C. V. Raman Global University, Bhubaneswar

Academic Regulations
For Ph.D. degree

2023

Bidya Nagar, Mahura, Janla, Bhubaneswar-752054
Email: info@cgu-odisha.ac.in, website: www.cgu-odisha.ac.in

REGULATIONS

For Ph.D. degree in

ENGINEERING, SCIENCE, AGRICULTURE, MANAGEMENT, HUMANITIES AND SOCIAL SCIENCES

Bidyanagar, Mahura, Janla, Bhubaneswar – 752 054, Odisha, India.

Mob: +91 9040272733 / 755, Fax: (0674) 2460043.

Web site: www.cgu-odisha.ac.in

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Abbreviations

DRC: Departmental Research Committee

RPIC: Research Program Implementation Committee.

PIC : Professor in Charge – Research Program.

RMC: Research Mentoring Committee.

BoS: Board of Studies.

1. Introduction

1.1 C.V. Raman Global University provides facilities for research leading to the degree of Doctor of Philosophy(Ph.D.) in various disciplines of Engineering, Science, Agriculture, Management, Humanities and Social Sciences as mentioned in Appendix—I. New disciplines will be added in future by resolutions of the Academic Council.

1.2 The requirement for award of Ph.D. degree shall consist of (a) participation in teaching–learning process in terms of attendance in prescribed coursework, (b) successful completion of Registration seminar which covers literature survey and comprehensive viva. Before a student is formally registered for the degree of Ph. D., he needs to demonstrate his overall competence in the broad field of his study. This is done through a "Comprehensive Viva" conducted by the department, which is an essential pre-requisite of registration for the degree. The scholar has to present a literature review which must reflect the motivation, objective and title of the research.

1.3 There is no upper bound on the duration of study for the degree, as long as the student continues to pay university fees and does semester registration regularly. However, in case he fails to register for two consecutive regular semesters, his name will be suspended from the rolls of the University. The studentship can be revived on his request to the Vice Chancellor and paying all arrear dues and 10% of arrear dues towards restoration charge.

1.4 The Ph. D. thesis shall be the report of the research work characterized by either discovery of new facts, new interpretation of known facts and theories, an independent design or development, development of a new instrument or technology, an exhaustive study and criticism of published work, or any applied research work that can be exploited for creation of wealth or for human well-being

1.5 The Ph D program is to be administered by the Board of Studies (BoS) of the faculty in cooperation with the concerned department. The Dean of the Faculty, in capacity of being the chairman of the BoS, will be the responsible authority for administration of the program. He will work under the overall supervision of the Vice Chancellor and the Academic Council. The PIC will be responsible for coordinating the program at university level, for ensuring proper academic standard and discipline and serving as a bridge between the Faculty and the Academic Council. Most academic decisions, however, are to be made in faculty level by BoS, leaving only higher policy matters and exceptions to the Academic Council.

1.6 All students admitted to the Ph.D. program need to pay University fees as fixed by the Board of Governors. The basic fee structure and applicable rules are discussed in Appendix-IV.

1.7 These regulations will conform to rules and guidelines set by UGC, AICTE and other appropriate statutory bodies. In case any of its provisions ever comes in

conflict with the prevailing mandatory regulations (not advisory guidelines) of the higher academic or statutory bodies, the provisions of the latter shall prevail.

1.8 Most communication between the student and the university, and those between the different wings of the university, shall, normally, take place through a set of standardized forms (Appendix – VII), avoiding long-hand notes to the extent possible. The university will strive to create a software portal for all academic processes to ensure compliance and

proper maintenance of records.

1.9 The power to make or amend regulations will rest with the Academic Council, which will be assisted by the Research Program Implementation Committee (RPIC). The composition of the RPIC is given in Appendix – II. The Academic Council will also have power to review, confirm, amend or nullify decisions of all other academic functionaries of the university, including those of the Boards of Studies, the Deans of the faculties, the PIC and the Vice Chancellor. All proposals to the Academic Council will be routed through the RPIC. The Board of Governors shall have the power to review and amend decisions of the Academic Council.

2 Eligibility for admission to Ph D Program

2.1 Admission to the Ph. D. program shall be through a formal selection process carried out by the faculties of the university. The eligibility criteria and selection procedure shall be as follows.

2.1.1 M.E. /M.Tech./ M.Pharm/ M.Phil/MS/MD/MV Sc–in relevant discipline with at least 55% marks in aggregate or its equivalent grade from a recognized technical institute or university in India or abroad.

2.1.2 B.E./B.Tech. in relevant discipline with 75% marks in aggregate or its equivalent grade from a recognized technical institute or university in India or abroad.

2.1.3 M.Sc./M.A./M.Com./M.SC.(Ag)/MBA/MCA in arelevantdiscipline with 55% marks in aggregate or equivalent grade from a recognized technical institute or university in India or abroad.

2.1.4 M.B.B.S./B.V.Sc. with 55% marks in aggregate or its equivalent grade from a recognized Institute or university.

2.1.5 Any other degree or diploma from a recognized technical Institute or University in India or abroad with similar academic credential, considered by the Academic Council to be equivalent to one of the above degree.

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.

2.2 In exceptional cases, whether candidate has proven research experience, evidenced by published papers and / or unpublished documents, the Academic Council or its Chairman on its behalf, can relax the mark requirement by 5 percent (or 0.5 in CGPA) on recommendation of the Departmental Research Committee (DRC). Copies of the documents considered for the purpose must be presented to theAcademic Council.

2.3 Qualification in GATE, NET, ICAR or any other national test is not essential for admission to Ph.D. program at CGU; but preference in admission will be given to candidates with decent scores in NET, GATE or other national benchmarking tests taken any time in their careers. Students applying for Government scholarships /fellowships, however, shall need an M .Tech degree or a valid NET (Lectureship or JRF) or GATE score, if so required by the relevant Government regulations

2.4 The Academic Council shall have the power to fix equivalence of other degrees, diplomas and certificates obtained from universities or societies in India or abroad to the degrees listed above for the purpose of admission to the Ph. D. program of CGU.

2.5 Students with degrees in one discipline of Science or Engineering can enroll for Ph.D. in another discipline of Science or Engineering, if Departmental Research Committee (DRC) is satisfied that the candidate possesses the minimum knowledge in his/her chosen field required completing the Ph. D program. The Academic council, in consultation with the

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Boards of Studies of Faculties will announce, from time to time, a list of relevant departments and specializations for admission to Ph. D. Program in all disciplines. In all other cases, decision must be made by the respective BoS on case to case basis depending on the fields involved, proposed research program and academic preparation of the candidate. An initial list of required specializations for various departments is given in Appendix – V. The constitution and functions of DRC are given in Appendix – III.

2.6   Candidates employed in CGU as full time regular employees (faculty members, not part-time, temporary or visiting) or as full time research fellows or other staff engaged for carrying out research in externally funded research projects at CGU, selected through open circulars, will be eligible for admission without further evaluation, subject to obtaining administrative approval from the Vice Chancellor. They, however, need to meet the academic criteria given in sub-sections 2.1. In all such cases, the DRC needs to be satisfied that the candidate's work assignment is strongly linked to his proposed research problem, and that he will not be compelled to work outside normal working hours of the university to meet his job obligations.

2.7   For International students the admission process shall be followed in accordance with the guidelines fixed by the Academic Council from time to time.

2.8   Employed / self employed professionals meeting the academic criteria given in sub-section 2.1 will be eligible for admission as part-time scholars based on their performance in the interview. DRC needs to be satisfied that the candidate's work assignment is strongly linked to his proposed research problem.

2.9   The various categories of students (with or without financial support) mentioned below are eligible for admission to Ph. D. program provided they satisfy the qualification requirements given in sub-section 2.1.

1)   Full time on-campus student with University Fellowship /Assistantship from CGU (University Scholar)

2)   Full time on-campus student with External Fellowship (UGC/CSIR Net, DST Inspire etc; Fellowship given by a public or private agency, trust/corporation)

3)   Full time on-campus Project Scholars (JRF/SRF/RA etc.) or project staff members, admitted with recommendation of the Principal Investigator.

4)   Full time on-campus student without Fellowship (self-financed/ self-supported)

5)   Full time on-campus student sponsored by an Institution, Research Organization or Industry.

6)   Full time off-campus students, employed as JRF/SRF/RA or a research scientist/engineer or equivalent professional designation in an institute, laboratory, industry or any other comparable institution whose work in the employing organization constitutes the subject of his research for the degreeof Ph. D. of CGU,

7)   CGU regular employees(Non-teaching such as T. A. / Officer in Grade A)specifically permitted to enroll in Ph.D. program, to be considered as part time research workers.

8)   Other Part time students - employed, self-employed or un-employed, pursuing Ph.D. at CGU, either on-campus or off-campus.

Note: A full time student must dedicate 50-60 hours a week to his studies towards the Ph. D. degree, and should not be engaged in any other job or studentship that would interfere with his Ph D program.

2.10   If during the course of the Ph. D program, there are changes in circumstances of a student, his/her studentship category will be modified accordingly, and wherever appropriate, revised norms will be applicable from the semester following the date of change of category. The case may be applicable for part time to full time students or the vice versa.

3 Admission

3.1 Admission to the P h. D. program can be done at anytime of the year, but preferably at the beginning of the regular semesters. Application for admission may be made either in response to announcements made by the University [Form AC/RC02] or on the student's request. In both cases, the department will process the applications with priority while maintaining high academic standards.

3.2 Selection of candidates to the Ph. D. program will be based on the overall interest of the candidate taking into consideration the academic career, candidate's research aptitude, departmental resources, availability of supervisors, and performance in an admission test, through collective assessment by the selection committee. The Committee shall also ascertain that at least one faculty member of the Department is available and willing to supervise the candidate in his chosen field. The faculty member will not have the option to refuse, if the candidate has been selected to work under him/her after joining. A candidate should not be selected if the Department does not have physical resources and supervising faculty to do justice to the candidate's academic interest.

3.3 The doctoral admission test will be conducted by the departments of CGU as per their respective needs either on-campus, in a remote centre or online. The entrance exam may be written, oral, multiple-choice or a combination of the three methods. The test score shall be used either as a component of the selection criteria, as a cut-off score for rejecting weak candidates or both.

3.4 The process of evaluation – written and oral, of candidates for research studentship (Ph. D.) will be open to all supervisors of the department who may, at their discretion, join the Selection Committee (the DRC) and assist in decision making, the final decision on selection resting with the committee members. In the case of disagreement within the committee, the matter will be referred to the Dean of the faculty whose decision shall be binding.

3.5 Candidates employed as SRFs/JRFs or as Full time Research engineers /officers/ Research Assistants in sponsored projects of CGU may be admitted to the Ph. D program under category-3 of sub-section 2.9. The project should have tenure of at least 12 months beyond the date of admission of the candidate to the Ph. D. program. On termination of the project, his status will be changed to full time student without scholarship (Category-4), unless offered another type of scholarship. For a project scholar or employee, the topic of Ph. D. registration must be identical to his work assigned under the project, and the PI, Co-PI or another professor chosen by the PI will be the Principal Supervisor.

3.6 Members of teaching staff (Assistant Professor, Associate Professor, and Professor) desirous of enrolling in the Ph. D. program can do so. No administrative permission is necessary, nor there is any minimum past service requirement. They will be governed by all other norms for Ph.D. registration and thesis submission as per regulations. They will apply to the University for Admission in the standard application and enrolment forms. If the faculty member applies for admission to his/her own department, selection is automatic. But if he/ she applies for admission in another department, the DRC of the destination department will examine the proposal. Admission will be given if DRC recommends. This facility shall be available to all regular faculty including those on probation or contract (with provision of being converted to regular position), but not to guest or visiting faculty. If a faculty member leaves the university before or within two years of completing Ph.D. registration (see section14) or if his service in the university gets terminated, his studentship gets automatically terminated.

3.7 Non-teaching staff (officers cadre only) of the Institute may be permitted to join the Ph. D. program under the following terms and conditions: [The facility of pursuing Ph.D. at CGU is not available to non-teaching staff at levels lower than that of officers, i.e. positions requiring a Master's degree or a professional degree.]

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a) A member of non-teaching staff (officers of A grade only) seeking permission to join the Ph. D. program must be holding a regular post in the university.

b) The employee must be engaged in research or comparable intellectual / professional work as a part of his normal duty, so that his work output can

qualify for the degree of Ph. D. Study towards Ph. D. cannot be taken as an extra activity beyond the working hours of the university.

c) He / She must satisfy the minimum qualification requirement as mentioned in subsection 2.1.

d) The DRC of the target department must be satisfied that he has the aptitude to carry out research and that the work arrangement proposed by his employing department will leave him/her sufficient freedom and time within normal university hours to complete his/her work.

3.7.1 The application for administrative permission to join a research program by a non-teaching officer must be submitted to the Vice Chancellor through his reporting officer and the Head of the Department. The application must be accompanied by certificates from the reporting officer and the Head of the Department to the effect that the proposed academic program is (a) directly relevant to the normal duties of the candidate, (b) the department will be benefitted by the skill earned by the candidate through the program, and that (c) the department will make all necessary adjustments within the normal working hours of the university of the duties of the staff member ensuring that the candidate's academic program is not disturbed. If satisfied, the Vice Chancellor will grant administrative permission to the candidate to either (a) enroll in the Ph D program of his own department or (b) be considered for admission to the target department different from his own.

3.7.2 Administrative permission by the Vice chancellor does not constitute academic approval by the Academic Council for admission

3.7.3 When the candidate seeks admission to a department other than his/her own, the application will be examined by the Departmental Research Committee (DRC) of the target department. The committee will conduct a test and interview the candidate to ascertain his/her suitability in the program and send its recommendation to Vice Chancellor through Dean of the faculty for approval of admission.

3.7.4 Regular Non-teaching staff appointed in sponsored research projects for carrying out research work may be given leave without pay from the university to work in the project and pursue Ph. D concurrently.

3.7.5 If a non-teaching officer leaves the university either before or within two years of completing his/her Ph. D registration or if his/her services are terminated by the university, his/her studentship in the PhD program gets automatically terminated.

3.8 Candidates desirous of pursuing Ph.D. at CGU from their places of employment may apply for admission under category 8 of sub-section 2.9. In this case, the DRC must be satisfied that adequate research facility exists in the candidate's place of employment, and that he will get adequate time for pursuing research within or outside the normal working hours of his employment. In such cases, no-objection certificate from the employer will be necessary for getting admission to the Ph D program and can be carried out with periodic review of the progress of his / her research work by RMC.

3.9 For admission under category 6, however, the candidate must produce a formal sponsorship letter from his employer giving details of his job assignment and an assurance that he will be permitted to work on the same broad assignment over the next three years. Candidates sponsored by major public and private sector employers will be given concessions in

admission under categories 6 of sub-section 2.9, as well as in some of the later requirements. The norms for admission of sponsored candidates are given in Appendix-VI.

3.10 If a candidate intends to carry out a major part of his research work in his place of employment, he must put up his application under category (6) and convince the Departmental Research Committee (DRC) at the time of selection that adequate research facilities and research tradition exist in his institution. While taking the decision DRC will examine all the documents presented to it regarding adequacy of the R&D facilities, and responsibilities assigned to the candidate by his employer. In general, major Central Govt. (CSIR, DRDO, DAE, ISRO, ICMR, ICAR etc.) labs, research organizations, industries (public or private) with established R&D facilities are taken as organizations with adequate facilities. It is, however, important to receive a commitment from the candidate's employer that he is and will continue to be engaged in full time research as an employee and that his research output may constitute his doctoral thesis in the university subject to the approval of RMC.

3.11 Candidates desirous of pursuing Ph. D. at CGU must apply in prescribed form (Form AC/RC01) to the PIC office either on their own or against an official advertisement. If applying without a formal advertisement, candidates are advised to mark a copy of their application to the head of the intended department. The applications received by the PIC Office will be scrutinized by the Departmental Research Committee (Form AC/RC02) of the concerned department. The recommendation of the DRC will be sent to Dean of the Faculty [Form AC/RC03] for his approval. The recommended candidates, on approval of the Dean, will be called for admission test, as per provisions of section 2.

3.12 If a candidate recommended for admission has a close relative serving in the Institute as an Officer of grade A or a member of the faculty, the application should be so identified and sent to Vice Chancellor for approval. The Vice Chancellor may, at his discretion, approve the recommendation or refer to a committee on conflict of interest.

3.13 The admission letter (Form AC/RC04) will be issued by the PIC office to a successful candidate on the basis of recommendation of the Department and approval of Dean of the Faculty or Vice Chancellor. The candidate, at his discretion, may join within the time provided by the PIC office (normally one month) at the start of the next semester, or seek approval of the Dean of the Faculty for a later date.

3.14 On joining the Institute, submitting the enrolment form (Form AC/RC10) duly forwarded by the Department and after paying the prescribed fees, the candidate will be assigned a Roll number by the PIC Office.

4 Supervisors

4.1 (a) Any faculty member of the institute who satisfies the following requirements is eligible to be appointed as a Supervisor.

    i. He /She should have a Doctoral degree (Ph.D. , D. Sc, or D.lit)

    ii. Professor/Associate Professor should have at least five research publications and Assistant Professors should have three research publications in peer review or referred journals.

(b) When a faculty member is to be appointed a supervisor for the first time, he should make an application to be recognized as a supervisor enclosing his detailed curriculum vitae to be considered by an authorized committee under the chairmanship of the Dean of the Faculty.

(c) Faculty who are resigning will be forfeiting their claim as a research guide unless otherwise recommended by Dean of Faculty, under extenuating circumstances.

(d) An eligible Professor, Associate Professor and Assistant Professor can supervise up to eight, six and four Ph.D. scholars respectively.

4.2 All students of the Ph D program are required to carry out their research work under the guidance

of one or two supervisors, to be appointed by the Board of Studies or the Dean (Faculty) on its behalf on recommendation of the Departmental Research Committee (DRC).

4.3   (a) Advisors, Adjunct and Emeritus faculty of CGU with Ph D degrees or with significant professional experience and/or scholastic record are also eligible to serve as principal supervisors, if the Vice Chancellor is satisfied that the visiting expert would continue to serve the institute and give adequate timeover the next three years.

    (b) For students of categories (3) [Project staff and fellows], the Principal Investigator of the Project shall ordinarily be chosen as the sole or Principal Supervisor. Similarly, for students of category (7) [University employees] the reporting officer of the candidate may serve as the sole or Principal supervisor. In case of students of category (6) [a sponsored student pursuing research in hisplace of employment] his reporting officer shall be co-opted as the co- supervisor.

4.4 In case of more ambitious or multi-disciplinary research program, the recommended supervisor, at his own discretion, may seek [Form AC/RC14] appointment of a second supervisor. In that case the original supervisor will be called the "Principal Supervisor" and the second supervisor shall be called the "Co- Supervisor".

4.5 The request for a co-supervisor may be made by the Principal supervisor any time before registration of the student in the Ph D program. The proposed co- supervisor may be any person with appropriate knowledge, experience and responsibility from within or outside CGU, from India or abroad, from academia, industry or any other relevant profession. If the proposed co-supervisor is from CGU (faculty member or advisor), the request may be approved by the Dean of the Faculty; in case of persons from outside CGU, a copy of his CV and a justification for his appointment must accompany the request from the Principal supervisor, which will be put up to Vice Chancellor through DRC and the Dean of the Faculty.

4.6 A teacher with less than three years service left before superannuation may not be recommended as sole supervisor or principal supervisor. After superannuation a teacher may, if he thinks appropriate, continue to be the sole supervisor if the thesis is submitted within one year; if in the opinion of the DRC, the project is likely to take more than one year, a substitute/caretaker supervisor has to be appointed by DRC. If no faculty member is willing to take up the assignment, the Dean of the Faculty, as Chairman of the Board of Studies will appoint the supervisor in consultation with the HOD. This selection will be binding on the student and the supervisor.

4.7 After superannuation from service if a person joins the Institute on re-employment or as Emeritus Faculty, or Advisor or on some scheme of UGC/AICTE, he will continue to be the sole supervisor or as Joint supervisor as he was before superannuation.

4.8 A substitute supervisor can be appointed by DRC if a sole supervisor leaves the university. If the sole supervisor proceeds on long leave for a period exceeding one year, the DRC shall appoint a second supervisor, who will serve as co-supervisor to the original supervisor. If sufficient communication between the student and supervisor is possible, and the supervisor is in a position of attending meetings in the university, in person or online, the Dean of the Faculty may, on recommendation of the Department permit the Principal Supervisor to continue beyond one year.

4.9 A student's preference of subject and supervisor must be taken into consideration by the HOD and DRC while assigning a supervisor to him. There should not be any undue restriction on faculty or students in choice of students or supervisors. The DRC should record the reasons for not honoring the request of a student. The DRC may, however restrict the number of students allocated to a single supervisor or research group.

4.10 It will be the responsibility of the HOD to ensure that intending research students ofacceptable

merit are cordially accommodated in the department to pursue research compatible with their past degrees and academic interest. In case of dispute, decision of Dean of the Faculty will be final.

5 Research Mentoring Committee (RMC)

5.1 While the thesis supervisor shall be the primary mentor of a Ph. D. student, the team will be further guided, mentored and evaluated by a group of faculty members continuously during the course of the program. A separate Research Mentoring Committee (RMC) shall be constituted on recommendation of the DRC of the Department by the Board of Studies for each student admitted to the Research Program leading to Ph.D. degree. It shall consist of the following members:

1. A senior faculty member of the university preferably from the same department recommended by the DRC- Chairman.
2. Principal Supervisor- Convener
3. Co-Supervisor (if applicable)- Member
4. One regular faculty member from the same or a faculty member of related department recommended by the DRC -Internal Member
5. One regular faculty member from another department or a senior academic (Advisor, adjunct professor) attached to the same or a different department, to be nominated by the PIC.

5.2 No faculty member who is enrolled for a degree program of the university or outside shall be a member of RMC till completion of his/her degree.

5.3 The composition of the RMC will be approved by the Dean of the faculty on behalf of the Board of Studies. The approval will be reported to the BoS in its next meeting. The Board shall have power to confirm, return or suggest alternative names.

5.4 The Principal Supervisor, acting as the convener of the RMC, will normally organize the meetings of the committee after obtaining suitable dates from the Chairman and the members. In case of difficulties in finding time convenient to all, or when a RMC is unable to reach a consensus, the Chairman of DRC may be approached by either the Chairman of RMC or the Convener of RMC to organize the meeting for making appropriate recommendations to the Board of Studies. This is binding to all the members of RMC.

5.5 Quorum for RMC meeting: At least one member must be present in addition to Chairman and the supervisor(s).

5.6 The RMC shall always record its recommendations with appropriate reasoning and enclosures, and formal minutes should be drawn and signed during the meeting. There shall be no provision for delayed preparation of minutes not for confirmation of minutes.

5.7 Meetings of the RMC can be held online by video conferencing when necessary, the decision resting with the chairman of the committee. In that case, minutes of the meetings are to be drawn during the meetings, posted on appropriate portal, and shared with the members, online.

5.8 Decisions of RMC shall normally be arrived at by consensus among members. In case of serious disagreement among members, the Chairman of RMC shall record the different viewpoints and put up to the Chairman of the Board of Studies for a decision. The Chairman's decision shall be binding on all concerned.

6.0 Enrolment and Provisional Registration

6.1 On receiving a letter of admission, every student joining the Ph.D. program shall meet the Head of the Department and submit an application for enrolment in Form AC/RC10. The HOD will call a meeting of the DRC and, on recommendation of the DRC, assign the student to a supervisor and will recommend the structure of the RMC to the Dean of the Faculty.

6.2 Every student admitted to the Ph D program is required to enrolling the program on payment of the prescribed fees as given in Appendix-IV and to carry out research work under guidance of

his/her supervisor(s). The enrolment will take effect from the date on which a student is assigned a roll number [Form AC/RC11] by the PIC office.

6.3 Within two weeks of enrolment, the student shall submit an application [Form AC/RC12] for provisional registration, with a recommendation from his Principal Supervisor. The application shall contain details of a student's career and his broad area of research as mutually agreed between him and his supervisor.

6.4 The Research Mentoring Committee (RMC) will examine the application and recommendProvisional Registration. The provisional registration will record the broad area of research and a provisional list of courses [Proposed by the student on advice of his supervisor and approved by the RMC.] to be taken by the student. On approval of the BoS, or the Dean of the Faculty acting on behalf of the Board, the PIC Office will bring out an office order on Form AC/RC13. The process shouldnormally be completed within three weeks of a student's joining the department.

7. Residential Requirement

7.1. A full time resident student under categories 1-5 and university staff under category-7, admitted to the PhD program will be required to attend classes as prescribed and conduct research in the university till he /she completes all assigned academic work and submits thesis. It will be the responsibility of the Dean of the Faculty to arrange biometric attendance to ensure compliance. Part time students are to participate in all academic activities such as course work, seminars, research and interaction with faculty, from a remote location. They are exempt from all residential requirements, but are subject to other academic restrictions appropriate to their situations.

8. Attendance and Leave

8.1 A full time research student, except when granted withdrawal by the universitymust attend to his/her work on a whole time basis. The department will maintain attendance record of the student. The RMC will examine the attendance record of students, and if found unsatisfactory, will recommend extension of duration for submission of thesis, deregistration or termination of studentship, as it thinks fit.

8.2 The working hours of full time Ph.D. students is generally permitted to be flexible, but not less than 45 hours per week. They will, generally, have access to their work places all the time, within constraints of safety and security. It is the legal and moral responsibility of the student's supervisor, HOD and Dean of the faculty to provide a proper work environment to the student.

8.3 A research student other than a university employee is not entitled to any long leave or vacation during his Ph.D. program. He may, however, avail up to 10 working days of casual leave and up to 10 working days of hospitalization leave in an academic year [July 1 to June 30], with no facility of carry-forward. While casual leave may be availed under intimation to the supervisors through the biometric attendance portal, hospitalization leave needs to be approved online by the Head of the Department after examining the hospitalization record, under intimation to the Dean of the Faculty.

8.4 Poor attendance in the university will lead to poor research output. In case of poor attendance record over two or more consecutive semesters, the RMC may recommend premature termination of studentship.

8.5 Attendance of Ph.D. students in course work will be governed by the rules applicable to M. Tech. students.

8.6 Research students often need to travel out of CGU campus on research works, data collection, participation in conferences, library or experimental work, discussion with external supervisors etc. Such travel will be treated as ON DUTY, indistinguishable from physical presence in CGU campus. Such travel, however, shall need approval of the Head of the Department on recommendation of the supervisor. In all cases appropriate record of activity

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must be made on the project Record Book.

8.7 In case of research students enjoying an internal or external scholarship, attendance and leave will be governed by the rules of the scholarship scheme. The university will maintain biometric attendance record and calculate scholarship amount basing on both attendance record and academic performance.

9. **Semester Registration**

9.1 Every student enrolled in the Ph.D. program, including those who have been permitted to work off-campus or have been granted withdrawal or leave from the university, are required to do semester registration at the beginning every semester using Form AC/RC21 by paying tuition fees and other university dues, and by presenting himself in person or online to his supervisor or another faculty member designated for the purpose by the Head of the Department. ["Semester registration" is to be distinguished from "Registration for the Ph.D. degree" discussed in Section 14]

9.2 Semester registration is a process that ensures (i) continuity of studentship, (ii) up to date payment of university dues, and the most important of all (iii) courses to be attended during the coming semester. Student roll lists in various courses will be prepared only on the basis of semester registration by paying the tuition fees.

9.3 Students will choose courses from the lists posted by various departments beforethe starting of every semester [Form AC/RC20] with consent of their supervisors and following the provisional registration order.

9.4 The semester registration process needs to be completed online, from CGU campus or from a remote location, on the designated portal on the first day of a regular semester or summer quarter. While delays up to 5 working days can be adjusted against eligible casual leave and a late registration fee, delay beyond this limit will attract loss of fellowship and possibly some academic penalties.

9.5 The PIC office will provide information on the current status of the student at the time of semester registration, preferably through the permanent academic portal.

9.6 It shall be the responsibility of the student to bring any error in his status report in matters of course work, registration, withdrawal etc. to the attention of HOD and Dean of the Faculty at the time of semester registration, if he has not done so earlier.

9.7 It is important to ensure that a student does semester registration regularly and in time. Important events like course examinations, confirmation of registration and submission of thesis cannot happen for an un-registered student.

9.8 Failure to do semester registration for two consecutive regular semesters will result in suspension of studentship, which can be restored only with approval of the Vice Chancellor on recommendation of the Dean of the Faculty after considering all circumstances, payment of arrear university dues and extension of the Ph.D. program.

10. **Course Work**

10.1 Attending post-graduate (in engineering) and post-M. Sc. level courses at CGU is a privilege of every research student. It is also a requirement to build up strong fundamentals in the chosen field of study before earning an advanced degree.

10.2 While certain amount of course work is compulsory requirement for every student of Ph.D. program, students may enroll in additional courses any time during the program for their own academic benefit, with consent of their research supervisors and respective course teachers.

10.3 A student of the Ph.D. program is required to meet the following academic requirements before submission of thesis.

1. Course work [professional subjects]		6 credits
2. Course on "Research Methodology"		03 credits
3. Course on "Research Publication & Academic Ethics"		03 credits
TOTAL		12 credits

10.4 A "credit" will stand for about 13 hours of instruction in Theory and 20 hours of laboratory or design practice in case of Practical courses. A standard 3 credit theory course or a 2 credit practical course should involve 40 hours of instruction or practice, plus examination. This norm shall be met by courses offered during regular semesters as well as the summer quarter.

10.5 Courses qualifying for the compulsory course requirement should be at M.Tech. or advanced subjects at M.A./M. Sc./MBA level. The university will strive to offer adequate number of such courses in contact and/or online mode.

10.6 A student is at liberty to choose his courses from any faculty or any department of the university with consent of his principal supervisor. Courses normally offered to B.Tech., M.Sc. or MBA students and other courses at comparable levels will not qualify for compulsory course work requirement of a Ph.D. student.

10.7 The student must score a grade of B or higher in the CGU grading system. Courses with lower grades will appear in the grade sheet but will not qualify towards the course requirement. The student may repeat the course in another semester or enroll in a different course with consent of his supervisor. [There shall be no provision of supplementary or make-up exams for students of advanced research degrees.]

10.8 Normally such postgraduate (Engineering) or post-M Sc courses will be offered in contact mode. If necessary, the departments may offer the subjects in online mode to address to needs of both resident and non-resident students. In this case both instruction and examination will be conducted online and will carry the same recognition as courses offered in contact mode if necessity arises due to pandemic like Covid-19.

10.9 It is possible for a student to take a required course in another recognized university in contact or distance mode and to transfer credits to CGU. For such transfer to be recognized by CGU, the following conditions are to be met:

- The course must be offered by a recognized university in India or abroad to its own research students. The course should be taught by a member of the university faculty in physical (preferred) or online mode, and evaluated by the instructor as a matter of normal practice.

- The course should be at a level where a Bachelor's degree in engineering and/or a master's degree in science is a pre-requisite.

- The grade sheet mentioning the course details and the grades obtained by the student should have to be signed by a designated official of the university or available online for verification.

- A normal 3-credit theory course or a 2-credit practical course should cover about 40 hours of instruction or laboratory practice.

- Courses offered by commercial entities or by institutions as back up reading material will not qualify to satisfy the course requirement of a Ph.D. student.

- The course should have been taken by the student after the date of his enrolment in the Ph D program of CGU, and with consent of his Principal supervisor. Courses taken prior to admission in Ph D program of CGU will not qualify for compulsory course requirement.

10.10 The University will offer at least four courses of three credits each on "Research Methodology" in an academic year, focusing on fundamental analytical, computational and experimental research skills in (1) engineering and physical sciences, (2) chemical, biological and agricultural sciences, (3) mathematical and computational sciences, and (4) management, humanities and social sciences. A PhD student may choose any of the four subjects to satisfy his course requirement, irrespective of his own enrolling department.

10.11 The university will also offer a course of 3 credits on "Research publications and academic ethics", covering basics of library science, nomenclature, classification of books and journals, research publications - quality parameters such as impact factor, h-index and i_{10}-index concepts of intellectual property, methods of intellectual property protection such as patents and copyright, unethical practices such as plagiarism and patent infringement, similarity detection software and all other aspects relevant to the research profession.

10.12 It will be the responsibility of the Deans of the faculties to ensure that appropriate postgraduate (Engineering) and advanced subjects- MSc/MA/MBA courses are offered by the departments and that the quality of instruction meets national standards.

10.13 The university will make arrangement for posting the course [Form AC/RC22] received by the PIC office soon after the end of the semesters for knowledge of the students and their supervisors. The university will issue mid-program gradesheets in Form AC/RC24.

11. Project Record Book

11.1 The Project Record Book constitutes the bonafide record of project work carried out by research students of C.V. Raman Global University. The book contains day to day record of all conceptual, analytical, laboratory and computational activities carried out by a student as a part of his/her project. The final thesis submitted by a student must be based on and only on the material contained in the project Record Book including separately stored documents which are reference in their record book. A content of the thesis with no mention is the Project Record Book will be excluded from thesis unless proven to be authentic by other evidence.

11.2 It is a permanent record of academic activity and contains intellectual property created by the student and his/her supervisor. It should be treated with respect and maintained with care. Pages must not be used for rough work.

11.3 The student should record all his/her thoughts, observations, photographs, flowcharts, computational steps etc., directly on this note book. Use of second rough book and final copying to this record book is discouraged. In case certain information is too bulky to be pasted on the record book or is available only soft form, a short reference to the documents or computer files must be made on their project record book. The final thesis shall be based only on the contents of the project record books and documents referred there in; any content from outside it will be prima-facie deemed not to be the original work of the student, the burden of proving it otherwise shall rest on the student.

11.4 All information recorded here must start with a date on the left margin. The work of the day must be organized into sections such as objective, experimental or computational methods, observations, program flowcharts, pseudo-codes, conclusion, discussion etc., as relevant to the problem at hand. Short computer prints, photographs, charts and graphs may be pasted neatly where necessary. The student must produce this record book before all Examination Boards for evaluation and grading of his/her day to day performance, and also at the time of PhD registration, submission of synopsis and thesis.

11.5 The supervisor should examine the progress of the student and record his/her observations, comments and suggestions in a regular manner, and put his dated signature as frequently as practicable. The book should also contain record of the academic discussions between the student and his/her supervisor.

11.6 On completion of the project, the student must surrender this book to his/hersupervisor for archiving. If the same or similar problem is continued by studentsof the following batch, the supervisor may choose to give it to those students for thesake of continuity. Projects with superior intellectual material may be sent to Departmental Library for permanent archival.

11.7 The students are free to arrange blank copy of project record book with the stipulated format decided by RPIC.

11.8 The Project Record Book shall remain a property of the C.V Raman Global University and must be surrendered by the student to his principal supervisor at the time of thesis submission.

12. Registration

12.1 As provided in Sub-section 6.4, every student admitted to the Ph.D. program shall be provisionally registered for the Ph.D. degree soon after enrolment in the program. The provisional registration, approved by the Dean of the Faculty on recommendation of the RMC, will define:

(a) the broad area of research,

(b) a provisional list of course work to be carried out which can be modified in future with consent of his/her Principal Supervisor and

(c) a provisional roadmap of research, worked out under guidance of the student's supervisors.

The PIC office will bring out an office order giving details of the provisional registration.

12.2 After a reasonable progress has been made in both course work and research, a student shall request formal registration [Form AC/RC34] for the degree of Ph.D. The following constitute the requirements of the registration process:

(a) Completion of all required course work with a grade point average of 7.5 in CGU 10-point scale, and ignoring courses with a grade lower than B,

(b) Comprehensive Viva-voce: The scholar has to give a presentation on literature review which must reflect the motivation, objective, title of the research etc. and give satisfactory answers to the queries raised by members of RMC.

(c) Presentation of a "Comprehensive Registration Report" (between 5 and 10 pages) defining the research problem in more detail than given at the time of provisional registration, covering the research work already carried out, and a clear road map of the complete research program till submission of thesis. It should be noted that the student shall not be bound by the road map presented in the registration report; he shall be at liberty to make course correction to accommodate new ideas, to overcome resource constraints or for any other reason, with continuous consent of his supervisor and information to the members of the RMC.

(d) Presentation of an open seminar before the whole department and interested faculty and students from other departments and faculties, after a week of submitting the comprehensive registration report online through email to the members of the RMC,

(e) Satisfaction of the RMC on the progress of the student so far, and with the proposed plan of research for the remaining semesters.

If for some reason, the RMC is not satisfied, the report and the seminar may be presented again after a lapse of two months.

12.3 When the committee is satisfied with the progress of the student and the road map of future research, the recommendation will be put up to the Dean of the Faculty for review and onward transmission to the Vice Chancellor (through PIC) for his approval.

12.4 On approval of the Vice Chancellor, the PIC office will bring out an office order [Form

AC/RC35] confirming Ph.D. registration of the student, giving copies to the student, the members of the RMC, the Head of the Department and the Dean of the Faculty.

12.5 The registration formalities of a Ph.D. student are expected to be completed within two semesters of a student joining the program. If he fails to complete the process within the stipulated period, his university fellowship, if any, may be stopped. It may, however, be restored at the discretion of the Vice Chancellor after the registration process is eventually completed, with or without payment of arrear fellowship for the lost period.

12.6 All cases of Ph D registration will be placed for approval / ratification as the case may be before the Academic Council through the RPIC [Appendix-II]. The Council shall have the power to approve, amend or reject the proposals, recording the reasons for its decisions.

13. Fellowship

13.1 A Ph.D. student may be self-financed or can be receiving a scholarship. In case of students awarded a scholarship by an external agency or from a research project operating in the university/department, the rules shall be governed by the provisions specified by the sponsor. University fellowships, if awarded, shall be governed by the rules of the university.

13.2 Students who have earned a GATE/NET score (qualifying) or have been enrolled in the Ph.D. program with project fellowship for at least 12 months and have successfully completed registration formalities will get first priority in award of university fellowship (if available), irrespective of number of fellowship holders under the same supervisor or in the same department.

13.3 Financial support (if available) shall normally be given initially for a period of one year, which may be renewed in subsequent years on satisfactory performance as recommended by the RMC.

14. Monitoring Research Progress

14.1 The progress of course and research work of a student shall be continuously monitored by the RMC. In practice, the committee will depend on inputs from the supervisor(s) and the student. It will be the responsibility of the student to ensure that his studentship record remains up to date in matters of registration, course work, extension of fellowship, withdrawal, thesis submission and other formalities. In case of any discrepancy, he must draw attention of his supervisor(s) and HOD, and if still dissatisfied, he may approach/intimate the Dean of the Faculty, the PIC, and in extreme cases, the Vice Chancellor.

14.2 Though rare, sometimes it may so happen that there is impaired communication between a student and his supervisor(s). Such a situation is not conducive to a healthy scholastic climate. In the event of any impairment in student-supervisor relationship, it will be the responsibility of the student to bring such matters to the attention of HOD, Dean of the Faculty, the PIC or the Vice Chancellor. The department/university shall strive sincerely to establish cordial and effective communication or, in extreme cases, to make alternative arrangement.

15. Withdrawal

15.1 A student, pursuing the Ph.D. program full time and on-campus can be allowed withdrawal from the residential requirement on his request. In that case, he will be exempted from being present in the university campus for attending classes or for carrying out research work. Withdrawal can be sanctioned by the Vice Chancellor on one of the following grounds.

(a) When a full time sponsored student wishes to return to his place of work on completion of registration formalities to pursue research at his place of employment

(b) When, on the certification by the supervisors, the RMC is satisfied that almost all the

experimental/computational work has been completed, and that the student can finish the rest of the project from outside.

(c) When the RMC is satisfied that the student needs to stay away from campus for the purpose of collecting research data, or for utilizing superior research facilities of an industry or a research organization, or

(d) Any other circumstance which, in the opinion of the Board of Studies, justifies withdrawal for full time research work outside the campus.

When withdrawal is granted, a student will not be entitled to fellowship like a full time student; he is not permitted to take alternative employment or be engaged in any activity demanding his time away from research. The student's academic status will continue to be part time.

15.2 Any time during the program, a student may request the Dean through his RMC to change his status from full time to part time [category – 8]. If approved, he will be subject to regulations governing his new status from the date of transfer.

15.3 Any time during the program, a student may request the Dean of faculty through his/her RMC to change his/her status from full time without fellowship/part time to full time with fellowship. If approved he/she may be permitted subject to the regulation, governing his/her new status from the date of transfer.

15.4 A full time student, for personal or financial reasons, may request Dean of the Faculty through his/her RMC and the Head of the Department to take a temporary break and later return to the Institute for completion of the work. In that case, he needs to do semester registration regularly.

16. **Submission of Thesis**

16.1 A student of the Ph.D. program can propose to submit his thesis [Form AC/RC50] after completing the research work recommended by his supervisor, subject to satisfying the following conditions:

(a) He/ she must have been registered for the degree of Ph.D. without any conditionality,

(b) No disciplinary penalty must have been imposed on him / her that could delay the date of thesis submission.

16.2 When the thesis is nearly ready and can comfortably be submitted within (say) a month's time, the student will submit [Form AC/RC51] the following documents to all members of the RMC through his Principal Supervisor.

1) A synopsis of the thesis typically about 8 pages including tables, graphs and references. (both hard and soft copies)

2) A rough draft of the complete thesis, in nearly final form, (Soft copy only).

16.3 It is important at this stage that the supervisors go through the draft thesis carefully and satisfy themselves on the following aspects of the contents:

a) The contents are (i) original work of the student, (ii) created during his period of enrolment in the Ph.D. program, and (iii) reflect the entries in the project record books of the student;

b) Any similarity of text, tables, figures or photographs with those of other works is explained, and wherever appropriate, proper reference to the original source is given in the writing.

c) The content is well-organized and free from grammatical errors.

d) Engineering and scientific data are expressed in appropriate metric units, the SI system of units being the most preferred.

16.4 If the chairman of the RMC feels that the student may be ready after completion of two and

half years of admission to submit his thesis, he will permit the student [Form AC/RC52] to present his "Synopsis seminar" before an open audience. The department will arrange the seminar after checking convenience of all the RMC members.

16.5   After the seminar presentation, if the RMC is convinced that the work done by the student qualifies for the Ph D degree, it will:

a)   Permit the student to prepare and submit the final thesis,

b)   Advise the student to pay the thesis submission fee,

c)   Prepare its report on the thesis along with the following enclosures:

- Detailed reports from each supervisor highlighting the strengths and weaknesses of the thesis and constraints faced while conducting research, which may prove useful in the event external examiners have questions on the admissibility of the thesis for the Ph D degree,

- Brief reports by each RMC member in relation to (i) highlights of the work (ii) Volume of work done, (iii) quality of work, (iv) conformity with thesis preparation standards etc., and

- A summary report from the chairman of the RMC

d)   Prepare a list of six external thesis examiners from India or abroad, preferably a mix of the two, without any order of preference, [Form AC/RC53] and

e)   Send its report along with the list of examiners and a copy of the synopsis to the Dean of the Faculty for initiating the process of thesis evaluation.

16.6   After getting permission of the RMC to submit his/her thesis, the student will prepare the complete thesis and take the following actions: [Forms AC/RC54, 55]

(a)   Pay the thesis submission fee to the university,

(b)   Prepare the final thesis in MS-WORD/ LATEX format, or any other format advised by the RMC,

(c)   Prepare a copy of the complete thesis in .pdf format, or any other comparable format advised by the RMC,

(d)   Present the original and the pdf. files to his supervisor, who will get it examined for text similarity by an approved software (e.g. TURNITIN), and if satisfied with the reason behind the similarity content, forward the soft copy (in .pdf format) to the PIC office with his recommendations, and

(e)   Submit a soft copy (in MS-WORD or LATEX format, as well as a .pdf file) and 2 hard (paper) copies of the thesis to the PIC Office (Through his Principal Supervisor and the Head of the Department) for processing. It should be noted that these copies of the thesis are provisional and submitted only for the purpose of examination.

(f)   Submit the Project Record Books to his Principal supervisor for archival in the latter's office and use by other students of the group as reference material.

16.7   The thesis must contain the following besides the text, tables and figures, and common contents like bibliography/references and conclusions:

(a)   A certificate from the supervisor(s) stating that (a) the work has been carried out under his/their supervision, (b) the candidate has fulfilled all prescribed requirements and that (c) the thesis is based on candidate's own work and has not been submitted elsewhere for a degree or diploma.

(b)   A preface signed by the candidate in which he gives an introduction to the primary focus of the thesis and declares whether the thesis is based on discovery of new facts, new interpretation of established facts, an exhaustive study and critical analysis of published work of others (particularly in humanities and social sciences), design/ development of a product with scientific or societal value, or any other kind of

pure or applied scholasticwork.

(c) Acknowledgements and gratitude to individuals and agencies, particularly sponsors of fellowships and research expenditures.

(d) An extended abstract of the thesis (between 400 and 1000 words) with key words (Maximum10).

(e) Bio-data of the candidate within one page (i.e. name, date of birth, educational qualification, research experience, professional experience if any, and permanent contact addresses) [at the end of the thesis]

16.8 Format of thesis should be uniform across all departments of a faculty, should be approved by the respective Board of Studies, and made available to all faculty members and research students.

16.9 A thesis submitted for the degree of Ph.D. shall normally be written in English (India or UK) language. It is, however, permitted to write a Ph.D. thesis of CGU in any language listed in the constitution of India. If the author proposes to write his thesis in language other than English, he must write his synopsis in the same language.

16.10 All cases of thesis submission will be reported to the Academic Council through the RPIC. The Council shall have the power to approve, amend or reject the proposals recording the reasons for its decisions.

16.11 A "thesis submission certificate" may be issued to the student by the Head of the Department on submission of the thesis. Provision should be made by the university to facilitate easy downloading of all certificates and grade cards.

17. Evaluation of Thesis

17.1 When a thesis is received by the PIC Office in accordance with the provisions of sub-sections 16.5(e) and 16.6 (d,e), the office shall prepare a thesis evaluation file and place before the Vice Chancellor through the PIC.

17.2 The Vice Chancellor, after examining the papers presented to him, will serialize the examiner list and authorize PIC to contact the examiners in serial order. He will have the power to add and delete names from the recommended list at his discretion.

17.3 The PIC will send formal letters of invitation enclosing the synopsis in both print and soft media to the two examiners in order of serialization approved by the Vice Chancellor for their consent. While the PIC will make a conscious effort to secure consent of the proposed examiners, in case of refusal or no-response from any of the two examiners within 15 days of intimation, the examiner next in sequence in the approved list will be contacted following the same procedure, till consent is received from two examiners from the panel approved by the Vice Chancellor. In case, the approved list gets exhausted, a fresh list of 6 more examiners will be prepared by the RMC without compromising in quality and reputation of the examiners.

17.4 After receiving the consent, the thesis in both print and electronic media, will be mailed to the examiners individually along with a format of Examiner's report.

17.5 In the event of delay of more than 2 months in receiving the thesis evaluation reportfrom a selected examiner even after gentle reminders, the PIC with consent of the Vice Chancellor, may choose the next available choice in the approved panel, if he is convinced that there is no hope of receiving the evaluation report from the chosen examiner.

17.6 The reports of the examiners shall be summarized by the PIC and placed before the Vice Chancellor with his recommendation. After obtaining the Vice Chancellor's approval, the reports shall be forwarded to the Chairman of RMC. There may be four possible situations arising out of the nature of the reports. The steps to be taken, appropriate to the circumstances, are laid down below:

(i) The two examiners are unanimous in recommending the award of the degree without any modification of the thesis. This is a clear case for going for the final step of the examination – the thesis defense or viva -voce.

(ii) The examiners are unanimous in recommending the award of the degree but at least one of the examiners has suggested modification or has asked for clarifications of certain questions. The candidate in that case shall make modifications and provide the clarifications as suggested within a time to be fixed by the RMC. The reply by the student may be sent to the examiner(s) for their opinions, if so desired by them or if otherwise felt appropriate by the Vice Chancellor.

(iii) One of the two external examiners rejects the thesis while the other examiner recommends award of degree. The RMC in such a case shall ask the student to modify the thesis in response to the examiner's observations within a given time not less than three months and send the modified thesis to the same examiner again, along with a copy of the report of the other examiner and the report of the RMC. [Name of the first examiner to be suppressed]

In case the thesis is rejected again, the Vice Chancellor will appoint a third examiner who will be provided with copies of the evaluation reports of both examiners [with names of the examiners deleted] and the supervisor's reports. The third examiner is expected to address explicitly to the observations of the original examiners. If the objections are adequately dealt with to the satisfaction of the third examiner, the RMC and the Vice Chancellor, the candidate will be declared successful, else he will be declared "failed".

(iv) Both the examiners reject the thesis: then the student is declared "failed" and will not be permitted to resubmit the work. He will, however, be permitted to register once again with a new problem definition, and if recommended, carry out research for at least two more semesters (including part semesters if any) before submitting his thesis. He will be required to pay normal university fees and do semester registration.

In all cases, copies of the examiners' reports and that of the supervisor will be made available to the student [Name of examiners deleted], but only after all the reports have been seen by the RMC. The RMC will always return the thesis evaluation file to the PIC for further action. Depending on the nature of further action, the PIC will either direct the HOD under intimation to the Dean of the Faculty for arranging the thesis defenses (viva-voce) or put up the file to the Vice Chancellor for direction.

17.7 Once the reports of the examiners have been accepted as satisfactory, the candidate will have to defend the thesis before a viva voce board consisting of all RMC members and an external examiner. The external examiner will normally be the thesis examiner with higher position in the serialized examiner list approved by the Vice Chancellor. It will be desirable if he chooses to travel to CGU for conducting the oral examination in person; however, if he is reluctant to travel within two months from the date of invitation, the viva-voce may be conducted by video conferencing. In either case the event will be widely publicized by the department and all efforts should be made to get a large audience.

17.8 If the preferred examiner is not available after a serious effort, the PIC should request the other examiner. In case it is not possible to induct any of the two Examiners for the viva-voce examination, with approval of the Vice Chancellor, the PIC may contact other examiners from the panel. The viva-voce examiner must be given copies of all examination reports available on record.

17.9 The Viva-Voce Board, consisting of all the RMC members and the external examiner will conduct the examination, covering an oral presentation by the candidate, answers to all queries raised by external thesis examiners and questions from the audience. The

recommendation of the Viva Voce Board will be sent [Form AC/RC56] to the Vice Chancellor through the PIC for approval of the result. The members of the RMC and the external examiner will sign the examination page in seven copies, which will be handed over to the department, five for incorporation in the final thesis by the student and one for the PIC office and the last copy to be retained in the departmental file.

17.10   If the board is not satisfied with the performance of the student, the candidate has to appear again before the board after elapse of at least one month, and the process will repeat till the Board is satisfied with his performance.

17.11   On completion of the viva voce exam, the student will submit [Form AC/RC57] to the department four or five copies of the bound thesis printed on both sides of the paper and one soft copy in prescribed format and incorporating all corrections suggested by the RMC and the examination page signed by the committee members. The Head of the Department will sign the examination page and arrange to deliver the copies to the student, the supervisor(s), the departmental library and the university library. All available copies of the original version submitted for the purpose of evaluation will be returned to the student by the PIC office.

17.12   The University library will arrange to post soft copies of the thesis on the websites of the university and Sodhganga repository of INFLIBNET centre for easy access to scholars around the world. The websites will carry a message that the author of the thesis is permitted to publish his writing in scholastic journals, books and other publications, and such publication will not be counted as self-plagiarism. In case the student proposes to file a patent application on the contents of the thesis, he may apply to the PIC for a delay of one year for posting of the thesis on university's websites. Only in extraordinary circumstances and on direction of the Vice Chancellor, the thesis can be removed from the university web site with universal access.

18.   **Award of Degree**

After successful completion of the evaluation process, and on approval of the Vice Chancellor, the student will be issued a provisional certificate towards the degree of Ph.D. on Form AC/RC60, a formal Grade Card covering the entire period of study on Form AC/RC61, and an Institute leaving cum migration cum conduct certificate on Form AC/RC62. While the Provisional certificate will be signed by the PIC, the other two certificates will be computer generated and certified without a signature. The university-leaving certificate will mention the date of approval by the Vice Chancellor as the effective date of earning the Ph.D. degree.

18.1   The student will be awarded the formal degree certificate in a regular annual or special convocation only after the results are confirmed by the Academic Council and accepted by the Board of Governors. The formal degree will replace the provisional certificate for all future purposes. In addition to the print version of the degree certificate, the university will also archive the certificate in digital form and make it available to the student and agencies authorized by him.

19.   **Intellectual Property Issues**

19.1   A research project leading to a Ph.D. degree is a joint activity by the student, his supervisor (s) and, (wherever applicable) fellow students working under the same supervisor in the same area. All intellectual property generated in the project, in principle, belong to all of them, though not in equal fractions.

19.2   If the stake holders do not come to a consensus about sharing of the credit, the University will appoint a committee consisting of Dean (Research) as Chairman with Chairs of the RMCs of the students as members. They will examine the project record books of all students involved as well as discussions and signatures of supervisors, establish the

evolution of the ideas, and then recommend the fraction of ownership of the intellectual property created for each stake holder. The recommendation will be placed before the Vice chancellor through Dean of the Faculty. The Vice Chancellor's decision shall be final and binding on all concerned. The future returns will be shared among the originators of the ideas in a manner thus arrived at, the University and the funding agencies (if any) as per IPR policy of the University.

19.3 Students are encouraged to publish and patent their research findings during the course of their Ph.D. work. The concerned student and his/her supervisor(s) will normally be authors of all papers, except when they mutually agree that one or more of them have not contributed enough to deserve authorship of a paper or patent. Ordinarily, unless the journal policy dictates otherwise, the student making the highest contribution shall be the first author and the Professor making the highest contribution (in terms of guiding the students) shall be the second author. This guideline, however, is not binding.

19.4 It will be an academic offence on the part of a student to publish a paper, related or unrelated to his research problem, all by himself or in combination with others without the consent of his Principal supervisor. If such a situation arises, the Academic Council may take disciplinary action as it thinks fit. When supervisor publish material (ideas, data, and programs etc, recorded on the student's Project Record Book as his original work) without giving due recognition to a student, it will also be seen as an academic impropriety and the University authorities will take commensurate administrative action.

19.5 It is obligatory on the part of Ph.D. students and their supervisors to identify themselves as belonging to C.V Raman Global University in all publications. Students who are employed in other institutions and enrolled in CGU for doctoral work may record their dual affiliation.

19.6 When more than one student work on a common problem under the same supervisor, they need to share the computational and experimental data commonly arrived. Depending on the effort put in by the individual student, the supervisor shall decide how the data will be distributed among the two or more theses. The students shall have the option to include the common data in both theses.

19.7 The university library will post all its Ph.D. theses in its website or in an external portal accessible to all scholastic workers of the world before issue of the Provisional Certificate to the student.

19.8 In case a proposal for filing a patent application is pending with the university, the Vice Chancellor may permit withholding of posting of the thesis on university website till the application is filed or one year from the date of approval of degree, whichever comes earlier.

20. Academic Discipline & Honesty

20.1 These regulations recognize that academic honesty of the students and the faculty is the foundation of a research program. Plagiarism of any sort will be considered a serious academic offence under these regulations.

20.2 Plagiarism shall cover such items as: (a) conscious reproduction of ideas, drawings, photographs, computer programs and text from other authors, published or unpublished, without acknowledging the source and thus taking credit for the creation, (b) reproducing one's own work done outside the period of enrolment in the Ph.D. program, the work not being recorded in the student's Project Record Book, unless specifically exempted by the Academic Council at the time of provisional registrations and (c) any other content which in the opinion of the RMC, and confirmed by the Academic Council, is not a creation of the student.

20.3 Before the draft thesis is accepted for evaluation, it will be subjected to a computerized

contents check using standard software like TURNITIN to identify similarities of contents with other works. It is appreciated by these regulations that computer-detected similarity is not necessarily all unethical, and also that absence of machine-detected similarity precludes the possibility of plagiarism. The RMC should be satisfied that the thesis contains no unethical reproduction of any kind, before the final draft is submitted for evaluation.

20.4 When more than one student work in a team on the same topic, using the same R&D resources and jointly creating scholastic output, the supervisor shall divide the material to be included in each individual thesis. Some contents, such as photographs, drawings and programs etc can form part of two or more theses; but such sharing of information should be clearly mentioned in the theses.

22. In-campus Conduct and Discipline

22.1 Every student of CGU shall conduct himself within and outside the university campus in a manner befitting the status of this university.

22.2 Rules on conduct and discipline as applicable to the postgraduate students are also applicable to the students of the Ph.D. program.

22.3 In addition to general conduct rules, research degrees involve additional ethical constraints. Any plagiarism or unethical reproduction of concepts, data, text, table, figures, photographs and video graphs without making a reference shall normally invite serious penalty, up to revocation of degree awarded.

23 Transfer from Ph.D. to M.Tech(R) Program

23.1 These regulations provide an avenue for transferring a student from the Ph.D. to the M.Tech(R) program of the University, either on request of the student or on recommendation of the RMC, the latter coming in case of poor academic performance of the student. Such situations will arise when:

(a) A Ph.D. student fails to clear the number of course credits required for Ph.D. registration, but completes that required for M.Tech(R).

(b) External thesis examiners do not recommend awarded of Ph.D. degree, but find the work adequate for one of M. Tech(R). [equivalent to MS degree of some institutions], or

(c) Any other situation which, in the opinion of the Academic Council, or the Vice Chancellor on behalf of the Council, justifies possible award of M. Tech (R) in lieu of the PhD degree, subject to satisfying complete requirements of the former degree.

24. Termination of Studentship

24.1 The tenure of a research student may be terminated by the Academic Council, or by the Vice Chancellor on behalf of the Council, on exceptional grounds. They are:

1. Recommendation of the University's Disciplinary Committee.
2. Failure to do semester registration for two consecutive semesters.

25. Dissemination of information

25.1 A copy of this document shall ordinarily be given in print or soft form to every PhD student on admission to CGU. It will also be made available on the university's website. Not possessing a copy, however, shall not exempt a student from complying with these regulations.

25.2 The Head of the Department is authorized by these regulations to issue formal certificates of studentship [Form AC/RC41] and Expenditure Certificate [Form AC/RC42] after satisfying himself with the need of the student for such certificates.

26. Transition Issues

26.1 At the time of introduction of the serviced regulations, several students will be pursuing Ph D in the University under prevailing regulations. They will be subject to the revised

regulations from the point of introduction of the revisions while giving due recognition to the academic processes already completed. In case of controversy, the decision of the Academic Council shall be final and binding. All subsequent academic records will be governed by provisions of these regulations.

27. Exceptions

27.1 Notwithstanding anything stated in the rules, the Academic Council can make special provisions and exceptions depending on the merit of a case, the reason for making the exception being recorded in the minutes. Such cases shall not be cited as precedence in future occasions of similar nature, because two situations though similar may not be identical.

27.2 In emergency situations, the Vice Chancellor, in the capacity of being the Chairman of the Academic Council, can exercise powers and discharge the functions of the Council. Such decisions must be reported to the council at its next meeting for endorsement.

27.3 It is quite likely that a situation will arise which cannot be decided on the basis of these regulations, and individual decisions need to be made. The Academic Council may take all such decisions through its resolutions. Normally, proposals concerning the Ph D program will be placed before the Academic Council only with a recommendation from the Research Program Implementation Committee (RPIC).

27.4 These regulations are gender-neutral and shall apply equally to all students of all genders, though for the sake of brevity pronouns like "he", "him". "his" etc have been used in the text while referring to a student.

27.5 Several functions of academic administration narrated in these rules are to be discharged by the PIC. In absence of the PIC, the Vice Chancellor may designate the Dean of one of the Faculties of the University to discharge duties of the PIC.
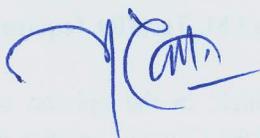
APPENDICES

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APPENDIX- I

LIST OF DEPARTMENTS OFFERING RESEARCH PROGRAMMES

A.   FACULTY OF ENGINEERING
1.   Civil Engineering
2   Chemical Engineering
3   Computer Science & Engineering
4   Electronics &Communication Engineering
5.   Electrical Engineering
3.   Mechanical Engineering
4.   Marine Engineering

B.   FACULTY OF PHYSICAL AND BIOLOGICAL SCIENCES
1.   Chemistry
2.   Mathematics
3.   Physics

C.   FACULTY OF HUMANITIES AND SOCIAL SCIENCES
1.   Humanities & Social Sciences

D.   FACULTY OF MANAGEMENT AND LAW
1.   School of Management
2.   Tourism and Hospitality

E.   FACULTY OF AGRICULTURAL SCIENCES

APPENDIX- II

THE RESEARCH PROGRAMME IMPLEMENTATION COMMITTEE(RPIC)

Composition:
1) PIC- Research Program (Ex Officio)
2) Dean of Research- Member
3) Deans of all faculties- Members
4) Four Members of the Academic Council (different from the above) Nominated by the Council, for a period of two years by rotation. [Two members to be inducted in alternate years at the start of academic year]. -Members
5) Four adjunct/visiting faculty or advisors of CGU nominated Membersby the Vice Chancellor on year to year basis

Functions:
➤ To scrutinize and recommend draft regulations and procedures pertaining to research programs leading to Ph.D., M. Tech(R) and any other degrees decided by the Academic Council.

➤ To suggest norms of admission of research scholars to various research programsleading to Ph.D. and M. Tech (Res) degrees of the University.

➤ To examine and scrutinize resolutions of the Boards of Studies of all the faculties and place its observations before the Academic Council.

➤ To review all cases of admission, registration, thesis submission and other important milestones and submit reports to the Academic Council.

➤ To examine any proposals for a student's of M.Tech. (Res) program to be shifted to Ph.D. Programme and vice versa.

➤ To bring out comprehensive reports on the PhD and M Tech(R) programmes of the university thrice a year (November, March and July) and submit to Academic Council through PIC and Vice chancellor.

➤ Any other function assigned by the Academic Council or by the Vice chancellor on its behalf.

Frequency of the Meetings:

Before every meeting of the Academic Council, and on request of PIC or Vice Chancellor as per need. All agenda items related to the PhD and M.Tech(R) programmes –rules, procedures, as well as individual issues, must be routed through the RPIC before being discussed by the Academic Council. In urgent cases, the chairman of the council can refer matters to the RPIC for examination and advice afterrecording the grounds of urgency.

APPENDIX -III
THE DEPARTMENTAL RESEARCH COMMITTEE (DRC)

Every department shall have two major academic committees – The Research Mentoring Committee (RMC), and the Departmental Research Committee (DRC).

1. The following shall the members of the DRC:

   a. Head of the Department (Ex officio) Chairman

   b. Six senior faculty members of the department nominated by the Dean of the Faculty in consultation with the Head of the Department- Members

   c. Two visiting/adjunct faculty or advisors associated with the Faculty, nominated by the Dean of the faculty in consultation with the Head of the Department-Members

   #. Membership shall be limited to Professors and Associate professors with or without PhD degree and Assistant Professors with a PhD degree. Professors and Associate professors, who are enrolled in a degree programme at CGU or in any other university, will not be eligible for serving as members or chairman of the DRC. If a department's faculty does not have adequate number of Ph D holders, theDean of the Faculty will nominate faculty members from other departments, preferably from the same faculty .

2. One of the members shall be designated as Convener of DRC who will be the custodian of all departmental records and be responsible for (i) preparing agendaand calling meetings of the committee, (ii)preparing and circulating minutes of the meetings, and (iii) ensuring that research (Ph. D and M Tech(R)) programs of each student proceeds as per rules.

3. The Committee shall be reconstituted (if needed) at the beginning of every academic year on suggestion of the HOD and approval of the Dean of the Faculty.

4. The functions of the Committee shall be as follows:

   - To carry out selection of research scholars according to Ph.D. and. M. Tech(R) regulations, and recommend candidates for admission with or without university fellowship.

   - To appoint supervisors and constitute Research Mentoring Committees (RMC) for the Ph.D. and M Tech (R) students of all categories admitted to the department.

   - To fix syllabi for Ph.D. and M.Tech (R) students.

   - To carry out processes of enrolment, registration, synopsis and thesis submission for each student in time.

   - To continuously monitor the progress of work of all enrolled Ph.D. and M. Tech (R) students and to recommend remedial measures against poor performance, if any.

   - To examine special request if any from Ph.D. or M.Tech(R) student and recommend appropriate action by the HOD or the Dean of the Faculty.

   - To bring out comprehensive reports on the PhD and M Tech(R) programmes of the department twice a year (January and July) and to submit the reports for consideration of the Board of Studies of the Faculty.

   - To suggest to the BoS changes in UG and PG curricula for augmenting quality of the department's research programmes.

   - To advise HoD, Dean of the Faculty and Dean (research) on ways of improving research and innovation climate in the department.

   - To advise Dean(Research) and HOD on measures to be taken to support sponsored research and consultancy projects, and to propose measures for enhancing the number and value of such projects in the department.

   - To suggest amendments to Ph.D and MTech(R) regulations to Academic Council through the BoS basing on the department's experience in implementation.

   - Any other duty assigned by the Board of Studies or the HOD related to the department's research programmes.

APPENDIX – IV

FEE STRUCTURE

1. The tuition fees of research students shall be fixed by the Board of Governors from time to time. In addition to tuition fees, the scholar shall be required to pay admission fee, thesis examination fee and any other fee that the Board of Governors decides.

2. A student may choose to be away from the university for any number of semesters with approval of the Dean of his faculty. But he will be required to do semester registration with zero credits in remote mode at the beginning of every semester on payment of "Studentship Retention Fee" which will be 10% of the regular tuition fee.

3. A student must pay all institute dues on the first day of every semester while doing semester registration. Delay in payment of university dues shall attract late payment charges, to be fixed by the BOG.

4. If a student does not pay university dues and register for two consecutive regular semesters, his studentship is automatically terminated. Studentship can restored only on the approval of the Vice Chancellor and payment of all arrear dues including studentship retention fees of semesters with zero credit registration and a studentship restoration fee equal to 10% of the arrear dues.

5. On request of a student, the Vice chancellor may, at his discretion, sanction deferment of fees till the thesis is ready for submission, but all dues must be cleared before the synopsis is submitted for evaluation.

6. Employees of CGU and research fellows or project staff employed in sponsored projects operating in the Institute will pay 50% of tuition fees; they however need to pay admission and thesis submission fees in full.

APPENDIX - V

QUALIFYING DEGREES FOR ADMISSION TO Ph.D. PROGRAMME

Department	Requisite Academic Qualification
Civil Engineering(CE)	B.Tech in Civil Engineering / Agricultural Engineering
Chemical Engineering(CH)	B.Tech in Chemical /Biochemical / Biotechnology/ Metallurgical /Polymer/ Mechanical /Ceramic Engineering; M Sc in Chemistry
Computer Sc &Engineering (CS)	B.Tech in Computer Science & Engineering/ Electronics / Electrical Engg. / Instrumentation/IT, MCA or M.Sc. in Computer Science
Electronics & Communication Engineering(EC)	B.Tech in Electronics/ Telecommunication Engineering/Electrical Engg. /Instrumentation /Biomedical Engineering
Electrical Engineering(EE)	B.Tech in Electronics / Electrical& Electronics/ Electronics &Communication / Electrical Engg./Biomedical Engineering
Mechanical Engineering (ME)	B. Tech. in Mechanical /Automobile / Biomedical /Aeronautical/ Production / Manufacturing/Industrial /Metallurgical & Material / Polymer / Chemical Engg.
Marine Engineering (MR)	B Tech in Marine Engineering./ Naval Architecture / Mechanical Engineering
Agriculture (AG)	M Sc in Agricultural Sciences, B Tech in Agricultural Engineering
Humanities and Social Sciences (HS)	M.Sc. / MA in relevant subjects or B. Tech in any branch of Engineering, MBA.
Chemistry(CY)	M. Sc in Chemistry, Biochemistry, Physics or Life Science
Mathematics (MA)	M.Sc. in Mathematics, Statistics, B.Tech / M.Sc in Computer Science, Information Technology, MCA
Physics (PH)	M.Sc. in Physics, Chemistry or B. Tech in Metallurgy and Materials Engineering.
School of Management (SM)	Master's degree in Management Studies; Master's degree in any other discipline or Bachelor's degree in Engineering, Pharmacy, Medicine or Veterinary Science with at least five years of work experience

Notes:

The above list of disciplines is only representative and does not reflect exact titles of the degrees. All degree titles having equivalent academic meaning will be fully admissible. For selection as Research Scholar in an Engineering Discipline, students from a B. Tech stream will be given preference over students from M. Sc. Stream even if the latter has an M. Tech degree. In deserving cases, i.e. if the Academic Council is convinced that a student possesses the necessary academic back ground and has shown superior performance at appropriate levels, a student from any discipline may be eligible for admission to any branch with approval of Academic Council by a suitable resolution. The proposal from the department along with all documents will form a part of the student's academic records. Science students admitted to M Tech(R) and Ph. D programs in Engineering need Mathematics in +3 level.

APPENDIX-VI

RULES GOVERNING SPONSORED STUDENTS

1. The University may admit persons who are employed in other organizations (Colleges/ research organizations/Government/NGOs/industries) to Ph.D. and M Tech(R) Programs of any discipline.

2. Such candidate should meet eligibility requirement as specified in sub-sections 2.1 and 2.2.

3. The candidate must have at least one year's experience of regular service in the sponsoring organization. He must produce evidence of his work experience in the form of appointment letter, salary slips, identity cards etc.

4. A simple letter from the employer will not suffice to ensure satisfaction of Departmental Research Committee (DRC). It is the responsibility of the candidate to convince the DRC that he/she has served continuously for one year in the sponsoring organization and that it is a reputed organization.

5. The requirement of one year's experience will not be applicable to candidates with approved Government research fellowships with tenure of at least three years, e.g. SRF and JRF in a CSIR Lab.

6. The requirement of one year's experience may also be relaxed on request of the concerned organization for personnel with permanent job (including probation) in the Central or State Government, a PSU. Or an organization fully owned by the Government.

7. Intending sponsored candidates must submit their applications in prescribed form for admission through their employers with suitable endorsement

8. Sponsored students normally are required to stay in the university till completion of assigned work and submission of thesis. However, in special cases, their residential requirement can be waived by the Vice Chancellor on recommendation of the DRC. The students will, however, be responsible for satisfying the course requirements and more.

9. Sponsored candidates who intend to do a part of their work in the place of employment will be assigned a joint supervisor from their place of work, the details of which are given in the regulations.

10. The DRC will ensure that sufficient number of qualified and experienced scientists/ engineers are employed in the parent organization, so that one of them will serve as the second supervisor. The employer may enclose a copy of the bio-data of the proposed second supervisor, which will be examined by the DRC.

11. It is the responsibility of the candidates to furnish all necessary documents to convince the DRC on the credentials of their employer-organization that the work (or a major part of the work) can be successfully carried out in their organization. Annual reports of the University, faculty list and qualifications, publication lists and any other material that the candidate considers to be relevant may be presented.

12. Detection of any breach of trust, submission of misleading document or concealment of information shall lead to termination of studentship at any stage of a student's tenure. In such a case fees already paid shall not be refunded.

APPENDIX-VII
LIST OF FORMS FOR IMPLEMENTING RESEARCH PROGRAMMES[FORM AC/RCxx]

Form No:	Form Name
AC/RC00	Advertisement for admission to Research (Ph D & M Tech(R)) programs
AC/RC01:	Application for admission to PhD & M Tech(R) programs
AC/RC02	Scrutiny of applications for PhD & M Tech(R) admission by DRC AC/RC03: Recommendation of DRC for admission of PhD & M Tech(R) students
AC/RC04:	Letter of intimation for admission to PhD & M Tech(R)programs AC/RC10: Application for enrolment in PhD& M Tech(R) programs AC/RC11: Office order on PhD & M Tech(R) enrolment and constitution of RMC
AC/RC12:	Application for provisional registration by PhD& M Tech(R) students
AC/RC13:	Office order on provisional registration of PhD& M Tech(R) students
AC/RC14	Proposal by Principal Supervisor for inducting a co-supervisor
AC/RC20	Announcement (before starting of a semester) of subjects being offered by departments for M Tech, M Tech (R) and Ph D students
AC/RC21	Application for semester registration by Ph D and M Tech(R) students
AC/RC22	Submission of course grades of Ph D and M Tech (R) students AC/RC23 Submission of research grades of Ph D and M Tech (R) students AC/RC24: Mid-program Grade sheet of PhD& M Tech(R) students
AC/RC30	Posting of courses to be covered in comprehensive Exams by departments
AC/RC31	Announcement of date of comprehensive exam
AC/RC32	Request by student to take compressive exam
AC/RC33	Publication of results of comprehensive exam
AC/RC34:	Application for registration by PhD or M Tech(R) student AC/RC35: Office order on registration of PhD or M Tech(R) student AC/RC40: Application for permission to travel by Ph D or M Tech (R) student
AC/RC41:	PhD/ M Tech (R) student ship certificate
AC/RC42	Expenditure certificate for Ph D & M Tech (R) students
AC/RC43:	Application for withdrawal from Residential Requirement by PhD& M Tech(R) student
AC/RC44:	Office order on withdrawal of Residential Requirement (PhD& M Tech(R)) student
AC/RC50:	Request for permission to submit PhD or M Tech (R) thesis
AC/RC51	Submission of Synopsis and draft thesis by research student
AC/RC52:	RMC recommendation on PhD thesis submission and List of external examiners
AC/RC53:	Thesis submission for evaluation by PhD or M Tech (R) student
AC/RC54	Forwarding of thesis by RMC for evaluation
AC/RC55	Result of oral examination and final recommendation of RMC
AC/RC56	Final thesis submission by PhD or M Tech (R) student AC/RC60 Provisional certificate of Ph D & M Tech (R) students AC/RC61 Grade sheet of M Tech (R) and Ph D students
AC/RC62	University leaving cum conduct cum migration certificate for research students