



SAI TIRUPATI UNIVERSITY

(Established by the Rajasthan State Legislative Assembly and as per Sec. 2(F) of UGC Act 1956)
Promoted by: Global Health Research And Management Institute, Udaipur

No.STU/R/2025-26

Date: 15/07/2025

Notification

This is in continuation to this office order No.STU/R/2019-20 dated 27.12.2019 according approval of the Academic Council and the Board of Management to conduct Ph.D research program in the University as per UGC regulations.

The UGC has further amended the regulations of Ph.D research program vide its Gazette Notification dated 07.11.2022 . Therefore, keeping in view the Notifications issued by the UGC amending Ph.D regulations , the management of the University has incorporated and implemented the aforesaid modifications from time to time since 07.11.2022 . Now the management of the University is pleased to amend its existing PhD regulations and adopt the amended PhD regulations as per UGC regulations (2022) wef 15-07-2025 , which shall be henceforth come into practice as STU Ph.D Regulations- Amended, 2025.

Copy to :-

1. PS to President, STU
2. The Dean, PG Studies, STU
3. Dean faculty of Medical Science/ Nursing/ Management Studies/ Physiotherapy, STU.
4. Academic section, STU to report the orders in the Academic Council/ BoM.
5. Office file


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SAI TIRUPATI UNIVERSITY

Established by Govt. of Rajasthan and Recognized by UGC



Ph.D. Regulations Handbook

Sai Tirupati University, Udaipur
(As per UGC Rules & Regulations 2009, 2016 & 2022)


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Udaipur (Raj.)

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Ph.D. Programme Rules & Regulations

1. MINIMUM STANDARDS AND PROCEDURE FOR AWARD OF THE DEGREE OF Ph.D., REGULATIONS, 2025

The Sai Tirupati University, Umarda, Udaipur, established by Government of Rajasthan, Jaipur vide its Gazette notification No F 2(46)/Vidhi/2/2015 dated 21st April 2016 (Act No 9 of 2016) offers Ph.D. Whereas, the Sai Tirupati University, Umarda, Udaipur Act, 2016 (hereinafter the 'Act') has come into force with effect from 21.04.2016 and by Government of Rajasthan, Jaipur vide its Gazette notification No F 2(46)/Vidhi/2/2015 virtue of the provisions of Section 41 of the said Act, the Sai Tirupati University (hereinafter the "University") is governed by the provisions of the said Act;

AND

Whereas, the University Grants Commission, in supersession of the UGC (Minimum Standards & Procedures for Award of Ph.D. Degree of the Universities) Regulations, 2009, has issued the University Grants Commission (Minimum Standards & Procedure for award of M.Phil./Ph.D. Degree) Regulations, 2016 (the University Grants Commission Regulations, 2016), vide its Notification dated 5th May 2016, published in the Gazette of India No.278, Part III - Section 4, dated 5th July 2016;

AND

Whereas, the Secretary University Grants Commission, New Delhi Vide No. F.No.20-112014(PS) dated 17th March 2017 has issued Public Notice explaining the words " Regular Mode" appearing in the University Grants Commission's 'Regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and measures for the Maintenance of Standards of Higher Education 2010 (4th Amendment)' notified in Gazette of India, dated 11th July 2016;

AND

Whereas, by virtue of Section 39 (a) of the Act, an Ordinance is required to be made laying down the conditions under which students shall be admitted to courses of study for awarding various Degrees in the University and by virtue of section 39 (b) an Ordinance is required to be made for recognition of teachers and also for recognition of teachers as qualified to give instructions in the University constituent colleges/recognized institutions, including laying down the Minimum Standards and Procedure for award of the Degree of Ph.D. in terms of the UGC Regulations, 2016.

AND

Whereas the University Grants Commission in exercise of its powers under Clauses (f) and (g) of sub section (1) of Section 26 of the UGC Act 1956 (3 of 1956) and in supersession of the UGC (Minimum standards and procedure for Awards of Ph.D. Degree) Regulations-2016 and its amendments, the University Grants Commission has issued University Grants Commission (Minimum standards and procedures for Award of Ph.D. Degree) Regulations-2022.

AND

Now, therefore, the Academic Council of the University being satisfied about the exigency to invoke and exercise powers vested under the provision of section 41 of the Act here by issue following regulation

1. This Regulation shall be called "Minimum Standards and Procedures for Award of Ph.D. Degree, Regulation, 2025".

2. This Regulation shall come into force with effect from the date of its issuance.

3. SCOPE:

This Regulation shall govern award of the Degree of Ph.D. in all the faculties of the University, for the research conducted in the approved/recognized centers of higher learning and research of the University and the constituent/affiliated

colleges/institutions of the University whose Ph.D. programs are approved by the University.

2. DEFINITIONS:

(a) "Act" means the STU Act, 2016, and the other definitions therein will be applicable.

(b) "Adjunct Faculty" means a part-time or contingent instructor, but not a full-time faculty member, hired to teach by a Higher Educational Institution.

(c) "College" means an institution engaged in higher education and/or research, either established by a university as its constituent unit or affiliated with it.

(d) "Commission" means the University Grants Commission established under Section 4 of the UGC Act, 1956.

(e) "Constituent College" means a college maintained by the University.

(f) "Course" means one of the specified units which go to comprise a programme of study.

(g) "Course Work" means courses of study prescribed by the School/Department/Centre to be undertaken by a student registered for the Ph.D. Degree.

(h) **"Co-Supervisor"** means a person who is approved as a Ph.D. supervisor (for a particular subject/topic) by the University or, in special cases of Interdisciplinary Research, a Subject Expert (for a particular subject/topic) approved by the Board of Interdisciplinary Research.

(i) **"Credit"** means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit.

(j) **"Cumulative Grade Point Average (CGPA)"** means a measure of the overall cumulative performance of a student across all semesters. It is the ratio of total credit points secured to the total credits of all courses, expressed up to two decimal places.

(k) **"Degree"** means a Degree awarded by a Higher Educational Institution in accordance with the provisions of Section 22(3) of the Act.

(l) **"External Examiner"** means an academician/researcher with recognized expertise and published research work, who is not affiliated with the Higher Educational Institution where the Ph.D. scholar is registered, and who is appointed to evaluate the thesis/dissertation and/or conduct the viva-voce examination.

(m) **"Guide/Research Supervisor"** means an academician/researcher recognized by a Higher Educational Institution to supervise the Ph.D. scholar for their research.

(n) **"Higher Educational Institution"** means a university or institution specified under clause 3 of these Regulations.

(o) **"Peer-Reviewed and Referred Journal"** means academic journals that are listed in PubMed, Scopus, Web of Science, or Directory of Open Access Journals (DOAJ).

(p) **"Sai Tirupati University - Ph.D. Entrance Test (STU-PET)"** means the entrance test conducted by Sai Tirupati University as per the applicable rules framed by the University for admission to the Ph.D. programme.

(q) **"Plagiarism"** means the practice of taking someone else's work or ideas and passing them off as one's own.

(r) **"Place of Research"** means all departments/constituent colleges of the University, and the colleges/institutes/organizations/sub-centers of the University (for subjects not available in the constituent colleges) that are duly recognized as centers of 'Higher Learning and Research' by the University.

(s) **"Research Proposal (Synopsis)"** means a brief outline of the proposed research work, submitted by the Ph.D. scholar along with the application for registration to the Ph.D. programme.

(t) "**Research Advisory Committee (RAC)**" means a body constituted for each scholar to evaluate and guide the research work and monitor progress throughout the duration of the Ph.D. programme.

(u) "**University Research and Advisory Board (URAB)**" is the highest research governance body of the University, comprising senior academicians, researchers, and external experts. It is responsible for formulating research policies, promoting innovation and interdisciplinary collaboration, and overseeing research quality, funding, and compliance across all University departments and affiliated institutions.

(v) "**Doctoral Research Committee (DRC)**" means a Doctoral-level committee responsible for overseeing research activities, evaluating research proposals, and maintaining academic quality and ethics within the department.

3. GENERAL GUIDELINES FOR PH.D. ADMISSION

In accordance with the academic and regulatory framework of SAI Tirupati University, Udaipur, the following General Guidelines are hereby prescribed for admission to the Ph.D. programme under the faculties of Medicine, Pharmacy, Nursing, Physiotherapy, and Management.

3.1 Eligibility Criteria

Candidates must possess a Master's Degree in the relevant subject under the faculty of Medicine, Pharmacy, Nursing, Physiotherapy, Management from SAI Tirupati University, Udaipur. Applicants holding a Postgraduate Degree in the aforementioned disciplines from other recognized universities may also be considered, subject to equivalency approval by SAI Tirupati University.

3.2 Admission Procedure

Admission to the Ph.D. programme shall be based on merit in the STU Ph.D. Entrance Examination conducted by the University

3.3 Application Process

All aspiring candidates must submit an application for the entrance examination along with the requisite application fee within the notified timeline.

3.4 Verification of Documents

Candidates must present all relevant original documents at the time of the interview. Those awaiting final year Postgraduate results may provisionally appear for the entrance examination but are required to submit their final year marksheet and/or Degree certificate at the time of the interview.

3.5 Frequency of Admission

Applications for admission to the Ph.D. programme shall be invited twice during an academic year, contingent on the availability of vacant seats.

3.6 Seat Availability and Notification

The subject-wise and specialization-wise seat availability shall be determined in advance. This information shall be published on the official university website and announced through advertisements in at least two widely circulated newspapers, one of which will be in the regional language.

3.7 Fixed Intake

Only the predetermined number of candidates shall be admitted to the Ph.D. programme.

3.8 Subjects for Entrance Examination

The entrance examination shall be conducted in subjects corresponding to Postgraduate courses offered by STU, subject to the availability of qualified research guides with vacant seats.

3.9 Subject-Specific Eligibility

Candidates shall be eligible to appear in the entrance examination only in the subject in which they have obtained their Postgraduate Degree.

3.10 Prohibition of Concurrent Courses

Candidates registered for a regular Ph.D. programme shall not be permitted to enrol in any other full-time regular course or examination during the tenure of their Ph.D. studies.

3.11 Restriction on Specialization change

Candidates shall not be allowed to pursue Ph.D. research in a specialization different from their Master's Degree discipline.

3.12 Reservation Policy

The University shall comply with the applicable state-level reservation policies during the admission process.

3.13 Definition of Terms

Terms and expressions used but not defined in these guidelines shall carry the meanings ascribed to them in the relevant University Act, provided they are not inconsistent with the context herein.

4. ELIGIBILITY CRITERIA FOR ADMISSION TO PH.D. PROGRAMME

4.1 Eligibility for Admission to Full-Time Regular Ph.D. Programme

- i) This programme is strictly for non-service candidates and is of a regular nature. A minimum of 75% attendance per academic year is mandatory at the research centre where the supervisor is located.
- ii) Candidates with the following qualifications are eligible for admission under the respective faculties:

A) Faculty of Medicine

- i. Candidates with MD/MS/MDS or an equivalent Postgraduate Degree awarded by a college/university recognized by the respective governing council are eligible to register for the Ph.D. programme in their subject of specialization.
- ii. For clinical subjects, only candidates possessing MD, MS, MDS, or equivalent Postgraduate Degrees after MBBS recognized by Sai Tirupati University, Udaipur are eligible.
- iii. Non-medical candidates holding a 3-year M.Sc. Degree in Anatomy, Physiology, Biochemistry, Microbiology, or Pharmacology under the Faculty of Medicine as recognized by NMC/DCI/STU are also eligible.

B) Faculty of Pharmacy

Candidates with an M.Pharm Degree awarded by this University or by a college/university recognized by PCI or considered equivalent by STU are eligible for admission. They must have secured at least 55% marks in aggregate or an equivalent CGPA as defined by UGC/STU. A relaxation of 5% marks or equivalent grade points is applicable for SC/ST/OBC (non-creamy layer), differently-abled persons, or those who obtained their Master's Degree before 19th September 1991.

C) Faculty of Physiotherapy

Candidates with an M.P.T. Degree awarded by this University or by a recognized college/university approved by the respective council (if any) or considered equivalent by STU are eligible for admission. They must have at least 55% marks in aggregate or an equivalent CGPA, with applicable relaxations as per UGC norms.

D) Faculty of Nursing

Candidates with an M.Sc. Nursing Degree awarded by this University or by a college/university recognized by INC or considered equivalent by STU are eligible for admission. Minimum eligibility includes 55% aggregate marks or an equivalent CGPA, with relaxations for reserved categories and those meeting pre-1991 criteria.

E) Faculty of Management

A Master's Degree or equivalent in Management or relevant discipline (e.g., MBA, M. Com, MA in Economics, etc.) Must have secured at least **55% marks** or equivalent grade (50% for SC/ST/OBC/PwD candidates) from a recognized university.

4.2 Eligibility for Admission to Part-Time Ph.D. Programme

- i) This programme is intended only for in-service candidates.
- ii) The educational qualifications required for the part-time Ph.D. programme are the same as those for the full-time Ph.D. programme.

- iii) In-service candidates must obtain a No Objection Certificate (NOC) from their current employer.
- iv) A written permission from the employer is mandatory, allowing the candidate to pursue the Ph.D. programme along with regular duties.
- v) The candidate must ensure that adequate research facilities exist at the place of employment, and a certificate to this effect must be provided by the proposed supervisor.
- vi) The employer must also certify that the candidate is permitted to fulfill the residential requirement during the course work period (6 months) and meet the minimum contact days (100 days per year from the 2nd year onwards), or as prescribed by the University

5. MODES OF PH.D. PROGRAMME

SAI Tirupati University offers Ph.D. programmes in two modes: Regular/Full-Time and Part-Time.

5.1 Regular/Full-Time Ph.D. Programme

- (i) Candidates enrolled in the full-time mode shall carry out research work at the University's constituent or affiliated colleges/institutions and must be present during working hours to participate in research activities.
- (ii) Candidates who are employed and wish to pursue a full-time Ph.D. must submit a 'No Objection Certificate' (NOC) from their current employer and must obtain leave for the duration of their research period.
- (iii) Candidates who are awarded fellowships by national agencies or other recognized bodies, and who meet the University's eligibility criteria, are permitted to pursue full-time Ph.D. studies.
- (iv) Foreign nationals sponsored by the Government of India through exchange programs, as well as other eligible foreign nationals intending to pursue Ph.D. studies, may also apply for the full-time mode, subject to fulfillment of the eligibility requirements.

5.2 Part-Time Ph.D. Programme

- (i) The part-time Ph.D. programme is available to candidates who fulfill all regulatory conditions.
- (ii) The University must obtain an official NOC from the candidate's current employer, which should affirm the following:
 - a) Permission for the candidate to pursue the Ph.D. programme on a part-time basis.
 - b) Assurance that the candidate's official responsibilities allow sufficient time for research.

- c) Commitment to relieve the candidate from duties, if necessary, to complete coursework.

(iii) The candidate must submit a formal undertaking agreeing to reside within the jurisdiction of the designated Research Centre for the duration of the research.

5.3 Conversion Between Modes

Candidates initially admitted under the full-time mode may apply for conversion to part-time status, and vice versa. A formal application, endorsed by the research supervisor and head of the research centre, must be submitted to the Research Section of the University. The Research Board shall review the application and communicate its decision accordingly.

6. PH.D. ENTRANCE TEST (PET)

6.1 Need for the Entrance Test:

The Ph.D. Entrance Test (PET) is a mandatory qualification for admission to the Ph.D. programmes offered by the University. The University shall conduct this test twice a year, either in ONLINE or OFFLINE mode, at its campus. For foreign students, the test may be conducted ONLINE at designated and approved locations within their home country.

6.2 Dates of the PET Examination:

The University shall conduct the PET twice a year on dates and times announced in advance. In exceptional or adverse situations, the schedule may be modified with the approval of the Vice-Chancellor.

6.3 Exemption from PET:

Candidates who have qualified UGC-NET (including JRF), UGC-CSIR NET (including JRF), SLET, GATE, GPAT, or SET are exempted from appearing in the PET. Foreign/NRI candidates holding a Master's Degree with at least 55% marks or equivalent CGPA (6.0 and above) are eligible, subject to qualifying the PET conducted by the University. Candidates already holding a Ph.D. Degree from a recognized statutory university are also exempted from PET.

6.4 Validity of PET Result:

Clearing the PET does not guarantee admission or registration. It only serves as one of the eligibility criteria. The PET result shall be valid for one academic year from the date of declaration.

6.5 Examination Pattern:

- i) The PET shall carry a maximum of 100 marks and be divided into two sections: Section A - Research Methodology & General Aptitude, and Section B - Subject Aptitude.
- ii) Each section shall carry 50 marks, comprising multiple choice questions (MCQs), with each question carrying one mark.
- iii) The duration of each section shall be 90 minutes.
- iv) Both sections will be conducted on the same day. Date and time will be announced in advance.
- v) The examination shall be conducted in the English language.

6.6 Syllabus for PET Examination:

Section A – Research Methodology & General Aptitude

50 MCQs from Research Methodology covering:

- Meaning and Types of Research
- Principles of Review of Literature
- Defining a Research Problem
- Research Designs
- Preparing a Research Proposal (Synopsis)
- Sampling Techniques
- Types of Data and Data Collection Techniques
- Data Analysis Tools
- Referencing Styles
- Additionally, 10 MCQs shall assess General Aptitude, covering Analytical Reasoning, Numerical Ability, Data Interpretation, Computer Awareness, and Language Competency.
- The PET Committee shall be responsible for developing and maintaining a question bank for this section.

Section B – Subject Aptitude

- 50 MCQs based on the Postgraduate curriculum prescribed by Sai Tirupati University, Udaipur.


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- An Expert Committee, appointed by the Research Board for each subject, shall develop and maintain a suitable question bank for this section.

7. PROCEDURE FOR ADMISSION TO PH.D. PROGRAMME

Admission to the Ph.D. programme shall be conducted through a structured and transparent process, as detailed below:

7.1. Application Process and Entrance Test

- i) Application forms for the STU Ph.D. Entrance Test (STU-PET) will be available online at the official University website (<https://saitirupatiuniversity.ac.in>) following the publication of the admission notification. Candidates must complete the form as per the provided instructions and submit the prescribed application fee through the online payment gateway.
- ii) The University may also admit students who have qualified for national-level fellowships/scholarships (UGC-NET, CSIR-NET, GPAT, etc.) based on performance in a personal interview.
- iii) Admission may also be granted through the University-conducted Entrance Test (STU-PET). The test syllabus will consist of 50% Research Methodology and 50% Subject-Specific content.
- iv) Candidates scoring a minimum of 50% marks in the entrance examination will be eligible to appear for the interview, subject to the availability of seats in their chosen specialization.
- v) A relaxation of 5% in the qualifying marks for the entrance examination shall be provided to candidates belonging to SC/ST/OBC (Non-Creamy Layer), differently-abled categories, EWS, and other categories as per UGC norms.
- vi) The subject-specific paper shall follow the syllabus of the corresponding STU Postgraduate programme.
- vii) Based on entrance exam results, a maximum of twice the number of available seats will be called for the interview.
- viii) The final merit will be prepared with a weightage of 70% from the entrance test and 30% from the interview.

7.2. Interview Components and Evaluation Criteria

The interview will assess the candidate's subject knowledge, research aptitude, communication skills, academic background, and research achievements.

S. No.	Components	Marks	Total Marks
1	Viva-voce: <ul style="list-style-type: none">• Subject Knowledge• Research Aptitude	08 06	} 14
2	Communication Skills: <ul style="list-style-type: none">• Clarity of Expression• Confidence & Articulation	02 02	} 04
3	Academic Background: <ul style="list-style-type: none">• Secondary (50%-<60% / $\geq 60\%$)• Senior Secondary (50%-<60% / $\geq 60\%$)• Graduation ($\geq 60\%$ / $\geq 70\%$)• Post-Graduation ($\geq 60\%$ / $\geq 70\%$)	01 / 02 01 / 02 01 / 02 01 / 02	} 08
4	Achievements: <ul style="list-style-type: none">• Publications• Research Experience in Funded Projects	02 02	} 04

7.3. Final Selection and Research Guide Allotment

- The final merit list will be prepared based on the combined scores of the entrance test and interview.
- Admission shall be offered to candidates strictly in accordance with seat availability under recognized guides at the time of selection.
- The University shall maintain and publish a list of all registered Ph.D. scholars annually on its official website.
- The allocation of a University recognized Supervisor for each selected student shall be formally decided and notified by the Dean, Post Graduate Studies, in consultation with the Dean/Principal/Head of the concerned Faculty/College/ Department. Such allocation shall be made on the basis of the number of students per Supervisor, the specialization available among Supervisors, and the research interests of the student as indicated at the time of the interview/Viva-Voce. Under no circumstances shall the allotment of Supervisor be left to the discretion of either the individual student or the Supervisor.
- Research guide allotment will be based on merit-cum-choice as recommended by the Interview Board.

8. ADMISSION OF INTERNATIONAL STUDENTS AND PET GUIDELINES

8.1. Admission of International Students to Ph.D. Programme

i) Each recognized supervisor at Sai Tirupati University (STU) may guide up to two international research scholars on a supernumerary basis, in addition to the maximum number of Ph.D. scholars

8.2. Redressal of Grievances Related to PET

The PET Examination Committee, constituted by Sai Tirupati University, shall serve as the competent authority for resolving grievances raised by candidates concerning the conduct and administration of the Ph.D. Entrance Test (PET).

8.3. PET Examination Centers

The Ph.D. Entrance Test (PET) will be conducted by the University at designated centers that shall be notified in advance. This information will be disseminated through two national newspapers, one of which will be in the regional language, as well as through the official STU website.

8.4. Application Process for PET

Sai Tirupati University shall issue a widely publicized notification inviting applications for the Ph.D. Entrance Test (PET) from eligible candidates. All applicants must complete the application form ONLINE via the official STU website (<https://saitirupatiuniversity.ac.in>), or alternatively, submit the printed application in person at the Dean, PG Office.

9. CREDIT REQUIREMENTS, COURSE STRUCTURE, DURATION, SYLLABUS, AND MINIMUM STANDARDS FOR COMPLETION

i. Provisional Registration

Upon selection, research scholars are required to complete provisional registration by submitting the duly filled registration form.

ii. Ph.D. Coursework

Coursework is a mandatory requirement of the Ph.D. program and must be undertaken in the first year of provisional registration, spanning one semester. Scholars must earn a minimum of 12 credits and may earn up to a maximum of 16 credits.

The credit distribution is as follows:

Course Name	Max. Credits per Course	Nature of Course
Research Methodology	4	Compulsory
Research and Publication Ethics	2	Compulsory
Subject-Specific Paper	4	Compulsory
Review of Literature	2	Compulsory

STU's biometric attendance policy is applicable to all full-time research scholars, who are required to be present in the department during working hours. Part-time research scholars must comply with these rules during their coursework period.

Coursework must be completed within one year of provisional registration with a minimum CGPA of 5.8 on the UGC 10-point scale. Failure to meet this requirement will result in automatic cancellation of Ph.D. admission.

Scholars must pay the tuition and prescribed fees annually until submission of the thesis. Non-payment of fees or failure to submit six-monthly progress reports may lead to cancellation of admission by the University.

9.1 Research Proposal and Synopsis Submission Process

- Within six months of completing coursework, the scholar must:
- Prepare and present a synopsis before the Research Advisory Committee (RAC).
- Upon approval by RAC, submit the final draft of the research proposal to the Doctoral Research Committee (DRC).
- The DRC will conduct an open seminar to evaluate the proposal and forward its recommendation to the Ph.D. Cell.
- Upon approval by the DRC, the scholar is formally recognized as a registered Ph.D. research scholar of STU.
- Following DRC approval, the scholar must seek Ethical Committee clearance, wherever applicable, prior to commencing fieldwork, clinical studies, or research involving human/animal subjects.
- Academic registration must be renewed annually. Failure to register or submit progress reports may lead to cancellation of admission.

9.2 Research Progress Monitoring

- Scholars must submit a progress report every six months in the prescribed format (Annexure-1), indicating satisfactory academic and research progress.
- The Research Advisory Committee (RAC) will evaluate the progress through an open seminar and submit the evaluation report to the Dean, P.G. Office in the prescribed format.
- Change in Research Area or Thesis Title:
- Generally, changes in thesis title or research area are not permitted.

- v. A one-time modification may be considered within the approved broad research area, upon DRC recommendation.
- vi. The DRC must ensure the revised topic aligns with the scholar's completed coursework.

9.3 Pre-submission Presentation

Prior to thesis submission, scholars must undergo a two-stage pre-submission process:

i. Presentation before the RAC:

- Scholars will present their thesis work before the RAC for internal academic review.
- The RAC will verify the quality and completeness of the research and publication/presentation requirements.

ii. Final Presentation before the DRC:

- Upon RAC clearance, the scholar must present before the DRC in an open seminar for final approval.
- The pre-submission seminar shall be open to all faculty members and research scholars. A formal notification must be sent to the Vice Chancellor and Registrar, including:
 - a) A soft copy of the pre-submission report in the prescribed format.
 - b) A plagiarism report and soft copy of the thesis.
 - c) All required compliance certificates.

iii. Before the pre-submission seminar, scholars must:

- a) Submit a draft of the thesis to the RAC and subsequently to the DRC.
- b) Publish at least two research papers in peer-reviewed journals indexed in SCOPUS, SCI, SSCI, WoS, ESCI, SCIE, ABDC, or AHCI.
- c) Present at least two research papers at recognized national or international conferences/seminars.

Note: All procedures mentioned in this handbook must be followed in accordance with the university's official policies, UGC regulations, and ethical research practices. Any deviation may result in disciplinary action or cancellation of admission.

10. RESEARCH SUPERVISOR GUIDELINES – SAI TIRUPATI UNIVERSITY (STU)

The following guidelines outline the eligibility, roles, and responsibilities of Research Supervisors and Co-Supervisors for Ph.D. scholars at Sai Tirupati University (STU). These policies are established to ensure quality, transparency, and academic integrity in research supervision across all faculties and departments.

10.1. Eligibility for Recognition as Research Supervisor

- i) Permanent faculty members working as Professors or Associate Professors in STU or its constituent/affiliated colleges, with a Ph.D. Degree and at least five (05) original research publications in peer-reviewed or referred journals, may be recognized as Research Supervisors.
- ii) Permanent faculty members working as Assistant Professors with a Ph.D. and at least three (03) such publications are also eligible for recognition as Research Supervisors.
- iii) In disciplines where peer-reviewed or refereed journals are limited or unavailable, STU may relax publication requirements, with reasons recorded in writing and subject to approval by the University Research Board.
- iv) Faculty members possessing MD/MS/MDS Degrees with a minimum of ten (10) years of teaching experience post-qualification and, along with at least (05) publications in indexed journals, shall be eligible for recognition as Research Supervisors or Joint Supervisors.

Faculty members with less than three years of service remaining before superannuation shall not be permitted to take on new Ph.D. candidates. They may, however, continue to guide already registered scholars until superannuation and act as Co-Supervisors thereafter, up to the age of 70 years.

10.2. Special Conditions and Additional Requirements

- i) If a Research Supervisor has three (03) or fewer years of service remaining before superannuation, the appointment of a Co-Supervisor is mandatory for newly registered scholars.
- ii) Faculty members nearing retirement may continue to supervise already-registered scholars until retirement and may act as Co-Supervisors post-retirement, but not beyond the age of 70 years.

- iii) Each Research Supervisor may guide up to the following number of Ph.D. scholars at any given time:

Academic Rank	Maximum Ph.D. Scholars
Professor	08
Associate Professor	06
Assistant Professor	04

- iv) Each Supervisor may guide up to two (02) international research scholars on a supernumerary basis, over and above the permitted number.

10.3. Co-Supervisors and Interdisciplinary Research

- i) Co-Supervisors may be appointed from within the same department, another department of STU, or from external institutions, subject to approval by the competent authority.
- ii) For interdisciplinary or multidisciplinary research, Co-Supervisors from outside the department, college, or university may be appointed based on research requirements and with clearance from the Dean P.G. Studies or University Research and Advisory Board (URAB).

11. POLICY ON CHANGE OF SUPERVISOR & APPOINTMENT OF EXTERNAL CO-SUPERVISORS.

11.1 Change of Research Supervisor

i. General Provisions:

- A Ph.D. scholar may request a change of Research Supervisor under specific academic, administrative, or personal circumstances.
- A change of supervisor is permitted only with valid justification and must follow the procedure defined herein.
- Only one supervisor change shall be permitted during the entire tenure of the Ph.D. program, except under extraordinary conditions.

ii. Permissible Grounds for Change:

- Resignation, retirement, long leave (more than 6 months), or death of the current supervisor.
- Long-term unavailability due to health or official assignments.
- Conflict or incompatibility hindering academic progress, supported by documented evidence.
- Change in research direction necessitating different expertise.
- Mutual agreement between scholar and supervisor, supported by academic justification.

iii. Eligibility Conditions:

- The scholar must have completed a minimum of six months under the current supervisor.
- Requests made during the final phase (post-pre-submission/thesis submission) will not normally be entertained.
- The proposed supervisor must be eligible as per UGC/University norms.
- The proposed supervisor should preferably be from the same department or an allied research domain.

iv. Procedure for Change:

- The scholar shall submit a written application to the Head of Department (HoD), stating clear reasons for the change request.
- The following documents must be enclosed:
 - a. Consent from current supervisor (if applicable).
 - b. Written willingness from the proposed supervisor.
 - c. Brief justification and revised research plan (if applicable).
- The matter shall be placed before the Doctoral Research Committee (DRC) / Research Advisory Committee (RAC) for recommendation.
- The recommended application shall be forwarded by the HoD to the Dean, Postgraduate Studies for final approval.

v. Post-Approval Requirements:

- Upon approval, the following steps shall be taken:
 - a. Reconstitution of the Doctoral Research Committee (if necessary).
 - b. Submission of revised synopsis or research title (if required).
 - c. Clear documentation of research contribution, IP ownership, and publication authorship under the previous supervisor.
- The change shall be officially notified by the Dean, P.G. Studies Office.

vi. Final Authority:

The Dean of Postgraduate Studies shall be the final authority for the approval of any request for change of Research Supervisor.

11.2. Appointment of External Co-Supervisor

- An application for the appointment of an external co-supervisor may be initiated either by the supervisor of the Ph.D. scholar at Sai Tirupati University (STU) or directly by an interested candidate.
- Direct applications shall be subject to consideration and approval by the Doctoral Research Committee (DRC), based on academic requirements and Doctoral capacity.


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- The eligibility of the proposed external co-supervisor shall be evaluated by the DRC and shall require final approval from the Dean, P.G. Studies.
- Upon approval, the external co-supervisor shall be formally registered to guide the scholar until the completion of the Ph.D. program at STU.

11.3. Temporary Approval for Supervision

- In cases where the application for a new supervisor or co-supervisor is under consideration, and based on the immediate academic requirement, the Dean, P.G. Studies may issue a provisional approval letter allowing the scholar to begin work under the proposed supervisor/co-supervisor.
- This provisional approval shall remain valid for six months or until the next DRC meeting, whichever is earlier, during which formal ratification of the appointment must be obtained.

11.4. Continuation of Supervision Post-Departure

If a Ph.D. scholar has submitted their pre-submission report prior to the departure of their supervisor from STU, the supervisor may continue in their role for a maximum period of six months post-departure for final guidance and submission support.

12. FUNCTIONING OF PHD PROGRAM IN STU.

The University's Ph.D. program and research activities are governed by the Dean P.G. Studies.

12.1 Objectives:

- To coordinate the administration of the entrance exam for admission to the Ph.D. program (twice a year) with the Admissions and Exam Cell.
- To post the rules for the Ph.D. program, information about the subjects provided, job openings in the relevant departments, and information about qualified Ph.D. supervisors on the university website.
- To coordinate all departments' research efforts, including the recruitment of research scholars.
- To provide researchers with advice regarding the STU Ph.D. program.
- To schedule a meeting of the University Research and Advisory Board (URAB).
- To provide research assistants, supervisors, co-supervisors, and external co-supervisors with registration letters or office orders.

13. UNIVERSITY RESEARCH AND ADVISORY BOARD (URAB): For the entirety of the University, there shall be a single **URAB**. This committee generally talks about current Ph.D. research scholar issues, policy changes, and implementation recommendations in accordance with the most recent regulatory body requirements. The Academic Council (AC) is presented with all suggestions for approval.

Constitution

Vice Chancellor	Chairman
Pro Vice Chancellor	Member
Dean/Director/ Principal	Member(s)
Registrar	Member
Controller of Examinations (CoE)	Member
Dean P.G.Studies	Member Secretary
*Special Invitee, if required	

13.1 Functions of The University Research and Advisory Board (URAB)

i. **Promote Research and Ph.D. Programs**

Encourage and support quality research and doctoral studies across disciplines.

ii. **Formulate and Review Policies**

Develop, update, and ensure compliance with research and Ph.D. program policies.
Recommend changes to the Academic Council when necessary.

iii. **Strategic Research Planning**

Identify research gaps, support emerging fields, and align research with national priorities to enhance the university's research profile.

iv. **Ph.D. Program Oversight**

Oversee admissions, confirmations, withdrawals, and Degree completions in coordination with the Dean of Postgraduate Studies

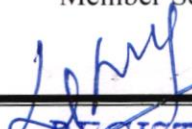
v. **Monitor Candidate Progress**

Track Ph.D. candidates' progress and recommend actions in cases of insufficient performance.

14. DOCTORAL RESEARCH COMMITTEE (DRC): The Doctoral Research Committee (DRC) is a Doctoral-level academic body constituted to support and supervise the Ph.D. program within the University. Its primary role is to ensure academic quality, policy compliance, and research integrity across all stages of the doctoral journey.

Constitution

Dean P.G.Studies	Chairman
Director/Dean/Principal of the College	Members
Head of the concerned Department	Member
Ph.D. Coordinator*	Member Secretary


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One Subject expert nominated by VC

Members

Research Supervisor/Co-Supervisor (if applicable)

Members

One Faculty within or outside the Department as subject expert nominated by the Dean P.G. Studies Member

***Doctoral coordinator**

The following are the key functions of the DRC with specific relevance to the University's Ph.D. program:

i. Coordinate Research Activities

- To organize and coordinate research initiatives within the department, focused on Ph.D. programs.
- To foster a culture of academic inquiry, innovation, and interdisciplinary collaboration among doctoral scholars.

ii. Monitor Ph.D. Program Implementation

- To supervise the conduct and progress of all Ph.D. programs in the department.
- To ensure adherence to the University's Ph.D. program structure and academic regulations.

iii. Evaluate Research Output

- To maintain records and periodically review the research contributions of Ph.D. scholars.
- To evaluate scholarly output including publications, research projects, and academic presentations.

iv. Implement Recommendations

- To execute and monitor the implementation of decisions and recommendations issued by the Academic Council and the University Research and Advisory Board (URAB) pertaining to the Ph.D. program.

v. Oversee Doctoral Research Matters

- To review and act upon matters related to Ph.D. research activities, including compliance with policies and quality standards.

vi. Conduct Regular Meetings

- To conduct at least two physical meetings per academic year (one per semester mandatory) specifically for Ph.D. matters.
- To submit minutes of all meetings to the Ph.D. Cell, and to hold additional meetings as necessary.

vii. Review and Approve Final Synopsis

- To evaluate the final synopsis of Ph.D. scholars post-RAC approval.
- To ensure that the research proposal is academically sound and feasible for doctoral work.

viii. Evaluate Pre-Thesis Presentation

- To review the pre-thesis presentation of the Ph.D. scholar and assess research progress.
- To provide constructive feedback and approve the scholar for final thesis submission, if appropriate.

ix. Review and Approve Final Thesis

- To evaluate the final Ph.D. thesis for its scholarly contribution, originality, and adherence to university guidelines.
- To recommend the thesis for external evaluation after ensuring all feedback has been incorporated.

x. Maintain Academic and Ethical Standards

- To ensure all research conducted by Ph.D. scholars upholds academic and ethical integrity.
- To verify completion of mandatory academic requirements, including coursework, publications, and plagiarism clearance, before final submission.

15. RESEARCH ADVISORY COMMITTEE (RAC): For each Ph.D. scholar, a **Research Advisory Committee (RAC)** shall be constituted by the university/college/institution. The composition shall be as follows:

Constitution

Head of Department	Chairperson
One/Two Subject Expert*	Members
College Ph.D. Coordinator*	Co-convener
Research Supervisor	Convener
Research Co-supervisor, If any	

15.1 Roles and Responsibilities

i. Review and Approval of Research Proposal:

- To review the research proposal (synopsis) submitted by the Ph.D. scholar.
- To approve and finalize the title of the research work.

ii. Guidance on Research Design and Coursework:

- To assist the scholar in formulating an appropriate study design and research methodology.
- To identify any coursework or academic training the scholar is required to undertake.

iii. Monitoring Research Progress:

- To periodically assess the progress of the scholar's research work.
- To provide constructive feedback and guidance for the successful completion of the research.

iv. Semester-wise Presentation and Evaluation:

- At the end of each semester, the Ph.D. scholar shall make a presentation before the RAC on the progress of the research.
- The scholar shall also submit a brief written progress report.
- The RAC shall evaluate the presentation and report, provide recommendations, and submit its evaluation along with the progress report to the University.
- A copy of the RAC's recommendations shall also be provided to the scholar.

v. Handling Unsatisfactory Progress:

- In cases where the scholar's progress is found to be unsatisfactory, the RAC shall document the reasons and recommend corrective measures.
- If the scholar fails to implement the suggested corrective actions, the RAC may recommend the cancellation of the scholar's registration from the Ph.D. program, citing specific reasons.

vi. Change of Research Title:

- In the event of a significant change in the research title, the scholar must submit a formal request for the change to the University.
- This request must be endorsed by the RAC of the concerned research center.
- The application for a title change must be submitted within a maximum period of two years from the date of initial registration.

vii. Recommendation for Presentation Before the Doctoral Research Committee:

- Upon finalization of the research proposal and satisfactory review by the RAC, the committee shall recommend the Ph.D. scholar to present their synopsis/pre-thesis before the Doctoral Research Committee (DRC) of the University for further consideration and approval.

16. PROGRESS REPORT:

- Every registered Ph.D. scholar shall submit a progress report of their research work every six months to the **Dean, P.G. Studies, STU**, through their respective supervisor, using the prescribed format. The scholar is also required to appear before the **Research Advisory Committee (RAC)** once every six months from the date of registration to present the progress of their research for evaluation and guidance.
- The six-monthly progress report must be submitted by the scholar within one **month** from the date of presentation before the RAC.

- iii All full-time Ph.D. scholars are required to submit an **Undertaking** along with each progress report, confirming that they are **not employed at any institution** during the reporting period.

17. SUBMISSION OF THESIS

17.1 Minimum Duration for Submission

A full-time Ph.D. candidate shall be permitted to submit the thesis only after completing thirty-six (36) months from the date of registration. A part-time candidate may submit the thesis only after forty-eight (48) months from the date of registration.

Additionally, the candidate must have submitted a minimum of six (06) progress reports for full-time registration and eight (08) progress reports for part-time registration as an essential prerequisite for thesis submission.

The summary of the thesis may be submitted after thirty-three (33) months for full-time candidates and forty-five (45) months for part-time candidates.

Prior to the final submission of the thesis, the scholar must obtain a 'No Dues Certificate/Permission' from Sai Tirupati University. Submissions without this certificate shall not be accepted by the University.

17.2 Plagiarism Check Requirement

Prior to submitting the final thesis, all Ph.D. scholars are required to submit a soft copy of their thesis to the Research Department or to any official designated by the University for the purpose of plagiarism detection.

A non-plagiarism certificate shall be issued by the competent authority, preferably within 30 days from the date of submission of the soft copy.

The scholar must initiate the plagiarism check process at least three (3) months prior to the expiry of their registration period. It is expressly stated that no extension of the submission deadline shall be granted on the grounds that time was consumed in obtaining the plagiarism certificate.

17.3 Pre-Submission Presentation

Each Ph.D. scholar must deliver a pre-submission presentation within three months prior to the submission of the thesis summary. This process is designed to assess the quality and readiness of the research work before final submission.

The presentation must first be made before the Research Advisory Committee (RAC) and must receive formal approval from the committee.

Following approval by the RAC, the candidate shall present their pre-thesis seminar before the Doctoral Research Committee (DRC). For this purpose, an external expert shall be

appointed by the University to evaluate and validate the research work prior to final thesis submission.

The presentation process shall be coordinated by the Dean, Postgraduate Studies, upon formal request by the candidate, endorsed by the supervisor.

The seminar must be attended by:

The Dean, Postgraduate Studies

Dean/Principal of the faculty

Head of the Department

The Research Supervisor

Other relevant faculty members

Registered Ph.D. scholars in the subject area

The Head of the Department and the Supervisor shall jointly certify that the pre-submission presentation was conducted in accordance with University guidelines.

17.4 Publication and Presentation Requirements

Every Ph.D. candidate (full-time and part-time) must fulfill the following criteria before thesis submission:

- Proof of pre-submission seminar.
- Publication of at least two research papers as the first author in journals indexed in PubMed, SCOPUS, Web of Science, or DOAJ.
- Presentation of at least two papers at national or international conferences (certificates to be attached).
- All publications must mention the supervisor's affiliation as 'Sai Tirupati University, Udaipur'.
- In disciplines with limited access to refereed journals, this publication requirement may be relaxed, provided reasons are recorded in writing by the Review Board and approved by the University Research Board, in line with UGC guidelines.

17.5 Submission of Thesis Summary

After incorporating feedback received during the pre-submission presentation, the candidate shall submit four (04) hard copies of the thesis summary to the University, through the supervisor, within three months from the date of presentation.

17.6 Submission of external examiner List

The supervisor shall submit a sealed envelope containing a list of at least six (06) external examiner. The list must include each examiner's full name, designation, institutional affiliation, postal address, contact number, and email address.

17.7 Minimum Progress Reports before Pre-Thesis Submission

After the synopsis has been finalized and approved by the Doctoral Research Committee (DRC), the scholar must submit a minimum number of progress reports before proceeding to the pre-thesis stage:

- Regular (Full-Time) Ph.D. scholars: Minimum of four (04) progress reports.
- Part-Time Ph.D. scholars: Minimum of six (06) progress reports.

Only upon successful submission and evaluation of the required number of progress reports will the scholar be eligible to proceed with the pre-thesis submission process.

18. THESIS SUBMISSION FORMAT AND SPECIFICATIONS

(Applicable to Ph.D. Scholars of Sai Tirupati University)

The final Ph.D. thesis must be prepared and submitted in accordance with the following guidelines to ensure uniformity, academic rigor, and compliance with university standards:

18.1. Submission Copies and Binding Color Code

Each candidate must submit four (04) printed copies of the thesis in the prescribed hardcover binding, with the following faculty-wise specifications:

Faculty Name	Cover Color	Font Color
Faculty of Medicine	Black	Golden
Faculty of Pharmacy	Light Green	Black
Faculty of Nursing	White	Black
Faculty of Physiotherapy	Yellow	Black
Faculty of Management	Maroon	Golden

Each thesis must also be submitted with a soft copy (CD/Pen Drive) and the University-issued plagiarism certificate, routed through the Supervisor and the Head of the Department to the Dean P.G. Office.

18.2 Paper and Printing Specifications

- Paper Size: A4 only
- Printing Format: One side of the page (single-sided printing)
- Line Spacing: 1.5-line spacing
- Page Limit: Maximum of 300 pages, including all content (text, references, appendices, etc.)

18.3 Formatting and Typing Guidelines

- i. Margins: Minimum 1.5 inches on the left-hand side
- ii. Font: Arial or Times New Roman (12-point size); for Devanagari script, an equivalent font size should be used
- iii. Typing Mode: Word processed or electronic typing
- iv. Reference Style: Vancouver referencing style must be used consistently throughout.

18.4 Title Page Specifications

The title page and cover must include the following details, arranged in proper order:

- i. Title of the thesis
- ii. Name of the College/Institution
- iii. Sai Tirupati University, Udaipur
- iv. Name of the subject (e.g., Medicine, Pharmacy, etc.)
- v. Name of the concerned faculty
- vi. Full name of the candidate (without prefixes or titles such as Mr./Ms./Dr.)
- vii. Name of the supervisor and co-supervisor (if any)
- viii. Supervisor's institutional affiliation (administrative titles like HoD or Dean should not be included)
- ix. Month and Year of thesis submission

18.5 Required Declarations and Certificates

- i. An undertaking from the Ph.D. scholar declaring that the thesis is free from plagiarism
- ii. A certificate from the Research Supervisor confirming:
 - The originality of the thesis work
 - That the thesis has not been submitted elsewhere for the award of any other Degree or diploma.

18.6 Language

The thesis must be written and submitted in English only.

19. EVALUATION OF THE THESIS AND VIVA-VOCE

- i. After successful completion of the course work and receiving the required grade, the scholar shall undertake research work and prepare a draft thesis.
- ii. Before submitting the thesis, the candidate must first present their research before the **Research Advisory Committee (RAC)** and, upon approval, subsequently to the **Doctoral Research Committee (DRC)**. Both presentations shall be open to faculty members and research scholars for academic review and feedback.
- iii. STU shall utilize UGC-approved plagiarism detection software to verify research integrity. A non-plagiarism certificate is mandatory for thesis submission.

- iv. Once the thesis is submitted and referees / experts are appointed, the Research Department shall initiate evaluation by emailing the thesis summary to the referees / experts within one week and seek their consent to evaluate the thesis within 30 days.
- v. No person with a close relation to the candidate shall be appointed as an examiner.
- vi. Upon consent, the full thesis shall be emailed to the referee (and a hard copy sent if required). The referees shall be requested to submit their evaluation report within 30 days.
- vii. The thesis shall be evaluated by:
 - The Research Supervisor.
 - Two external examiners (preferably one from outside state) appointed by the President out of at least 6 examiners submitted by the supervisor both not affiliated with STU and recognized experts in the field.
- viii. The viva-voce examination shall be conducted if both external examiners recommend acceptance. If:
 - One examiner rejects: a third examiner shall be appointed
 - The third examiner rejects: the thesis is rejected
 - The third examiner accepts: viva is conducted
 - The third examiner suggests revision: candidate must revise and resubmit within 1 year

ix. Evaluation Outcomes:

Examiner 1	Examiner 2	Decision
Accept	Accept	Viva-Voce to be conducted
Reject	Reject	Thesis rejected
Accept	Reject	Third examiner to be appointed (*A)
Revise	Reject	Thesis to be revised within 1 year (*B)
Revise	Revise	Revision within 1 year and reevaluation (*C)
Revise	Accept	Accept after revision and re-evaluation

*A If the thesis is recommended to be rejected by one of the two examiners, third examiner (From the same category as laid down in) shall be appointed from the approved panel of examiners. In case the third examiner, after evaluation recommends.

- i. Rejection, the thesis would be rejected.
- ii. Acceptance, the thesis would be accepted after the viva-voce is conducted.
- iii. Revision, the thesis would be suitably revised within a period of one year and resubmitted to the same examiner for reevaluation, till acceptance/rejection, and thereafter Table as above shall apply accordingly.

***B** If the thesis is recommended to be rejected by one examiner and second has suggested for revision in the thesis, the thesis shall not be accepted. However, the research scholar may be allowed to resubmit the thesis normally within one year, provided the title of the thesis remains unchanged. Then after normal procedure will be followed for the thesis evaluation.

***C** The thesis would be suitably revise, with in a period of one year, for re- evaluation by the examiner(s) (who has or have recommended revision) till acceptance/rejection, and thereafter table as above shall apply accordingly.

x. The viva-voce and open defense shall normally be conducted on campus, but may be held online with approval of the Vice-Chancellor in special cases.

- It shall be open to faculty, research scholars, and P.G. students. If the defense is not satisfactory, the referees may recommend a second defense within one month. If the second defense fails, the matter shall be referred to the University Research and advisory Board (URAB)

xi. The entire evaluation process, including the viva-voce and declaration of result, shall be completed within six (6) months from the date of thesis submission.

xiii. The final result shall be declared by the Research Section within 15 days of receiving all final reports and recommendations.

20. ISSUING A PROVISIONAL CERTIFICATE:

On satisfactory report of the viva voce committee duly approved by the president of the University the candidate shall be issued a provisional certificate (**As per format at annexure no 01**)

21. CONFERMENT OF PH.D. DEGREE:

Ph.D. Degree shall be conferred on the candidate with the approval of the academic council and board of management and it will be given in the ensuing Convocation of the University under the signature of the President (**As per format attached at annexure no 02**)

22. AWARD OF PH.D. DEGREES PRIOR TO NOTIFICATION OF THESE REGULATIONS.

Award of Degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of Degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016. Nothing in

these Regulations shall impact the M.Phil. Degree programme commencing prior to the enactment of these Regulations.

23. DEPOSITORY WITH INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. Degree(s), the University shall submit an electronic copy of the Ph.D. thesis to INFLIBNET for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

24. CLAIM FOR INTELLECTUAL PROPERTY RIGHTS:

Wherever any intellectual property is acquired by using the outcome of the research, carried out by a research scholar by virtue of his/her registration for research under this Direction, by the research scholar or his/her supervisor either solely or jointly or by any third person through them the University shall invariably have a proportionate ownership right in such intellectual property in terms of the Research Policy and Intellectual Property Rights of the University, unless the claim is waived explicitly by the University.

25. POLICY ON CURBING PLAGIARISM

(As applicable to Ph.D. Scholars, Researchers, Faculty, and Staff of Sai Tirupati University)

i. Anti-Plagiarism Framework:

- Sai Tirupati University (STU) shall deploy and implement a technology-based plagiarism detection mechanism using software approved by the University Grants Commission (UGC) to ensure that all submitted documents are free of plagiarism.
- Every student submitting a thesis or dissertation shall submit an undertaking stating that the document is their original work and that it has been checked for plagiarism using the University-approved detection tool.
- Each supervisor shall submit a certificate confirming that the work under their guidance has been verified and is free of plagiarism.
- Plagiarism detection reports must be submitted along with the final submission of the thesis.

ii. Similarity Checks – Exclusions from Plagiarism

- All quoted work reproduced with proper citation, permission, and/or attribution.
- All references, bibliography, table of contents, preface, and acknowledgements.
- Generic terms, laws, standard symbols, and standard equations.
- Common knowledge or coincidental terms up to 14 consecutive words.

iii. Originality Requirement

All research work conducted by students, faculty, researchers, and staff must be based on original ideas and contributions. This includes abstract, summary, hypothesis,

methodology, observations, results, conclusions, and recommendations. Similarity in any of these components shall be considered a serious breach of academic integrity.

iv. Levels of Plagiarism

Level 0: Similarities up to 10% – Minor similarities; no penalty.

Level 1: Similarities above 10% to 40%.

Level 2: Similarities above 40% to 60%.

Level 3: Similarities above 60%.

v. Detection, Reporting, and Investigation

- Any member of the academic community suspecting plagiarism, with valid proof, may report the matter to the Research Department.
- Upon receipt of such a complaint, the Research Department shall conduct a formal investigation and submit recommendations to the University Research and Advisory Board.
- The University may also suo motu initiate action on detection of plagiarism by any internal or external agency/examiner.
- The concerned individual shall be given an opportunity to respond and defend themselves during the investigation process.

vi. Penalties for Students (Thesis/Dissertation)

Level 0: Similarities up to 10% – No penalty.

Level 1: Similarities above 10% to 40% – The student shall be required to submit a revised script within 6 months.

Level 2: Similarities above 40% to 60% – The student shall be debarred from submitting the revised script for 1 year.

Level 3: Similarities above 60% – The student's registration in the Ph.D. program shall be cancelled.

vii. Additional Notes

- **Repeated Plagiarism:** In the case of repeated offense, the student shall be penalized at one level higher than the previous instance. If the highest level is repeated, the same penalty shall apply again.
- **Post-Award Detection:** If plagiarism is detected after the award of Degree or credits, the Degree/credit shall be put in abeyance for a period recommended by the Research Department and approved by the Head of Institution.
- **Plagiarism in Joint Authorship:** In case of joint authorship, all co-authors shall be responsible unless proven otherwise.

- **Institutional Responsibility:** STU shall regularly sensitize faculty and researchers through training, workshops, and awareness programs on academic integrity and plagiarism.

26. CANCELLATION OF REGISTRATION AND ITS CONSEQUENCES

26.1 Cancellation of Registration

i. Voluntary Cancellation

- A Ph.D. scholar may voluntarily cancel their registration from the Ph.D. program.
- The candidate must submit a written application, duly signed and endorsed by the Supervisor and the Head of the Place of Research, to the Dean, Postgraduate Studies, STU.
- The application will be forwarded to the University Research and Advisory Board for further action.
- The cancellation of registration shall take effect from the date of submission of the candidate's application.

ii. Cancellation Due to Misconduct

- A candidate may have their registration cancelled due to misconduct, which includes but is not limited to: indiscipline, insubordination, dereliction of academic duties, or unethical behavior during the course of research.
- If such conduct is reported by the Supervisor and the Head of the Place of Research, and verified through due process, the University Research and Advisory Board may cancel the registration as a punitive measure.
- Prior to submission of such a report, the Head of the Place of Research shall:
 - Provide the scholar with an opportunity to present their explanation.
 - Conduct an internal inquiry as deemed appropriate.

iii. Non-Submission of Progress Reports

- If a Ph.D. scholar fails to submit progress reports for two consecutive review terms, their registration shall be liable for cancellation by the University.

26.2 Consequences of Cancellation

- If the registration of a Ph.D. scholar is cancelled under any of the provisions mentioned above, and the scholar has received scholarships or financial assistance from agencies such as UGC, CSIR, or STU, the following shall apply:


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- The total amount received under such financial assistance shall be recovered from the candidate and returned to the concerned funding agency.
- In case the funding agency is STU, the University may charge interest as per the applicable norms of the agency.
- Failure to refund the financial support within three months from the date of cancellation shall empower the University to initiate appropriate legal and administrative action to recover the said amount.

27. REDRESSAL OF GRIEVANCES

To address grievances related to the Ph.D. program, including those raised by research scholars, supervisors (including co-supervisors), and Heads of the Place of Research, a Grievance Redressal Committee shall be constituted with the following composition:

27.1 Composition of the Grievance Redressal Committee:

- **Vice-Chancellor – Chairperson**
(In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor shall preside.)
- **Dean, Postgraduate Studies**
- **Dean of the Concerned Faculty**
- **Nominee of the Vice-Chancellor**
- **Head of the Place of Research**
(In cases where the grievance is filed by or against the Head or Dean, the concerned member shall recuse from the committee's proceedings. The Vice-Chancellor may nominate additional member(s) to ensure impartiality.)
- **Additional Deputy Registrar / Deputy Registrar – Research Department – Member Secretary**

27.2 Functions of The Grievance Redressal Committee

The Grievance Redressal Committee (GRC) is constituted to ensure a fair, transparent, and timely resolution of academic and administrative grievances related to the Ph.D. program. The key functions of the committee are as follows:

- Address Academic and Research-Related Grievances**
 - To receive, review, and resolve grievances submitted by Ph.D. scholars, supervisors (including co-supervisors), or Heads of the Place of Research.
 - To ensure fair resolution of issues pertaining to research guidance, allocation of supervisors, delays in administrative processes, misconduct, and evaluation procedures.
- Promote a Supportive Research Environment**
 - To create a mechanism for Redressal that fosters a respectful and academically conducive environment.
 - To protect the rights of all stakeholders involved in the Ph.D. program.

iii. **Conduct Hearings and Fact-Finding**

- To organize formal meetings or hearings to assess the facts and context of the grievance.
- To ensure all parties involved are given a fair opportunity to present their side.

iv. **Ensure Confidentiality and Impartiality**

- To maintain strict confidentiality of all proceedings and submissions.
- To ensure impartiality and objectivity in every case.

v. **Recommend Corrective and Disciplinary Measures**

- To suggest corrective actions, mediation, or disciplinary measures as required.
- To make suitable recommendations to the University authorities for final decision and implementation.

vi. **6. Prevent Recurrence of Grievances**

- To advise on policy improvements or procedural changes that help prevent similar grievances in the future.

vii. **7. Submit Reports and Maintain Records**

- To maintain detailed records of all grievances received and the actions taken.
- To submit periodic reports to the Vice-Chancellor or appropriate university body for review.