



CHRIST
(DEEMED TO BE UNIVERSITY)
BANGALORE · INDIA

Procedures for the Administration of the PhD Programme

CENTER FOR RESEARCH

Version 1.1 2019

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Introduction

This handbook explains the procedures associated with the PhD programme offered at CHRIST (Deemed to be University). The handbook also explains the roles of faculty, scholars and committees associated with the PhD programme

Information on printing PhD thesis and Synopses can be found in separate handbooks in the downloads section of Research page at www.christuniversity.in

PhD Study Agreement

(Clause 9 (g) of CU Regulation for the Degree of Doctor of Philosophy May 2019)

Name of PhD Scholar:
Deanery/ School:
Specialization:
Supervisor:
Co-supervisor:
Research Advisory Committee

Registration Number:
Department:
Empanelment Number:
Empanelment Number:

- 1.
- 2.
- 3.

Director, Centre for Research:

1. This PhD Study Agreement (the Agreement) is concluded in respect of conducting PhD study and research on the topic of

.....
(Preliminary thesis title)

during the period of to in full-time study at the Centre for Research of CHRIST (Deemed to be University), Bengaluru

2. The competences and results expected to be attained by the Scholar as a result of his/her study are laid down in CHRIST (Deemed to be University) PhD Regulations adopting the Curriculum Rules. CHRIST (Deemed to be University) PhD Regulations Governing this Agreement is contained in **Annexure A**.

3. In their joint work, the PhD Scholar (the Scholar) and the Supervisor(s) will take guidance from the best practice of PhD study, according to which:

- a. The Scholar and the Supervisor(s) will collaborate in drawing up the Scholar's individual study plan, checking fulfillment of the plan, developing the Scholar's research project, preparing for the prescribed reviews of the Scholar's progress and revising the Scholar's work plans in accordance with the deadlines established for the respective activities.
- b. The Scholar and the Supervisor will agree the nature and frequency of supervision contacts, which may vary in accordance with the stage of the Scholar's research, the Scholar's mode of study or the specifics of the particular subject studied. The Scholar and the Supervisor will notify one another of any extended periods of absence. The Supervisor will, where appropriate, arrange supervision of the Scholar by a Co-Supervisor subject to approval of the Centre for Research.
- c. The Supervisor(s) will guide the Scholar towards mastering theoretical and methodological subjects in accordance with the needs of the Scholar's research by pointing out the relevant academic publications, alerting the Scholar to possible additional consultants and other sources facilitating the acquisition of area-wide or narrow specialty-based subjects as well as the principles of scientific methodology.
- d. The Supervisor will fully adhere to his/her role and responsibilities specified in the CHRIST (Deemed to be University) PhD Regulations in compliance of the purpose of this agreement.

- e. The Scholar will adequately follow the guidelines and instructions of the Supervisor and ensure timely completion of the course and curriculum requirements of the PhD studies as per the relevant course structure.
 - f. Neither the Scholar nor the Supervisor will be permitted to cancel this agreement (towards rejection of the Supervisor or of the Scholar as the case may be), at any time after completion of the Coursework. If the Scholar cancels the agreement he/she will pay a cancellation charge of Rs 5000/-.
 - g. The Scholar will pursue PhD study without any break and will complete the thesis in the prescribed manner duly meeting the required fee payments and the costs of the research study.
 - h. The Supervisor(s) will immediately inform the Scholar and the Centre for Research, in case he/she considers the Scholar's progress or the quality of the Scholar's work unsatisfactory and proceed to draw up together with the Scholar a plan of corrective measures.
 - i. The Supervisor and Scholar will be bound by the review and recommendations of the Research Advisory Committee (RAC) constituted for Scholar by the Centre for Research.
 - j. The Research Advisory Committee will be an Integral part for reviewing the progress of the Scholar and recommending appropriate changes in the course of the PhD including recommendations regarding termination of the PhD Registration of the Scholar due to non compliance with Expectations and Standards o the Programme.
 - k. The minimum face to face contact expected between the Supervisor and Scholar is one meeting per month although more meetings are encouraged.
 - l. The supervisor will compile a bi annual consolidated report of the progress of the Scholar and submit the same to the Centre for Research.
4. As regards intellectual property rights, the Parties' relations will be governed by the copyright and industrial property legislation of the Republic of India, any rules of CHRIST (Deemed to be University) dealing with intellectual property and the agreements if any concluded between the Parties.
 5. Scholar will be solely responsible to finance the PhD study and will not seek any sponsorship and/or financial assistance that will affect or restrain the free usage of the result of the study or that will impose any financial commitment on the Supervisor or the University.
 6. Scholar if is availing any fee concession and/or financial support under the relevant Regulation of CHRIST (Deemed to be University) shall be bound by such conditions as may be applicable under such Regulations.
 7. Scholar will inform the Supervisor and the Centre for Research of any financial assistance and/or sponsorship availed by him/her for the PhD study within 7 days of availing such assistance/sponsorship.

8. Supervisor will exercise proper diligence in certifying the costs incurred by the Scholar with regard to the PhD study to ensure its correctness and propriety.
9. As the Supervisor(s) are nominated by the CHRIST (Deemed to be University) in terms of a separate agreement, he/she will not seek any fee or favor from the Scholar in consideration to compliance of his/her duties under this agreement
10. Supervisor will not discontinue, assign or otherwise be relieved out of this agreement without express consent of CHRIST (Deemed to be University), subject to such conditions as may be specified.

- Any disputes arising under the Agreement will be resolved by negotiations between the
11. Parties and the Vice-Chancellor of CHRIST (Deemed to be University) will be the Appellate Authority whose decision will be binding on all the parties.
 12. The Agreement will include, as its integral part, the individual Study Plan of the Scholar, to be drawn up in collaboration with the Supervisor and submit to the Office of Centre for Research.

Date of completing the agreement form

Signature of PhD Scholar

Signature of Supervisor

Signature of Co-Supervisor

Signature of Director, Centre for Research

Agreement Approved and Endorsed
Signature of Registrar, CHRIST (Deemed to be University), Bengaluru

Procedure for allotment of Research Supervisor

(Clause 6 (k) and clause 9 of the CU Regulation for the Degree of Doctor of Philosophy May 2019)

Allotment of Research Supervisor

Scholars are requested to give to the Centre for Research their choice of three supervisors from the list of available supervisors in the department **for that intake period**. The Department must maintain on the website the list of Supervisors, their areas of specialization and number of vacancies available. The list and the title of the research proposal of the scholars are sent to the Head of the Department or Dean concerned who makes a recommendation for each scholar. While making the recommendation the HoD/ Dean is expected to take the consent of the supervisor being recommended. The list is then forwarded to the Director, Centre for Research who takes the approval of the Doctoral Committee of the University. The Vice Chancellor/ Doctoral Committee may make changes to the list and recommend the final allotment through the Center for Research. Scholars are not permitted to directly contact the supervisors until the allotment process is completed by the Center for Research.

In the case of the requirement of a co-supervisor where interdisciplinary topics are being researched, the supervisor must make a request to the Center for Research for the allotment of co- supervisor.

Re allotment of Research Supervisor

Re allotment of a supervisor may be done upon the retirement or resignation of the current supervisor from the University or any other reason stated in the doctoral regulations or at the instance of a recommendation of the Doctoral Committee.

Research Advisory Committee (RAC)

[clause 8 (a) of CU Regulation for the Degree of Doctor of Philosophy May 2019]

Constitution of the Research Advisory Committee:

- a) Every academic department offering PhD Programme shall constitute a Research Advisory Committee (RAC) for each of its PhD scholars, who shall hold office till the completion of the PhD by the Scholar concerned unless a vacancy of any member is caused by retirement or otherwise.
- b) The Committee shall be chaired by the Supervisor (always convened by the Supervisor) and shall have the Co-Supervisor (If any), the Subject Experts (independent of the Supervisor). The Dean shall be a permanent invitee for all the meetings of the Committee. The minimum number of RAC members is three: the Supervisor, The Co supervisor and an Expert. In the absence of a Co supervisor, there shall be two experts. The PhD coordinator acting on behalf of the Centre for Research shall ensure smooth compliance.
- c) The Subject Expert nominated to RAC must have adequate competence in the specific research domain with reasonable number of Publications.

- d) Nomination of the Subject Expert must, as far as possible, be from within the Department/University and shall be done by the HOD in consultation with the Supervisor and the Dean. Nomination of external Expert may be considered only in case of non-availability within and may be done with the approval of the Dean.
- e) Nomination of Subject Expert must be duly recorded and documented with the following details.

Name	Title	Department	Qualification	Exp (Yrs)	Publish (Nos)

- f) Scholar wise RAC details including the specified details about the Subject Expert must be furnished to the Centre for research as soon as the same is constituted for the purpose of its records and approval by the Doctoral Committee. Any change in the constitution of the RAC must also be informed to the Centre for Research duly mentioning the reasons for change.

Functions of the RAC:

a. Review of the Syllabus for Elective Papers for Course work:

The RAC may suo motu suggest or shall review and comment on the prescribed syllabus for the domain based Elective Papers (if any) of Course work for the Programme to the Board of Studies of the Department for its consideration.

b. Initial Review and Approval of Research Proposal:

RAC shall review the Research Proposal of the PhD scholar based on a formal presentation of the same by the Scholar. RAC may suggest /advise for inclusions or deletions in the scope of study, on the research methodology, relevant literature review and such other significant areas as may be highlighted by the Research Supervisor. The Committee may approve the proposal subject to such conditions or directions it may impose though however it shall give due weightage to the viewpoints expressed by the Supervisor/Co-Supervisor and the Subject Expert.

c. Periodic Review of Research Progress:

The RAC must meet periodically, review the Research Progress to be presented by the Scholar which shall not be at intervals of not more than three months. Any suggestion given by the RAC shall be duly noted and shall be checked for its inclusion/ consideration by the Scholar in his/her the subsequent presentation. If there is any lapse in this regard the RAC may seek an immediate re-presentation.

d. Review and Approval of Final Synopsis:

The RAC shall examine the Final Synopsis presentation by the Scholar with due regard to its objective, quality of research data and its analysis with reference to the conclusions and validations. Without the unanimous approval of RAC no Thesis shall be allowed for submission for Evaluation.

e. Recommending Thesis Examiners:

On approval of the Final Synopsis the Scholar shall complete the Thesis as per the prescribed norms and submit the same to the Centre for Research.

The RAC shall consider the names of the proposed examiners that may be submitted by the Supervisor. The list of names as may be approved by the RAC along with the Thesis submitted by the Scholar shall be forwarded to the Centre for Research by the Head of the Department.

Meetings of RAC:

The meetings of the RAC must be regularly held duly convened by the Supervisor and shall be responsible to maintain the minutes of the meetings and will act in consultation with / direction of the HOD. All the members of the RAC are expected to be present in all the meetings of RAC subject to exceptional situations. The RAC will meet a minimum of four times in a year.

Roles and responsibilities

Role of the Research Supervisor

The roles and responsibilities of the research supervisor are stated in the Doctoral regulations, The PhD Study Agreement form and the Guidelines for RAC. In addition the PhD Supervisor is expected to :

- 1) Ensure compliance of the Scholar with the regulations of the PhD programme.
- 2) Assist and orient the scholar in the procedures and expectations from the PhD programme.
- 3) Convene RAC meetings on a regular basis as stipulated by the Centre for Research.
- 4) Submit a bi annual report on the progress of the candidate to the Center for Research.
- 5) Attend mandatory supervisor training programmes organized by the University on a regular basis.
- 6) Support the PhD scholar in developing the study plan and the progress reports.
- 7) Induct the scholar into relevant to research initiatives that add value to the scholarship of the project.
 - Taylor and Beasley (2005) in their Handbook for Doctoral Supervisors describe an effective supervisor as someone who enables their candidate to:
 - initiate and plan their research project;
 - acquire the research skills to undertake their project with adequate access to resources;
 - complete their project on time;
 - produce a high-quality thesis;
 - be successful in examination,
 - disseminate their results;
 - and lay the basis for their future career.
- 8) The supervisor will collaboratively work with the scholar on the expectations from the following supervisor- supervisee functions
 - frequency of meetings
 - progress reports to be provided by the student
 - the nature, promptness and limits of feedback on written work
 - involvement in presenting seminars on the research while in progress
 - financial support, if any, to be available to the student once the tenure of any scholarship has ended
 - target dates for various stages of the research
 - principles for establishing authorship of any resulting publications

- 9) The supervisor is expected to be well versed with the Code of Research conduct and ethics regulation of the University.
- 10) In terms of academic advise the supervisor should
- hold regular formal supervision meetings - at least once a month in normal circumstances - at which the candidate is guaranteed uninterrupted individual attention
 - be available, within reason, at other times to provide assistance when particular difficulties arise .
 - encourage the candidate to adopt an independent approach to learning.
 - ensure that the candidate is involved in setting the timetable for the research and reviewing progress of the research and its timetable.
 - provide full, prompt, honest and informative feedback to the candidate on work in progress.
 - remain conversant with the issues and the literature relating to the candidate's research.
 - provide reliable and well-informed guidance in all matters of sound research practice.
 - accept that, in some aspects of the topic at least, the candidate's level of knowledge might eventually exceed that of the supervisor.
- 11) In terms of professional support the Supervisor should
- encourage the candidate to become an active member of the professional community, national and international
 - ensure that the candidate contributes to research seminars within the department and the University.
 - encourage the candidate to attend relevant conferences within India and overseas and offer guidance in the preparation of conference presentations including travel funding opportunities.
 - identify work by the candidate suitable for publication in refereed journals or other academic publications and assist in the preparation of articles for submission
 - make clear from the outset how issues relating to joint publication of work arising from the candidate's thesis are to be handled
 - not expect the candidate to work in the capacity of a 'technician' or a 'secretary' to the supervisor

Role of the Scholar

The specific responsibilities of PhD scholars are as follows:

- to commit adequate time and effort to the project.
- to display initiative in identifying and resolving problems relating to the research.
- to manage one's work efficiently so as not to place unreasonable demands on the supervisor.
- to be well-organised and capable of setting and meeting deadlines for various phases of the research.
- to acquire any new skills required as part of the research.
- to maintain frequent and regular contact with the supervisors.
- to seek and accept in good faith advice from the supervisor and Research Advisory Committee.
- to fulfil tasks required by the supervisor related to the research work.
- to produce self-review documents as part of the reporting process.
- to meet the normal scholarly and professional standards required by one's research discipline.

- to start writing the thesis as early as is practicable
- to ensure that all written work is of a high standard of expression and organization
- to present seminars where appropriate and participate in the academic, professional and social life of the department
- to attend and present papers at conferences and publish sections of the work where appropriate under the guidance of the supervisor

Role of the Cluster PhD Coordinators

1. Ensure that the HODs, Department Coordinators for PhD programmes and Supervisors are informed of the Procedures of the PhD programme in a timely manner.
2. Assist the Center for Research in ensuring the conduct of the coursework for PhD programme.
3. Make a list of the progress of the PhD scholars and report to the Centre for Research once a quarter with details of scholars who require special attention.
4. Facilitate periodic training programmes for supervisors towards building supervisory skills, ethical supervision and advanced tools of research.
5. Ensure that supervisors conduct RAC meetings on a regular basis and the reports are submitted to the Centre for Research for approval by the Director.
6. Ensure quality in all stages of the PhD programme.
7. Ensure regular feedback on coursework from the scholars in the cluster and suggest measures to improve coursework.
8. Attend biweekly meetings of coordinators and report progress to the Director, Centre for Research.
9. Ensure that attendance to coursework is monitored and the missed classes are duly compensated for by the scholars.
10. Provide guidance to departments in a timely manner on all matters related to the PhD programme.
11. Assist the Supervisors, HODs and the Deans in constituting the RACs with relevant information as guided by Regulations, reporting formats and any other information sought.
12. Compiling course work marks and submitting the same to the Centre for Research.
13. Assist in the conducting of the PhD Viva Voce Examinations.
14. Ensure that Synopsis presentations are convened impartially by the RAC.

Role of Head of Department

The Head of Department or department level PhD coordinator (s) has the following responsibilities concerning the PhD programme:

- to maintain an environment within the Department which is conducive to a research culture
- to ensure that PhD scholars are integrated within the department
- to support the admission process by recommending panels and standards for admission.
- to ensure that the supervisory arrangements are satisfactory to both the students and the supervisor(s).
- to check that the research interests and expertise of the supervisor(s) are suited to the candidate's needs and to the demands of the research work.
- to support the primary supervisor by arranging co-supervision if required and creating the Research Advisory Committee.

- to identify cases where it is desirable to change the supervisory arrangements for academic or personal reasons.
- to ensure that there is free flow of communication between the Center for Research and the supervisors and the scholars.
- to ensure that the supervisors are supported with training and resources to supervise effectively
- to administer the reporting process and make recommendations as necessary.
- to verify and supervise work allotments of PhD scholars in the department.
- to ensure that work allocation to PhD scholars are fair and just and within the stipulations of the University regulations.
- to approve work stipends on a monthly basis.
- to deal with complaints and problems promptly.
- to ensure that RAC meetings are conducted in a constructive manner in the department and attend the RACs whenever possible or delegate a coordinator to do so.

PhD Programme Flow Chart

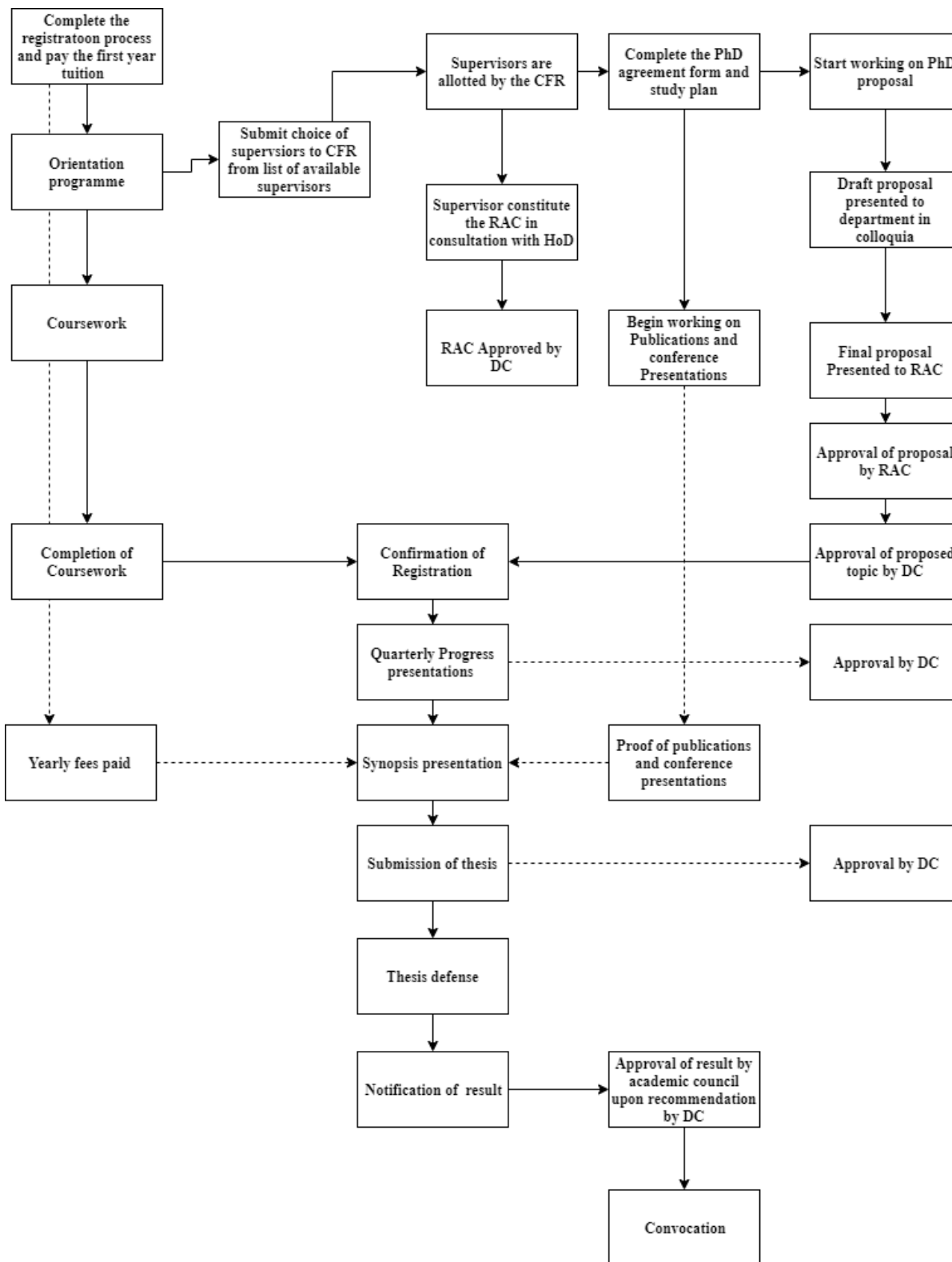


Figure 1: Flowchart indicating the stages of PhD programme from the point of view of a scholar

Coursework

The PhD coursework is conducted by the Center for Research. The coursework is conducted twice a year: once in January and once in July. The course work comprises of four courses as indicated in table 1.

Table 1

Courses offered by the Center for Research for the PhD programme.

Course	Modules/Units	Credits	Hours
Research Foundations	4	4	60
Research Methodology	4	4	60
Research Publication	4	4	60
Research Writing	4	4	60

In addition to the above courses, Departments or Deaneries may offer additional two courses of two credits each in specialized areas or tools of research.

Modes of offering coursework

The coursework is offered in two modes to scholars. In the full time (weekday) mode the classes are held daily (Mondays to Fridays) between 11.00 am and 1.00 pm. In the part time mode (weekend) mode the classes are held on Saturdays between 2.00 pm and 6.00 pm and Sundays between 8.00 am and 2.00 pm.

Attendance Requirements

A minimum of 85 percent attendance is a requirement for completing the coursework. Any missed class must be compensated for by the scholar in consultation with the course instructor.

Grades and transcript

A transcript with grades will be issued by the Controller of Examinations on successful completion of the coursework.

Anti-Plagiarism Policy

(Clause 16 (b), (c) f CU Regulation for the Degree of Doctor of Philosophy May 2019)

The PhD programme at CHRIST adopts the University Grants Commission (Promotion Of Academic Integrity and Prevention of Plagiarism In Higher Educational Institutions Regulations, 2018). Plagiarism is a serious academic offense.

This can be found at [here](#)

Where cases of plagiarism is detected a sub committee of the Doctoral Committee will investigate the claim and present its report to the Vice Chancellor within two weeks .The decision of the Vice Chancellor on the matter shall be final.

Regulations Associated with the PhD programme.

The following regulations are associated with the PhD programme:

[CU Regulation for the Degree of Doctor of Philosophy May 2019](#)

Code of Research Conduct and Ethics

Scheme of Research Fellowship for PhD Scholars

[Regulation for Grievance Management - Students and Staff](#)

In addition to the regulations the Center for Research may issue guidelines on the conduct of the PhD programme from time to time.

CU Regulation for the Degree of Doctor of Philosophy May 2019

* **Preamble**

Christ University, formerly Christ College affiliated to Bangalore University, established in July 1969 was declared an Institution Deemed to be University by Notification No. F. 9-34/2007-U.3 (A) dated 22 July 2008 of the Ministry of Human Resources Development (MHRD) under Section 3 of the UGC Act 1956. Guided by the instruction of UGC pursuant to the Order of the Hon'ble Supreme Court Christ University changed its name as CHRIST (Deemed to be University) with effect from 30 November 2017.

Policy

The University will encourage Ph.D Research of highest quality on subjects and topics within its authorised Disciplines which will have an implication on core knowledge, value added applications and innovativeness. Research Projects in the form of impact studies or time related statistical analysis/interpretation of mundane matters may not generally be considered for award of Ph.D.

Regulation

This Regulation of the University lays down the conditions and procedures for the award of the Degree of PhD. It is the revised and updated version of the CU Doctoral Regulation of 2016 and complies with the guidelines contained in the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degrees) Regulations, 2016 and the notified amendments thereto. The CU Regulation for Delegation of PhD Programme to Academic Departments 2018 which was originally an addendum to the CU Doctoral Regulations 2016 shall now be an addendum to this Regulation. Hence the said Regulation along with the Operational Guidelines thereto including the Explanatory Note on Research Advisory Committee (RAC) under Clause 9 of the said Regulation as given in Annexure 1 hereto will be deemed to be part of this Regulation and the words 'Doctoral Regulation 2016' wherever it appears therein is to be read as 'PhD Regulation 2018'

1. Format of the PhD Programme

- Award of Degree of PhD by CHRIST (Deemed to be University) will require the candidate to successfully complete the structured Coursework (including general and domain related Research Methodology), comprehensive Research Work, Publications in Refereed Journals, Participation and/or Presentation in Doctoral Colloquium/National or International seminars, Synopsis Review, Thesis Evaluation and Public Defense.
- The Programme shall be on full-time basis. Candidates who are engaged in employment with a minimum work experience of two years in related field may be admitted to the Programme with the consent of their employer in the prescribed form and subject to their full-time presence for the Coursework of stipulated duration and full compliance of all other requirements of this

Regulation.

- There shall be no PhD Programme on Distance Education Mode.
- The PhD Degree Certificate will indicate the Discipline under which the Programme was pursued, the Title of the Thesis and the Date of Public Defense.

2. Duration of the Programme and Fee Rules

- The PhD Programme shall be for a minimum duration of three (3) years including the Coursework and maximum of six (6) years for both full-time and part-time mode other than under Clause 2.e.
- A full-time PhD Scholar shall be present during all working days of the University and shall not undertake any employment while being on rolls of the University. However, the University after the recommendation of the RAC can permit a candidate to opt for the part time doctoral programme.
- Part-time PhD Scholars are free to undertake any employment that does not conflict with the quality research of the candidate.
- The time taken from the date of provisional admission till the submission of the doctoral thesis shall be considered as the duration of the programme.
- Women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of up to two years for PhD in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of PhD for up to 240 days which will not be counted while reckoning the maximum duration.
- The Course Fee for the PhD Programme as may be notified shall be payable yearly in advance for every year of its duration.
- In case, the duration is required to be extended beyond the minimum period as indicated above shall be subject to approval of the Doctoral Committee (DC) based on the recommendation of the Research Advisory Committee of the Centre for Research or of the Department as the case may be. The Candidate will be required to pay the prescribed annual fee for each year or part thereof of extension prior to such extension.
- No extension beyond one year shall be considered at any one point of time and any request for extension beyond the first extension will carry a Course Extension Fee as may be prescribed.

3. Doctoral Committee

The University shall have a centralized Doctoral Committee (DC) to be the apex body to oversee and approve the conduct of all PhD Programmes of the University. The DC shall be responsible for all policy decisions concerning the doctoral programmes (PhD) of the University duly supported by scholarwise Research Advisory Committees.

(i) Specific responsibilities of DC shall include:

- a. Approval/ratification of enrolment of students provisionally admitted to the PhD Programmes conducted by the University including ratification of their eligibility norms and exemption from the requirement of MPhil with such conditions as it may impose.
- b. Approval for empanelment of Supervisors and Co-Supervisors for the PhD Programmes conducted by the University including variations (by exception) in their eligibility norms and fixing the number of scholars they may supervise.
- c. Approval of disciplinewise coursework as suggested by the Research Advisory Committee/s.
- d. Review of the Progress Reports of the Scholars as may be approved by the Research Advisory Committee.

- e. Approval of External Experts for Synopsis Review/Defense Examination.
- f. Approval of continuation of Supervision by the retiring/discontinuing faculty and/or change of Supervisor under exceptional circumstances on the recommendation of the Research Advisory Committee.

- (ii) The DC shall have a minimum of 10 and maximum of 15 members including the permanent invitees and shall consist of the following members:
- a. Vice Chancellor - Chairperson
 - b. Pro-Vice Chancellor - Deputy Chairperson
 - c. Director/ Additional Director of Centre for Research – Secretary
 - d. Up to two Deans (by rotation) from among Research Disciplines nominated by the Vice Chancellor.
 - e. Up to three members (by rotation) from among the Research Supervisors (representing Sciences/Engineering, Social Sciences/Law and Commerce /Management) nominated by the Vice Chancellor.
 - f. Two External Experts with research credentials nominated by the Vice Chancellor.
 - g. Controller of Examinations – Invitee
 - h. Registrar – Invitee.
- (iii) The DC shall meet as and when needed but at least twice in a year. The Quorum for the Meetings of DC will be six (6) members other than invitees physically present.
- (iv) All nominated members of DC shall have a tenure of three years who may be reappointed at the discretion of the Vice Chancellor.

4. Research Disciplines

- a) Following academic disciplines have been approved for the doctoral research programme: Physics, Chemistry, Mathematics, Computer Science, Life Sciences–Botany, Zoology and Biotechnology, Engineering (for all branches in the academic stream), Psychology, Philosophy, Sociology, Education, Media Studies, English Studies, Social Work, Tourism, Law, Management, Commerce and Economics.
- b) More disciplines may be added from time to time with the approval of the Academic Council of the University.

5. Eligibility for the Programme

- The minimum eligibility for admission to PhD Programme shall be:
 - Postgraduation (Master's degree) in the specified/related discipline from any recognized University 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 with equivalent grade from a foreign educational Institution as may be approved by AIU
 - A pass in the Entrance Test and Interview conducted by CHRIST (Deemed to be University). Entrance Test and Interview for those students who qualified UGC-NET (including JRF)/ UGC-CSIR NET (including JRF)/ SLET/ GATE/ MPhil shall be of different nature.
- Professional qualification in Chartered Accountancy /Cost Accountancy/ Company Secretary as awarded by the respective Statutory Institutes of India will be considered as equivalent to Master Degree for the purpose of enrolment for PhD in Commerce, Management and/or related disciplines as approved by the Regulatory Authority concerned.
- No candidate will ordinarily be permitted for admission to PhD programme

in a Subject/Faculty different from the one in which the candidate has obtained the Master Degree. However, permission to pursue in a different Subject/Faculty may be considered by the DC in special cases on the recommendation of the Research Advisory Committee subject to such conditions as may be prescribed.

6. Admission Process

- Discipline wise intake for PhD programme shall be determined annually by the academic bodies depending on the availability of eligible Research Supervisors duly considering scholar-supervisor ratio and the required academic /physical facilities for research.
- The Office of Admissions by or during March and October shall publish the admission notification in the University website and also in two national newspapers of which one shall be in the regional language. It shall specify the subject/ discipline wise distribution of available seats, eligibility criteria, application procedure, centre/s for entrance test, scheduled date of test /interview and such other relevant information for the benefit of the candidates.
- Students who have qualified UGC-NET (including JRF)/ UGC-CSIR NET (including JRF)/ SLET/ GATE/ MPhil shall apply for PhD any time of the year by sending their research proposal and curriculum vitae to research@chrsituniversity.in
- The Application Form for PhD along with the Research Proposal shall be filed online through the specified link in the University Website (www.christuniversity.in) as per the directions given therein and by paying Online the prescribed non-refundable Admission Processing Fee. Duly signed Print copy of the filed Application Form along with the specified mandatory enclosures must be sent by surface mail to the Office of Admissions within the specified time limit. The Application Form may also be collected from the Office of Admissions by paying the Admission Processing Fee but online filing of the application will be a pre-requisite for consideration of the Application. Soft copy of the Research Proposal duly quoting the Application reference must also be mailed to research@christuniversity.in.
- Only the Candidates who meet eligibility criteria and whose Application is complete in all aspects shall be able to download the E-Admit Card to appear for the Admission Process.
- The admission process will consist of an Online Entrance Test for 100 Marks of two hours duration followed by a personal interview. The syllabus for the entrance test will cover 50 percent relating to General Research Methodology and 50 percent on specific Discipline. Candidates must score at least 50% in the Entrance Test.
- The Personal Interview will be organised by the Office of Admissions on specified date/time (generally on the same date of Entrance Test) by constituting an Interview Board of three members consisting of the Head of the Department concerned or a Senior Professor/ Associate Professor from the Department, a Supervisor in the field of Research and a chosen independent member from the panel of specific discipline experts recommended by the Centre for Research/ Department concerned.
- Candidates will be required to make a presentation of their Research Proposal to the Interview Board.
- Every member of the Interview Board will independently assess the Research Proposal /Candidate competency on a joint sitting based on the criteria such as the clarity of the proposed research problem including value added by the proposed research, research aptitude, analytical and interpretational skills, and the general subject knowledge of the candidate. The members will independently submit their individual assessment about the Candidates to

the Office of Admissions in the prescribed format.

- The Office of Admissions will consolidate the candidate assessment duly compiling the scores on Eligibility Norms, Entrance Test, Personal Interview and Publications evaluated on a total Score of 100 Points (as per specified

Format) and prepare disciplinewise rank list of Provisional Admissions of candidates who have secured a total Score of at least 50 Points and forward the same to the Centre for Research. For the purpose of reckoning the score points the weight will be 70% for Entrance Test and 30% for Interview/Viva Voce.

- The Centre for Research will present to the DC the list of disciplinewise selected candidates duly considering the permissible Intake along with its recommendation for assignment of Supervisor for each candidate choosing from already approved panel of Supervisors and in consultation with the Department concerned. In the same manner, the Centre in consultation with the Supervisor may also propose to assign a Co-Supervisor for Candidates whose Research Proposal stretches its scope to multiple faculty disciplines.
- The DC will review, consider and approve the Provisional Admissions as well as assignment of Supervisor and Co-Supervisor (if so proposed) as recommended by the Centre for Research and the list of candidates approved for Provisional admission will be sent back to the Office of Admissions through the Centre for Research to notify individually to the selected Candidates.
- The Office of Admissions will notify the selected candidates with direction to pay the prescribed Course Fee for the first year of the programme within the specified date and to appear for verification of documents.
- Deserving candidates of poor economic background may be considered for Fee Concession for which the Candidate may make a written request with supporting documents of financial status and will meet the Fee Concession Committee/ Chief Finance Officer of the University by prior appointment. This has to be completed after receipt of selection notification but prior to the date specified for payment of Fee.
- The Office of Admissions in due course will forward the disciplinewise list of candidates who have completed the document verification including fee payment to the Centre for Research and/or to the Head of the Department concerned (where the Department is authorised to conduct the PhD programme under the CU Regulation for Delegation of PhD Programme to Academic Departments 2018) for consideration by the Supervisor concerned and subsequently by the Departmental Research Advisory Committee for commencement of the Coursework.
- The approved list of Provisional Admissions will also be sent to the Office of Controller of Examination for its information and records.
- The Admission Process shall normally be completed within a period of sixty (60) days from closing date for receipt of applications.
- On the basis of the results of coursework completed by the Candidate as conveyed to the Office of Admissions, the Provisional Admission of the successful candidates will be confirmed to proceed with their PhD research.
- The Office of Admissions of the University shall maintain a yearwise Admission Register for all students admitted (confirmed admission) to the PhD Programme with such details as may be specified. The University shall also carry in its website yearwise list of students registered for PhD duly displaying the name of the scholar, topic/discipline of research, name of the Supervisor /Co-Supervisor and the date of enrolment.

7.PhD Programme Content and Conduct

- The PhD programme shall consist of mandatory coursework, Pre-Doctoral Colloquium on the Research Proposal and the Doctoral Research in that

order. Duration of the coursework shall be six months which shall be counted within the overall normal duration of three years for the Programme. The

Credit assigned to PhD coursework shall be a minimum of eight (8) and a maximum of sixteen (16).

- The coursework will be based on specified syllabus divided into three or four units, duly approved by the Board of Studies/Research Advisory Committee of the Centre for Research or of the Department concerned (where the Department is authorised to conduct the PhD Programme under the CU Regulation for Delegation of PhD Programme to Academic Departments 2018), the DC and the Academic Council.
 - The coursework will include topics on Research Practices and Doctoral Education, Higher education and Academic Communication, Leadership and Development in Academic Practice, Research Ethics, Tools and computer applications, Academic Writing and Doctoral Proposal Labs.
 - The coursework will be conducted by the Centre for Research or by the Department (where the Department is authorised to conduct the PhD Programme under the CU Regulation for Delegation of PhD Programme to Academic Departments 2018) in conformity with the credit hour instructional requirement/assessment method and specified content as per the Syllabus and a structured Course Plan.
 - The coursework will require mandatory attendance of 85% and will be evaluated by conducting at least two (2) Continuous Internal Assessments (CIA) and an End of the Course Examination (ECS). The final result for the Coursework will be on a weight of 50% each for CIA and ECS with a minimum pass mark of 50% individually (for CIA and ECS) and 55% in aggregate.
 - The ECS and its valuation will be conducted independently under the guidance/direction of the Controller of Examinations
- c) The Results of ECS will be announced within 30 days of its conclusion and will be individually communicated to the students.
- On successful completion of the coursework with the required marks/grade as specified in Sub-Clause (e) above the Candidate will be issued a Marks Card and the coursework Completion Certificate by the Office of the Controller of Examinations based on the information conveyed by the Centre for Research or the Department concerned, as the case may be.
 - Obtaining the Coursework Completion Certificate by the candidate shall be a pre-requisite for confirmation of admission for the PhD Programme in order to pursue the PhD research
 - Students who do not get minimum specified Marks for CIA may be given up to two chances for reassessment based on such new assignments as per the approved course requirements and as may be decided by the faculty concerned.
 - Students who fail in ECS may be given one more opportunity by way of a Supplementary Examination which shall be held after a period of 30 days from the date of announcement of results but not later than 60 days thereof. Supplementary Examination shall be only for failed students.
 - Students to write the Supplementary Examination will be required to pay a Fee as may be prescribed.
 - Students whose attendance is below 85% may be required to complete additional research assignment/s to be eligible to write the ECS and those who do not have at least 75% attendance will not be permitted to write the ECS and may be required to repeat the Course Work.
 - Candidates who fail in the coursework even after one permitted supplementary examination will have their Provisional Admission cancelled

and may have to re-apply in case they wish to enrol for the Programme.

- There shall be no refund of fee already paid by the candidates whose admission could not be confirmed due to failure in coursework.

- The Pre-Doctoral Colloquium refers to a deliberated review of the Research Proposal in a presentation by the Candidate (Student) in consultation with the assigned Supervisor to a forum of Experts/Research Advisory Committee, invited Professors and interested Research Scholars. The Colloquium which shall be held within one month of the announcement of result of Course Work may suggest on various aspects of the Research Proposal including but not limited to thesis title, scope of research, methodology and statistical tools. The suggestions offered by the Colloquium need not necessarily be adopted absolutely but must be given due consideration by the Student based on appropriate guidance of the Supervisor concerned.
- Post Pre-Doctoral Colloquium the Student will be recognised as a Research Scholar to proceed with PhD research under the guidance of the Supervisor, which shall be subject to a bi-annual review by the duly constituted Research Advisory Committee of the Centre for Research or of the Department concerned as specified under Clause 9 of the CU Regulation for Delegation of PhD Programme to Academic Departments 2018 read with the Operational Procedures and Guidelines thereto.

8. Programme Administration

- The PhD Programme of the University for All Disciplines shall generally be administered by the Centre for Research (PhD) except in the case of disciplines where the Department concerned is authorised to do so under the CU Regulation for Delegation of PhD Programme to Academic Departments 2018. Administration of the Programme starting from conduct of coursework and ending with Thesis Defense shall be coordinated by the Centre by constituting scholarwise Research Advisory Committee (RAC) in line with Clause 1(b) of the CU Regulation for Delegation of PhD Programme to Academic Departments 2018 – RAC. RACs for the programmes administered by the Centre will have at least three members (preferably Professor or Associate Professor) from the related Department/s concerning the Research Discipline, including the Supervisor and the Co-supervisor, as assigned. The RAC will be chaired by the Supervisor, Department PhD Coordinator or PhD Coordinator of the Centre. There may be more than one PhD Coordinator of the Centre to coordinate RACs of specific Discipline Groups–Sciences, Social Sciences including Education, Commerce and Management, Engineering, Law etc-who shall be the Secretary responsible for compliance of all regulatory compliances under the guidance/supervision of the Director/Associate Director of the Centre.
- Departments authorised to directly handle the PhD Programme shall do so in strict compliance of the CU Regulation for Delegation of PhD Programme to Academic Departments 2018 read with the procedures and guidelines thereto relating to RAC and the conduct of the Programme.

9. Assigning the Research Supervisor

- Every candidate provisionally selected for the PhD programme shall be assigned a Research Supervisor under whose guidance the PhD Research shall be carried out.
- The candidates whose research is inter-disciplinary requiring guidance from multiple faculty disciplines may at the request and consent of the Supervisor be allotted a Co-Supervisor to guide the candidate on such specific areas as may be required. The Co-Supervisor will work inclusively in collaboration

with the Supervisor and not as an independent Supervisor.

- The Research Supervisor/Co-Supervisor will be allotted by the Centre for Research as specified in Clause 6(k) above and in accordance with their discipline expertise choosing from the pre-approved panel of Research

Supervisors duly considering the number of scholars they are already guiding and the maximum number of scholars they are permitted to guide at any point of time.

- The Research Supervisor/Co-Supervisor shall be required to sign a declaration that he/she is not a relative of the candidate.
- No candidate will be permitted to seek a particular Supervisor or to directly or indirectly influence the allotment of the Supervisor.
- The candidate while undergoing the coursework may start interacting with and/or acting on the guidance of the assigned Supervisor with regard to planning or scheduling their PhD Research including literature survey/review, though however, all such interactions/actions taken shall have continuity and effect only subject to successful completion of the coursework by the candidate.
- The candidate and the Supervisor shall be required to sign a PhD Study Agreement in the form prescribed by the University, which will elaborate on the duties, responsibilities and compliance requirements to be abided by the candidate and the supervisor.
- The Research Supervisor and the Co-Supervisor shall be from among the full-time regular faculty of the University at the level of Assistant Professor, Associate Professor or Professor working in the Department of the applicable faculty discipline. Centre for Research shall evolve adequate measures in case of assigning research scholars to persons holding academic administrative positions or having a say in the administration of the PhD Programmes to ensure professionalism and transparency.
- In case the specific additional expertise required for multi-disciplinary/inter-disciplinary research is not available within the University there may be a Co-Supervisor appointed from recognised/approved external institutions provided the person so appointed meets the eligibility conditions for PhD supervision and has been duly empanelled by the University as per its Rules.
- The qualification/eligibility of Research Supervisor, empanelment procedure, limits of number of scholars for guidance, sharing of guiding with the Co-Supervisor, duties/responsibilities of the Supervisor/Co-Supervisor etc shall be as per UGC Guidelines (where applicable) and as specifically stated in the CU Regulation for Engagement of PhD Supervisors.

10. PhD Scholarship/Fellowship

- The PhD Scholars (post completion of coursework) of the University shall be entitled for performance-based Scholarship in accordance with the University Scholarship Scheme for PhD Scholars as given in Annexure 3 hereto.
- The Scholars interested in availing the Scholarship will be required to apply for the same in the prescribed form as per the Scheme and on its approval the eligible amount of scholarship will be adjusted against the annual course fee payable. There shall be no cash payment of Scholarship.
- The full time PhD Scholars of the University may also be awarded a Fellowship as per the University Scheme of JRF/SRF for PhD Scholars as given in Annexure 4 hereto subject to their eligibility and selection under the Scheme.
- The Scholars who are awarded JRF or SRF shall not be entitled for Scholarship.

11. PhD Thesis Process

- Upon satisfactory completion of the coursework and obtaining the Course Completion Certificate as per Clause 7(g), the Candidate (Research Scholar) shall continue to carry out the research as per the approved Research Proposal under the guidance of the Research Supervisor.
- Prior to the commencement of the research work, the Research Scholar shall prepare a six-monthly work schedule with the help of the Supervisor.
- The Research Scholar in consultation with and approval of the Supervisor shall finalize the Research Proposal and title of the Thesis duly considering and reflecting the object and scope of the Research. This must be done within the first six months of commencement of research work and be got approved by the RAC by making a presentation. Any suggestions made by RAC must be duly adopted. If RAC is not satisfied with the presentation it may seek a repeat presentation.
- Any change of the topic or major modification to the scope of study/ research design or research methods shall need the approval of the DC on the recommendation of the RAC based on presentation made to it by the Scholar.
- No alteration in the PhD Thesis Title and /or its modification will be permitted once it is approved by the DC except under exceptional circumstances with full justification for such change.
- Half yearly progress of research done shall be evaluated by the Supervisor and shall be presented to the RAC by the Candidate for its review and feedback. This requirement is mandatory.
- The supervisor shall ensure that the Candidate is given or has access to the required research facilities including material, machine or laboratory support as may be needed for successful and timely completion of the research.
- The Research Scholar and the Supervisor shall ensure that the research work is done with due adherence to CU Regulation for Code of Research Conduct and Research Ethics to the extent it may apply.
- There shall be at least two Doctor Colloquia (yearly once) held within the duration of the PhD Programme. The Colloquia will be organised at the instance of the Supervisor and in consultation with the Centre for Research/Department concerned as the case may be wherein the Scholars shall make a detailed presentation of their doctoral research work - its conceptual framework and progression - to an invited audience consisting of internal and external academicians, researchers and students. The Colloquia will have a discussion forum and the Scholars shall make use of the opportunity to enhance the value of their Research with inputs or suggestions that may be evolved by such discussion.
- The Research Scholar after due completion of the research shall produce a draft Thesis and Synopsis thereof within the stipulated time limits but not earlier than two years from completion of the Coursework, duly complying with the requirements under this Regulation. Any extension of time in this regard shall be as provided in Clause 2 of this Regulation.
- The Research Scholar shall make a presentation of the Thesis Synopsis before the Research Advisory Committee of the Centre for Research or of the Department concerned as the case may be in duly conducted meeting for the purpose which shall also be open to all faculty members of the discipline and other research scholars. The RAC may also invite an External

Expert for the review of Synopsis Presentation. The feedback and comments obtained from all participants at the Presentation may be suitably incorporated into the Draft Thesis in consultation with the Supervisor.

Approval of Thesis Synopsis by the RAC is a pre-requisite for submission of the Thesis for Evaluation.

- The Research Scholar shall ensure that the Thesis is not affected by plagiarism or any form of academic dishonesty. 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 and that the work has not been submitted for the award of any other degree/diploma of the University or to any other Institution.

12. PhD Thesis Submission

- Prior to submission of the Thesis for evaluation, the Research Scholar must publish at least two (2) research papers in a Scopus/Web of Science or the refereed/indexed journal approved by the Centre for Research and make two paper presentations in conferences/seminars and produce evidence for the same in the form of presentation certificates and/or reprints.
- The Research Scholar must also have complied with all the conditions specified under this Regulation, particularly of the PhD Thesis Process as contained in Clause 11 to be eligible for submission of the Thesis. There shall also be no arrears on account of fee payable.
- The Thesis must be prepared in strict conformity to the format specifications and style specified by the University for the Cover Page as well as the Content as provided in Appendix I and must be submitted to the Centre for Research / Head of the Department as the case may be, in soft bound form, in three identical originals along with the specified Declaration, Undertaking and Certificate. In addition, the soft copy of the Thesis must also be sent to the Centre for Research at research@christuniversity.in.
- No Thesis shall be published in full prior to its final approval and completion of Viva - Voce Defense and without the approval of the University. The University may grant permission for publication with such conditions as it may impose.
- The thesis defended successfully shall be the property of the University.

13. PhD Thesis Evaluation:

- The PhD thesis submitted by the Research Scholar shall be evaluated by the Research Supervisor and at least two external examiners, who are not in employment of the University of whom one examiner may be from outside the State or the Country.
- The External Examiners will inter-alia examine whether the candidate has achieved the objectives mentioned in the Thesis while preparing the Evaluation Report on the Thesis as per the prescribed format. The Evaluation Report shall be sent directly to the Director of the Centre for Research.
- The public Viva-Voce of the Research Scholar to defend the Thesis shall be conducted only if the Evaluation Reports of both External Examiners on the Thesis are satisfactory and include specific recommendation for conducting the Viva-Voce Examination. If any one of the external evaluation reports is unsatisfactory and/or does not recommend Viva-Voce, the University shall get the Thesis evaluated by a third External Examiner out of the approved panel of examiners and the Viva-Voce Examination shall be held only if the report of the third examiner is satisfactory. If the report of the third External Examiner is also unsatisfactory, the Thesis shall be rejected and the Research

Scholar shall be declared ineligible for Viva-Voce Examination and for the award of the Degree.

- If the Examiners recommend corrections or revisions to the Thesis submitted the Research Scholar will be obliged to incorporate same in the Thesis in

consultation with the Supervisor and only the updated version as so certified by the Supervisor shall be considered for Viva - Voce Examination.

- In exceptional circumstances any one External Examiner may seek re-submission of the Thesis for specified reasons and if it is so justifiable in the opinion of the RAC in its special meeting held for its consideration the Research Scholar will re-submit the Thesis within a maximum period of 30 days. If the RAC feels that there is no justification for re-submission, the Thesis will be sent for evaluation to a third External Examiner out of the approved panel of External Examiners. If the re-submission is requested by both the External Examiners the Research Scholar will re-submit the Thesis in consultation with the Supervisor without need for review by RAC for resubmission. The process of re-submission /decision of RAC in this regard shall be coordinated by the Centre for Research.
- The External Examiners shall be chosen at random by the Vice Chancellor or his authorised nominee from the panel of External Examiners consisting of five Examiners from within Karnataka and five Examiners from outside Karnataka as recommended by the RAC in consultation with the Supervisor to the Centre for Research and approved by the DC. Examiners from outside Karnataka may also include those from outside the Country, if available. The Vice Chancellor or his authorised nominee shall choose up to two Examiners marking the order of preference from each category (within and outside Karnataka) and the Centre for Research shall forward the Thesis to the selected Examiners, after seeking their acceptance, for its adjudication and Report as per the prescribed form. The service of the second preference Examiner shall be taken only when the first preference Examiner is not available or when reference to a third examiner is required under Sub-Clauses (c) or (e) above.
- The External Examiners shall be asked to sign a Declaration that he/ she is not a relative of the Research Scholar or the Supervisor or the Co- Supervisor and that he / she has no conflict of interest in adjudicating/valuing the PhD Thesis.
- The External Examiner is normally given 30 days time to evaluate the Thesis and to submit the Report which may be extended up to 45 days on specific request. If the Examiner fails to complete evaluation even after extension of time or fails to communicate on the evaluation status in spite of reasonable follow up, the External Examiner will be advised to return the Thesis and the same will sent to another External Examiner duly following the specified procedure as provide in Sub-Clause (f) above.
- The Centre for Research will be the coordinating body to complete timely evaluation of the PhD Thesis of all disciplines (including that of the PhD Programme directly conducted by the authorised Departments) and shall ensure that the evaluation process is completed within a maximum period of 120 days from the date of submission of the Thesis.

14. PhD Viva-Voce Defense

- The Research Scholar whose Thesis has been duly evaluated as per Clause 13 shall present for a public Viva-Voce Defense Examination organised by the Centre for Research/Department concerned as the case may be, with the assistance of the Research Supervisor/s. The Public defense will normally be held within 60 days from receipt of Report of Evaluation from all the Examiners.

- The Research Scholar shall submit three (3) copies in original of hard bound Thesis duly incorporating all the corrections/revisions suggested by the Examiners in consultation with the Supervisor and otherwise completed in

all aspects (declarations/Certificates) as required by this Regulation at least 15 days prior to the Viva-Voce date.

- It shall be the responsibility of the Research Scholar to coordinate with the Centre for Research for timely communication about/invitation for the Viva-Voce to a large group of audience and to ensure essential convenience and facilitation for the visiting Examiners /Special Invitees.
- The Viva - Voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor/s in the presence of at least one of the two External Examiners who evaluated the Thesis and the Chairperson of the RAC and all of them together will constitute the Board of Examiners for the Viva - Voce which shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department/s concerned, other research scholars and invited/ interested experts/researchers.
- The Viva - Voce shall be for a minimum duration of 60 Mts including the question-answer session.
- The Research Scholar shall present the Research Thesis before the Viva-Voce Examination Board in an open forum of audience and shall adequately respond to the Thesis related queries raised or clarifications sought. The Board of Examiners based on the performance of the Research Scholar shall prepare jointly their Report on the proceedings with specific individual recommendation as per the prescribed format. The Viva-Voce Evaluation Report duly signed by all Examiners shall be sent to the Director of the Centre for Research with a copy (mandatory) to the Controller of Examinations.
- If the majority view of the Examiners is to have a repeat of the Viva -Voce for reasons and with such suggestions that may be specified the Research Scholar shall appear again for the same on a future date which shall be held not later than 90 days from the first Viva-Voce. The Research Scholar in this regard shall be required to pay the specified Fee and to comply with the requirements stated in Sub-Clauses (b) and (c) above.

15. Notification and Award of the PhD Degree

- The Centre for Research will consolidate the Viva -Voce Report and present the same to the DC with recommendation for award of the Degree subject to favourable comments by the External Examiner and at least one of the other Examiners.
- Subject to approval for the award of the Degree by the DC the Controller of Examinations/the Registrar in coordination with the Centre for Research shall notify the award of the degree on the Official Letter Head of the University which will have details of (a) The Name of the candidate, (b) the Discipline/Subject of the PhD. (c) the Names of Research Supervisor/ Co-Supervisor (if any) and (d) The Title of the Thesis.
- Pursuant to the Notification and prior to the actual award of the Degree subject to ratification by the Academic Council / Board of Management, the University by the Controller of Examination / the Registrar shall issue a Provisional Certificate to the Research Scholar in the specified format with a declaration that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016.
- After the Notification is issued and prior to the actual award of the Degree the PhD Thesis will be hosted on the website of the University and an

electronic copy of the Thesis will be sent to INFLIBNET as prescribed by UGC.

- Actual award of the Degree shall be in the subsequent official Convocation of the University as per the prescribed Rules.

16. Cancellation of PhD Registration

- The PhD Registration of the Candidate shall be cancelled forthwith under any one or more of the following circumstances:
 - False declaration or fraudulent claims in respect of eligibility.
 - Non- payment of prescribed Fee within specified/extended time.
 - Direct or indirect influencing in the appointment of Supervisor/s.
 - Non-completion of the Coursework as prescribed.
 - Indulging in unethical research practices or academic dishonesty, including plagiarism.
 - Failure to comply with mandatory requirements under this Regulation.
 - Failure to submit the Thesis for Evaluation within the specified/ extended time.
 - Failure to appear for Viva-Voce.
- Plagiarism is a serious academic offence and will be dealt with as guided by the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. (UGC Regulation on Plagiarism).
- If the candidate is proved to be guilty of repeated offence of Plagiarism at any time during the PhD Programme in respect of his/her PhD Research, not only it will lead to cancellation of Admission but also the Candidate may be disqualified to apply in future for any PhD Programme of the University.
- If the PhD Thesis of the Candidate is proved to be inflicted by Plagiarism after award of the PhD the University may decide to cancel and withdraw the Degree awarded by an Official Notification in which case the Supervisor/s concerned may be stripped of eligibility for continuation of existing supervision and/or to supervise in future the PhD Programme of the University.
- Any suo-motu observation by the University or its Examiners or by any complaint received from other sources about plagiarism concerning the PhD Research or the Thesis shall be examined by an Expert Committee appointed by the Vice Chancellor in accordance with the UGC Regulation on Plagiarism. The findings of the Committee shall be adjudicated and decided by the Vice Chancellor or his nominated Official in the presence of the Candidate and the Supervisor/s concerned and any decision taken shall be binding on the Candidate and the Supervisor/s concerned with no appeal thereon.

17. Removal of Difficulty

- Any matter concerning the PhD Programme which is not specifically stated or provided for in this Regulation shall be referred to the Vice Chancellor or to the DC as may be approved by the Vice Chancellor whose direction /decision on such matters shall be duly documented and be made binding on all concerned.
- Any dispute or difference of views between the Candidate and the Supervisor or between the Supervisor and the Co-Supervisor with regard to the PhD Research shall be heard and resolved by the RAC without involving the interested party in RAC in the decision making. If the matter is not resolved by the RAC it will be referred to DC through the Centre for Research and the decision of the DC shall be final and binding.

18. Revision of Regulations

- The University may from time to time revise, amend or change its PhD Regulations depending on the directions it may receive from the UGC which may be prospective or retrospective.

- The University may from time to time revise the scheme of Examinations, the Syllabus for Coursework, the Thesis Evaluation procedure, the Viva-Voce procedure, the Fee Structure, the Scholarship/ Fellowship Scheme etc in respect of its PhD Programme which shall be normally prospective unless specified to have retrospective effect in respect of specific matters.

Approved: 17 May 2019

Notified: 18 May 2019

Regulation for Code of Research Conduct and Research Ethics

Policy:

Christ University will follow internationally recognised Codes and Ethical Practices as **Minimum Standard in all its Research pursuits across all academic/professional disciplines. The Departments/ Schools/ Institutes/ Centres of the University may specify additional regulations in this regard if is so warranted by the discipline related conventions.** The University will respect the autonomy of researchers and will create and maintain an environment with adequate support systems to enable researchers to follow the ethical guidelines. The University will encourage publication of all material outputs of its Researchers irrespective of whether they support or contradict the Research expected outcome(s). There shall be adequate and effective mechanism set by the University to ensure regular check on the compliance of the prescribed Codes and Guidelines throughout the Research Process from the start till the delivery of its final output.

Regulations:

1. The entire research process at the University including the outputs thereof in the form of Publications, Research Reports (Minor and Major research projects, Monographs and Working Papers), Academic & Consultancy Research, Formal & Informal Research Programs and any such research initiatives will be covered under this Policy and Regulation which will apply to all approved Researchers at the University including but not limited to University Teachers, Staff, Students, Post Doctoral Fellows and Emeritus Fellows.
2. Externally funded Research Projects shall be additionally guided by specific instructions if any of the concerned funding agency so long as they do not contradict with the provisions contained in this Regulation.
3. Code of Research Conduct and the Research Ethics herein stated are inter-related and complementing to each other (may be overlapping as well) and hence must be applied carefully with due regard to the Research Problem. These are not administrative rules and therefore the conscience of researchers may be the best guide to ensure that conduct of research is not entirely left to the discretion of individual researchers while addressing the ethical dilemmas that may crop up.

4. **Code of Research Conduct**

- a) Everyone involved in research (Sponsors, Investigators, Associates, Assistants, Supervisors and any others generally referred to herein individually and collectively as 'Researchers') in the University owes a duty of accountability to society, to their profession, to the University, to all participants in the research and to its funding agencies. Hence no one shall embark on any Research Activity without acquiring adequate theoretical and practical knowledge about the process and conduct of Research.
- b) Researchers should undertake only such research that according to their understanding will be useful to society or for the furtherance of knowledge on the subject.
- c) Researchers must accept full responsibility for their research conduct and for the activities of all persons involved under their direction or supervision.
- d) Researchers must be honest and lawful in respect of their own actions in research and in their responses to the actions of other researchers. This applies to the whole range of research work, outputs and deliverables, including applying for funding, research

design, generating and analysing data, publishing results, and acknowledging the direct and indirect contribution of colleagues, collaborators and others.

- e) Researchers must make all possible efforts to get and give adequate consideration to existing literature/knowledge and its relevance, and the alternatives available on the subject/ issue under the study. Sincere commitment to research in general and to the relevant subject in particular and readiness to acquire adequate knowledge, ability and skill for undertaking particular research are essential prerequisites in the conduct of Research
- f) Any Research must have a clearly defined objective and must be done meaningfully with full adherence to quality aspects. Research for research sake without creation of new knowledge or new dimension to existing knowledge will be considered unsatisfactory with reference to this Code.
- g) Researchers must ensure that the research is conducted in a suitable working environment with appropriate equipment and facilities; Care must be taken to safeguard the health and safety aspects and to follow the prescribed legal requirements.
- h) Researchers must encourage Peer Review as an essential part of every research endeavour and must take in to consideration all valid comments thereof at different stages of research process as may be deemed relevant and appropriate. However the Reviewer chosen must be able do the task objectively, impartially and constructively.
- i) Researchers must ensure integrity of financial management of the research project to provide the optimum value for the public or private funding agencies with appropriate quality standards, as well as the timely delivery of any scheduled tangible outcomes.
- j) Research data must be managed in accordance with standard practices and expectations of the particular discipline and in accordance with any privacy law.
- k) Researchers must ensure that all personal records of research progress, including authorised laboratory books, are maintained to the recommended or required standards, and that the falsification of results does not occur. Laboratory books must be signed and dated by the researcher, and signed off by the supervisor.
- l) Unless there are ethically and legally justified reasons for doing otherwise, Researchers must ensure that they have each study participant's explicit informed written consent to obtain, hold and use his/her personal information.
- m) Personal information pertinent to the research only should be collected and such information should be kept on record only for such time limits as warranted by the research requirements.
- n) Researchers must ensure confidentiality in order to achieve protection of intellectual property rights where appropriate and that dissemination of research findings are done with due regard to such requirements.
- o) All Research Data must be recorded in a durable form with appropriate references. All such Data must be retained intact for a period of at least seven years from the date of any publication which is based upon them. Data should be stored in their original form, i.e., tapes/discs, etc., and should not be deleted and reused, but kept securely as per approved procedure as may be prescribed by the Centre for Research of the University. These procedures must be made known to and complied by all the members of the Research Team.

- p) Access to retained data shall be normally made available only to the Research Team (Researchers) but may be shared with other Staff/Students with the approval of the concerned Regulatory Authority with such conditions as may be specified.
- q) Confidentiality provisions relating to publications may apply in circumstances where the University or the researcher has made or given confidentiality undertakings to third parties or confidentiality is required to protect intellectual property rights. It is the obligation of the research leader to inform researchers as to whether confidentiality provisions apply and of researchers to enquire of their research leader whether there are any obligations with respect to these provisions.
- r) Researchers must adhere to the guidelines herein with reference to Sensitive Data, Confidentiality and Data Sharing contained in Para 8 and Intellectual Property Rights & Publications contained in Para 9 herein.
- s) Covert research (Research purpose or implication thereof is not declared to the research participants or subjects) may be undertaken when it may provide unique forms of evidence or where overt observation might alter the phenomenon being studied.
- t) Researchers must ensure that the participants are allowed to participate voluntarily without any fear or favour and absolutely free from coercion in an environment of least harm or risk to all living beings and to property.
- u) Researchers prior to commencement of Research must obtain approval of their Research Design by the prescribed Regulatory Authority under Para 7 herein. The Research Design shall contain such information as may be specified by the relevant Regulatory Authority.

5.

Research Ethics Guidelines

The University is committed to follow good ethical practice, as a principle in itself and as a means to create public confidence in the research work of the University. The prescribed Regulatory Authority in this regard (Research Conduct & Ethics Committee - RCEC) will lay down specific Guidelines with reference to different disciplines of research duly reviewed from time to time in accordance with international practices and as guided by the Centre for Research of the University. Periodic review and approval of the Research Process for its conduct and ethical compliance by RCEC is mandatory and is done to ensure quality conduct and ethical propriety of the Research pursued at the University. General Guidelines for Research Ethics are as under:

- a) Research must not cause harm to the participants in particular and to people in general.
- b) Research should as far as possible make a positive contribution towards the welfare of people.
- c) Researchers have a right, as well as a responsibility, to refrain from undertaking or continue undertaking any research that contravenes ethical guidelines, violates the integrity of research and/or compromises their autonomy in research, including design methodology, analysis and interpretation of findings and publication. If they feel that their rights are being violated, or that the study is unethical, they should make all possible efforts at making corrections. In the event of failure of remedial measures they should exercise their right to terminate the study or to opt out of it.
- d) Research must respect and protect the rights and dignity of participants.
- e) The benefits and risks of research should be fairly distributed among people.
- f) All information and records provided by participants or obtained directly or indirectly on/about the participants are confidential. For revealing or sharing

any information that may identify participants, permission of the participants is essential.

- g) All research must take adequate precautions towards minimizing and mitigating risks if any involved in the research process or in the delivery of its output.
- h) Research must not unnecessarily consume the time of participants or make them incur undue loss of resources and income. It should not expose them to risks due to participation in the research.
- i) Covert research must not be undertaken lightly or routinely. It is only justified if important issues are being addressed and if matters of social significance which cannot be uncovered in other ways are likely to be discovered.
- j) The relationship within the research team, including student and junior members, should be based on the principle of non-exploitation.
- k) Researchers have a responsibility towards the interests of those involved in or affected by their own work. They should make reasonable efforts to anticipate and to guard against possible misuse and undesirable or harmful consequences of research.
- l) Researchers should take reasonable corrective steps when they come across misuse or misrepresentation of their own work.
- m) Contribution of each member of the research team should be properly acknowledged.
- n) The conduct of research must be fair, honest and transparent. It is desirable that the researchers are amenable to social and financial review of their research.
- o) Researchers must ensure respect, protection and promotion of rights of participants. Criteria for the selection of participants of research should be fair, besides being scientific.
- p) Researchers should declare and manage any real or potential conflicts of interest.
- q) The principal researchers should delegate to the juniors, assistants, students and trainees only those responsibilities that they are reasonably capable of performing on the basis of their education, training or experience, either independently or under supervision.
- r) All members of the team on a research project have a right to know and document all aspects of research including ownership of the data. This will also apply to the participation of students doing their own research in a project team.

6. Misconducts and Unethical Practices

- a) Plagiarism, deception or the fabrication or falsification of results shall be regarded as research misconduct and a serious disciplinary offence.
- b) No researcher should engage, personally or professionally, in discriminatory, harmful or exploitative practices, or any perceived form of harassment. Nor should the researcher impose views/beliefs on or try to seek personal, sexual or economic gain from anybody, including other researchers, juniors, assistants, trainees and students.
- c) Researchers should not undertake secret or classified research, any secret assignment under the garb of research nor research whose findings are to be kept confidential.
- d) Researchers should make adequate efforts to make public in appropriate manner and form, and at appropriate time, information on the research undertaken, and the relevant results and implications of completed research

having social impact. Failure on this count will be against acceptable ethical practice.

- e) Researchers should not impede the autonomy of participants by resorting to coercion, promise of unrealistic benefits or inducement or by any other means of exploitation.
- f) Participants should be informed about their right to decline participation outright, or to withdraw consent given at any stage of the research, without undesirable consequences, penalty and so on. The participants should be informed that they are free to object to and refuse to allow the use of data gathering devices, such as camera, tape recorder etc. Failure on this count will be against acceptable ethical practice.
- g) Dissemination of the results of research shall be done only after it has been peer-reviewed and/or published in recognised Journals.
- h) Non adherence to every applicable part of this Regulation regarding the Conduct and/ or Ethical Compliance, if not rectified suo motu or as per the direction of the concerned Regulatory Authority within reasonable time shall be deemed ipso facto a misconduct which may lead to stoppage or rejection of Research and the Researchers will be required to refund the Grants received if any from the University or from any external agencies.

7.

Regulatory Authorities

- a) The Regulatory Authorities of the University as tabled herein will be responsible for overseeing the quality conduct of Research at the University including adherence to the requirements of this Regulation.

Authority		Role & Powers	Composition	Chairperson
Research Approval Committee (RAC)	Academic Programs	Pre-Approval; The Powers will include Critically reviewing the Research objectives and scope, quality aspects, financial assessment and Design Correction;	Supervisor (Guide), Research Director (Academic), Independent Discipline Expert.	Research Director (Academic)
	Minor Research		Minor Research Coordinator (RDC) Independent Discipline Expert. Head of the Department	Head of the Department
	Major Research, Monographs, Working Papers Post Doctoral Research		Research Director (Projects), Independent Discipline Expert. Head of the Department	Research Director (Projects),
Research Conduct & Ethics Committee (RCEC)	Academic Programs	Yearly/periodical review of the Research Progress with special reference to adherence to code of conduct and ethics. The Committee may issue suggestions and directions for correction.	Director of Research, Research Director (Academic), Research Director (Projects), Two nominees of Senior Professors (Ph.D) including one from the discipline	Director of Research
	Minor Research			
	Major Research, Monographs, Working Papers Post Doctoral Research			

- b) The Regulatory Authority concerned will record and document the proceedings of its review.
- c) The RCEC may delegate the review of research that poses minimal risk to human participants to research committees at departmental or deanery level. Guidelines as to

what form of research poses risk to human participants can be obtained from the Centre for Research of the University.

- d) The Regulatory Authority will have powers to stop the Research if its directions are not acted upon by the Researchers.

8. Sensitive Data, Confidentiality and Data Sharing

- a) Sensitive information or data which are normally private or classified in nature must be used with care and should not be disclosed or disseminated without appropriate authorization of the participants.
- b) The term 'sensitive' is descriptive and not an official classification and hence may fit in to various classifications depending on legal requirements and usage.
- c) Personal information of individual participants obtained for the purpose of or as a result of research is to be considered confidential and disclosure to third parties is prohibited with the exception of statutory notification as applicable to the particular research. Participant confidentiality should be ensured by utilising identification code numbers to correspond to research data in any research paperwork and computer files.
- d) The University values free exchange of timely and accurate information while fully appreciating privacy and confidentiality requirements. Sharing of data should be done in a form, which is in consonance with the interests and rights of the participants.
- e) There shall apply proper distinction between Public Data (Information available in Public Domain which does not impose any confidentiality restrictions) and Private Data (Information which are of restricted access). Private Data will include personal data about and by the individual including unpublished research data. Researchers using personal data in research have a duty to maintain confidentiality and protection of authorship rights, in the interest of the individuals concerned.
- f) Data security arrangements (for storage, retention and accessibility) must be sufficient to prevent unauthorised breaches of confidentiality;
- g) All information and records provided by participants or obtained directly or indirectly on/about the participants are confidential. For revealing or sharing any information that may identify participants, permission of the participants is essential.
- h) Data, in the form of anonymous or abstracted facts that do not identify participants and / or their whereabouts may be commonly shared, among the researchers, peer reviewers, or may even be made available to the Public.
- i) The University encourages its researchers to make all research papers (including journal articles, conference proceedings, book chapters and similar material), where copyright allows, should be made available in an open access form upon publication and deposited in the University repository.
- j) Researchers should avoid dissemination of the results of research before they are peer-reviewed or published in appropriate journals.
- k) When Research results are disseminated through the popular media, extra care should be taken to ensure that even those media persons not specifically trained in the subject matter of Research are able to comprehend the limitations and implications of research results to enable the media to handle research results truthfully and honestly.
- l) Researchers must facilitate to take back relevant summary findings of the research to the research participants in a form and in understandable manner

duly safeguarding against potential social harm such information may cause on them.

- m) Data Sharing will include legally required dissemination of information under the RTI Act or uploading of Doctoral Research Report in the depository of UGC and such other requirements for which Researchers must enable the University to carry out such compliances.

9. Intellectual Property Rights & Publications

- a) Intellectual Property including potential Patents and Copy Rights generated by approved Researchers at the University will belong to the University unless there is an agreement to the contrary. Approved Researchers will include all those who are employed by or associated with the University on a research relationship either as part of their normal duties or on assigned responsibility.
- b) Given that the University delivers varied undergraduate, postgraduate and research programmes the most likely types of intellectual property to be created include theses, dissertations, cognate essays, research papers, books, poems, plays, scripts, essays, articles, dictionaries, maps, lyrics, musical scores, paintings, photographs, films, videos, tapes, computer software, databases, records, tapes, cassettes, educational materials, web based materials and inventions (new kinds of technology).
- c) Intellectual Property to be recognised by law, must satisfy three criteria:
- (i) It must be an original creation.
 - (ii) It must be a specific expression of an idea, not the idea itself and
 - (iii) It must be fixed in a physical form.

Ownership rests initially with the creator of the work, unless the creator has been employed by the University to create a work in which case the copyright rests with the University.

- d) If the research work involving intellectual property is likely to have potential for commercialisation, it is required that there has to be properly written agreements governing the sharing of financial returns with due consideration to the contribution of individual researchers in the research deliverables.
- e) The interests of the funding agencies and its' binding agreements shall be duly recognised while determining the value sharing of Intellectual Property Rights.
- f) For the purpose of this Regulation publications will include all reports, articles and other such knowledge material relating to Research or on general subject areas in printed and electronic form by the Researchers or any other person associated with the University whether it is funded (internally or externally) or non-funded.
- g) Reporting of research and its results is the right as well as duty of every researcher and the institution that conducted the study. This responsibility may be delegated to funding agencies or sponsors or to any other individual/organisation subject to a mutually agreed written commitment to publish / disseminate the results / report on a stipulated time frame.
- h) Researchers should take advantage of opportunities available, to publish their work in an open access form offered by journal publishers, and may make use of research grants and other funds, in order to pay open access publication fees.
- i) Researchers are encouraged to disseminate their research and research findings in an appropriate form, usually as papers in refereed journals. Publication and wider dissemination of research and research findings must be carried out responsibly and

with an awareness of the consequences of dissemination in the wider media. The following guidelines will generally apply in this regard.

- (i) A publication must contain appropriate reference to the contributions made by all participants in the relevant research.
- (ii) Authorship of the publication and its sequence in case of more than one author, should be based on the quantum of contribution made in terms of ideas, conceptualisation, actual performance of the research, analysis and writing of the report or any publication based on the research. Status of the individual should not bias the sequence of authorship.
- (iii) All other individuals not satisfying the criteria for authorship but have made contribution for the completion of the research or publication should be properly acknowledged. Appropriate credits should be given where data or information from other studies or publications is quoted or otherwise included.
- (iv) A student should be listed as principal or first author on any multiple authored publication that substantially derives from the student's dissertation or thesis.
- (v) A publication which is substantially similar to other publications derived from the same research must contain appropriate reference to the other publications.
- (vi) A researcher who submits substantially similar work to more than one other publisher should disclose that fact to the publishers at the time of submission.
- (vii) Publication and dissemination of work electronically or on the Web should be treated with the same degree of integrity as every other form of publication.
- (viii) Publication should not directly or indirectly identify individual research participants. Measures should be taken to disguise the identity of research subjects unless explicit consent is given by them for revealing their identity.
- (ix) Researchers should also disclose in their publications, the source(s) of funding and sponsors, if any, unless there is a compelling reason not to do so. The findings should also explain the methodology used, as well as how, in actual practice the ethical guidelines were followed, ethical dilemmas encountered and resolved.
- (x) The research funder should be notified in advance when research might be published, publicised or disseminated.
- (xi) The University encourages its researchers to make available all research papers (including journal articles, conference proceedings, book chapters and similar material), where copyright permits, in an open access form upon publication and deposited in the University repository to ensure their easy availability and accessibility.
- (xii) All publications, including related external communications, whether through websites, e-bulletins, press releases, media briefings, or events should be undertaken with the core principles of openness, transparency and accountability.

Clarifications and Resolution of Conflicts

- a) Any clarification, interpretation, advice or direction on any of the provisions contained in this Regulation shall be referred to the Centre for Research of the University.
- b) In case of any conflict among the Researchers it may be referred for its resolution to the Centre for Research of the University whose orders will be final and binding.
- c) In case of any conflict between the Researchers and the Centre for Research it may be referred for resolution to the Director of Research whose orders will be final and binding.
- d) Appeal against the findings or directions of the Regulatory Authorities or Director of Research may be referred to the Vice Chancellor who may at his discretion hear the case either directly or may refer it to the Registrar to study and report. The Order issued by the Vice Chancellor in this regard shall be binding on all parties and there shall be no further appeal.

Scheme of Research Fellowship for PhD Scholars

Policy

CHRIST (Deemed to be University) will award Research Fellowship to its full-time PhD Scholars in accordance with the guidelines it may introduce from time to time pursuant to its PhD Regulations. The Fellowship assistance is intended to motivate fulltime devoted research and will be provided to eligible PhD scholars.

Regulation for Research Fellowship Scheme

This 'Regulation for Research Fellowship Scheme' shall be part of PhD Regulations of the University and shall come into effect from the date of its Notification. The Regulation shall be applicable to PhD candidates admitted to the programmes from the academic year 2019-20. The Scheme shall be coordinated and administered by the Centre for Research (PhD) of the University in coordination with the Departments of the University.

Eligibility

The Scheme shall be open for all the full-time PhD Scholars of the University subject to the following eligibility criteria.

2. The scholar must be pursuing a full-time PhD Programme at the University.
3. The scholar should not be receiving any grant or research assistance, by whatever name called, from any other source, including the UGC.
4. The scholar should not be engaged in any part-time or full-time employment of any nature during the tenure of the fellowship.
5. The scholar must be present full-time at the University during the period of the fellowship on all working days of the University.
6. Initially, the Research Scholarship is for the first two years.
7. The scholar eligible for Research Fellowship during the third year shall satisfy the following additional criteria:
 - At least one article is communicated to a Scopus/Web of Science indexed journal approved by the Centre for Research.
 - Research Advisory Committee recommends the continuation of the scholarship after assessing the research progress periodically and the recommendation is approved by the Centre for Research.

Duration of the Fellowship

The ordinary tenure of the fellowship shall be for a period of 24 months from the commencement of the PhD programme of the relevant cohort. The Research Fellowship shall be extended to an additional 12 months subject to fulfilling the eligibility as per Clause A. 6. of this Regulation.

Fellowship Assistance

8. The amount of the Research Fellowship is Rs 8000/- per month.
9. The Research Fellow at the direction of and/or with the consent of the Supervisor and the Head of Department, shall assist the Department/ University (including its Centres) in its academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities such as group seminars and symposia, without hindering the progress of the research being pursued. The total amount of time to be spent on such academic activities shall not exceed eight hours spread over not more than three days per week and will be remunerated as notified by the Centre for Research.

Payment of Fellowship

The payments shall be made to the personal bank account of the Scholar to be opened with the Christ University Branch of South Indian Bank in arrears at the end of each month. Research Scholarship is distributed against the attendance rules applicable to employees of the University.

Application and Selection Process

PhD Scholars interested in availing the benefits of the Scheme shall make an application in the prescribed format within such time limits as may be notified at the beginning of every academic year by the Centre for Research of the University. The selection of candidates for the Fellowship is done by the Committee constituted by the Director, Centre for Research.

Supervision and Progress Report

The PhD Scholars who are recipients of the Fellowship under this Scheme (hereinafter referred to as 'Research Fellow') shall be absolutely governed by the PhD Regulations of the University for all matters including presentation of periodic Progress Reports like any other PhD Scholars in the matter of accountability and adherence to the instruction of the guiding Supervisor/s.

Code of Conduct/Obligations of Research Fellow

10. The Research Fellow in this scheme will be bound by the General Code of Conduct applicable to all Staff of the University as specified in the Staff Handbook and must uphold the Vision, Mission and Core Values of the University in his/her work ethics. Any breach of this obligation shall be misconduct.
11. The Research Fellow must be a full-time researcher and must subscribe to the regulations of the University with regular attendance. Research Fellow will be allotted a dedicated personal email id by the University which should be the principal contact for all official communications. The attendance norms for the fellow will be as applicable to the full-time faculty members of the University and will be monitored by the Office of Personnel Relations.
12. The Research Fellow is not permitted to take any paid or unpaid assignment within or outside the University without written permission of the Centre for Research. Permission may be granted only in exceptional circumstances of adding value to the approved research programme and will be on such terms and conditions as may be specified. If this norm is violated, fellowship shall be withdrawn from the subsequent month.
13. The Research Fellow shall administratively report to his/her PhD Supervisor and shall submit the Research Progress Report to the University in the prescribed format at such interval as may be specified.
14. The Research Fellow will not be entitled to any leave other than on account of any specific emergency as may be approved by the PhD Supervisor and the Head of the Department. Such emergency leave shall not normally be permitted for more than 14 days in a year excluding public holidays. Unauthorised absence from work will not be permitted as leave and will be a deemed misconduct. All leave details must be pre-informed to the Director of the Centre for Research. The Research Fellow will not be entitled to any vacation applicable to University faculty members.

Cancellation of the Fellowship

The Fellowship is liable to be cancelled in case of breach of any obligations under this Regulation in letter and spirit.

CENTRE FOR RESEARCH

Proposal Evaluation Form

Date:

Time:

Venue:

Name of Scholar:

Reg. No:

Discipline:

Area of Research:

Proposed title of PhD Thesis:

Name and designation of Supervisor:

Name and designation of Co-Supervisor (if any):

Name of RAC Member Reviewing:

Evaluation

Criteria for Assessment	Observations, Comments & Suggestions	Rating Out of 10 points
Conceptual clarity on the Study area & Title		
Problem identification/ Rationale of the Study & Objectives		

Adequate and Appropriate selection of Literature for review and identification of research gaps		10
Justification of Research Methods		10
Implications of the Study		
Total Points		50
Overall Remarks:		

Title Recommended during the RAC Review:

Recommendation:

Please tick:

- **Proposal and title is accepted -Scholar may proceed with the Research work**
- **The proposal requires minor revisions- A revised proposal to be submitted to RAC for approval.**
- **The proposal requires revisions and a representation to the RAC on ____ (stipulate date).**
- **The proposal in the current form is rejected. Scholar needs to rework on the title and make a presentation to the RAC on _____.**

(If two subsequent representations are not found adequate by the RAC, recommendations may be made to the Doctoral Committee for de registration)

Evaluated by (Name):

Signature of RAC member/Examiner/Supervisor:

Designation:

Address:

CENTRE FOR RESEARCH

Study Plan for the PhD Programme

(To be submitted within two months from the date of commencement of the PhD Programme)

Name of the Scholar:	Registration No.:	
Name of the Supervisor:	Empanelment No.:	
Name of Co supervisor:	Empanelment No.:	
Proposed Names of RAC members:		
1.(Supervisor as chair)		
2.		
3.		
Department:		
Proposed Research Topic:		
Activity*	Start Date	End Date
Indicative activities include :Completing the proposal, Data collection, Drafting the thesis, completing the synopsis, writing up the draft thesis, submitting publication drafts and so on. Use a Gantt chart to effectively monitor and plan your work.		

Proposed Journals for publishing manuscripts: 1. 2. 3. (add more if required)
Proposed conferences to present thesis related papers: 1. 2. 3. (add more if required)
Signature of Scholar: Signature of Supervisor: Signature of co-supervisor(if any): Signature of Research Advisory Members: 1. 2. 3. Signature of Director, Centre for Research:

CENTRE FOR RESEARCH

Record of Contact Sessions between the Scholar and the Supervisor
(To be submitted along with each Progress Report)

Name of the Scholar:			Register No:	
Name of the Supervisor:			Department:	
Date	Contact Mode *	Location	Duration (Hours)	Summary of Interaction
* The contact mode may be in person/over the phone/ Internet				
<p>The details furnished above are the bonafide record of our interaction in connection with the PhD Research on</p> <p>“</p> <p>..... ”</p>				
_____	_____		_____	
Date	Signature of the Scholar		Signature of the Supervisor	

N. B.: Please use additional sheets if the provided sheet is insufficient.

CENTRE FOR RESEARCH

Quarterly progress report format

(as per clause 11(f.) of CU Regulation for the Degree of Doctor of Philosophy, May 2019)

Name of the Scholar			
Register Number		Department	
Period of Report	Start Date:	End Date:	
Name of the Supervisor			
Name of Co supervisor			
Names of Research Advisory Committee Members			
1.			
2.			
3.			
Approved title of thesis			
Summary of Activities carried out in the progress period.			
The Progress report must indicate the following in separate headers:			
Goals set for the half yearly period (set in the previous half yearly report)			
Goals achieved during the half yearly period			
Reasons for not achieving set objectives/ goals			
Compliance with recommendations of RAC (specify and list the recommendations and compliance)			
Goals for the forthcoming period			
Papers Presented in the Area of Research, if any (Give Title, Date & Forum / Seminar)			

Publications if any
(Journal & title. Attach the article with the progress report)

Any other activity:

Specific challenges faced by the scholar:

Questions for the RAC:

Recommendations

RAC Member 1(supervisor)

RAC Member 2

RAC Member 3

Specific recommendations to the Doctoral Committee by the RAC:
Signature of Director, Centre for research

CENTRE FOR RESEARCH

Research Advisory Committee Meeting- Progress Review Record

Date of Meeting:	Venue:
Date of Registration:	Progress Report Number:
Name of Scholar :	Register Number:
Title of PhD:	
Name of Supervisor:	
Name of RAC Member:	
Name of RAC Member:	

Supervisor's Comments:

Signature:

RAC Member's Comments:

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Signature:

RAC Member's Comments:

Date of approval by Doctoral Committee:

Director Centre for Research

CENTRE FOR RESEARCH

PhD Synopsis Defense Assessment Form

Name of the Scholar:		Reg. No:
Discipline:	Date:	Time:
Name of RAC Member/External Expert		

REVIEW COMMENTS AND SUGGESTIONS	Rating
Conceptual Clarity:	0 - 5
Literature Review:	0 - 5
Methodology:	0 - 10
Analysis:	0 - 15

<p>Findings & Conclusion:</p>	<p>0 - 15</p>
<p>Overall structure of the thesis:</p>	
<p>General Remarks:</p>	

Recommendation:

- Accepted and recommended to proceed to thesis writing and submission.
 - Accepted but requires minor modifications to be incorporated in the thesis.
 - Resubmission of synopsis with modifications within _____ (stipulate time).
 - Re-presentation of synopsis with modifications within _____(stipulate time).
 - Rejected: Major methodological flaws- Requires review by Doctoral Committee
-

Reviewed by Director, Centre for Research

Remarks:

Signature and Date:

CENTRE FOR RESEARCH
CHRIST (Deemed to be University), Bangalore

Proforma for submission of PhD Synopsis

Name of the Scholar			
Register Number		Discipline	
Name of the Supervisor			
Name of Co Supervisor			
Approval to Submit by RAC Members (Names and Signatures)	1.	2.	
	Signature	Signature	
Date of Registration (Admission)		Date of Submission of Synopsis	
Total Duration from Admission to Submission to Synopsis			
Approved Title of Thesis			
SCOPUS/ WoS Publication Details (Attach Proof)	1.	2.	
Conference Presentations (Details Attached)	1.	2.	
Signature of Scholar	Signature of Supervisor and Co Supervisor		
<input type="checkbox"/> Submitted Three Copies of Synopsis With CD <input type="checkbox"/> Fee Payment Reciepts Enclosed <input type="checkbox"/> Quarterly Progress Reports on File and Up to Date <input type="checkbox"/> Bi Monthly Consolidated Report of the Supervisor on File And Up to Date			
Verified by: Assistant Coordinator / Administrative Staff CFR	Proposed Date of Synopsis Presentation: (to be entered by Associate Director / Cluster Coordinators) Signature		

Director

CENTRE FOR RESEARCH
CHRIST (Deemed to be University), Bangalore
Proforma for submission of PhD Thesis

Name of the Scholar		Date of Submission	
Register Number		Discipline	
Name of Supervisor		Name of Co-Supervisor (If applicable)	
Year of Registration		Date of confirmation	
Date of completion of minimum Period		Date of completion of maximum period	
Whether thesis submitted within the maximum duration.			YES / NO
If No, Extension of period approved (attach proof)			
Date of synopsis defense		Date and Reference of Synopsis Approval By RAC	
Whether thesis submitted within 6 Months of Synopsis Approval			YES / NO
Title of Thesis			
Whether the Scholar Completed Plagiarism Test and Approved by the Authorities (Attach the Certificate and Report)			YES / NO
3 copies of the thesis as per the guidelines	YES/NO	Thesis in CD (1 No.)	YES / NO
Details of Adjudication Fee paid (Attach copy of the receipt)	Receipt No. Date :		
No Dues from Library (Signature of Librarian is Required)	YES / NO		
Approval to submit thesis by RAC members obtained (Approval form to be submitted)	YES / NO		
Certified that the information furnished above are true and correct to the best of my knowledge.			
Scholar: _____ Supervisor: _____ Co Supervisor _____			
Verified and Accepted by Centre for Research			
Assistant Coordinator		Associate Director - Administration	

Centre for Research
CHRIST (Deemed to be University), Bangalore
Approval of Research Advisory Committee Members

Name of Research Scholar:

Reg. No.:

Deanery:

Department:

Area of Research:

Proposed title of the PhD:

Name and designation of Supervisor:

Name and designation of Co-Supervisor:

RAC Members:

S. No.	Name, Address of RAC member	Designation	Signature
1.			
2.			
3.			

Forwarding Remarks.....

Date: Head of the Department

 Approved by Doctoral Committee

Date:

Director, Centre for Research

CENTRE FOR RESEARCH

CHRIST (Deemed to be University)

Application for Ethics Clearance/ Approval from Research Conduct and Ethics Committee (RCEC) for PhD Projects

APPLICANT DETAILS					
Name					
Student Registration Number					
Title of Research					
Name of Supervisor					
Discipline / Affiliating Department					
Programme details (tick)	PhD	MPhil	PG	UG	Others: (Specify)
BASIC INFORMATION					
Has your proposal been reviewed by the departmental research committee?	Yes		No		
Proposed Project Duration:	Start date (of data collection):				
	Anticipated end date (of project):				
Suitability:	Does your research involve any of the vulnerable populations in Annexure 1	Yes	No		
	If yes state the group:				
	Does your research involve potentially highly sensitive topics listed in Annexure 2	Yes	No		
	If yes state the topic:				
	Is your research a clinical trial or human intervention study?	Yes	No		
SUMMARY OF RESEARCH					

Your application is more likely to be approved quickly if you provide the ethics reviewers with enough detail so that they can make an informed judgement about the research without having to ask for further details. You should:

1. provide sufficient information about all aspects of the research - use appropriate language accessible to a lay/non-specialist person
2. ensure consistency across all documentation - pay attention to detail in the answers to your questions
3. consider any potential risks posed by the research and state how you intend to mitigate these risks

(please note: research which may present a risk and/or presents potentially contentious issues may be undertaken providing these risks have been justified with appropriate steps put in place to mitigate and manage them)

Aims and Objectives:

(In this section you should provide a summary of the aims and objectives of the planned research. It should be in sufficient detail for the ethics reviewer to understand what the research will involve. Please remember that the ethics reviewer may not be an expert in your field so use language comprehensible to a lay person. You may also wish to include the scientific justification and background for the research.)

Methods/ Methodology: (In this section you should provide a summary of the methods of the planned research, including how the research will be analyzed. It should be in sufficient detail for the This fact sheet has been endorsed by the University Research Ethics Committee 6 ethics reviewer to understand what the research will involve. Please remember that the ethics reviewer may not be an expert in your field so use language comprehensible to a lay person.)

Personal Safety: (You should include information on how you will decide who the potential participants will be. If potentially vulnerable participants will be involved in your research, you should justify why the research needs to be done using this participant group.)

Does your research raise any issues of personal safety for you or other researchers involved in the project?

Yes

No

If yes: Explain the issues of personal safety raised and how these issues will be managed

PARTICIPANTS

Potential participants:

You should include information on how you will decide who the potential participants will be. If potentially vulnerable participants will be involved in your research, you should justify why the research needs to be done using this participant group.

How will you identify potential participants?

Recruiting Participants: You should include details of how participants will initially be contacted, a summary of the information that they will be given and how they will indicate their initial interest in becoming involved (consent procedures should be covered in the next question)

How will the potential participants be approached and recruited?

Consent: You should detail how you will give participants enough information so that they can make an informed decision about whether to take part in the research. The information should

be understandable and free from complex terminology, with steps taken to ensure it is appropriate for the project's participants (e.g. by explaining research to children through the use of images and text). There should be an appropriate mechanism for documenting consent (e.g. a consent form or implied consent through the completion and return of a questionnaire). You should also consider whether the participants have the competence to give consent and that they are not subject to inducements. There are some research projects where it is not always possible or desirable to obtain informed consent (e.g. observational research or covert research); this may be acceptable provided it can be justified

Will informed consent be taken from the participants?	Yes	No	
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If yes: How do you plan to obtain informed consent? (i.e. the proposed process)

If no: Please explain and justify why you will not be obtaining informed consent?

Payment: A factor that may cloud the judgement of a potential participant when deciding whether or not to participate in research is whether money or payments in kind (e.g. gift vouchers) will be offered. It is reasonable for expenses and compensation of time to be offered but any payments made to individuals to enable them to participate in research activities must not be so large as to induce them to take risks beyond those that would usually be part of their established life-style.

Will financial/in kind payments be offered to participants?	Yes	No
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If yes: Please provide details and justification for this payment

What is the potential for physical and/or psychological harm/distress to the participants? You should outline the steps that will be put in place to minimize any potential for physical and/or psychological harm/distress to participants mentioned above.

How will this be managed to ensure appropriate protection and well-being of the participants?

DATA

Data Confidentiality Information relating to the extent to which a participant's data will remain confidential should be disclosed to the participant as part of the process of seeking informed consent. Researchers should take care not to promise participants a level of confidentiality and/or anonymity which they may later find they are unable to meet without jeopardising the research itself, and should think carefully in advance about their plans for the analysis, publication and dissemination of the research findings – complete confidentiality/anonymity is often very difficult to ensure. It is good practice to consider possible future uses of the research data as well as the immediate project

What measures will be put in place to ensure confidentiality of personal data, where appropriate?

Data Storage: The ethics reviewer may need to know: - Who will have control of, and act as the custodian for, the data generated by the project? - Where the analysis of the data from the project will take place and who will analyse the data? - Whether any encryption or other anonymization will be used and at what stage? - Who will have access to the data generated by the project? - Is it likely that the data will be made available for use in future research projects? - When (if ever) will the data be destroyed? - If your research is externally funded and if so has it met the requirements of the funder with regards to data storage and management? If you are planning to record activities on audio or video media you will need participants' permission to do so. You must ensure that there is a clear understanding with participants as to how these recorded media will be used, stored and (if appropriate) destroyed.

How and where will the data be stored, used and (if appropriate) destroyed?

SUPPORTING DOCUMENTATION			
Information & Consent : Are the following supporting documents relevant to your project?			
Participant information Sheet(s)	Yes	No	
Consent Form(s)	Yes	No	
Additional documentation: If any other supporting documentation (such as a complete research proposal, a letter of support from a research partner or a covering letter) is relevant to your application, list it here and attach a copy with the application.			
1.	2.	3.	4.\
DECLARATION			
I confirm my responsibility to deliver the research project in accordance with Christ University's Regulations pertaining to 'Code of Research Conduct and Ethics', Academic Integrity Policies, General Regulations and Departmental Policies.			
In signing this research ethics application form I am conforming that:			
<ol style="list-style-type: none"> 1. The form is accurate to the best of my knowledge and belief. 2. The project will abide by the University's Code of research conduct and ethics: 3. There is no potential material interest that may, or may appear to, impair the independence and objectivity of researchers conducting this project. 4. Subject to the project being approved, I undertake to adhere to any ethics conditions that may be set. 5. I undertake to inform the ethics reviewers of significant changes to the protocol (by contacting my academic department's research coordinator/ HOD and my supervisor in the first instance). 6. I am aware of my responsibility to be up to date and comply with the requirements of the law and relevant guidelines relating to security and confidentiality of personal data, 7. I understand that the project, including research records and data, may be subject to inspection for audit purposes, if required in future. 8. I understand that personal data about me as a researcher in this form will be held by those involved in the ethics review procedure (constituted under the center for research) 			
SIGNATURE			
Scholar:		Supervisor:	
Comments:			

ANNEXURE - 1

Potentially Vulnerable Participants

This includes, but is not restricted to:

A. People whose competence to exercise informed consent is in doubt, such as:

1. infants and children under 18 years of age
2. people who lack mental capacity
3. people who suffer from psychiatric or personality disorders, including those conditions in which capacity to consent may fluctuate
4. people who may have only a basic or elementary knowledge of the language in which the research is conducted

B. People who may socially not be in a position to exercise unfettered informed consent, such as:

1. people who depend on the protection of, or are controlled and influenced by, research gatekeepers (e.g. school pupils, children and young people in care, members of the armed forces, young offenders, prisoners, asylum seekers, organizational employees)
2. family members of the researcher(s) iii. in general, people who appear to feel they have no real choice on whether or not to participate

C. People whose circumstances may unduly influence their decisions to consent, such as:

1. people with disabilities
2. people who are frail or in poor health
3. relatives and friends of participants considered to be vulnerable
4. people who feel that participation will result in access to better treatment and/or support for them or others
5. people who anticipate any other perceived benefits of participation
6. people who, by participating in research, can obtain perceived and/or real benefits to which they otherwise would not have access

ANNEXURE – 2

Highly Sensitive Topics This includes, but is not restricted to:

- 'race', caste or ethnicity
- political opinion
- religious, spiritual or other beliefs
- physical or mental health conditions
- sexuality
- abuse (child, adult)
- nudity and the body
- criminal activities
- political asylum
- conflict situations
- personal violence

CENTRE FOR RESEARCH

PhD Title Change Form

Name of Scholar		Registration Number		
Supervisor		Co Supervisor		
Date of Admission		Discipline		
Date of Proposal Presentation		Names of RAC Members	1. 2.	
Title Approved by Doctoral Committee				
Title change proposed				
Date of RAC meeting where title change was proposed				
Reason for title change				
(tick if applicable)	The title change does not warrant a re-presentation of the proposal as the change does not reflect major methodological or conceptual changes.			
(tick if applicable)	The title change requires a re- presentation of the proposal as the change reflects major methodological or conceptual changes.			
Endorsed by:	Supervisor	RAC member	RAC member	HoD

- Request for title change accepted by Doctoral Committee
- Request for title change deferred by Doctoral Committee

Date:

Signature of Director (CFR)

Supervisor Empanelment Form (available online)

Centre for Research- Application for Empanelment as Doctoral Research Supervisor
(2020-21)

Faculty members holding a doctoral degree from a recognized university with publication records and minimum two years teaching experience at CHRIST (Deemed to be University) are invited to apply to be empanelled as research supervisors to doctoral and MPhil candidates of CHRIST (Deemed to be University).

Your email address (xxxxxxxxxxxx) will be recorded when you submit this form.

* Required

1. Name of the Faculty Member *

2. Employee ID *

3. Department *

4. Year and Month of the successful completion
of PhD *

5. Year and month of joining CHRIST *

6. Subject in which PhD is awarded (As mentioned in the PhD Degree Certificate) *

7. Number of MPhil theses supervised *

8. Number of PhD theses supervised *

9. Research Areas where you have expertise in supervising (List them) *

10. List two of your last published articles *

11. Attach copies of the articles listed above *

Files submitted:

12. List up to 5 of your most prominent articles *

13. Attach copies of the first pages of each of them *

Files submitted:

Declaration

14. I hereby declare that the information furnished above is true and correct to the best of my knowledge. *

Check all that apply.

Agree

Disagree

15. I shall present myself before the Interview Board for Empanelment of Doctoral Supervisors (if

asked for), and if selected shall abide by the rules and regulations of CHRIST (Deemed to be University) as applicable to Research Supervisors. *

Check all that apply.

Agree

Disagree

16. Further, I promise to abide by the Rules and Regulations of the University. *

Check all that apply.

Agree

Disagree

(This form is available online can be accessed online and can be accessed at [this link](#) using official e mail ID as log n.
Research Fellows Remuneration Form

PhD Research Fellowship
Remuneration Details for the Departmental work

Name of PhD Scholar _____

Register Number _____

Department: _____

Date: _____ to _____

Details of the Departmental Work

Activity	No of Hours	Amount
	Total No of Hrs:	Total Amount:

Signature of the Scholar _____

Approved by the HoD _____

References and acknowledgments

Center for research.(2019) *Procedures for administration of the PhD Programme*. Published at www.christuniversity.in

Taylor, S. and Beasley, N. (2005) *A Handbook for Doctoral Supervisors*. London: Routledge
<https://www.otago.ac.nz/graduate-research/study/otago403601.html>

(We wish to thank University of Otago, New Zealand for their resources on PhD programme that we adapted for this presentation)