

**Academic Regulations for  
The Award of the Degree of 'Doctor of Philosophy (Ph.D.)'  
For School of Planning and Architecture, Vijayawada**

*(As approved by the Board of Governors at its XVIII Meeting held on February 08, 2014  
at SPA, Vijayawada)*

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**योजना तथा वास्तुकला विद्यालय - विजयवाड़ा**

**School of Planning and Architecture : Vijayawada**

(Established 2008 by Ministry of Human Resource Development , Government of India)

**ACADEMIC REGULATIONS FOR THE AWARD OF THE DEGREE OF  
DOCTOR OF PHILOSOPHY (Ph.D.)  
FOR SCHOOL OF PLANNING & ARCHITECTURE, VIJAYAWADA**

**R-1: DEFINITIONS**

**R-1.1 Doctoral Degree**

The Degree of Doctor of Philosophy (Ph.D.) (by the School of Planning and Architecture, Vijayawada) may be conferred on a candidate who fulfils the requirement in accordance with these regulations, in a specified field pertaining to the courses of studies conducted by the School. The title of the thesis shall be mentioned in the said Degree.

**R-1.2 Other Definitions**

- (a) **“Applicant”** shall mean an individual who applies for admission to the Ph.D. Programmes of the School of Planning and Architecture, Vijayawada on a prescribed Application Form in response to notifications from time to time.
- (b) **“Research Scholar/Candidate”** Shall mean a person registered for Research for the Ph.D. Degree and in compliance to all the Regulations.
- (c) **“Course Work”** shall mean courses of study prescribed by the Department through the DRC to be undertaken by a candidate registered for the Ph.D. Degree.
- (d) **“Full-time Research Scholar/Candidate”** shall mean a person registered for the Ph.D. Degree devoting full time, as prescribed by the School, for completing the degree requirements.
- (e) **“Part-time Research Scholar/Candidate”** shall mean a person who is registered for the Ph.D. Degree and will devote part of his/her time, as prescribed by the School, for completing the degree requirements.
- (f) **“School”** shall mean the School of Planning and Architecture, Vijayawada.
- (g) **“Supervisor/Guide”** shall mean a member of the academic staff of the School or other institutions approved by JCDC on the recommendation of DRC to guide/supervise the research work of the Research Scholar/Candidate.
- (h) **“Joint Supervisor”** shall mean an additional supervisor approved by the JCDC on the recommendation of DRC to help the supervisor in the accomplishment of the research work of the Research Scholar/Candidate, as per the Regulations.
- (i) **“Minimum Registration Period”** shall mean the minimum period for which a candidate must be registered, including the time spent as resident candidate till submission of the thesis.
- (j) **“Registration Period”** shall mean the length of time span commencing with the date of initial registration at the School till the completion of the Ph.D. programme.
- (k) **“Residency”** shall mean the minimum period for which a Research Scholar/Candidate must attend the Institute on full-time basis.

*Please Note: 'He' & 'His' also implies 'She' & 'Her' respectively.*

### **R.1.3 Terminology**

The following terms used in the Regulations for the Award of the Degree of Doctor of Philosophy (Ph.D.) pertaining to the School of Planning and Architecture, Vijayawada, unless otherwise specified.

- Director
- Dean of Studies (DOS)
- Academic Council (AC)
- Joint Committee of DRC (JCDRC)
- Department Research Committee (DRC)
- Department of Studies
- Coordinator of Research Programme (CRP)

#### **(a) Joint Committee of Departmental Research Committee (JCDRC)**

A Joint Committee of Departmental Research Committee (JCDRC) shall be constituted to attend to the collective issues in the admission of Ph.D. scholars of the School as well as all other interdisciplinary matter of Ph.D. candidates. The JCDRC thus constituted shall function under the overall directions of the Academic Council of the School.

The constitution shall be as follows:

- (i) Dean of Studies – Chairman
- (ii) All Heads of Department (Chairman of each DRC) as Member
- (iii) Coordinator of the Research Programme (CRP) as Member Secretary
- (iv) Four outside experts nominated by Chairman of AC as Members

The JCDRC shall meet twice in a year in the month of July and December as required for the Ph.D. admissions.

#### **(b) Departmental Research Committee (DRC)**

A Departmental Research Committee (DRC) shall be constituted for each Department of Studies by the Director on the recommendations of the concerned Head of the Department for a period of two years and shall consist of the following.

- (i) Head of the Department – Chairman
- (ii) One Professor or Associate Professor with Ph.D. of the Department by rotation – Member
- (iii) All Research Supervisor/Guides-Members
- (iv) Coordinator of the Research Programme (CRP)-Member
- (v) Two outside experts – Members

At least two meetings of DRC shall be convened in a year by the Department to review the progress of work of scholars. The first meeting shall be held in the month of July/August and the second in the month of December/January.

**(c) Coordinator of Research Programmes (CRP)**

The Director shall designate a senior Professor of the School as Coordinator of Research Programme, for a Period of two years and shall report to the JCDRC. The coordinator shall keep track of each Ph.D. candidate, right from his admission, registration, completion of course work, submission of thesis, defence of thesis and award of degree. His main responsibility shall be to look after the interests of the Ph.D. scholars using the administrative setup of Dean of Studies and work in close cooperation with him. The CRP shall be a member of all DRCs and JCDRC.

**R-2: CLASSIFICATIONS**

The application for admission to the Ph.D. programme shall be classified under anyone of the following categories.

- (a) Research Scholar / Candidate (Full- time)
- (b) Research Scholar / Candidate (Part-time)
- (c) Research Scholar / Post-Doctoral

The Post-Doctoral and Doctoral Scholars who visit the School for a short term (usually a period of six months to one year) shall not be governed by the Ph.D. Regulations of the School. The Twinning Scholars shall be exempted from following these regulations.

**R-3: ADMISSION**

**R.3.1 Eligibility**

**R.3.1.1 Full Time**

The applicants for admission to the full time Ph.D. Programme should possess any of the following qualifications:

- (a) Masters Degree in any of the courses conducted by the School or its equivalent conducted by any other recognized University/Institution with a minimum of 55% aggregate marks.

OR

Masters Degree in allied disciplines from any recognized university/institution with a minimum of 55% aggregate marks and five years of experience in teaching/ research /professional practice in the area of proposed research.

Note – Masters Degree or Post Graduate Diploma through correspondence shall not in any way be eligible.

**R.3.1.2 Part Time**

Eligibility criteria of part –time candidate shall be the same as given above, except that he/she should have an additional work experience of five years over that specified above and should obtain a no objection certificate from his/her employer. Part-time candidates shall be viewed under two categories: (i). Part-time (Inhouse): Faculty of the School registered as Ph.D. scholars (ii) Part-time (Others): Faculty/professionals from other institutes registered as Ph.D. scholars.

### **R-3.1.3 Foreign Nationals**

Eligibility qualifications for foreign nationals are the same as stated in Item R-3.1.1 and R-3.1.2 above. They are required to submit their applications to the School one academic session prior to the commencement of the Ph.D. programme. However, applications submitted through Ministry of Human Resource Development or the Ministry of External Affairs shall also be considered for admission into the Ph.D. programme. All such candidates shall be considered as full-time candidates (Ref.R-1.2 (d)).

### **R.3.2 Process**

- (i) Admission to the Ph.D. programmes shall be held twice a year in August and in January to coincide with the commencement of Autumn and Winter semesters respectively.
- (ii) The admission procedure shall form a part of the academic calendar clearly stating the dates for advertisement, issue of application forms, receipt of application, meetings of DRCs and Joint Committee of all the DRCs (JCDRC), date of declaration of admission results, last date for payment of fees, commencement of programme, etc.
- (iii) The selection of candidates shall be made through an Entrance Test conducted by the School. It shall be followed by an interview organised by the School. In the interview, the respective DRC shall recommend the candidate/s for selection, after giving due consideration to the result of the entrance test, qualifications and on interviewing the candidate, so that
  - The research on the proposed subject can be profitably pursued.
  - The research work can be appropriately undertaken in the concerned Department of Studies.
  - The candidate possesses the requisite qualifications and competence for the proposed research.
- (iv) All the recommendations, thus made, shall be considered for selection and shall be ratified in the JCDRC under the chairmanship of Dean of Studies.
- (v) The topic given in the application shall be considered as indicative. The candidates shall have the freedom to select a final topic within six months of registration.
- (vi) In case the research topic of a candidate requires multidisciplinary input, at the time of admission, the candidate shall be assigned to the department which would provide the major input to that topic and the selection of such candidates may be made by JCDRC other associated departments shall also be identified at the same time. In addition to a primary guide from the department to which the candidate is attached, co-guides from other associated departments shall also be designated by the JCDRC.
- (vii) The CRP in consultation with the Dean of Studies shall finalise the list of candidates as ratified by the JCDRC for admission to the Ph.D. programme and shall submit it to the Director for approval and reporting to JCDRC.

- (viii) The candidate shall be provisionally admitted to the Ph.D. programme after the approval of the Director and on payment of the prescribed fees and compliance to all other required formalities.

#### **R-4: REGISTRATION**

- R-4.1** The registration of the provisionally admitted scholar shall be subject to the successful completion of the coursework offered during Pre-PhD for a period of one semester, usually within the first six months, in case of full time scholars (Ref. R-5.2) and one year in case of part-time scholars (Ref. R-5.3), from the date of provisional admission. Each scholar, who successfully completes the course work shall then register his/her name. This registration shall be done every academic year after getting admission to the Ph.D. programme. The renewal of registration shall be subject to satisfactory progress as evaluated by DRC and recommended by CRP (Ref. R-10).
- R-4.2** Each scholar shall have a valid registration at the time of submission of the thesis.
- R-4.3** Registration of a scholar shall be cancelled in anyone of the following eventualities, after due approval of the JCDRC.
- (a) If he absents himself for a continuous period of four weeks without prior intimation/sanction of leave.
  - (b) If he resigns from the Ph.D. Programme and the resignation is duly recommended by the JCDRC.
  - (c) If he fails to renew his registration in any academic year subject to the provisions contained in these Regulations.
  - (d) If his academic progress is found unsatisfactory (Ref. R-10.3).
  - (e) If his aggregate marks in course work is below 55% at the anytime while doing the course work (Ref. R-5.4).
  - (f) If the research proposal is not accepted in three attempts (Ref. R-5.5).
  - (g) If he is found involved in an act of misconduct and/or indiscipline.

#### **R-5: COURSE WORK**

- R-5.1** All the scholars shall successfully complete a Research Methodology Course organized by the School and also optional courses prescribed for the Programme, as well as other research topic specific courses recommended by the respective DRCs. These may be from the courses offered by the School or from any other institute at Masters Degree level. The Non-English speaking Foreign Nationals shall in addition be required to pursue the course work in English Language as directed by the respective DRC, for a minimum period of six months.
- R-5.2** A scholar with full-time status shall complete the prescribed course work and research proposal within a period of six months after provisional admission.
- R-5.3** A scholar with part-time status shall be allowed within a period of one year from the date of provisional admission to the Ph.D. Programme.
- R-5.4** Each scholar shall clear all the course works with at least 60% aggregate marks in each course separately. If the aggregate falls below 55%, the provisional admission may be terminated and the scholar shall not be permitted for registration. However, if the aggregate is above 55% he may be asked to take additional courses.

**R-5.5** After the successful completion of the course work, all the registered scholars shall be required to submit research proposal in the format specified by the School within three months in case of the full time scholars and six months in case of the part-time scholars from the date of registration. The research proposal thus submitted shall be examined by the DRC. The registration of the scholar shall stand cancelled if the DRC finds the research proposal to be unacceptable for three times. In such cases, the scholars shall have to re-register.

## **R-6: ADVISERS/GUIDES/SUPERVISORS**

**R-6.1** The Director of the School, on the recommendations of JCDRC would approve the appointment of Main Supervisor, Joint Adviser and Student Committee Member, as applicable in each case and report to AC. To be appointed as the main supervisor, the following qualifications are required:

- (a) Ph.D. degree with a minimum of two years post-doctoral experience in research or guiding/guided Ph.D. research /post-doctoral publications.

However, in the case of joint adviser, Ph.D. is not a mandatory requirement.

**R-6.2** The guides/supervisors shall be appointed in the first semester itself when the topic/area of the research is to be finalized by the candidate with the scrutiny of DRC.

**R-6.3** A guide/supervisor shall not normally be allowed to guide more than three doctoral scholars at any given point of time as the main supervisor, two doctoral scholars as the joint adviser and three doctoral scholars as the student committee member. In exceptional cases, if more than the above mentioned number of scholars are to be guided by a supervisor, special permission shall be obtained from the Director of the School. Joint guidance shall be considered as half.

**R-6.4** The joint supervisors shall not exceed three in any case for supervision of one candidate. Normally there must not be more than two supervisors from the School.

**R-6.5** In special cases and/or for multi-disciplinary topics, DRC may recommend appointment of a joint adviser from industry or from another educational institute, which is to be approved by JCDRC and AC.

**R-6.6** Any faculty member registered for Ph.D. in the School or any other institute shall not qualify to be a guide for any Ph.D. candidate. Those without Ph.D. appointed as supervisors shall cease to be guides if they themselves register for Ph.D.

**R-6.7** In case of supervisor going on long leave (12 months or more) or resigns retires or dies his replacement shall be promptly arranged by the Chairman, DRC.

**R-6.8** If a supervisor goes on short leave (say six months) and the scholar does not have a co-guide, the Chairman DRC will act as a caretaker supervisor for all administrative purposes.

## **R-7: FELLOWSHIP/SCHOLARSHIP**

**R-7.1** The school shall award Fellowship/Contingent Grants to eligible candidates in accordance with the norms laid down by the University Grants Commission (UGC), All India Council for Technical Education (AICTE) and the Academic Council of the School

from time to time. However, the scholars should not have been availing any such Fellowship/Contingent Grants from any other institute or under any scheme.

- R-7.2** All full time Ph.D. scholars shall teach 8 hours per week. However, in case of part time (outside) scholars, they shall be required to teach atleast 24 hours per semester. Records pertaining to attendance shall be maintained by the CRP.
- R-7.3** The monthly Fellowship and Contingency Grant shall be released only on the recommendation of the Supervisor, or on the recommendation and approval of the Head of the Department in cases the Supervisor is absent and not available for recording his recommendation with respect to progress in Ph.D. research and compliance to requirements in R-7.2
- R-7.4** A candidate who has been awarded Fellowship/Contingency Grant by the School shall devote his entire time to doctoral research and shall not engage himself or herself in full-time or part-time professional practice or employment with public or private institutions or organization.
- R-7.5** Admission to the Ph.D. programme and award of fellowship are not linked. Admission to the programme does not guarantee fellowship. Those who are not awarded fellowships can continue with the programme as self-financing candidate.
- R-7.6** The School Fellowship/Contingent Grants, if awarded, shall be available only for three years, as per rules.

#### **R-8: DURATION**

- R-8.1** Full-time scholars must submit their thesis within three years and part-time scholars within six years from the date of registration.
- R-8.2** The minimum period in which a thesis can be submitted by a scholar after registration to the Ph.D. programme shall be two years and four years for full-time and part-time candidates respectively.
- R-8.3** In the total duration of the doctoral studies, a full-time scholar may be “allowed” to take leave of absence for a maximum period of one year in not more than two spells. In case of part-time scholar, the provision shall be the same as above except that the duration allowed shall be maximum of two years.
- R-8.4** Irrespective of the leave of absence a total maximum period of registration for full-time and part-time scholar shall be three years and six years respectively in accordance with R-8.1.
- R-8.5.** The maximum period for the submission of theses in cases meriting longer duration, may be extended to six months and one year in the case of full time and part-time scholars respectively, on the recommendation of the DRC and the approval of the JCDRC. If a candidate fails to submit within the above mentioned period, the admission may be cancelled or as decided by the JCDRC.
- R-8.6** No candidate, without permission, shall join any other course of study or appear in any examination conducted by a university/institution or any public body. In case of default the School would have the right to cancel the registration and also to recover all payments made to the candidate under the programme.



## **R-9: RESIDENCY**

- R-9.1** Every scholar is required to devote his entire time to doctoral research during three full semesters after registration during which he shall be resident.
- R-9.2** Any scholar living within 50 km of the School shall be considered as resident.
- R-9.3** In case of part-time candidates, the Residency requirement shall be operative only for the period, the scholar is undertaking the prescribed course work at the School as prescribed in the rules. After satisfactory completion of the compulsory, optional and other recommended course work, the scholar shall be free to work on his/her thesis anywhere provided he/she stays in constant touch with his/her guide.
- R-9.4** Faculty of the School registered for Ph.D. Degree shall be deemed to be in residence for the required period of time.
- R-9.5** In exceptional cases, the period of residence for a scholar may be staggered on the recommendation of the DRC and approval of the Chairman, JCDRC.
- R-9.6** A scholar during the period of residence may be permitted by the Supervisor/Adviser to go out of Vijayawada, from time to time, as per the requirements of his research work. Out station stay of the scholar exceeding one month may be permitted with the knowledge and approval of the Head of the Department.

## **R-10: PROGRESS OF RESEARCH**

- R-10.1** Every scholar shall submit a progress report of his work in the prescribed forms to the Supervisor/Adviser at the end of every six months. The Supervisor will forward six-monthly progress reports with his remarks for the consideration of the DRC. After reviewing the report, the DRC may recommend appropriate action to be taken by CRP. Every candidate shall, before the end of one year after registration, submit a time schedule of his work as planned for the next one year to JCDRC.
- R-10.2** Every scholar shall give evidence of the progress in his research through the monitoring mechanism of the DRC/CRP for continuation in the Ph.D. programme.
- R-10.3** If there are three successive unsatisfactory reports on the progress of a scholar as reviewed by DRC/CRP or in case of breach of prescribed rules, the Chairman JCDRC may cancel the registration of the candidate on the recommendation of the DRC/CRP.
- R-10.4** Each Ph.D. scholar shall publish at least two papers in peer reviewed Journals of international standards before the submission of the thesis for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.

## **R-11: PREPARATION OF THESIS**

- R-11.1** The thesis shall be an original work, characterized either by the discovery of new facts or techniques or new inter-relations of facts already known. Thus, the work should be definite contribution to the advancement of knowledge and its literary and graphic presentation satisfactory.

**R-11.2** Five copies of the synopsis in the prescribed format with exact title of the thesis shall be submitted by the candidate at least six months before the submission of the thesis.

**R-11.3** Prior to the submission of the thesis, the scholar shall make an open Pre-Ph.D. presentation. The purpose of this presentation shall be to get feedback, comments, which may suitably be incorporated into the draft thesis under the advice of the supervisor.

**R-11.4** The scholar shall be permitted to submit his thesis only when the Supervisor /Adviser certifies that the thesis is the candidate's original work. Besides, all other related requirements shall have been fulfilled such as the successful completion of the course work, publications, the residential requirements and fees as per the School's norms.

**R-11.5** On completion of the thesis, the scholar shall submit four printed or typed copies of the thesis and one softcopy, which should be set forth in the manner prescribed by the JCDRC. The thesis shall indicate how it embodies the results of scholar's own research work, and the aspects in which his research advancement of the knowledge of the subject.

## **R-12 : THESIS SUBMISSION**

**R-12.1** The thesis shall be written in English or Hindi in the specific format and shall contain a critical account of the candidate's research. It should be characterized by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to knowledge of development or a combination of these. It should bear evidence of the candidate's capacity for analysis and judgement as well as his ability to carry out independent investigation, design or development. A thesis may be supplemented by published work, if necessary. No part of the thesis or supplementary published work shall have been submitted for the award of any other degree.

**R-12.2** A candidate may submit his thesis within the time period as stipulated in rule R-8.1 provided that :

- (i) He has completed the minimum period of registration as required in R-8.2.
- (ii) He has completed course work requirements as required in R-5.
- (iii) He has completed the residency requirements as required in R-9.
- (iv) He has submitted the title and synopsis of the thesis as required in R-11.2.

**R-12.3** The scholar for the Ph.D. degree shall submit three copies of the thesis with soft cover with double spacing and typed/printed on both sides of paper for the purpose of evaluation. In case of joint supervision four/ five copies of thesis shall be submitted by the scholars as applicable.

## **R-13 : THESIS EXAMINATION**

**R-13.1** On the basis of the synopsis and review of the progress/ contributions, the DRC recommends a panel of six experts to JCDRC of which two will be foreign experts, two experts from within the country, who are eminent scholars in the areas to which the thesis is related and two experts who do not necessarily have the expertise in the areas to which the thesis is related but shall be of international standing. The Director (in consultation with the Dean and the Head of Departments, if desired) may select three examiners one from each of the above mentioned categories. Copies of the synopsis shall be sent by the School to the examiners along with the offer of examiner-ship.

**R-13.2** Each examiner shall be asked to submit a report to the coordinator (CRP) within 8-10 weeks giving a clear recommendation stating either of the following:

- (a) the thesis is satisfactory and the viva-voce examination of the candidate may be held.
- (b) the thesis is satisfactory but requires minor corrections/ modifications. After these modification the viva-voce examination of the candidate may be held.
- (c) the thesis shall be referred to the candidate for revision for reasons stated therein, and thereafter the thesis shall be re-examined by the same examiners;
- (d) the thesis shall be rejected for the reasons as stated.

**R-13.3** The relevant extracts from the examiners comments shall be communicated to the candidate by CRP.

**R-13.4** While recommending viva-voce examination of the candidate, the examiner may indicate the nature of questions and the issues to be clarified at the viva-voce.

**R-13.5** In case of differences of opinion between the examiners, views of the majority would prevail.

**R-13.6** In case of favourable recommendations, the viva-voce examination shall be conducted by the examination committee comprising all the three examiners, Dean of Studies, HOD, atleast one external examiner and the Coordinator (CRP) in the presence of those candidates/ scholars and faculty of the School who want to be present at the time of viva-voce. At least one of the examiners from outside the School must be present in viva-voce.

**R-13.7** In addition to obtaining satisfactory clarification of the points raised by the examiners in their reports, the viva-voce panel shall satisfy itself that the knowledge of the candidate in the broad area of his study is satisfactory.

**R-13.8** Following the successful completion of the viva-voce, the declaration of the result shall be made under three categories, (i) Strongly commended, (ii) Commended and (iii) Satisfactory.

**R-13.9** The decision of the Chairman JCDRC on the basis of the recommendation of CRP shall be final about the results based on examination committees report.

**R-13.10** A thesis requiring revision may be submitted within six months of the receipt of decision of the School. The scholar shall be required to incorporate the suggested changes or corrections in the report. The same shall normally be examined by the original examiners. If both or any of them are unable to act, the Director, in consultation with the CRP shall appoint another examiner or other examiners. In such cases additional panel of examiners may also be recommended to the JCDRC by the DRC/CRP.

**R-14 : FINAL SUBMISSION OF THESIS**

**R-14.1** Two hard copies of the thesis in acid free paper and one softcopy, with all corrections and modifications, if any, shall be submitted to the School Library in hard cover in the prescribed format for the purpose of permanent record.

**R-15 : CONFERMENT OF PH.D. DEGREE**

The Degree of Doctor of Philosophy (Ph.D.) shall be conferred on the successful candidate with the formal approval of the Academic Council.

**R-16 : REMOVAL OF DOUBT**

If any issue arising from the conduct of Ph.D. Programmes, is not covered by these rules, the decision of the Academic Council shall be final.

**R-17 : GENERAL**

Notwithstanding anything contained in these Regulations, all categories of the students/ candidates shall be governed by the rules and procedures framed by the Academic Council in this regard, and in force from time to time.