



**RESEARCH AND DEVELOPMENT CELL**  
**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
**KUKATPALLY, HYDERABAD – 500 085, A.P. INDIA**

**ACADEMIC REGULATIONS AND GUIDELINES FOR THE CANDIDATES OF RESEARCH PROGRAMMES**  
**(effective from Academic Year 2011-2012) PHDR11**

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The Research and Development Cell is established to promote research activities of JNTUH, Hyderabad. The Cell will monitor and administer Research programs of M.Phil. /M.S. (by Research)/ Ph.D. offered by the University. Research and Development Cell will initiate the following specific activities for monitoring and Evaluation of Candidates admitted for M.Phil/M.S (by Research)/ Ph.D. by Research Programmes in all Faculties of the University.

**The Academic Regulations and Guidelines mentioned for performing the activities for monitoring and Evaluation of the candidates cover the following aspects:**

- 1.0 Eligibility and Admission of candidates.
- 2.0 Course work and Pre - M.Phil./ M.S. (by Research)/ Ph.D. Examinations & Research  
Methodology
- 3.0 Fee particulars
- 4.0 Duration of the research program.
- 5.0 Constitution of Departmental Research Committee and Issues relating to Change of Title/Topic/ Supervisor/Co-Supervisor and Research Review.
- 6.0 Departmental Research Committee (DRC) for Review of Progress of Research Work.
- 7.0 Research Fellowships (Full-Time)
- 8.0 Compulsory Seminar prior to Thesis submission
- 9.0 Preparation of the Thesis/Dissertation
- 10.0 Evaluation of the Thesis.
- 11.0 Revision and Resubmission of Thesis
- 12.0 Viva –Vocé Examination.
- 13.0 General Information (Eligibility of a Research Supervisor, etc)
- 14.0 Annexures (Annex –A, -B, -C, -D)

**The academic regulations will be applicable to all the international candidates also.**

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## **1.0 ELIGIBILITY AND ADMISSION OF CANDIDATES:**

Admission shall be open to Full-Time / External Candidates who fulfill the following requirements:

- 1.1 Admissions for the Research Programs (M. Phil / M.S. (by Research)/ Ph.D.) shall be made by Director, Admissions, JNTUH, Hyderabad by conducting written test or interview or both.

The Entrance Examination which is conducted by the Director, Admissions, JNTUH, the minimum qualifying marks are 25% for SC/ST candidates, and 40% for others. Interviews will be conducted for the candidates qualified in the Entrance Examination conducted by JNTUH. Candidates who are qualified at the UGC-CSIR/NET examination, or awarded with a Research Fellowship (for a minimum of two years) by UGC/CSIR/Government Organization may be exempted from JNTUH written test for Ph.D. admissions; however they should appear for the interview.

- 1.2 In all Faculties/Departments, candidates must have passed the Post Graduate Degree Examination of the Jawaharlal Nehru Technological University Hyderabad (JNTUH) or an examination recognized as equivalent by UGC in the discipline concerned with a minimum of 55% marks in aggregate and for SC and ST category, the aggregate shall be 50% marks in the concerned subjects.
- 1.3 The Maximum Age Limit for the Full-Time Research Programme shall be 35 years in case of fresh candidates, and 50 years in case of candidates in service in Educational Institutions/ Government Organizations/ Industry/ Research Organizations. The desirable maximum age limit for external Research Programme is 55 years.
- 1.4 The candidates who have obtained JRF, SRF or other fellowships from organizations like UGC, CSIR, AICTE etc and who do not require Ph.D fellowship support from the University will be considered for selection as Full-Time research scholars (without University fellowship).
- 1.5 **Educational Qualifications :**

### **a) for M.S. (by Research)**

Candidates must have a B.E./ B.Tech./ B. Pharm. degree or its equivalent in the concerned branch/discipline with a minimum of 55% marks in the aggregate, and for SC and ST category - the aggregate shall be 50% marks, in the concerned branch or discipline. M.S. (by Research) is essentially a Research Programme for candidates in service. It is not a regular session based like M.Tech. course.

### **b) for Ph.D. and M.Phil.**

Candidates must have a Post Graduate Degree in the concerned faculty/branch/discipline, with a minimum of 55 % marks in aggregate, and for SC and ST category – the aggregate shall be 50% marks in the concerned faculty/branch/discipline.

**Note: Candidates with MBA qualification can register directly for Ph.D. in the faculty of Management Sciences. In the case of MCA graduates M.Tech. Qualification is mandatory for registering for Ph.D.**

- 1.6 Regular faculty members of JNTUH, possessing the minimum academic qualifications, and desiring Ph.D. selection shall be deemed as external candidates.
- 1.7 Candidates who have been working for at least one year in well equipped Educational / Scientific / R&D / Industrial / Government Organizations and engaged in Scientific / Technological / Engineering / Managerial activities, as the case may be, and possessing the minimum academic qualifications, shall be deemed as External candidates.
- 1.8 A candidate seeking admission as external scholar will have to declare and register as such and produce the following at the time of registration - (i) a letter from the employer permitting the candidate to pursue the course (No Objection Certificate), and, (ii) a commitment from the candidate and sanction from the employer that he/she would be permitted to avail leave at least for six months in not more than two installments during the tenure of registration to attend to the assigned subjects, for course work/ Pre-Ph.D./M.Phil./M.S. Examinations/Thesis compilation, etc.
- 1.9 The R & D Cell will maintain Receipt books, cash book, details of financial transactions etc. The original certificates and admission folio of the candidate shall be maintained by the Office of the Research & Development Cell, till the completion of the research program of the respective candidates.
- 1.10 A Student Admission Number, which will also be the Hall Ticket number, will be assigned to the candidate. An Identity Card for the exclusive use of Academic Facilities of JNTUH, will be given to each candidate, by the Research & Development Cell.
- 1.11 During the research period time of JNTUH, the candidate shall not register for any other course, at any other University of Institution, leading to the award of a degree. In case of any such ambiguity he/she will forfeit the admission.
- 1.12 Candidate seeking admission to register their name for research programme (M.Phil./ M.S. by Research / Ph.D.) in EXTERNAL mode at JNTUH, should submit his/her application duly signed by Supervisor and Co-Supervisor and along with the signature of the Head of the Institution/Organization where candidate is employed.

**Note: In any letter being submitted to the Director, R&D Cell by the candidate the signatures of Research Supervisor/s with seal is essential.**

## **2.0 COURSE WORK AND Pre-Ph.D./Pre-M.S./Pre-M.Phil. EXAMINATIONS**

- 2.1 These Research Programmes are aimed at giving a broad based training in the concerned field in addition to specialization in a particular area. A minimum of two courses shall be prescribed in the relevant field of research for the Pre-Ph.D./Pre-M.S./Pre-M.Phil. examinations from the JNTUH approved list of subjects as recommended by the Supervisor and Co-supervisor, and to be communicated to the Director, R & D which will be forwarded to the Director of Evaluation. The two subjects selected for Pre-Ph.D./Pre-M.S./Pre-M.Phil. exams once selected **cannot be changed**. The Pre-Ph.D./M.S./M.Phil. exam dates and time

schedule will be intimated by Director of Evaluation (Examination Branch) in JNTUH website. No individual letters will be sent to research scholars.

- 2.2 The candidates are required to pass in these two courses; the minimum marks required for a pass in each course shall be 50%. In case a candidate fails to pass in **three** attempts his admission shall be cancelled. Payment of exam fees for writing Pre-Ph.D./ Pre-M.S./ Pre-M.Phil. exams and inability to write the exam is also deemed as an attempt. Pre-Ph.D./Pre-M.S./Pre-M.Phil. exams fees is same whether the candidate is appearing for two papers or one paper at a time (at present the fees is Rs. 2000/-). The Pre-Ph.D./Pre-M.S./Pre-M.Phil. exams hall ticket will be issued by R&D cell two days before the scheduled exam, subject to the condition that research scholar fees payments are up to date. (the candidate has to register for both the subjects at a time.
- 2.3 Generally the Pre-Ph.D./ Pre-M.S./ Pre-M.Phil. examination shall be held twice in a year. The conduct of these examinations, declarations of results, and preparation of marks lists will be carried out by the Office of the Director Evaluations (Exam. Branch), JNTUH.
- 2.4 The subjects offered for Pre-Ph.D./Pre-M.S./Pre-M.Phil. examinations in various faculties including syllabi is available on the university website.
- 2.5 **As per the recent UGC Guidelines, a Course Work of one Semester is compulsory. The Course work for the Ph.D./M.Phil./M.S. Programmes therefore shall also include :** i) Two Subjects (Theory) with compulsory attendance and associated mid-semester (internal) + end-semester (external) examinations, and ii) One Course (Theory) on “Research Methodology”, with compulsory attendance and internal audit. They must produce a certificate of satisfactory completion of the courses from the Head of the Institution/Controller of examinations of the University/Director/Principal, as the case may be, to the R&D Cell of JNTUH.
- 2.5.1 The two theory Subjects will have to be chosen from the available lists of subjects prescribed for the Regular (Day-Time) PG or Part-time PG Programmes of the concerned field of specialization (or the nearest specialization) and being offered by the constituent Academic Unit/Department/Centre of JNTUH at Hyderabad Campus, **in that Semester** (either odd semester or even semester). The choice and selection of the two Subjects must be approved by the candidate’s Supervisor and Co-Supervisor, and the same must be communicated to Director, R&D Cell in hard copy form, with appropriate signatures and seals of – Supervisor, Co-Supervisor and Head of the Department concerned (offering those two courses); Subjects once chosen, can not be changed in the entire research period. The research candidates have to be physically be present for the teaching classes (in the above two subjects) through out that semester, and shall have to maintain the required 75% of attendance, based on which alone they will be permitted to write the end-semester exams. in these subjects their (mid-exams) internal examinations shall be conducted by the concerned teacher at specified times. Evaluation pattern in mid-exams and end-semester exams shall be as per the Academic Regulations existing at that time for that particular PG/PTPG Programme in that Academic Unit. The candidates shall attend the classes and appear for all the exams together with the other students of the concerned PG/PTPG Programme.

**Course work may be carried out in sister departments/institutes within or outside the university. If the course work is being done in Institutions, outside the University campus the Institution and the course should have been approved by the UGC/AICTE. Correspondence courses will not be accepted.** If the candidates fail in any

of the subjects, they have to reappear for the exams of the related subjects, as and when offered, as per the Academic Regulations; they need not attend class-work again, provided they maintained the minimum attendance requirements earlier. However, if the candidates do not have the required minimum % of attendance in any subject, they will be detained in those subjects, and shall have to reappear for class-works in those subjects again, as and when they are offered, shall maintain the attendances required and then appear for the mid-semester and end-semester examinations.

2.5.2 The course-work on “Research Methodology” shall be offered during the **summer/winter period** of each year, commonly for all the research scholars of identified areas of specialization, at JNTUH Campus. All the scholars shall have to be physically present and maintain the required minimum attendance criterion (75%) in this course; however, the evaluation will be done by the concerned teacher internally, and the audited performance outcome shall be indicated as – Satisfactory or Not-Satisfactory. All scholars whose performance have been graded as Not-Satisfactory, shall have to repeat the course as and when offered.

**The two theory courses, research methodology and two Pre Ph.D courses must be completed at any time (as per the convenience of the candidates) before applying for colloquium. The two theory course work subjects, and two Pre-Ph.D subjects must be different.**

### 3.0 **FEE PARTICULARS:**

On selection for admission, candidates shall be required to pay the prescribed fee as per the following criteria and deposits. The fee and deposits have to be paid on or before 31<sup>st</sup> July every academic year, till the successful completion of the programme and submission of thesis or cancellation of the admission as the case may be. If the fee is not paid by the stipulated due date, late fee or Rs. 500/- will be levied. Non-payment of the prescribed fee beyond the extended due date will lead to the cancellation of admission without any prior notice to the candidate.

(Fee structure valid for all research scholars w.e.f. Academic year 2010-11)

#### **a) Full-Time Research Scholars:**

Category 1: JNTUH Funded; Fees Rs. 10,000/Year

Category 2: CSIR/UGC/ICAR/ICMR/AP-NL/DBT/DST/MNRE/NBHM/AICTE, JRF/SRF and those JRF/SRF in projects who have qualified CSIR/UGC-NET-JRF/SRF; Fees Rs. 10,000/Year

Category 3: Scholars working as Project Fellows with GOI/other agency funded research projects with two/three years duration (approved); Fees Rs. 10,000/Year

Category 4: Registered as Full-Time Research Scholars but with no financial assistance; Fees Rs. 10,000/Year

**b) External Research Scholars:** Fees Rs. 20,000/Year

- Category 1: All external research scholars: fees Rs.20,000/-  
 Category 2: JNTUH- Academic Assistants Registered for Ph.D;  
Fees Rs. 10, 000/Year  
 Category 3: UGC/DST/CSIR - JRF & SRF; Fees Rs. 10, 000/Year  
 Category 4: JNTUH - Internal Regular Faculty Registered for Ph.D; Fees Rs. 1000/Year

**Note: Mode of Fee Payment for Full-Time as well as External Candidates is year-wise before 31<sup>st</sup> July of every year.**

**Payment must be made in the form of crossed mode of DD in favour of ‘The Registrar, JNTUH’, payable at Hyderabad from any Nationalized banks.**

- A candidate must write his name, roll number and complete address (E-mail ID & Contact no.) at the back of the DD.
- Fee receipts must be preserved till the scholar receives Provisional Certificate/Original Degree.
- In the case of candidates who will not be able to complete Ph.D. even after the stipulated time period of six years and with further extension of two more years i.e within eight years they have to pay the existing annual fee at that time for the students admitted during that period.
- In the event of cancellation of Ph.D. registration by the candidate on his/her request or by University for any reason, all the fees amount due must be cleared by the candidate for the return of original certificates.
- A candidate must clear all the fee dues before colloquium
- If any reason a candidate takes his/her Original Certificates temporarily from the R&D Cell office during the course of research work, the original certificates must be returned within the stipulated time otherwise their admission is liable to be cancelled. The requisition for Original Certificates on temporary basis must be given on a Rs. 10/- bond paper mentioning the date before which the certificates will be returned back to the office.

#### **4.0 DURATION OF THE RESEARCH PROGRAMME**

- 4.1 Research Scholars registered for Ph.D. (Full-Time/External) can submit the thesis after completion of a minimum of three years from the date of admission, subject to passing of the prescribed Two Theory Subjects, Research Methodology Course and Pre-Ph.D. Examinations and Research publications as stipulated.

For the candidate to submit the thesis for Ph.D., he/she shall publish **THREE** research papers with at least **TWO papers** published in a peer-reviewed refereed national or international journal with ISSN and impact factor of more than 1 preferably. Such publications will be recognized (which have to be enclosed to the thesis), and atleast **ONE** in refereed International/ National Journals/ Conferences,. **In the Journal papers and Conference papers the research scholars name must be as the first author. In case the supervisor/co-supervisor is first named author, the research scholar’s name must be the next.** The candidate can also submit the thesis, if he/she has at least one recognized patent rights, whose evidence and details are to be enclosed. **(Mere filling for patent will not be considered).**

It is suggested that Ph.Ds awarded by the University, with the candidate's name, supervisor's, names, Title of the Thesis and one page Abstract be published in the Spectrum Journal. The research scholars will be asked to submit these details at the time of submission of thesis for publication in spectrum Journal after award of the degree.

- 4.2 Research Scholars registered for M.Phil. or M.S. (by Research) Programmes can submit the thesis after the completion of a minimum of two years from the date of registration.
- 4.3 Full-Time/External Candidates should complete the research work within a maximum period of 6 years respectively. They should pay tuition fee until the end of the year in which the thesis is submitted. If the Tuition Fee is not paid as per rules, penalty may be levied by the Director, R and D Cell. If Tuition Fee is not paid continuously for two years the registration will be cancelled. It is clarified that Full-Time research Scholars of JNTUH may receive a stipend for a maximum duration not exceeding three years.
- 4.4 **Late Submission:** If the candidate fails to submit thesis within stipulated period, his/her registration will be cancelled. However, depending on the progress of the work and as per the recommendation of the DRC, permission for submission of Thesis may given with a penalty and approval from Vice Chancellor based on the merit of the case.
- 4.5 For M.Phil. and M.S.(by Research) candidates, the maximum duration of the program will be four years. After passing the Two Theory Subjects, Research Methodology Course and Pre-M.Phil / M.S. examinations and completion of at least two years from the date of admission, and having one peer-reviewed national/international Journal/Conference paper, M.Phil and M.S. candidates are eligible for submission of their thesis.

## **5.0 CONSTITUTION OF THE DEPARTMENT RESEARCH COMMITTEE (DRC)**

The Department Research Committee (DRC) for each Faculty shall be chaired by the Chairperson-Board of Studies (BoS) of the faculty of University, Head of the Department or Coordinator of Centre, two Senior Research Faculty Members (having Ph.D.), and Supervisor/Co-supervisor of the candidate. The DRC will be formed by the Director, R & D Cell, with the approval of the Vice-Chancellor.

### **5.1. Issues relating to Change of Supervisor / Change of Topic/ Change of Title**

If a candidate wants to change the topic, title or supervisor/s it should be done with the approval of the Chairperson-BoS and Vice-Chancellor. For this purpose, the candidate should apply in the prescribed format and submit to Director, R&D Cell. The application from the candidate for change of title/ topic / supervisor/s shall be endorsed by the supervisor and co-supervisor. If the application is for change of supervisor, the letters of No Objection from both, old and proposed supervisor/s should be submitted. For change of Supervisor, the thesis submission date will be one calendar year after the change is affected. Bio-data of the New Supervisor/ Co-Supervisor also should be attached with the application, with relevant documents as prescribed at the time of application. For major research related issues, the DRC will examine on a case by case basis and give its recommendations. **(For Applications of Change of Supervisor/Co-supervisor see website)**

Any change in the title of the thesis must be approved in the colloquium. If the colloquium committee suggests any modifications/changes in the title proposed by the candidate, the new title must be clearly written in the colloquium committee report duly signed by the chairman and other members of the committee. There shouldn't be any deviation in the title approved in colloquium to the title given on the thesis copies.

- 5.2. The University may permit modification in the topic (**within 3 years only**) of area of research, provided it is done in the early stages of the doctoral work. If the resubmitted topic of work is different from the original proposed topic it constitutes a change of topic and represents a major change. For such cases, the thesis submission date will be one calendar year after the change is affected. The University may permit modification in the title of research work at the time of Thesis submission only.

## **6.0 REVIEW OF PROGRESS OF RESEARCH WORK:**

For the purpose of monitoring the progress of Research Works, all the research candidates including those who are on the current rolls of JNTUH for Ph.D./ M.S.(by Research)/ M.Phil., are required to attend Research Review Meetings (RRM) and make power point presentations as on when they are conducted. At the time of RRM, research scholars should submit hard copies of their research progress in duplicate, in prescribed format with Supervisor and Co-supervisor signatures. Additionally, tangible output if any, such as: Journal Publications/Presentations in a Conference/ Poster Presentation in a Seminar/ Conference or a Patent, etc. should be submitted. *For the RRM's, the presence of Supervisor or Co-supervisor of the candidate may be optional; there shall not be any financial commitment on the part of the University in this regard.* The intimation of RRM will be in the JNTUH website/by email/ by SMS whichever is convenient. Candidates are requested to see JNTUH website periodically. No individual letters will be sent to research scholars. If the research scholar does not attend two consecutive meetings or if the reports are not satisfactory in two consequent meetings, the admission is liable to be cancelled.

- The Supervisor/s should certify that the Full-Time scholar has given a minimum of ten research seminars in the department during his/her period of research.
- The Supervisor/s should certify that the Full-Time scholar has attended at least two research seminars/conferences held in Universities/Institutions with atleast one in other University/Institute
- A candidate has to successfully complete two RRM's with satisfactory report before colloquium.

## **7. RESEARCH FELLOWSHIPS (FULL-TIME ONLY)**

- 7.1 Candidates admitted under Research Fellowship Programme of JNTUH or National Research Fellowships shall be deemed as Full-Time Research Scholars. The category of students working Full-Time on research projects funded by Govt. agencies for duration of two/three years (approved by the University) will be considered as partially funded full time students. The Full-Time research scholars are required to work Full-Time in any Constituent Units of JNTUH for the stipulated duration on the research topic and they shall not be permitted to



undertake any employment during that period. Full-time JNTUH funded research scholars are eligible for monthly fellowship of **Rs. 10,000/- (consolidated)** for the first two years. At the end of second year, the performance of the candidate shall be evaluated by an expert committee referred to as Department Research Committee (DRC). If the research progress is assessed to be satisfactory, the candidate will be given the **third year fellowship of Rs. 12,000/- (consolidated)**. A contingency grant may be awarded depending on the merit and progress of the doctoral work as decided by the DRC and Director, R&D Cell. Monthly Attendance Report & Progress Report duly signed by Research Supervisor & H.O.D. and Principal/ Director of the unit must be submitted to R&D Cell. The R & D Cell shall disburse the scholarship amount after scrutinizing the monthly attendance, performance reports and tangible research outcomes such as papers published or in process, conferences attended, etc. of the scholars.

- 7.2 Candidates selected under Research Fellowship Programme must execute a bond stating that they would refund the Fellowship amount received, in full, at the time of leaving the Institute (i) if they fail to submit their Thesis within 6 years, (ii) if they discontinue the research work in between of the stipulated time.
- 7.3 The University reserves the right to terminate the Fellowship of any candidate if the progress of research work is not satisfactory.
- 7.4 University may permit conversion of Full Time Fellowship Programme to Part-Time Research Programme without Fellowship on the request of the candidate, provided the candidate repays the full amount of Fellowship received by him/her till that date.

## **8.0 COMPULSORY SEMINAR PRIOR TO THESIS SUBMISSION (COLLOQUIUM):**

Each candidate shall present one seminar. The seminar should be at least one month before submission of thesis in the concerned Department on the research work, carried out by him/her. **The scholar should submit five copies of synopsis to DRC highlighting original/significant contributions made in the research work. The candidates are expected to make a PPT presentation about the research work done by them.** The DRC is empowered to accept the research work of scholar for submission or may advise to revise/reappear with modification made. The seminar will be open to all Faculty members and Research Scholars.

## **9.0 PREPARATION OF THE THESIS / DISSERTATION**

9.1 For ensuring originality of submitted content, the thesis will be checked by anti-plagiarism software. After completion of Colloquium a soft copy of thesis in word format should be brought along in person to R & D Cell and have it checked before binding and sending it to the evaluation section. If any text strings/figures are found to be copied or dubious without proper acknowledgement of the source, the thesis has to be thoroughly revised. In such event the revised soft copy of the CD must be submitted within one month from the date of checking with anti-plagiarism service. The stipulated percentage permissible includes the candidates own publications

and presentations. A soft copy of the thesis must also be submitted with all the modifications and corrections made in the thesis after Colloquium and anti-plagiarism check.

## 9.2 **Submission and Adjudication of a Thesis**

A candidate may submit the thesis any time during one month before or after the expiry of the stipulated period of research. However, the candidate may be permitted to submit his/her thesis during the above period duly recommended by the Research Supervisor and with the permission of the Director, R&D Cell. Each Candidate, after completing the due formalities is required to submit to the specified number of copies of his/her synopsis and thesis, along with the prescribed application form and with the following documents as given in section 8.3, to the Director of Evaluation, through the Director R&D Cell. **The minimum duration for the thesis submission is only after 3 yrs from the date of registration.**

9.3 A candidate has to submit eight (8) copies of the approved synopsis, seven (7) copies of thesis, an application enclosed with a Demand Draft of Rs. 1000/- for evaluation fee (which will be revised from time to time) in favour of Registrar, JNTUH Hyderabad, Copy of Ph.D. admission letter, details of fees paid from time of admission till time of submission, S.S.C. Marks sheet (proof of age), Copy of Pre-Ph.D. Marks Memo and a sealed cover of Panel of Examiners to the Director, R&D Cell, JNTUH.

9.4 Seven copies of the thesis incorporating a certificate from the supervisor to the effect that the thesis is an original work of the candidate and a declaration by the candidate to the effect that the thesis either in part or full does not constitute any part of any thesis/ dissertation/ monograph submitted by him/her or any other person to any University/Institute. The thesis should also contain the signature of the Head of the Institution/Organization (from place of work) in addition to the supervisor's signature. The candidate shall be held responsible for the genuineness of his/her work and any false statement shall lead to cancellation of his/her registration/degree at any stage even after the declaration of results.

## 9.5 **Thesis Processing**

The thesis shall be submitted only upon the positive recommendation of the DRC. The supervisor of the candidate shall send a panel of nine (9) examiners in a sealed cover to the Director of Evaluation. The Panel of Examiners, three from IITs/ IISc/ foreign universities or equivalent, three from NITs or **Research Labs of National repute** or equivalent and three (3) from other reputed Universities, in addition (3) examiners from foreign Universities (optional) can be included apart from the above mentioned nine examiners. The University may revise the panel of examiners if necessary.

9.6 Out of the panel of nine names of examiners submitted, at least six shall be out side the state of Andhra Pradesh and no examiner from the same university/organization. Necessary care is to be taken to avoid the names of examiners from the Organization/ University of Supervisor and Co-Supervisor and its affiliated colleges. Panel of the names is to be submitted with all particulars, like complete address, designation, telephone numbers/fax/email, number of publications of the examiner etc., Only one examiner may be included from the panel from any Organisation/ Institution/University. **The University may add three more examiners in the panel.**

**NOTE: Subject experts from the Organization where the Supervisor/Co-supervisor belongs, and persons related to candidate shall not be included in the panel of the examiners.**

## **10.0 EVALUATION OF THE THESIS**

10.1 The thesis shall be evaluated independently by three examiners, external to the University, one of whom shall be from outside the State and preferably from I.I.Ts/ IISc / Institute of High Reputation where Ph.D. programmes are offered.

10.2 The examiners external to the University shall be selected by the Vice-Chancellor from amongst a panel of nine names/12 names in case panel contains foreign examiners.

10.3 The examiners are required to:

- (a) Outline the main features of the thesis.
- (b) Critically evaluate the thesis and send a report on the thesis in not less than 500 words.

**(c) Evaluation of the thesis on a scale of 100 points**

(d) Make one of the four following definite recommendations.

- (i) The thesis attains the standard required for the award of the Ph.D. degree
- (ii) The thesis requires revision and re-submission to the Doctoral Committee (DRC).
- (iii) The thesis requires revision and re-submission for re-evaluation by the same examiner
- (iv) The thesis is rejected

10.4 The university shall take a decision on the thesis based on the three reports according to the following:

| Recommendation of Examiners |        |        | Decision                         |
|-----------------------------|--------|--------|----------------------------------|
| 1                           | 2      | 3      | 4                                |
| accept                      | accept | accept | accept                           |
| revise                      | revise | revise | Revise                           |
| Reject                      | reject | reject | reject                           |
| accept                      | accept | revise | revise                           |
| accept                      | revise | revise | revise                           |
| accept                      | accept | Reject | Send to 4 <sup>th</sup> Examiner |
| accept                      | Reject | Reject | Reject                           |
| accept                      | revise | reject | Send to 4 <sup>th</sup> Examiner |
| revise                      | revise | reject | Send to 4 <sup>th</sup> Examiner |
| revise                      | reject | reject | reject                           |

10.5 For revision and resubmission of the thesis, the candidate will be given a maximum period of one year from the date of communication of the report (s) to the candidate.

10.6 The revised thesis shall be referred to those examiners who have originally recommended revision and re-submission for revaluation.

## **11.0 REVISION AND RESUBMISSION OF THESIS**

11.1 If one examiner rejects the thesis, the comments made by the examiner should be forwarded to the Supervisor and also to the candidate for their justification /

clarification. After receiving their justification / clarification, the Viva-Voce examination may be conducted.

11.2 If two examiners reject the thesis, the candidate shall revise and re-submit it after one year, which will be sent for evaluation to the same examiners who had rejected it. If the two examiners rejected it again, the thesis is summarily rejected. If the thesis is accepted at the second time, it will be accepted.

11.3 The thesis shall be summarily rejected if all the three examiners reject it.

**Note:** Clarifications regarding items 9 & 10 can be elaborated by Director of Evaluation

## **12.0 VIVA-VOCE EXAMINATION**

12.1 Once the thesis is accepted, a comprehensive Viva-Voce examination shall be arranged by the Director, R & D Cell on receipt of communication from the Director of Evaluation, JNTUH. The internal examiner should contact the R&D Cell before fixing the dates for Viva-Voce Examination. The Candidate should bring the thesis copy for Viva – Voce Exam.

12.2 One copy of approved Ph.D. thesis and a soft copy shall be submitted by the candidate before the viva-voce examination to the Director, R&D cell. The same shall be placed in the University Library as a record. The Scholar must submit a Hard Copy of thesis to the HoD for Dept. Library. The Research Scholar should contact the HoD, one day before to ensure the logistic arrangements for viva-voce examination.

12.3 The open Viva-Voce examination shall be conducted in the concerned Department/Unit/Center by a Board of Examiners, consisting of two examiners, one of whom has evaluated the thesis and the other is the supervisor. The internal examiner before fixing the date for the Ph.D. viva-voce exam should consult HoD, Director, R&D Cell in addition to the candidate and external examiners.

12.4 In case the Examiners who accepted the Thesis are not available for the Conduct of the Viva - Voce Examination, the Vice-Chancellor may nominate another examiner from the original panel of examiners.

12.5 i) The reports of the external examiners shall be made available to the Board for the Viva- voce examination

ii) The viva-voce examination should primarily be designed to test the understanding of the candidate on the subject matter of the thesis, including methodology employed and the candidates competence in the general field of study.

iii) The candidate should also be asked to clarify any of the points raised by the external/adjudicators in their reports.

iv) The viva-voce Board may on the basis of the unanimous opinion recommend either

a) That the candidate be awarded the Ph.D. Degree or

- b) That the candidate may appear for the viva-voce examination again after a stipulated time
- c) Any candidate who does not satisfy (b) will not be considered for the award of degree.

12.6. **Upon successful completion of the Viva-Voce Examination, and on consideration of the reports of the individual examiners, The candidate have to apply for Provisional Certificate immediately within two (2) days otherwise a penalty of Rs.2000/- will be imposed. The Vice-Chancellor may approve the announcement of the award of the provisional Ph.D. Degree to the candidate and provisional certificate will be issued. At the time of collecting PC the candidate must submit a soft copy of thesis with all the modifications made as suggested by the examiner in viva-voce, if any. Submission of CD with revisions if any is necessary to collect the Provisional Certificate/Original Degree. The soft copy of the thesis submitted by the candidate will be sent to Information and Library Network Centre (INFLIBNET) of UGC to upload into the web Shodhganga which is mandatory. As such the candidates have to submit the proforma (Specimen Format for Thesis of Month) and an undertaking form with 1 or 2 pages of Abstract with a soft copy. The candidate must submit a copy of the SSC pass certificate for the record of the name on Provisional Certificate/Original Degree. The candidates name must be as per SSC record only in the admission register of R&D Cell, marks memos and also on the thesis.**

The award of the Degree shall be confirmed by the Executive Council of the University.

### 13.0 **GENERAL INFORMATION:**

- 13.1 The academic regulations should be read as a whole for purposes of any interpretation.
- 13.2 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- 13.3 The University reserves the right to alter the regulations from time to time as and when necessary.
- 13.4 **Eligibility of a Research Supervisor:**

A Supervisor or Co-supervisor should have a Ph.D. degree from a reputed university with a minimum of five years teaching/research experience having publications in six refereed national /international journals and also presented two refereed national/international conference papers for eligibility. Eight (8) members can be allotted for a single guidance (external & full-time) and eight (8) additional scholars for joint guidance (external & full-time). Director, R&D and Director, Admissions shall monitor and limit the maximum number of students that a supervisor can serve as a supervisor or co-supervisor.

A research supervisor of one university should not be the guide for a Full-Time scholar registered in another university except in the case of joint supervision for multidisciplinary research with the prior approval of the universities/institutions concerned.

- 13.5 A supervisor who retires or leaves the University/Institution, as the case may be, shall normally be permitted to guide candidate(s) already registered with him/her.
- 13.6 A vacancy with the supervisor may be considered to have occurred only when a candidate working under him/her submits the thesis, or his/her registration is cancelled. During any

one academic year, **not more than two scholars may be permitted to register under the guidance of the same supervisor.**

13.7 The registration of a Ph.D. scholar may be cancelled by the Director, R&D Cell within the stipulated period, if the candidate fails to satisfy the conditions stipulated in the admission order or violates the rules and regulations of Ph.D. after giving notice to the concerned candidate.

13.8 Director, R&D Cell may cancel the registration of a Ph.D. scholar on the recommendation of the supervisor and/or doctoral committee under the following circumstances after giving notice to the candidate:

i) where the progress has been reported to be unsatisfactory in two consecutive half yearly RRM's.

ii) where a candidate discontinues research, and/or where they have accepted any of appointment other than specified earlier without the written consent of the Director, R&D Cell.

iii) where the candidate has not submitted the thesis in the stipulated duration of the course.

iv) Where the candidates request for cancellation due to their personal reasons

### 13.9. **Topic of research**

a) In case the research scholar applies for change of area of research (topic), he/she has to take due approval from R&D section and can submit the thesis only after at least one year from the date of approval of change of area of research. This is because he is supposed to work in the approved new area compared to what was mentioned by him at the time of admission.

b) **Title of thesis;** this should be as approved by the colloquium committee before the submission of the thesis. The candidate can submit the proforma for colloquium with the old title and request the colloquium committee to approve the new title. In such an event the revised title must be clearly written in the proforma and all the members of the colloquium committee must sign on the proforma. Then there should not be any change in the title once it is approved by the colloquium committee.

### 13.10 **Anti-Plagiarism**

A maximum of three chances will be given to the research scholar if the percentage of plagiarism exceeds the approved limit. The revised soft copy of the thesis after removing the plagiarism material must be submitted by the research scholar for second or third verification within one month itself.

13.11 The words Wherever he, him, his occur they will also include she, her and hers Respectively.

13.12 The candidates are advised to see the JNTUH website [www.jntuh.ac.in](http://www.jntuh.ac.in) for instructions from time to time.

**For any clarifications, candidates can contact Office of the Director, Research and Development Cell, JNTUH, Hyderabad through e-mail.**

**14.0 Annexures (A, B, C and D)**

ANNEX –A  
**RESEARCH AND DEVELOPMENT CELL**  
**JNT UNIVERSITY HYDERABAD**  
**APPLICATION FOR CHANGE OF SUPERVISOR/CO-SUPERVISOR**

1. Name of the Research Scholar : \_\_\_\_\_
2. Address with Tel. No. & mail-id : \_\_\_\_\_
3. Hall Ticket No & Date of Admission : \_\_\_\_\_
4. Copy of Admission Letter to be enclosed : \_\_\_\_\_ YES / NO \_\_\_\_\_
5. (a) Name of the Research Program : Ph.D./M.Phil./M.S.
- (b) Department in which Candidate Registered : \_\_\_\_\_
6. Name of the Present Supervisor/Co-supervisor (being changed) with Designation, Address, Tel. No., mail- id :
  
7. Name of the New (proposed) Supervisor/New (proposed) Co-supervisor with Designation, Address, Tel. No., mail-id:
  
8. Brief details of progress of Research Work :  
 (attach separate sheet bulleting the works done and quantum/percentage of work done so far – the sheet to be signed by the Present & Proposed Supervisor, Present & Proposed Co-supervisor) : YES / NO
9. Reasons for Change of Supervisor/Co-supervisor  
 a) from the Research Scholar  
 b) Reasons and Comments from Supervisor/Co-supervisor duly Signed, with Seal & Date.
10. Enclosed the Bio-data of the New Supervisor/Co-supervisor with all relevant documents (as prescribed at the time of admission to Research Program) : YES / NO

11. I here by accept to work under the New Supervisor/Co-supervisor and I understand that any further request for change of Supervisor/Co-supervisor will not be permitted by the University.

| Date  | Signature of the Research Scholar          |
|---|--|
| I have No Objection for change of Supervisor    | I accept to act as Supervisor              |
| (Signature of Present Supervisor with seal)     | (Signature of New Supervisor with seal)    |
| -----   |  |
| I have No Objection for change of Co-supervisor | I accept to act as Co-Supervisor           |
| (Signature of Present Co-Supervisor with seal)  | (Signature of New Co-Supervisor with seal) |

- Note: 1) A candidate can have only one Supervisor and one Co-supervisor.  
 2) Details of Items 8 and 9 must be submitted on separate sheets.  
 3) Two Separate Hard Copies of all the enclosures must be submitted



**ANNEX-B**  
**RESEARCH AND DEVELOPMENT CELL**  
**JNT UNIVERSITY HYDERABAD**  
**APPLICATION FOR CHANGE OF TOPIC**

1) *Name of the Research Scholar* : \_\_\_\_\_  
2) *Address with Tel. No. & mail-id* : \_\_\_\_\_

3) *Hall Ticket No & Date of Admission* : \_\_\_\_\_  
4) *Copy of Admission Letter to be enclosed* : \_\_\_\_\_ *YES / NO* \_\_\_\_\_

5) (a) *Name of the Research Program* : Ph.D./M.Phil./M.S.  
6) (b) *Department in which Candidate Registered* : \_\_\_\_\_

7) *Name of the Supervisor with Designation, Address, Tel. No., mail- id :*

8) *Name of the Co-supervisor with Designation, Address, Tel. No., mail-id:*

9) *Name of the Present TOPIC /TITLE (at the time of Registration) in FULL :*

10) *Brief details of progress of Research Work :*

11) *(attach separate sheet bulleting the works done and quantum/percentage of work done so far – the sheet to be signed by the Supervisor & Co-supervisor) : YES / NO*

12) *Name of the Proposed TOPIC/TITLE :*

13) *I hereby understand that any further request for change of Topic/ Title will not be permitted by the University and further that a change of research topic entails a one year delay in the submission of the thesis effective from the date of change.*

14) *Reasons for Change of TOPIC /TITLE*

*Date*

*Signature of the Research Scholar*

---

*Signature of the Supervisor  
with seal*

*Signature of Co-Supervisor  
with seal*

Note: *Two Separate Hard Copies of all the enclosures must be submitted.*

## **ANNEX-C**

(Subjects offered for Pre-Ph.D. exam in various faculties including details of the syllabus may be downloaded from [www.jntuh.ac.in](http://www.jntuh.ac.in) under R&D head)

## ANNEX-D

### General Outline for Thesis Write-Up

**RESEARCH AND DEVELOPMENT CELL  
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
HYDERABAD – 500 085, A.P., INDIA**

Month, Year

**D.1 Size and copies:**

The Dissertation should be submitted in A4 size paper and 7 copies of the thesis and synopsis are required to be submitted to the Director, R&D cell along with panel of Examiners (sealed cover) duly signed by supervisor and co-supervisor. The thesis submission form should be filled and submitted along with the necessary fee and enclosures.

**D.2 Paper, Typing & Format:**

Bond paper should be used for the preparation of the Thesis. Typing should be done on the 12 font size letter, Bookman old style.

The lay-out should provide **1 ½ inch** on the left side, **1 inch** on top and bottom **1 inch** on the right side.

Fresh **Para** should commence after five spaces. Double spacing shall be provided throughout the dissertation / thesis. The page number shall be indicated at the top middle of the each page.

**D.3 Binding:**

The Dissertation / thesis shall be properly bound, using hard cover of **white color**. The bound front cover should indicate in **Navy Blue Embossed** letter with the following:

1. ....(Title)
2. ....(Name of the candidate)
3. ....(Name of the Faculty in which the thesis is being submitted  
(e.g. Faculty of Mechanical Engg.))

4. Bottom

Two plain blank papers should be provided at the beginning and at the end.

**D.4 Third page:**

Third page should contain the following:

1. ....(Title)

2. Thesis / Dissertation submitted in partial fulfillment of the requirement for the award of the degree of Ph.D./ /M. Phil./ M.S.

**by**

.....  
(Name of the candidate)

Reg.No:

3. Bottom

**DECLARATION**

I hereby declare that the work described in this thesis, entitled “ -----  
-----  
----- “ which is being submitted by me  
in partial fulfillment for the award of Doctor of Philosophy (Ph.D.) in the Dept. of -----  
----- to the Jawaharlal  
Nehru Technological University Hyderabad, Kukatpally, Hyderabad (A.P.) -500 085, is the result of  
investigations carried out by me under the Guidance of Dr. -----  
-----  
-----  
-----.

The work is original and has not been submitted for any Degree/Diploma of this or any other university.

Place:

Date:

Signature

Name of the Candidate:

Roll No.:

**D.5 Fourth page:**

The fourth page should contain a certificate signed by the Supervisor in the following format.

**CERTIFICATE**

This is to certify that the thesis / dissertation entitled .....  
.....that is being  
submitted by Sri / Smt. / Ms..... in partial  
fulfillment for the award of Ph.D. / M. Phil / M.S in ..... to the

Jawaharlal Nehru Technological University Hyderabad is a record of bonafide work  
carried out by him / her under our guidance and supervision.

The results embodied in this thesis have not been submitted to any other University or  
Institute for the award of any degree or diploma.

**Signature of Co-Supervisor  
Name and Designation**

**Signature of Supervisor  
Name and Designation**

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
HYDERABAD – 500 085, A.P., INDIA  
Month, Year**

**D.6 Fifth page:**

The fifth page should contain a certificate signed by the Head/Director of Organization/Institution in the following format.

**CERTIFICATE**

This is to certify that the thesis / dissertation entitled .....  
.....that is being  
submitted by Sri / Smt. / Ms..... in partial  
fulfillment for the award of Ph.D. / M. Phil / M.S in ..... to the  
Jawaharlal Nehru Technological University Hyderabad is a record of bonafide work  
carried out by him / her at our organization/institution

**Signature of Head/Director  
of Organization/Institution  
Name and Designation**

**D.7 Sixth page:**

The sixth page may include the 'Acknowledgement'.

**D.8 Seventh page:**

The seventh page may contain an abstract of the Dissertation / Thesis. The candidate may emphasize here his/her contributions. The reader/reviewer should be able to get the gist of the work in the abstract itself, without having to go into the main body of the text. In short, the abstract should be stand alone and self explanatory of the entire work.

**D.9 Pages 7<sup>TH</sup>, 8<sup>TH</sup>**

In these pages the candidate must provide a table of contents, list of tables, list of figures, and photographs and notation.

**NOTE: All the above pages are to be numbered in Roman numerals of lower case and the rest of the thesis should have English numerical numbers.**

**D.10 Number of pages:**

In case the number of pages in the thesis (excluding the initial pages) exceeds 250, the candidate should get it printed on both sides of paper.

#### **D.11 Arrangement of Chapters:**

The following is suggested format for arranging the Dissertation / Thesis matter into various chapters. However this arrangement can be changed to suit the particular Research work.

1. Introduction
2. Literature Survey
3. Theoretical Analysis
4. Experimental Investigations
5. Experimental Results
6. Discussion of Results
7. Summary, Conclusion and Recommendations  
(Original Contribution to be Highlighted)
8. Reference / bibliography
9. Appendices (if any)

#### **D.12 The arrangement of paragraph in a Chapter :**

Each topic Title in a chapter should be properly numbered for example: 2.1, 2.2. etc., (Bold and Upper case) where, the first digit represents the Chapter number, and second digit, the topic Title number.

Sub-topic titles, if any, may be indicated as 1.1.1, 1.1.2, etc. (Bold and title case) i.e. the first digit representing the chapter, the second representing the topic title and the third representing the sub-topic title.

#### **D.13 Photographs and Tables:**

The photographs and tables occurring in a chapter may be serially numbered as Fig: 1.1, 1.2 etc., along with suitable CAPTION where the first digit represents the chapter, the second digit represents figure number.

The photograph may be represented as: plate 1.1, 1.2 etc., the first digit representing chapter and the second representing the photograph number.

#### **D.14 Graphs :**

The graph should clearly indicate the points which are used for drawing the curve or curves along with the error bars. The axes (X, Y and Z) should have CAPTIONS.

#### **D.15 Bibliography or References:**

The following format may be used for the Bibliography / References:

##### **For Book**

| Sl. No | Author (s) | Book | Publisher | Year | Pages (PP) |
|--------|------------|------|-----------|------|------------|
|--------|------------|------|-----------|------|------------|

**For Journal / Proceedings**

Sl. No Author (s) Paper Journal Vol. No, Year Pages (PP)

(A typical Specimen of Cover Page & Title Page)

<Font Style Times New Roman – Bold>

**IDENTIFICATION, CHARACTERIZATION AND  
QUANTIFICATION OF HETEROCYCLIC COMPOUNDS IN  
BIOLOGICAL MATRICES AND THEIR APPLICATION TO  
PHARMACOKINETIC STUDIES**

<Font Size 16><1.5 line spacing>

**A THESIS**

<Font Size 14>

***Submitted***

<Font Size 14><Italic>

*in the partial fulfillment of the requirements for*

*the award of the degree of*

<Font size 14> <1.5 line spacing><Italic>

**DOCTOR OF PHILOSOPHY** <Font Size 16>

in

**FACULTY OF CHEMISTRY** <Font Size 16>

By

**D. VIJAYA BHARATHI** <Font Size 16>

[Reg. No. 0503PH0226] <Font Size 16>



**RESEARCH AND DEVELOPMENT CELL** <Font Size 16>

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**

**KUKATPALLY, HYDERABAD – 500 085** <Font Size 14>

**INDIA**

**MAY 2009**<Font Size 14>

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**Note: Cover page will be same for thesis/synopsis. Name of the supervisor/s should not be included anywhere in the synopsis submitted.**





**Date:**

The Director  
R&D Cell, JNTU  
Hyderabad.

Sir,

**Sub:JNTUH- R&D Cell - Tuition Fee Payment Ph.D./M.Phil./M.S.-Requested - Reg.**

\*\*\*\*\*

1. Name of the Scholar : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Roll No./H.T.No : \_\_\_\_\_
4. Faculty/Department studying : \_\_\_\_\_
5. i) Period of Payment of Tuition Fee : \_\_\_\_\_  
ii) Year Pertaining : \_\_\_\_\_  
iii) DD No: \_\_\_\_\_ Dt: \_\_\_\_\_ Bank Name \_\_\_\_\_
6. Ph.D./M.Phil./M.S. Admission Letter Xerox copy to be compulsory enclosed
7. Copies of Previously Paid all Tuition Fee receipts should be enclosed
8. Photo Identification proof Xerox copy should be enclosed
9. The mode of payment of DD from any Nationalized Bank sent by Speed  
Post/Registered Post/Courier service, the above documents and self addressed stamped  
envelop with appropriate postal stamp must be enclosed)
10. a) E-mail ID : \_\_\_\_\_  
b) Telephone Number with STD Code/ Mobile No: \_\_\_\_\_  
c) Communication Address: \_\_\_\_\_  
\_\_\_\_\_

CANDIDATE'S SIGNATURE

Note:1) Mode of Payment of Tuition fee should be DD from any **Nationalized Banks** only  
in favour of **Registrar, JNTUH, Hyderabad**

2) **Last date of payment of** Tuition fee for the coming academic year is on or before **31<sup>st</sup> – July** of every year.



Dated:

The Director  
R&D Cell  
JNTUH  
Hyderabad.

Sir,

**Sub: Issue of Pre-Ph.D / M.S/ M.Phil MARKS MEMO-REQUESTED-REG.**

\*\*\*

1. Name of the Student : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Roll No./H.T.No. : \_\_\_\_\_
4. Faculty Branch Studying : \_\_\_\_\_
5. Year & Month of Exam (s) Passed : 1) \_\_\_\_\_  
(Regular/Supplementary) 2) \_\_\_\_\_
6. Ph.D Admission Letter copy should be enclosed .....
7. All Tuition fee Paid Receipts copies should be enclosed .....
8. Photo Identification Proof copy of Research Scholar should be enclosed .....
9. Email I.D. & Telephone Number : \_\_\_\_\_
10. Communication Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF CANDIDATE

SIGNATURE OF SUPERVISOR  
with seal

SIGNATURE OF CO-SUPERVISOR  
with seal



List of Enclosures for  
**EXTENSION OF TIME FOR Ph.D./ M.Phil./ M.S.**

- |   |                                 |
|---|---------------------------------|
| 1. Application form of Research Scholar   | ✓ Please Tick<br>Yes( ) / No( ) |
| 2. Admission letter Copy to be enclosed   | Yes( ) / No( )                  |
| 3. Research Guidelines copy   | Yes( ) / No( )                  |
| 4. All Particulars of fees paid (till date) receipts to be enclosed   | Yes( ) / No( )                  |
| 5. Technical Publications in Refereed Journals & Presentations in Seminars/ Conferences (published after the date of Admission/ Registration for Ph.D.; List of Papers and full length copies to be enclosed) | Yes ( ) / No ( )                |
| 6. A photo-copy of the Proceedings, if the permission is given for change of Supervisor/ Co-Supervisor  | Yes( ) / No( )                  |
| 7. A photo-copy of the Proceedings, if permission is given for change of Topic  | Yes( ) / No( )                  |
| 8. A photo-copy of the Proceedings, if permission is given for change of Title  | Yes ( ) / No( )                 |
| 9. A photo-copy of the proceedings, if permission is given for Extra chance to appear Pre-Ph.D Exams.   | Yes ( ) / No( )                 |
| 10. Copies of Pre Ph.D Marks memos to be Enclosed   | Yes ( ) / No( )                 |
| 11. Research Review Meetings<br>(List the Attended Dates)   | Attended / Not Attended         |
| 12. Status of Research Work - List out the works completed, and Remaining works to be done in bullets form in separate sheets, duly signed by the supervisor (s)  | Yes ( ) / No ( )                |
| 13. Quantum of work done (% wise)_____  |                                 |
| 14. Extension period Required (Max. 1 Year only) _____  |                                 |
| 15. Contact phone No._____  |                                 |
| 16. Approval/Recommendation of Supervisor and Co-Supervisor with their seal and date<br>(Above enclosures are to be submitted IN THE SAME SERIAL ORDER)   |                                 |

## **LIST OF ENCLOSURES TO COLLOQUIUM**

1. Request letter from the Research Scholar for conducting Colloquium addressed to the “Director R&D Cell, JNTUH” and it must be countersigned by Supervisor and Co-Supervisor with seal.
2. Two copies of Thermal Bounded Synopsis should be submitted along with the application form.  
**Note:** Supervisor & Co-Supervisor details should not be mentioned on Synopsis copies.
3. Copy of Admission Letter.
4. Permission letters of the following, if any:
  - a) Extension of Time.
  - b) Change of Title/ Topic.
  - c) Change of Supervisor/ Co-Supervisor.
5. **A)** List of publications (Hard Copy). **B)** List of Publications in Conferences/seminars, with Title, Author names and all Details of Conference Proceedings (published after the Date of Admission/Registration of Ph.D.) duly signed by supervisor/co-supervisor and research scholar  
\*Certificates of paper presentation in the conference to be enclosed duly signed by supervisor/co-supervisor and research scholar
6. **Note:**
  - a) Scholars must bring all copies of their Journals/ Conference papers along with the associated “Reviewer’s comments”, if any, on the Colloquium day.
  - b) Presence of the Supervisor and/ or Co-Supervisor is mandatory for Colloquium.
  - c) Scholars should bring 3 more copies of synopsis (total 5) for Colloquium and they can be collected back after the sessions.
  - d) For the Research scholars registered on or before the year 2006, there must be at least one research paper published in a reputed refereed journal with research scholar’s name as the first author. In case the guide or supervisor is first named author, the research scholar’s name must be the next. For students registered from 2007 onwards, one journal paper and two conference papers must have research scholar’s name as mentioned above. Otherwise the research paper will not be considered for the Ph.D thesis submission.
7. Copy of Ph.D Marks Memo.
8. Copy of all Fee receipts from date of joining to till date.
9. Please Furnish the Details of the R R M.
10. All the Above mentioned list of Enclosures should be Two Copies.

**DIRECTOR I/c**



**List of Enclosures for**

**SUBMISSION OF THESIS AFTER COLLOQUIUM & ANTI-PLAGIARISM CHECK**

✓ Please Tick

- |   |                  |
|---|------------------|
| 1) Application Form (in proper format) for Submission of Thesis Ph.D./M.Phil/M.S.   | Yes ( ) / No ( ) |
| 2) D.D. for Rs.1,000/- in favour of the "Registrar, JNTUH" payable at Hyderabad   | Yes ( ) / No ( ) |
| 3) Attested Copy of the Marks Memo (s) of Pre-Ph.D Examinations   | Yes ( ) / No ( ) |
| 4) Copy of the Admission Letter issued at the time of Admission   | Yes ( ) / No ( ) |
| 5) HARD COPY LIST OF TECHNICAL PUBLICATIONS IN JOURNALS duly signed by Supervisor/co-supervisor and research scholar (with Title, Author names, Journal Name, Year, Vol., Page No., Impact factor, citation index etc. published after the Date of Admission/Registration of Ph.D.) | Yes ( ) / No ( ) |
- \*At least one publication from the journal to be enclosed

**NOTE:** For the Research scholars registered on or before the year 2006, there must be at least one research paper published in a reputed refereed journal with research scholar's name as the first author. In case the guide or supervisor is first named author, the research scholar's name must be the next. For students registered from 2007 onwards, one journal paper and two conference/seminar papers must have research scholar's name as first author. Otherwise the research paper will not be considered for the Ph.D thesis submission.

- |   |                  |
|---|------------------|
| 6) Hard Copy List of Publications in Conferences/seminars, with Title, Author names and all Details of Conference Proceedings (published after the Date of Admission/Registration of Ph.D.) duly signed by supervisor/co-supervisor and research scholar<br>*Certificates of paper presentation in the conference to be enclosed<br>*At least two publications to be enclosed | Yes ( ) / No ( ) |
| 7) A photo-copy of the Proceedings, if extension(s) of time for submission of Thesis is permitted   | Yes ( ) / No ( ) |
| 8) A photo-copy of the Proceedings, if the permission is given for change of Supervisor/ Co-Supervisor  | Yes ( ) / No ( ) |
| 9) A photo-copy of the Proceedings, if permission is given for change of Topic  | Yes ( ) / No ( ) |
| 10) A photo-copy of the Proceedings, if permission is given for change of Title   | Yes ( ) / No ( ) |
| 11) A photo-copy of the proceedings, if permission is given for Extra chance to appear Pre-Ph.D Exams.  | Yes ( ) / No ( ) |
| 12) A photo-copy of all fee receipts, upto current date and penal fee(s) if any paid for delay in the Submission of Thesis  | Yes ( ) / No ( ) |
| 13) Attested S.S.C Marks Sheet (Name as per S.S.C)  | Yes ( ) / No ( ) |
| 14) Anti-Plagiarism Check Report of R&D Thesis  | Yes ( ) / No ( ) |
| 15) Final Copies of Ph.D Thesis (7) copies after implementing modifications as per Colloquium and Anti-Plagiarism Check Reports _____<br>• Declaration by the Candidate to be enclosed<br>• Month and Year of Submission printed on the thesis should correspond to actuals.  | Yes ( ) / No ( ) |
| 16) 8 (eight) Copies of Synopsis _____<br>Don't enclose any details of Supervisor/Co-Supervisor on Synopsis<br>• Synopsis cover page is same as Thesis<br>• Write 'A Synopsis' - on the Cover Page of Synopsis  | Yes ( ) / No ( ) |

17) Sealed Cover containing Panel of Examiners \_\_\_\_\_

Yes ( ) / No ( )

18) Submit Two separate soft copies of Complete Thesis (mention date and candidate details on soft copy) at the time of Thesis submission Yes ( ) / No ( )

19) Submit Undertaking Form and Specimen Format for - 'Thesis of Month' Yes ( ) / No ( )

20) Submit a hard copy of Abstract in 1 or 2 pages (Single Spacing) along with Specimen Format application Yes ( ) / No ( )

21) No Due Certificate Yes ( ) / No ( )

**ABOVE ENCLOSURES ARE SUBMITTED ALONG WITH MY THESIS IN SAME SERIAL ORDER**

CANDIDATE NAME:

PLACE & DATE:

CANDIDATE'S SIGNATURE

**Note:** The above enclosures will be verified in the R & D Cell and in the case of any discrepancy the candidate will be called to make necessary corrections before sending the thesis copies to university examination branch

## **UNDERTAKING**

I hereby give my consent for the University to submit the soft copy of my M.S./M.Phil./Ph.D. Thesis to the UGC as per UGC-2009 norms for hosting the same on the website.

Signature of the Candidate

Name:

Roll No.:

**DECLARATION**

I hereby declare that the work described in this thesis, entitled “-----  
-----  
----- “ which is being submitted by me  
in partial fulfillment for the award of Doctor of Philosophy (Ph.D.) in the Dept. of -----  
----- to the Jawaharlal  
Nehru Technological University Hyderabad, Kukatpally, Hyderabad (A.P.) -500 085, is the result of  
investigations carried out by me under the Guidance of Dr. -----  
-----  
-----  
-----.

The work is original and has not been submitted for any Degree/Diploma of this or any other university.

Place:

Date:

Signature

Name of the Candidate:

Roll No.:





RESEARCH AND DEVELOPMENT CELL  
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
Kukatpally, HYDERABAD – 500 085

Application for submission of particulars relating to submission of Synopsis & Thesis/Dissertation for  
/ Ph.D /M.Phil/ MS.

**THE APPLICATION FORM SHOULD BE SUBMITTED ALONG WITH**  
**7 Copies of THESIS & 8 Copies of SYNOPSIS**

NOTE: The candidate can SUBMIT the Synopsis & Thesis after Thirty Six months for  
Ph.D. and twenty four months for M.Phil./MS. from the date of registration and passing the  
written examination in the prescribed course.

1. Name of the Candidate : \_\_\_\_\_  
(Block Letters)

2, (a) Designation and Name & Address of : \_\_\_\_\_  
the organization \_\_\_\_\_

(b) Address for correspondence : \_\_\_\_\_

(c) Telephone & Cell No : \_\_\_\_\_

(d) E-mail Address : \_\_\_\_\_

3. Date of Registration : \_\_\_\_\_  
(Enclose Copy of Admn. Letter Issued  
by J.N.T University, Hyderabad)

4. Name of the Programme with Faculty : \_\_\_\_\_

5. Title of the Thesis / Dissertation : \_\_\_\_\_

6. Date of Passing the Prescribed Course : \_\_\_\_\_

(Enclose Xerox copy of Pre. Ph.D/ Pre. : \_\_\_\_\_

-2-

7. (A) Name- of the Supervisor with  
 designation and Name & Address of the : \_\_\_\_\_  
 Organisation. : \_\_\_\_\_

(B) Name- of the Co-Supervisor (if any) : \_\_\_\_\_  
 with designation Name & Address of the : \_\_\_\_\_  
 organization. : \_\_\_\_\_

8. (A) Mailing address of the Supervisor : \_\_\_\_\_  
 \_\_\_\_\_

Telephone & Cell No: \_\_\_\_\_

(B) Mailing address of Co-supervisor : \_\_\_\_\_  
 \_\_\_\_\_

Telephone & Cell No: \_\_\_\_\_

9. The details of bank draft towards the evaluation fee Rs. 1,000/- (Rupees One thousand only) (Drawn in favor of "REGISTRAR, JNTUH, Hyderabad)

| Name of the Bank & Branch | Demand Draft No. | Date of Issue |
|---------------------------|------------------|---------------|
|                           |                  |               |

Station:

Signature of the Candidate

Date:

Counter Signed by the Co-Supervisor  
 with Stamp

Counter Signed by the Supervisor  
 with stamp

**Note:** No due certificate must also be submitted, clearing all dues.



**Dated:**

The Director  
R&D Cell, JNTUH  
Hyderabad.

Sir,

**Sub: Issue of Ph.D./M.Phil./M.S. PROVISIONAL CERTIFICATE - REQUESTED - REG.  
(After receiving from Examination Branch)**

\*\*\*\*\*

1. Name of the Scholar : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Roll No./H.T.No : \_\_\_\_\_
4. Faculty/Department : \_\_\_\_\_
5. Month & Date of conduct of Viva-voce held : \_\_\_\_\_
6. Ph.D./M.Phil./M.S. Admission Letter (copy should be enclosed) .....
7. All Copies of Tuition fee paid Receipts (copies should be enclosed).....
8. Photo Identification Proof (copy should be enclosed): \_\_\_\_\_
9. a) E-mail ID : \_\_\_\_\_  
b) Telephone Number with STD Code/ Mobile No.: \_\_\_\_\_
10. Address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CANDIDATE'S SIGNATURE

SIGNATURE OF SUPERVISOR  
With seal

SIGNATURE OF CO-SUPERVISOR  
With seal

## **List of Enclosures for the issue of Provisional Certificate:**

- 1) Application for the provisional Certificate Counter signed by Guide and Co – Guide (if any).
- 2) Copy of the Admission Letter.
- 3) Copy of the no due certificate.  
(Or)  
All the fee Receipts copy from the date of joining to till date.
- 4) Copy of Identity proof.
- 5) Soft copy of the Thesis (1 CD) with revision/ Modified made if any.
- 6) A hard copy of the Abstract (With in 2 -3 Pages).
- 7) A hard copy of the thesis Specimen format should be enclosed (available in the Website).



RESEARCH AND DEVELOPMENT CELL  
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
Kukatpally, HYDERABAD-500 085.

APPLICATION FOR RE-SUBMISSION OF THESIS/DISSERTATION FOR/ Ph.D/M.Phil/M.S COURSES

1. Name of the Candidate : \_\_\_\_\_  
(Block Letters)
2. Course Studying / Roll No. : \_\_\_\_\_
3. Designation and Name & Address of  
the Organisation : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Land Line, Telephone & Mobile No : \_\_\_\_\_
6. Email Address : \_\_\_\_\_
7. No. of Thesis copies enclosed : ..... : \_\_\_\_\_

**Certified that Modifications have been done  
as per the suggestions and Remarks of the  
Examiner (s) and the thesis is revised for  
Re-Submission.**

Station :

**Signature of the Candidate**

Date:

COUNTER SIGNED BY THE SUPERVISOR  
WITH SEAL

COUNTER SIGNED BY THE CO-SUPERVISOR  
WITH SEAL



**Dated:**

To  
The Director  
R&D Cell, JNTUH  
Hyderabad.

Sir,

**Sub: APPLICATION FOR ISSUE OF ORIGINAL CERTIFICATE(S) - REG.**  
(Before completion of the course)

\*\*\*\*

1. **Name of the Scholar** : \_\_\_\_\_
2. **Course Studying/Studied** : \_\_\_\_\_
3. **Roll No./H.T.No** : \_\_\_\_\_
4. **Copy of Admission letter should be enclosed** :  
\_\_\_\_\_
5. **Photo Identification Copy should be Enclosed** : \_\_\_\_\_
6. **Purpose of requirement** : a) Course Discontinuation (Enclose Guide's Approval with seal)
7. **Temporary Purpose** (purpose and valid proof of requirement should be enclosed )  
**Purpose** : \_\_\_\_\_
8. **All Fee paid (particulars should be enclosed)** : \_\_\_\_\_
9. **Date for return of Originals to be mentioned (short time only)** : \_\_\_\_\_
10. **E-mail ID & Telephone Number with STD Code/ Mobile No.** : \_\_\_\_\_
11. **Address for Communication** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CANDIDATE'S SIGNATURE

SIGNATURE OF SUPERVISOR  
With seal

SIGNATURE OF CO-SUPERVISOR  
With seal



**Dated:**

To  
The Director  
R&D Cell, JNTUH  
Hyderabad.

Sir,

**Sub: APPLICATION FOR ISSUE OF ORIGINAL CERTIFICATE(S)-REG.**  
(After receiving Provisional Certificate)

\*\*\*\*

1. Name of the Scholar : \_\_\_\_\_
2. Course Studied : \_\_\_\_\_
3. Roll No./H.T.No. : \_\_\_\_\_
4. Photo Identification Copy to be Enclosed: \_\_\_\_\_
5. Purpose of requirement a) On Completion of Ph.D./M.Phil./M.S.  
(Enclose Attested Copy of Provisional Certificate)  
: \_\_\_\_\_
6. All Tuition Fee paid receipt copies should  
be enclosed : \_\_\_\_\_
7. E-mail ID & Telephone Number  
with STD Code/ Mobile No. : \_\_\_\_\_
8. Address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Name of the Supervisor with Designation : \_\_\_\_\_  
\_\_\_\_\_
10. Name of the Co-Supervisor with Designation : \_\_\_\_\_  
\_\_\_\_\_

CANDIDATE'S SIGNATURE

**RESEARCH AND DEVELOPMENT CELL  
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
KUKATPALLY, HYDERABAD-500 085. (A.P.) India.**

**Application for Course work Registration for Ph D/M Phil./M S for Academic year.....**

**FACULTY**  **Roll No./HT. No.**

Name of the Candidate (In Block letters) :

Father's Name (In Block letters) :

Date of Admission: \_\_\_\_\_ Gender : Male/ Female

Address for Communication :

Mobile:

Email ID:

|                                     |                            |                      |
|-------------------------------------|----------------------------|----------------------|
| <b>Name of the Research Program</b> | <b>Full-time/ External</b> | <input type="text"/> |
|                                     | <b>Ph D./M Phil./M S.</b>  |                      |

TOPIC OF RESEARCH:   
(In Block letters)

| Sl. No. | Course work in M. Tech. / M.Sc./MBA | Full Time (Regular) / External (PTPG) | Papers    | Subjects for Course Work | Semester & Academic Year | Course Commencing Date | Remarks |
|---------|-------------------------------------|---------------------------------------|-----------|--------------------------|--------------------------|------------------------|---------|
| 1       |                                     |                                       | Paper - I |                          |                          |                        |         |
| 2       |                                     |                                       | Paper- II |                          |                          |                        |         |

**DECLARATION:** The information furnished above is true to the best of my knowledge. I agree to abide by the rules & regulations governing the course. If selected, I shall attend the course definitely for the entire duration. I also undertake the responsibility to inform the HoD of..... College /University & Director R&D Cell, JNTUH sufficiently in advance, in case I am unable to attend the course.

Place:

Date:

**SIGNATURE OF THE RESEARCH SCHOLAR**

Name & Signature of the Supervisor  
With seal

Name & Signature of the Co-Supervisor  
With seal

Name & Signature of the HoD  
College/University With seal

**Encl.:** Admission letter

**Note:** 1. The **Course work** in two subjects and **Pre-Ph.D exam** in two papers **must be distinctly different**. The candidates have to choose different subjects for each. In addition, the candidates have to attend a course on **Research Methodology** and satisfy attendance requirements.

2. Research Scholars are requested to look into website([www.jntu.ac.in](http://www.jntu.ac.in)) regularly for any other information.



# NOTICE

The Research Scholars are requested to furnish the details about the subjects chosen by them for the completion of Course Work and Pre-Ph.D. examinations in the proforma given below duly signed by their Research Supervisor and Co-Supervisor if any. It may be mentioned here that the subjects chosen by them for course work and Pre – Ph.D. examinations must be different. The candidates must also furnish the details of Research Methodology Course if already done. The subjects for Pre-Ph.D. examination will be hosted on the website by the examination branch. Hence all the Scholars are herewith requested to send their details in soft & hard copy form to the Director, R&D Cell, JNTUH, Hyderabad-85.

**E-mail ID:** randdunit@gmail.com

Name of the Candidate :  
Roll Number :  
Gender :  
Fathers Name :  
Address :  
Faculty :  
Category ( GENERAL, SC, ST,BC (A/B/C/D/E), MINORITY, PHYSICALLY CHALLENGED ) :

## Details of Course Work

| Sl.No. | Name of the Course | Code number of the Course(if any) | Name of the Institution | Period Whether completed (Yes/No) |
|--------|--------------------|-----------------------------------|-------------------------|-----------------------------------|
|        |                    |                                   |                         |                                   |
|        |                    |                                   |                         |                                   |

## Details of Pre-Ph.D. Examination Subjects

| Sl.No. | Name of the Subjects | Code number of the Course (if any) | Period Whether completed (Yes/No) |
|--------|----------------------|------------------------------------|-----------------------------------|
|        |                      |                                    |                                   |
|        |                      |                                    |                                   |

## Details of Research Methodology Course

| Institution where attended | Code No. (if any) | Period Whether completed (Yes/No) |
|----------------------------|-------------------|-----------------------------------|
|                            |                   |                                   |

**Signature of Supervisor**  
with seal

**Signature of Co-supervisor**  
with seal

**DIRECTOR I/c**

# **SPECIMEN FORMAT FOR THESES OF MONTH**

Faculty :  
Department :  
Branch/Area :  
Candidate's Name :  
(Surname, First name, Middle name)

Candidate's Address with email:

Title of the Thesis :

Name of degree : Ph.D/D.phil.  
D.Litt/D.sc.

|  |
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|  |
|  |

Date of Enrolment :  
Date of Registration :  
Date of Award :  
Name and designation of Supervisor (s):

***Note: Please enclose copy of the Abstract of the Thesis (Not more than 1 or 2 pages).***

SIGNATURE