiarism. | YES/NO |
| 5. All sources used have been cited appropriately. | YES/NO |
| 6. The thesis has not been submitted elsewhere for a degree. | YES/NO |
| 7. Submitted 4 hard/soft bound copies plus one CD. | YES/NO |
| 8. Compliance Report (in case of major revisions). | YES/NO |

(Signature of the Candidate)

Name:

Signature of Ph.D. Thesis Supervisor(s)

Name:



FORMAT FOR APPLICATION FOR FINAL Ph.D. THESIS SUBMISSION**The Application to be submitted in Duplicate**

1. Name of Candidate :
2. Registration No. :
3. Faculty :
4. Field :
5. Date of Admission :
6. Date of Viva Voce Examination :

CERTIFICATE FOR FINAL PH.D. THESIS SUBMISSION

- | | |
|---|--------|
| 1. Thesis Preparation Guide was referred to for preparing the thesis. | YES/NO |
| 2. Specifications regarding thesis format have been closely followed. | YES/NO |
| 3. The contents of the thesis have been organized based on the guidelines. | YES/NO |
| 4. The thesis has been prepared without resorting to plagiarism. | YES/NO |
| 5. All sources used have been cited appropriately. | YES/NO |
| 6. The thesis has not been submitted elsewhere for a degree. | YES/NO |
| 7. All the corrections suggested by the examiners and Board members have been incorporated. | YES/NO |
| 8. Submitted 5 hard bound copies plus one CD. | YES/NO |

(Signature of the Candidate)**Name:****Signature of Ph.D. Thesis Supervisor(s)****Name:**


FORMAT FOR REPORT OF VIVA-VOCE EXAMINATION OF**Ph.D. THESIS****CONFIDENTIAL****1. Name of Candidate:****2. Registration No. :****3. Thesis Title :**

4. Thesis Supervisor1 : Name :**Affiliation:****Thesis Supervisor 2: Name.:****Affiliation.:****5. Overall Comments of the Board on the Public Viva-voce Examination :**

6. Report of the Public Viva-voce Board :

The candidate is recommended for the award of the Ph.D. degree.

The viva-voce examination is not satisfactory. The candidate is advised to reappear in viva-voce examination any time after six months.

7. Signature of Public Viva-voce Board Members :

Name	Affiliation	Signature
1.		
2.		
3.		

8. Thesis Supervisor(s) :

Name	Signature
1.	
2.	

Chairperson, DRC


FORMAT FOR SYNOPSIS/ RESEARCH PROPOSAL

[1] Name :

[2] Ph.D. Registration :

[3] Faculty/Field :

[4] Supervisors :

29.1. Title Page (one page)

(Proposed Title of the Thesis, Name of the Candidate, Roll No., Name of Supervisors, Field of Study, Faculty, University Name, Date)

29.2. Introduction (one page)

(Aims and Objectives of the Research in about 300 words)

29.3. Review of the Previous Work (National and International) (3-4 pages)

(Critical review of the literature on the topic of the thesis; not a chronological abstraction. Should organize the literature reviewed in a matrix form, for example, with issues as columns and references as rows; or otherwise. Should highlight the updates at every progress review)

29.4. Identification of Research Gap and Problem (one page)

(Should be linked with the Literature Review with emphasis on the importance of the proposed theme/topic of research)

29.5. Expected Impact on Academics/ Industry (one page)

29.6. Methodology of the Research Work (one-two pages)

29.7. Major Inputs (infrastructure) Required (one page)

29.8. List of up- to-date References (in standard format)

(should build up with progress of time; list books, international journals, national journals, reports, etc.)

29.9. Time and Physical Progress of Work (a PERT Chart) (one page)

Signature of the Candidate

Name and Signature of Supervisor(s)



Title of the Thesis

SYNOPSIS / RESEARCH PROPOSAL/THESIS

**SUBMITTED IN FULFILMENT OF THE REQUIREMENT FOR THE AWARD OF THE
DEGREE**

OF

DOCTOR OF PHILOSOPHY

IN

(SUBJECT)

By

A.B.C. (*full name of the candidate*)

Registration No.

UNDER THE GUIDANCE OF

Dr. P.Q.R (*full name of the guide*)

DEPARTMENT

K. K. University, Nalanda, Bihar

YEAR.....



FORMAT FOR Ph.D. PROGRESS REVIEW AND
MONITORING REPORT

Meeting No. -----

Date of Meeting: -----

FACULTY: -----

FIELD-----

1. Name of Candidate:

2. Registration No. :

3. Research Topic (as at present):

4. Research Place :

5. Supervisor-1: -----

6. Supervisor-2: -----

Ph.D. RESEARCH PROGRESS REVIEW

1. Research Progress : Satisfactory/ Not Satisfactory Comments: :

2. Progress of Pre-Ph.D. Courses Suggested

3. Progress of Publications

Chairperson, DRC



Format of Ph.D. Thesis requirements

31.1 Chapter Title (Times New Roman 16 point – Bold)

31.2 The thesis needs to be prepared using a standard text and must be printed in black text (color for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman font).

31.3 The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp, and even, with uniform size and uniformly spaced characters, lines, and margins on every page of good-quality white paper of 70 GSM to be used

31.4 The thesis should be free from plagiarism and typographical errors.

31.5 Size and Margins

- (i) A4 is the recommended thesis size.
- (ii) The top, bottom, and right side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages.
- (iii) Content should not extend beyond the bottom margin except for completing a footnote, the last line of a chapter/subdivision, or a figure/table caption.
- (iv) A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page.
- (v) All tables and figures should conform to the same requirements as text. Color may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original).
- (vi) Scholars should ensure that all textual and illustrative material is distinct and legible.
- (vii) Scholars should also submit the thesis in soft form (PDF) for storage and archival.



31.6 Page Numbering

- (i) Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.
- (ii) Page numbers before Chapter 1 should be in lower-case Roman numerals. The title page is considered to be page (i) without highlighting on the page in print.

31.7 Line Spacing

- (i) The general text of the manuscript should be in 1.5 spacing. Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in 12 points.

31.8 Tables, Figures and Equations

- (i) All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.
- (ii) Tables, figures, and equations should be numbered sequentially either throughout the thesis or chapter-wise using Arabic numerals. They are referred to in the body of the text, capitalizing the first letter of the word and number, as Table 17, Figure 24, Equation (33), or Table 5.3, Figure 3.11, Equation (4.16), etc.
- (iii) If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size for text should be the same as for the general text.
- (iv) Good quality Line Drawings/figures must be drawn using standard software that provides direction rather than bit-map graphics. Figures must be scalable.
- (v) Images, Photographs, etc. must be scanned in resolution exceeding 200dpi with 256 greyscales for the monochrome images and 24 bit per pixel for the color images.



31.9 Binding

The research scholar should submit copies of the thesis (Front Cover: Maroon Color) in soft-bound form (four) for the Ph.D. thesis, respectively. Once the thesis is accepted, it is the research scholar's responsibility to get it properly bound (hard bound) before depositing the required number of copies (Two Hard Bound of the Ph.D. thesis-revised or as the case may be) with the Controller of Examinations, One Hard Bound each to the Research Supervisor, research co-supervisor and to the Office of the Ph.D Programme. K. K. University, Nalanda. The front cover of the bound copy should be the same as the title page of the thesis. The front cover should have printing on the side to include the author's name, abbreviated thesis title, degree, School/Institute/Faculty, and the year.

31.10 Guidelines for Structuring Contents

Sequence of Contents The following sequence for the thesis organization should be followed:

- (i) Title Page
- (ii) Certificate [**Annexure-VIII**]
- (iii) Acknowledgement and/or Dedication
- (iv) Table of Contents
- (v) List of Figures
- (vi) List of Tables
- (vii) Illustrations, Symbols (wherever applicable)
- (viii) Text of Thesis: Introduction, the body of the thesis, summary and conclusions
- (ix) Bibliography and References
- (x) Appendix
- (xi) All the headings are centered (without punctuation) 25mm down the top edge of the page. The subsequent type-setting begins four spaces below the heading.

Synopsis to be submitted along with the Ph. D. thesis

31.11 Title Page

- (i) Ph.D. thesis should contain an abstract not exceeding 300 words (about one page), and Ph.D. thesis should contain a synopsis not exceeding 4000 - 5000 words in 1.5 spacing.



- (ii) Ph.D. research scholars shall also separately submit 3 copies of the synopsis and abstract for transmission to various examiners, duly signed by the Ph.D. Supervisor and the Ph.D. research scholar.
- (iii) The Ph.D. thesis for the respective School/Institute/Faculty shall be submitted in English.
- (iv) The table of contents lists all material that follows it. Chapter titles, sections, first and second order subdivisions, etc., must be listed in it. Tables, figures, and nomenclature, if used in the thesis, are listed under separate headings.

31.12 The Text of the Thesis

- (i) Introduction: Introduction may be the first chapter or its first major division. In either case, it should contain a brief statement of the problem investigated. It should outline the scope, aim, general character of the research, and the reasons for the research scholar's interest in the problem.
- (ii) The body of the thesis: This is the substance of the thesis, inclusive of all divisions, subdivisions, tables, figures, etc.
- (iii) Summary and conclusions, if required, are given as the last major division (chapter) of the text. A further and final subdivision titled "Scope for Further Work" may follow.
- (iv) Reference material: The list of references should appear as a consolidated list with references listed alphabetically as they appear in the text of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography and References. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references. The reference format may be used as the APA referencing format.

(v) Appendix

Supplementary illustrative material, original data, and quotations too lengthy for inclusion in the text or which are not immediately essential to an understanding of the subject can be presented in an Appendix (as Appendix A, Appendix B, etc.). Each appendix with its title should be listed separately in the table of contents. Likewise, tables and figures contained in the Appendices are to be included in the lists of tables and figures, respectively.

