

PhD Regulations -2017
(For Ph.D. Candidates Registered from January 2017)



Bharath
INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Declared as Deemed-to-be University under section 3 of UGC Act, 1956)

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1. DEFINITIONS AND NOMENCLATURE

In the Regulations, unless the context otherwise requires,

- (i) “University” means Bharath Institute of Higher Education and Research (BIHER)
- (ii) “Programme” means Doctoral Programme leading to the award of Ph.D. in Engineering and Technology / Science and Humanities / Medical / Dental and Health Sciences.
- (iii) RCC means “Research Co-ordination Committee”.
- (iv) “Chairperson” means the Head of the RCC.
- (v) “Supervisor” means any faculty member of the University who has been recognized by the University to supervise the research scholars.
- (vi) “Doctoral Committee” means a Committee constituted by the University for each Scholar to monitor the progress of his/her research work.
- (vii) “Research Co-ordinator” means Head of the Institution/ Department/Organization of the Part-time (Ext.) scholar where he/she is employed.
- (viii) “Scholar” means any candidate admitted by the University either under Full-time or Part-time category for pursuing research for the award of Ph.D. degree of the University.
- (ix) “Course” means a theory subject/a practical subject of PG programme/a directed study prescribed by the Doctoral Committee for the scholar to undergo as a part of the Ph.D. Programme.

2. CATEGORIES OF Ph.D. CANDIDATES

There shall be three categories of Ph.D. candidates.

- (i) Full Time candidates: All candidates who pursue full time research in this University shall belong to this category.
- (ii) Part Time (Internal) candidates: All candidates employed in BIHER who pursue part time research in this University shall belong to this category.
- (iii) Part Time (External) candidates: All candidates working in Industrial units, Colleges,

Government departments, Research organizations or other Institutions, sponsored for pursuing Ph.D. Programmes in this University while continuing to serve in their respective Institutions/ organizations which are recognized as the Research Centers of BIHER University shall belong to this category. They shall pursue research in their place of employment and /or in this University.

3. ELIGIBILITY

- 3.1 Two years of Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 3.2 Candidates who have cleared the M.Phil. Course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be legible to proceed to do research work leading to the Ph. D. Degree in the same Institution.
- 3.3 A relaxation of 5% of marks, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ differently-abled.

4. DURATION OF THE PROGRAMME

The duration of the programme and the time for submission of thesis are counted from the date of provisional registration.

- 4.1 Full Time Ph.D. programmes shall be for a minimum duration of three years, including course work and a maximum of five years. for Full time scholars and a maximum of six years for Part time scholars.
- 4.2 Part Time (Internal/External): Part time Ph.D. programme shall be for a minimum duration of Four years, Including Course work and a maximum of six year.

- 4.3 Under extraordinary circumstances if the candidate fails to submit the thesis within the maximum period, further extension of the period for a maximum of two years may be granted by the Vice Chancellor, on the recommendations of the Doctoral Committee, Dean of concerned Faculty and Dean (Research).

After the expiry of the maximum period including the extension granted, a candidate will be permitted to Re-register as per the following regulations.

- (i) For those candidates who want to re-register under the same supervisor on the same area of research, the earlier Doctoral Committee and the course works completed will hold good.
- (ii) For those candidates who want to re-register with a different supervisor on a different area of research will be subjected to the regulations applicable for the fresh candidates.
- (iii) If the area of research is the same, the new Doctoral Committee will decide whether the earlier course works completed can be considered for exemption or not.

- 4.4 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

5. ADMISSION PROCEDURE

- (i) The number of available seats in the various specializations under different disciplines will be determined well in advance depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-supervisor ratio (as indicated in Para 6.2. iii), laboratory, library and such other facilities and will be notified in the University website and through advertisement.
- (ii) The candidates desirous of pursuing Ph.D. degree shall submit the application in the prescribed form through proper channel wherever applicable, before 31st May/30th November, each year to the Dean (Research). The application form and the necessary details are available in the BIHER University website.
- (iii) The applications received will be sent to the respective Faculty Deans who will forward the same to the Chairpersons of the Research Coordination Committee (RCC) of the departments. The RCC will consist of all the recognized supervisors in the department and a recognized supervisor from another department of the University nominated by the respective faculty Deans. If the Head of the department is a recognized supervisor he/she will be the Chairperson. If not, he/she will nominate one of the recognized supervisors in the

department as the Chairperson of RCC. In Schools, the Dean of the School will be the Chairperson. The RCC shall screen the applications and conduct the Entrance Test.

- (iv) The Entrance test need not be conducted for those students who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder.
- (v) The RCC shall admit candidates by a two stage process through:
 1. An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance.
 2. An interview/viva-voce to be organized by the RCC when the candidates are required to discuss their research interest/area through a presentation before the Department Research Coordination Committee. The interview/viva voce shall also consider the following aspects, viz. whether:
 - 2.1 The candidate possesses the competence for the proposed research;
 - 2.2 The research work can be suitably undertaken at the Institution/College;
 - 2.3 The proposed area of research can contribute to new/additional knowledge.
- (vi) The allocation of Research Supervisor for a selected research scholar shall be decided by the RCC concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- (vii) The respective RCC will forward the list of selected candidates along with the applications of all the candidates to the Deac (Research) through the Deans of the respective faculties.
- (viii) The Dean (Research) will seek the approval of the Vice-Chancellor for the provisional registration of the selected candidates.
- (ix) The Candidates whose registration has been approved by the Vice Chancellor shall be provisionally admitted to the Ph.D. Programme by the Dean (Research) with intimation to the concerned Faculty Dean, HOD, supervisor, the candidate, and the sponsoring institution, if any.
- (x) On receipt of the Provisional registration of the candidates, the supervisors of the students shall recommend a panel of Six names for forming the Doctoral Committee for their respective students and send the same to the respective Faculty Deans through the respective Heads of the Departments. The Faculty Dean shall form the Doctoral Committee as in Para 9

below, get the approval of the Vice-Chancellor and then communicate the same to the Dean (Research) for record and to the respective supervisors through the respective Heads of the departments for further action.

- (xi) The date of provisional registration shall be of 1st of July or 2nd of January of each year.
- (xii) The University shall maintain the list of all the Ph.D. registered scholars on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

6. ALLOCATION OF RESEARCH SUPERVISOR:

6.1 Recognition of Supervisors

Recognition of Supervisor for guiding research work will be accorded by the Vice Chancellor, on application to the Dean (Research) through proper channel in the prescribed format with the recommendation of a subject expert identified by the Dean of the concerned faculty.

Only a full time regular teacher of the concerned University can act as a supervisor.

- (i) Any Professor of the University with at least Two research publications in indexed journals with SNIP/ IF > 1 in the last 2 years may be recognized as a research supervisor. Any Associate Professor with a Ph.D. degree with at least 3 publications in indexed journals with SNIP/ IF > 1 in the last 2 years and a minimum of two years of research or teaching experience after acquiring Ph.D. degree may be recognized as a research supervisor. Any Assistant Professor of the university with a Ph.D. degree and at least four research publications in indexed journals with SNIP/IF > 1 in the last 2 years and a minimum of two years of research or teaching experience after acquiring Ph.D. degree may be recognized as Research Supervisor. All publications mentioned above must be in approved journals list available in the University website.
- (ii) A research supervisor without Ph.D. qualification in Medical Sciences should have not less than 15 years of teaching and research experience after obtaining his/her Post Graduate qualification and shall also have not less than 10 years of Post Graduate teaching experience as a faculty member with a minimum of two publications in the relevant or allied areas of research in indexed journals with SNIP/IF >1 in the last 2 years.
- (iii) All the supervisors must have been active researchers during the past five years. In areas/disciplines where there is no or only a limited number of indexed journals, the

university may relax the above condition for recognition of a faculty as Research Supervisor with reasons recorded in writing. The minimum impact factor (IF) requirements may be somewhat relaxed by the Vice Chancellor for humanities, social sciences, and other areas where a rich research culture has not yet been established.

- (iv) The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Vice Chancellor.

6.2 Allocation of Supervisors

- (i) The allocation of Research Supervisor for a selected research scholar shall be decided by the RCC concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- (ii) In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the RCC has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
- (iii) A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, can guide up to three (3) M.Phil. and six (6) Ph.D. scholars. An Associate Professor as a Research Supervisor can guide up to a maximum of two (2) M.Phil. and four (4) Ph.D. scholars and an Assistant Professor as a Research Supervisor can guide up to a maximum of one (1) M.Phil. and three (3) Ph.D. scholars. Guiding research scholars is a significant investment of one's time. Care must be taken before accepting doctoral scholars considering the load on hand.
- (iv) In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent Supervisor and the institution for the part of research already done.

7. SUPERVISORS

- (i) All Ph.D. candidates are required to work under the guidance of a recognized Supervisor from the University.
- (ii) The part time (external) candidates shall be required to have, in addition to a Research Supervisor from the respective faculty of this University, a recognized Co-supervisor/Research coordinator from the institution/organization/department where he/she is employed, who is responsible to provide all necessary resources and help to complete the research work in a time bound manner. The institution /organization/department where the candidate will pursue his/her research work should be recognized as a research centre by the university.
- (iii) When a supervisor of a candidate happens to be away from the University, for more than 6 months, he/she may continue to guide the candidate, but a supervisor belonging to the same faculty of the University shall be officially nominated as a Co-supervisor by the RCC of the department and forwarded through proper channel to the Vice Chancellor for approval.
- (iv) If the supervisor leaves the University, he/she may be permitted to continue as a supervisor for his/her students depending upon the availability of the individual, subject to the approval of the Vice Chancellor. Otherwise a new supervisor belonging to the same faculty of the University, officially nominated by the Research Coordination Committee of the department will be appointed as the Supervisor after obtaining necessary approval from the Vice Chancellor.

8. RECOGNITION OF RESEARCH CENTERS

Various National and Regional Laboratories / Institutions / Organizations / Industrial Establishments/ Industries recognized by DSIR are eligible to admit candidates for Ph.D. under this University provided they possess recognition from the University. Other Institutions desirous of getting recognition must apply to the University for securing recognition as Centres of Research. The University will get these institutions assessed through a committee before awarding the recognition, wherever necessary as per the guidelines approved by the Doctoral Committee.

9. DOCTORAL COMMITTEE AND ITS FUNCTIONS

The following members shall constitute the Doctoral Committee as approved by the Vice-Chancellor.

- (i) The Supervisors (Convener)
- (ii) Two External experts selected by the Dean of the respective faculty from a panel of six experts recommended by the Supervisors from the academia/Industries / R&D organizations.

- (iii) The Co-supervisor, if any.
- (iv) In case of Part time external candidates, the Co-Supervisor/Research coordinator from the organization where he/she is employed.
- (v) An expert in the allied areas of research from the University, if required.
- (vi) Chairperson of RCC of the concerned department.

This Committee shall have the following responsibilities:

- a) To review the research proposal and finalize the topic of research.
- b) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- c) To periodically review and assist in the progress of the research work of the research scholar.

10. COURSE WORK

All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the Doctoral Committee during the initial one or two semesters.

- (a) For Engineering and Technology /Architecture
 - (i) The research scholars should successfully complete a minimum of four courses (minimum of 12 credits) prescribed by the Doctoral Committee and approved by the concerned Boards of Studies.
 - (ii) A minimum of four credits shall be assigned to one or more courses on Research Methodology with a minimum of four credits which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc.
 - (iii) The other courses may be special courses decided by the Doctoral Committee relating to the area of research of the candidate.
- (b) For Science and Humanities and Medical and Health Sciences
 - (i) All candidates shall complete three courses (minimum of 9 credits) prescribed by the Doctoral Committee and approved by the concerned Boards of Studies.
 - (ii) The courses shall be (i) Research methodology for the subject (ii) A background subject related to his/her Ph.D. research (iii) An advanced subject in the area of research.
 - (iii) In the case of candidates with M.Phil. degree, the course work on Research Methodology may be exempted by the Doctoral Committee.

Letter Grades and Grade Points (GP)

Based on the performance in each subject, the student is awarded a final letter grade. The letter grades and the corresponding grade points are as follows.

Letter Grade	Grade Points	Range of Marks
S	10	90-100
A	9	80-89
B	8	70-79
C	7	60-69
D	6	55-59
E	5	50-54
U	0	<50 Failure due to insufficient marks in the course
AB	0	Failure due to non-appearance in the examination

Ph.D. scholar has to obtain a minimum of 50% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis. A scholar who gets less than C grade in a course work, he/she has to redo that course.

11. COMPREHENSIVE EXAMINATION

- (i) A research scholar shall take a comprehensive examination after the completion of two semesters of his/her research programme but before the completion of four semesters. The comprehensive examination is mandatory.
- (ii) The comprehensive examination shall be in the form of written and/or oral as recommended by the Doctoral Committee.
- (iii) Comprehensive examination shall be conducted by a panel of examiners which consists of the members of the Doctoral Committee along with one external examiner as recommended by the supervisors and forwarded through proper channel and approved by the Vice Chancellor.
- (iv) The Supervisor shall intimate the research scholar sufficiently in advance, the scope of the examination and other relevant details.

- (v) If the performance of the research scholar in the comprehensive examination is satisfactory, his/her provisional registration shall be confirmed. If the performance is unsatisfactory, he/she shall be given one more opportunity to appear for the examination within six months of the first examination. In case, the research scholar fails to successfully complete the comprehensive examination within the prescribed time limit, his/her provisional registration shall be cancelled by the University.

12. SEMESTER REGISTRATION

All Research scholars whose registration for research degree is in force, are required to report in-person to the Supervisor each semester on the stipulated date till their submission of thesis, in the prescribed registration form and the same shall be forwarded to the Dean (Research) through the Head of the department and the Dean of the respective Faculty.

13. MONITORING THE PROGRESS OF CANDIDATES

- (i) A research scholar must submit six month progress report at the time of semester registration. In this six month progress report, the supervisor must give progress and satisfaction of the candidate progress.
- (ii) In case, the progress of the research scholar is unsatisfactory, the Research Supervisor shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Supervisor may recommend to the respective Faculty Dean with specific reasons for cancellation of the registration of the research scholar.

14. CANCELLATION OF REGISTRATION

- (i) The registration of a research scholar whose progress is not satisfactory or who has not reported in person to the supervisor for any one semester is liable to be cancelled by the University.
- (ii) The registration of a research scholar who has not submitted his/her thesis by the end of the prescribed /extended period as provided in the Regulations will be cancelled by the University.
- (iii) However, Re-Registration is possible with approval of the Vice-Chancellor, provided Research Supervisor recommends for the same.

15. SUBMISSION OF SYNOPSIS

- (i) Upon satisfactory completion of the research work and after the publication of at least Four research papers in

- (i) Ph.D. candidates shall publish Minimum Four Research Papers in Indexed journals (Scopus/PubMed/WOS) and making two paper presentations in International conferences/seminars, before submitting the synopsis of the Ph.D. work to the Controller of Examinations. The synopsis could be submitted after two years and nine months from the date of registration.
- (ii) Prior to submission of the synopsis, the student shall make a pre-Ph.D. presentation in the Department that may be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the synopsis and thesis under the advice of the supervisor.
- (iii) After the approval of the research work reported in the synopsis by the Doctoral Committee, the Supervisor shall forward 6 hard copies of the synopsis of the proposed thesis, with a soft copy on CD to the Controller of Examinations along with a panel of at least six names (three from India, outside the State of the University campus and three from abroad) as examiners for adjudication of the Ph.D. thesis and a panel of three Indian examiners for the viva voce examination.

16. SUBMISSION OF THESIS

- (i) The research scholar shall, within six months of submission of the synopsis, prepare thesis in accordance with the format and specification prescribed. The thesis shall report, in an organized and scholarly fashion, highlighting the original contribution made in the research work of the candidate.

The thesis should be submitted after the completion of the minimum period and before the completion of the maximum period of the Ph.D. programme.

- (ii) While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism after testing the thesis with a Plagiarism software recommended by the university and that the work has not been submitted for the award of any degree/diploma of the same institution where the work was carried out, or to any other Institution.
- (iii) He/She shall submit 6 hard copies of the thesis along with a soft copy on CD to the Controller of Examinations through proper channel under the intimation to the Dean (Research). Under no circumstances, the submission of thesis shall be delayed except under special circumstances, where an extension of three months may be granted with the recommendation of the Doctoral Committee by the Vice-Chancellor.

17. THESIS ADJUDICATION

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- (i) The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners nominated by the Vice Chancellor from among the panel of examiners recommended by the Supervisor who are not in employment of the University, of whom one examiner should be from outside the country and another examiner from outside the state (where the University campus is located). The Vice Chancellor, if he deems it necessary, may also nominate examiners from outside the panel.
 - (ii) The Controller of Examination shall take such steps as deemed necessary to enable the reports of the examiners to be received as quickly as possible.
 - (iii) In the case of undue delay in receiving the report from the examiner, the Controller of examination shall refer the thesis to the second examiner selected by the Vice Chancellor, after waiting for three months and ensuring that the first examiner is not going to respond within a reasonable period of time.
 - (iv) The examiner shall include in his report an overall assessment placing the thesis in one of the following categories:
 - a) Recommended for the award of the degree of Doctor of Philosophy: Commended / highly commended.
 - b) Recommended that the candidate revises the thesis as suggested in the report and the revised thesis be referred to the Supervisor for verification.
 - c) Recommended that the candidate revises the thesis as suggested in the report and the revised thesis be sent to the examiner for reevaluation.
 - d) Not recommended.

The examiner shall enclose a report of 200 to 300 words, indicating the standard attained in case (a), the nature of revision in case (b) or (c) and the reasons for rejection in case (d)
 - (v) On receipt of the reports from the examiners, the following procedure shall be adopted:
 - a) If all the examiners recommend the award of the degree, the thesis shall be provisionally accepted. Any minor revision, modification, etc., suggested by the examiners shall be carried out before the oral examination.
 - b) If any examiner recommends revision of the thesis, the candidate shall be permitted to revise and resubmit the thesis within 6 months with the approval of the Doctoral Committee. The revised thesis shall be referred to the same examiner, if the examiner has insisted the University to send the thesis back to him/her after revision for offering his/her final recommendation on the thesis. In such a case the examiner should offer his/her comments for the second time

either as recommended for the award or rejection. In case, the examiner did not insist on sending the thesis back to him, then the University may refer the revised thesis to the Supervisor for verification.

- c) If one external examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to a third examiner to be nominated by the Vice Chancellor. If the third examiner recommends the award, the thesis shall be provisionally accepted. Otherwise, the thesis shall be rejected and the registration of the candidate cancelled.
- d) If both the external examiners recommend rejection, the thesis shall be rejected and the registration of the candidate be cancelled.
- e) When the commendation of the examiner on the revised thesis is not as stipulated in Clause 17
- (v) (b) above or in the case of any dispute, the Vice Chancellor, if he deems it necessary, shall refer the thesis and the comments to a committee constituted by the Vice Chancellor for this purpose.
- f) Individual cases not covered by the above regulations shall be referred to the Vice Chancellor for his final decision.

18. PUBLIC VIVA VOCE EXAMINATION

- (i) The public viva-voce of the research scholar to defend the thesis shall be conducted by a board of examiners to be constituted by the Vice Chancellor. Only if the evaluation reports of the external examiner on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination.
- (ii) The public viva-voce examination board shall include:
 - a) The examiner of the thesis from India or if the Indian examiner of the thesis is not available, a member from the panel of Indian examiners already recommended by the Supervisor.
 - b) An examiner from the panel of oral examiners already approved.
 - c) Supervisor of the candidate.
- (iii) The convener of the Doctoral committee will be the Convener of Oral examination board and the oral examination shall be conducted as “Open defense type” examination.
- (iv) If the performance of the candidate in the Oral examination as reported by the Oral examination board to be NOT SATISFACTORY, the candidate may opt to reappear for the

Oral examination at a later date (not later than six months from the date of the first Oral Examination). On the second occasion, the Oral examination board shall include one more examiner nominated by the Vice Chancellor.

- (v) If the performance of the candidate in the oral examination on the second occasion also is reported to be NOT SATISFACTORY, the Vice Chancellor, if he deems it necessary, shall refer the remarks of the Oral examination board, along with the thesis and comments of the examiners, to a committee constituted by the Vice Chancellor for this purpose and decide. The decision of the Vice Chancellor shall be final.
- (vi) The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

19. AWARD OF Ph.D. DEGREE

If the performance of the research scholar in the Oral examination is satisfactory, he/she will be awarded Ph.D. degree on the recommendation of the Academic council and with the approval of the Board of Management of the University.

20. PUBLICATION OF THESIS

- (i) After the viva voce examination the candidate shall submit a copy of the thesis in CD Rom duly certified by the Supervisor that all the corrections have been duly carried out as suggested by the examiners, if any, for University Archives.
- (ii) The University shall submit an electronic copy of the Ph.D. thesis to the Infflibnet, for hosting the same so as to make it accessible to all Institutions/Colleges.
- (iii) Papers arising out of the thesis may be published by the candidate. However, the thesis as a whole shall not be published by the candidate without the specific approval of the University.

21. PLAGIARISM

In the case of research scholars who have copied, as confirmed by a committee, a research work/ dissertation/thesis of Ph.D. degrees his/her thesis shall be rejected and his/her research registration shall be terminated and also he/she shall be debarred from registering for any other programme in this University.

22. CHANGE OF REGULATIONS

The Academic Council of BIHER University may revise, amend or change the regulations from time to time.

Annexure

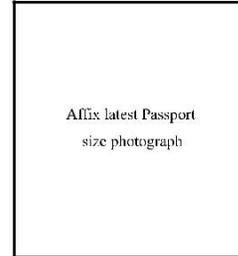


**Directorate,of Research
BIHER.**

173, Agharam Road, Selaiyur, Chennai – 600 073.
Ph. 044 – 22290742/0125

APPLICATION FORM - Ph.D / M.S. Linked Ph.D / M.S. by Research

Bank Demand Draft No: _____ Dated : _____
for **Rs. 900/-**
Name of the Bank: _____



The Demand draft drawn in favour of **Bharath Institute of Higher Education and Research (BIHER)**, payable at **Chennai**, drawn on any Nationalized Bank. DD should be sent to: **The Dean (R&D), 173, Agharam Road, Selaiyur, Chennai - 600 073. Tamil Nadu, India.**

1. Name :
2. Sex : : Male Female
3. Address for communication
(a) Official with (Designation) :
-
-
- Phone :
- (b) Residential :
-
-
- Phone :
4. E-mail Id :
5. Date of Birth :

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DD MM YYYY
6. Age Completed :

6. Nationality :

7. Social Status :

O	C	B	C	B	C	B	C	S	C	S	T

8. Ph.D Programme Selected : Regular MS Linked MS by Research

9. Category : Full Time Part Time (Internal)
 Part Time (External) College
 Industrial/Research org

10. Whether Employed : Yes No (If Yes, Specify the following)

Name and Address of the Employer :

Salary Received / Month :

11. Academic Background (Start with latest Degree obtained)

S. No	Degree / Diploma	Year of Passing	University	Major Discipline	Percentage

Note: Enclose Copies of Degree/Diploma Certificates

12. Professional Experience (Start from the Present Employer)

Organization	Period		Designation	Total Salary/ Month	Nature of Job
	From	To			

13. Publications, if any (Books / Research Papers):

S. No	Title	Name of the Journal/Conference / Published in the case books	Year

14. Major Area of Ph.D Research :

15. Tentative topic, if identified for research :
(Attach one-page write up on the topic identified)

16. Department in which the candidate proposes to register :

17a. Name, Designation & address of the Supervisor:

17b. Name, Designation & address of the Research:

Coordinator (Outside the University)
(For part-time (External) candidates only)

Note: Part-time (External) candidates shall have a Supervisor at BIHER and in addition, shall have a Research Coordinator at the Organization in which they are working.

18. DECLARATION OF THE CANDIDATE :

This is to certify that the particulars given above are true, correct and complete to the best of my knowledge and belief.

Place:

Date:

Signature of the Candidate

Note : The completed application form should be submitted to The Dean (R&D), BIHER, #173, Agharam Road, Selaiyur, Chennai – 600 073.

Annexure - A.1a

**ACCEPTANCE OF SUPERVISOR (For
all Internal and External Candidate)**

I, Dr., have done my Ph.D. in the area of
..... from the department of
.....
..... University

My present work of research is proceeding in the same area / area
of.....and I am working as
with following research facilities
.....
.....

I consent to guide Mr. /Ms.....
working as a at
in this area. Currently I am guiding..... students.

Encl: (1) Bio-Data
(2) Three recent publications

Signature
Seal

ACCEPTANCE OF RESEARCH CO-ORDINATOR

(Incase of part-time external candidate those who are employed in other organization which is recognized as research centre of BIHER)

I, Dr., have done my Ph.D. in the area of
..... from the department of
..... University

My present work of research is proceeding in the same area / area of
..... and I am working
as.....
.....with following research facilities
.....
.....
.....

I consent to guide Mr. /Ms.....
working as a at
in this area. Currently I am guiding..... students.

Encl: (1) Bio-Data
(2) Three recent publications

Signature
Seal

Annexure - A.1b

NO OBJECTION CERTIFICATE - For Part-Time External Candidates

(To be issued by the Head of the Organization of Place of work / Employment of the Candidate,
Addressing to Dean (R&D))

Mr. /Ms. will be permitted to pursue
the proposed Research work for the Ph.D. /M.Phil. /M.S. Degree of the Bharath Institute of Higher
Education and Research, Chennai by making use of the available facilities in our organization. The
Supervisor(s) shall be permitted to visit the organization periodically to monitor and assess the work
of the candidate.

Date:
Place:

Signature & Designation with Seal

Annexure - A.1c

**UNDERTAKING ON
ATTENDING THEORY CLASSES, RELATED TO COURSEWORK SUBJECTS**

I,, S/o / D/o
bearing Reg. No..... joined the Ph.D. Programme on Part-time / Full Time basis at
Bharath Institute of Higher Education and Research, during January 2015.

I hereby assure that I shall abide by the Rules & Regulations of the Ph.D. Programme offered by the
BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH in all respects.

I also hereby undertake that I will attend the Contact Classes in connection with the coursework
subjects and forthcoming coursework examinations to be held at Bharath Institute of Higher
Education and Research, as a preliminary part of Ph.D. Programme and maintain 75% of the
Attendance to write each subject, along with recommendations of the Ph.D. Supervisor.

Date:

Signature of the Candidate

Place:

Reg. No.

Annexure - A.2



DIRECTORATE OF RESEARCH
BHARATH INSTITUTE OF HIGHER EDUCATION
AND RESEARCH

APPLICATION FOR RECOGNITION AS A Ph.D. / M.S. DEGREE SUPERVISOR

Norms for Supervisor Recognition:

a. Faculties of Engineering and Technology and Science and Humanities

Candidates seeking recognition of the guideship should possess:

- (i) A Ph.D. Degree in the relevant or allied areas of research in which he/she proposes to guide the candidate.
- (ii) A minimum of two research papers published in the relevant or allied areas of research in refereed journals within a period of three years preceding to his/her date of application for recognition.
- (iii) A minimum of two years of research or teaching experience after acquiring Ph.D degree. However, exemptions may be considered by the Vice-Chancellor on merit.

1. Name (in Block Letters) :
2. Designation :
3. Department and Official Address with Pin code :
4. Phone No :
5. E-Mail ID :
6. Date of Birth :
7. Educational Qualification * :

Category of the	Name of the Degree	Name of the University	Year of Passing	Specialization	% of Marks / Grades obtained	Mode Regular/ Part-time/ Distance/ week-end
UG						
PG						
Ph.D						

* Attested photocopy of degree certificate shall be enclosed

8. i) Teaching Experience

- a) As Lecturer : (From to)
 b) As Assistant Professor : (From to)
 c) As Associate Professor : (From to)
 d) As Professor : (From to)
 Total Teaching (No. of years) :
 ii) Industrial Experience : (From to)
 iii) Scientific Experience : (From to)

9. Membership in Professional Bodies :

10. Are you a recognized Supervisor in other Universities : YES/ NO
 If yes, mention the Name(s) of the Universities:

11. Number of sponsored research projects :
 (as Principal Investigator give details separately)

12. Research Guidance (No. of Theses guided/guiding)

(b) Ph.D. Thesis :

13. Publications (Please attach list of publications with author(s), title of the paper, journal name, volume, page, year and reprints of at least two publications published during the last 3 years in refereed Impact Factor Journals along with the proof for Impact Factor of the journal)

14. a. Title of Ph.D. Thesis :
 b. Faculty in which Ph.D. was awarded :
 c. Area of specialization in Ph.D. :

15. Details of recognition of your Organization by BIHER for Conducting Research If employed in any other institution (Give the Ref. No.):

16. Any other relevant information :

Date :

Place :

Signature of the Applicant

Recommended/Forwarded

- Encl : 1. List of publications and copies of reprints
 2. Printout for the Impact Factor of the Journal downloaded from website
 3. Xerox copies of Ph.D. and Master's Degree Certificates
 4. Proof for the Institute Recognition

*Note: i) The applications will be processed only if the enclosures mentioned above are properly attached.
 ii) The applicants are eligible for recognition as supervisor as per clause 7 of Ph.D. regulations*

Annexure A.3**Application for getting recognized as a Research Centre of Bharath Institute of Higher Education and Research for Guiding/Registering Ph.D./M.S. candidates.**

The aspiring institution for getting recognized as a research centre of Bharath Institute of Higher Education and Research for guiding/registering Ph.D candidates should have the following facilities and faculties:

1. Minimum two persons with Ph.D qualifications in the area(s) of research by the department/ institution as approved by the University.
2. Library facilities with adequate books, journals in the area of research literature retrieval facility through CD-ROM/Internet facilities.
3. Laboratories with equipment are required for the discipline of Research for which recognition is sought.
4. Adequate working space for the research students in terms of laboratories, Study rooms, Seminar room facilities etc.
5. Faculty Research Profile of the Department seeking recognition along with the Department/Faculty contributions made in the respective fields.
6. Details of existing infrastructure facilities of the Department/institution.

Annexure A.4**Functions of the Doctoral Committee**

1. The Doctoral Committee shall have a meeting at the University convened soon after provisional registration and constitution of the committee to personally interview the candidate.
2. To review the research proposal and finalise the topic of research.
3. To guide the candidate to develop the study design and methodology of research; and
4. To suggest courses (Theory and/or Practical) to be undertaken by the candidate during the first year of his/her provisional registration. The courses prescribed together with syllabus shall be forwarded to the Controller of Examinations to set the question papers for the coursework Examination at the end of the first year of provisional registration. On no account shall this process be passed through correspondence/circulation.
5. The Doctoral Committee shall monitor periodically, the research work of the candidate concerned record his/her progress bi-annually in the format suggested (**ANNEXURE A.5**) and send it to the Controller of Examinations and review the overall research work before final submission of the thesis by the research scholar.
6. In the case of research scholars doing inter-disciplinary research, the guide shall nominate a person, who is an expert in the other discipline concerned as well as the co-guide to be the member of the Doctoral Committee.
7. Any change in the membership of the Doctoral committee shall be effected only on approval by the Vice Chancellor.
8. Doctoral Committee shall ordinarily stand dissolved once the candidate submits the thesis. However, it shall be available till the end of public viva-voce examination for monitoring and advising candidates for whose theses examiners have recommended modifications, corrections, etc., to be incorporated in the thesis before the public viva-voce examination.

Annexure A.5**Format for Six monthly Progress Report to be submitted by Candidates
(Full time/Part time including independent research candidates)**

- (i) The progress reports shall be submitted by the candidate before the Doctoral committee accompanied by a report by the candidate about the work carried out during the period of this report (in about 300 works). The same shall be duly signed by the guide, co-guide (if applicable) and Member(s) of the Doctoral Committee.
- (ii) One copy is to be retained by the guide, one copy by the candidate and one copy to be submitted to the Controller of Examinations once in six months, immediately after placing before the Doctoral Committee constituted for the candidate.

Note: Failure to submit two consecutive six-monthly progress reports will entail the cancellation of registration of the candidate by the Vice-Chancellor on a report made by the guide and / or the Controller of Examinations in this behalf.

1. Particulars about the candidate:	
(a) Name	
(b) Designation	
(c) Institution where working	
(d) Period of the report	From: _____ To: _____
(e) Date of provisional registration with University reference	
2. Registration Details	
(a) Category of registration	<input type="checkbox"/> PT <input type="checkbox"/> FT <input type="checkbox"/> Internal <input type="checkbox"/> External
(b) Has the provisional registration been confirmed ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(c) If yes, give University approval ref.	
3. Particulars of the Guide	
(a) Name	
(b) Designation	
(c) Institution where employed	
4. Particulars of the Co-Guide	
5. Whether the candidate's report in quadruplicate is enclosed	
6. Whether papers have been published, if yes, give details	
7. Whether seminars/ conferences attended, if yes, give details.	
8. Whether completed the prescribed coursework if yes, give details with the grades obtained	
9. Has the Annual Research fee been paid for the year(s)	

Date:

Place:

Signature of candidate:

10. Remarks of the Guide:		
(a) Attendance	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory
(b) Progress	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory
(c) Expected time of completion of thesis	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory

11. Whether the Guide agrees with the scholar's report: (if yes or no please give reasons):

12. Whether the co-guide agrees with the scholar's report (if yes or no please give reasons):

I / we, hereby, certify that the candidate has put in necessary attendance and shown progress in his/her research and he/she may be permitted to continue research.

Date:
Place:

Signature of the Guide
with Seal

I agree with the above remarks of the Guide.

Date:
Place:

Signature of the Co-guide
with Seal

I agree with the above remarks of the Guide & Co-guide

Date:
Place:

Signature of the Expert
Member of the DC

I agree with the above remarks of the Guide & Co-guide

Date:
Place:

Signature of the Expert
Member of the DC

Annexure - A.6

**BHARATH INSTITUTE OF HIGHER EDUCATION
AND RESEARCH**

173, Agaram Road, Selaiyur, Chennai – 600 073.

**Minutes of the Doctoral Committee Meeting for
Confirmation of Provisional Registration**

The _____nd/rd/th Doctoral Committee Meeting for the Ph.D. Scholar Mr./Ms. _____
_____ Reg.No. _____ was held on _____ at _____
A.M/P.M. in the Department of _____, Bharath Institute of
Higher Education and Research, Chennai –600 073. The following members were present:

- 1.
- 2.
- 3.
- 4.

Mr./Ms. _____ has successfully completed the course work
recommended by the Doctoral Committee. He/She has obtained the following grades in the coursework.

Course Code	Course Title	Month & Year of Passing	Grade Obtained
Comprehensive Examination		Pass Fail	

The research work and the Power Point Presentation done by the candidate are enclosed. The committee evaluated the research work carried out by the scholar and was satisfied with the progress and performance of the scholar. Hence the committee recommends the confirmation of Provisional Registration of the scholar in the faculty of _____ and permits the scholar to proceed with his /her research work.

Supervisor

DC Member1

DC Member2

Internal Coordinator



Annexure A.7

**UNDERTAKING ON ATTENDING THEORY CLASSES,
RELATED TO COURSE WORK SUBJECTS**

I, S/o. / D/o
bearing Reg. No..... joined the Ph.D. Programme under Part-time / Full Time basis at
BIHER, during January 2015.

I hereby assure that I shall abide by the Rules & Regulations of the Ph.D. Programme offered by
the BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH in all respects
including payment of tuition fees regularly.

I also hereby undertake that I will attend the Contact Classes in connection with the course work subjects and
forthcoming course work examinations to be held at BIHER, as a preliminary part of Ph.D.
Programme and maintain 75% of the Attendance to write each subject, along with recommendations of
the Ph.D. Supervisor.

Date :

Signature of the Candidate

Place :

Reg. No.

Annexure A.8**Manual For Preparation of Ph.D./ M.S. Synopsis
(Prescribed Format and Specification)****1. GENERAL:**

The synopsis is to be considered a detailed summary of the work with important results highlighting the original contributions in the thesis to be submitted. It should give an outline of the thesis. The review of earlier work is to be minimized just enough to highlight the contributions in the research work to be reported in the thesis. It is expected that at the time of submission of the synopsis, no work is yet to be completed except writing the thesis and all other academic requirements such as coursework, comprehensive examinations and the suggestions and directions given by members of the Doctoral Committee have been fulfilled.

2. NUMBER OF COPIES TO BE SUBMITTED:

Six hard copies and one soft copy (PDF file) in a properly labelled CD are to be submitted to the University.

3. SIZE OF SYNOPSIS:

The size of synopsis should be 30-40 pages of 1½ spacing on A4 size good quality white paper preferably not lower than 80 gsm.

4. ARRANGEMENT OF CONTENTS OF THE SYNOPSIS:

The sequence in which the thesis material should be arranged and bound:

1. Cover Page & Title page
2. Declaration
3. Bonafide Certificate
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols and Abbreviations
10. Chapters
11. References
12. Appendices
13. List of Publications
14. Vitae

The Tables and Figures shall be introduced in the appropriate places.

5. PAGE DIMENSIONS AND MARGIN:

The dimensions of the final bound copies of the thesis report should be 297mm×210mm (Standard A4 size).

The synopsis should have the following page margins

Top edge: 25 to 30 mm

Bottom edge: 25 to 30 mm

Left side: 35 to 40 mm Right

side: 20 to 25 mm

The synopsis should be prepared on good quality white paper preferably not lower than 80 gsm.

Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.

6. SYNOPSIS PREPARATION:

The Scholar shall submit a typed copy of the manuscript to the supervisor for the purpose of approval. In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final thesis. Upon approval of the manuscript by the supervisor, the final synopsis should be prepared according to the specification outlined in this section as well as in the following sections.

6.1 General Typing Instructions:

- Corrections, interlineations and crossing out of letters or words will not be permitted in any of the copies of the thesis intended for submission. Erasures, if made, should be neatly carried out in all copies.
- A sub-heading at the bottom of a page must have at least two full lines below it, or else, it should be carried over to the next page.
- The last word of any page should not be split using a hyphen.
- One and a half spacing should be used for typing the general text.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- Single spacing should be used for typing:
 - (i) Long Tables
 - (ii) Long quotations
 - (iii) Foot notes
 - (iv) Multiline captions
 - (v) References
- All quotations exceeding one line should be typed in an indented space - the indentation being 15mm from either margin.

7. TYPING INSTRUCTIONS:

The synopsis should have the following page margins

Top edge: 25 to 30 mm

Bottom edge: 25 to 30 mm

Left side: 35 to 40 mm Right

side: 20 to 25 mm

- Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- The page-numbering for all items 1 to 3 should be done using lower case Roman numerals and the pages thereafter should be numbered using Arabic numerals.
- General formatting can be similar to that of the thesis (see format for Ph. D thesis). However, figures and equations are to be numbered using running numbers. References can be numbered as 1, 2, 3 etc in the order in which they are referred to in the body of the synopsis. Only those, which are cited in the synopsis, need be given in the list of references.
- **Cover Page & Title Page:** A specimen copy of the Cover page & Title page for synopsis is given in **Annexure A.7(C)**.
- **Declaration:** A specimen copy of the Declaration by the candidate is given in **Annexure A.8(a)** and that by the Guide/Co-Guide in **Annexure A.8(b)**.
- **Table of Contents:** The table of contents should list all material following it (divisions and subdivisions of body of the synopsis) and the formatting shall be similar to that of the thesis (see format for Ph.D thesis)

8. SPECIFICATIONS FOR BINDING:

Each of the 6 copies of the synopsis should be sewn and bound using flexible cover of thick white art paper. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

9. SUBMISSION OF SYNOPSIS:

Six softbound copies of the synopsis are to be submitted along with a soft copy of the synopsis (PDF file) on a CD with proper labelling.

The candidate has to submit the Thesis within six months from the date of submission of the synopsis.

**BHARATH INSTITUTE OF HIGHER EDUCATION
AND RESEARCH**

173, Agaram Road, Selaiyur, Chennai – 600 073.

Checklist While Submitting Ph.D. Synopsis

1. Proforma for submission of Synopsis (download from the website)	YES/NO
2. 6 copies of the Synopsis as per the norms of BIHER Regulations	YES/NO
3. Soft copy of the Synopsis in CD (1 Nos.)	YES/NO
4. Original Minutes of the Doctoral Committee signed by all the members, HoD and Research Co orinator (if any)	YES/NO
5. Panel of Examiners (both Indian and Foreign) with complete and correct postal address including Phone No, Mobile No, Fax No and correct E-mail ID (typed only) in a closed cover	YES/NO
6. The University communication (in ORIGINAL) confirming the Provisional registration	YES/NO
7. The panel of Foreign Examiners should not be of Indian origin	YES/NO
8. Provisional Registration Confirmation order(Original) issued by the University	YES/NO
9. PG / Qualifying Degree Certificate in Original	YES/NO
10. Thesis evaluation fee of 17,500/- in the form of a DD (any nationalized bank) drawn in favour of “BHARATH UNIVERSITY” with filled challan	YES/NO
11. Xerox copy of the journal Publications of the Scholar with proof for the impact factor of the journal	YES/NO
12. Copy of the fee challan and Progress report for all the semesters till the submission of Synopsis	YES/NO
13. Whether Synopsis submitted within the stipulated time	YES/NO
14. If No, Extension of time obtained?	YES/NO
15. Copy of the Extension order enclosed, if applicable	YES/NO
16. Contact Phone No, Mobile No and E-mail ID of the Supervisor	YES/NO
17. Covering letter duly signed by the Supervisor and forwarded through the HoD	YES/NO
18. Minutes of pre-Ph.D. presentation in the department	YES/NO
19. No dues certificate	YES/NO

Checked and found correct

Signature of the Supervisor

Annexure A.8(b)**BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH**

173, Agaram Road, Selaiyur, Chennai – 600 073.

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Date:

Proforma for Submitting the Synopsis

1	Name (as in the Degree Certificate) in Block Letters	
2	Register Number	
3	Father's Name	
4	Age, Place and Date of Birth	
5	Address (in Block Letters) to which all Communications are to be sent	
6	Particulars of PG or other qualifying Degree to the PhD Programme	Degree: Date of Passing: Register No.: University:
7	Date of Convocation at which the above Degree was taken	
8	If the qualifying degree is from an University outside Tamilnadu, give the reference number and date of the communication of this university	
9	Provide information regarding Provisional registration	Date of Provisional Registration: Date of Confirmation: University Ref No:
10	Faculty and Department in which the Research was undertaken by the candidate	
11(a)	Category at the time of Registration(FT/PT)	
11(b)	Change of category, if any	
12	Date of Completion of Maximum period	
13	Extension of period approved(date to be mentioned)	

14	Date of DC meeting for Approval of Synopsis	
15	Date of Submission of Synopsis	

16	Semester fee Details						
Month & Year							
Amount Paid							
Month & Year							
Amount Paid							

17	Course work details				
Course Code	Course Title	Credits	DS/LS	Grade/Marks	
Comprehensive Examination					Pass / Fail

Progress report submitted						
	July-Dec	Jan-July	July-Dec	Jan-July	Jan-July	

19	Title of Thesis (in Block Letter)	
20	Name, Designation and Full address of Research Supervisor	Name: Designation: Address: Email: Phone: Fax:
21	Name, Designation and Full address of Joint Supervisor	Name: Designation: Address: Email:

		Phone: Fax:		
22	Publication Details (Photo copy of the papers and proof for impact factor should be enclosed)	National: International:		
23	Synopsis fees paid details			
	Date	DD No. & Date	Name of the bank Address	Amount

Certified that the information furnished above are true and correct to
the best of my knowledge

Signature of Candidate

Signature of research Supervisor

Signature of Joint Supervisor

Signature of Head of the Department

Signature of Dean(Research)

For Office Use Only

Checked and accepted

Annexure A.8(c)

Title of the Synopsis
 <1.5 line spacing>

SYNOPSIS OF THE THESIS

A Synopsis submitted
In Partial Fulfillment of the Requirements
For the Degree of

 <Italic>

Submitted by

to the

Department of _____
Faculty of Engineering and Technology
Bharath Institute of Higher Education and Research,
173, Agaram Road, Selaiyur, Chennai – 600 073
<1.5 line spacing>

Month, Year
