

**GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
**VISAKHAPATNAM \* HYDERABAD \* BENGALURU**



**GITAM**  
DEEMED TO BE UNIVERSITY

# **RESEARCH REGULATIONS 2023**

**Amendments made  
on  
6<sup>th</sup> June 2025**

**by**

**Directorate of Academic Affairs &  
Research and Development Cell**

Approved by 30<sup>th</sup> Board of Research Studies and 34<sup>th</sup> Academic Council

## Regulations for the Degree of Doctor of Philosophy (Ph.D.)

### 1. Title and Commencement

These Regulations may be called “Regulations for the Degree of Doctor of Philosophy (Ph.D.)” of GITAM (Deemed to be University), delineating the requirements for admission and procedures leading to the Degree of Doctor of Philosophy (Ph.D.). They supersede the GITAM Ph.D. Regulations 2022 and are in line with the new University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022.

### 2. Definitions

In these Regulations, unless the context requires otherwise, or it is specifically so defined

- 2.1. **University:** means Gandhi Institute of Technology and Management (GITAM Deemed-to-be-University).
- 2.2. **Adjunct Faculty:** means a part-time or contingent instructor, but not a full-time faculty member hired to teach by the University.
- 2.3. **Course Work:** means courses of study prescribed by the School/Department/Centre to be undertaken by a student registered for the Ph.D. Degree, and in which the candidate has to qualify as a prerequisite for submission of the dissertation/thesis.
- 2.4. **Extramural:** candidates working in a research Centre recognized by the University registered for the Ph.D. programme.
- 2.5. **Fee:** the amount prescribed by the University for Registration in the concerned programme.
- 2.6. **Foreign Educational Institution:** means - (i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode.
- 2.7. **Full-Time Ph.D.:** candidates registered for the Ph.D. programme pursuing research full-time leading to the attainment of the Degree.
- 2.8. **Indexed Journals:** A journal indexed in Scopus /Web of Science /PubMed / FT50/ SCI, as approved by the respective departments.
- 2.9. **Interdisciplinary Research:** means research conducted by a Ph.D. scholar in two or more academic disciplines;

- 2.10. **Parent Department:** the department where a Candidate has registered for Ph.D. Program.
- 2.11. **Plagiarism:** means the practice of taking someone else's work or idea and passing it as one's own.
- 2.12. **Programme:** The Degree of Doctor of Philosophy (Ph.D.).
- 2.13. **Research Centre:** external Institution / Industry / Research laboratory, engaged in research activities, having at least two people qualified to supervise research and duly recognized by the University.
- 2.14. **Research Proposal:** means a brief write-up giving an outline of the proposed research work, which the Ph.D. scholar shall submit along with the application for registration for the Ph.D. programme.
- 2.15. **Research Supervisor:** means an academician/researcher recognized by the University to supervise the Ph.D. scholar for his/her research.  
**Co-Supervisor** means a recognized Research Supervisor within the parent department or other than the parent department.
- 2.16. **Research Committees:**
- (a) **Board of Research Studies (BRS):** The Board constituted by the University to monitor research activities in the University.
  - (b) **Board of Studies (BoS):** The Board constituted by the University to monitor the curricular aspects of the department concerned.
  - (c) **Common Board of Studies:** the school-level Board constituted by the University monitors the curricular aspects related to common courses offered by different departments.
  - (d) **Departmental Research Committee (DRC):** The Committee constituted by the Institute to monitor the research activities in an academic department.
  - (e) **Institution Research Committee (IRC):** The Committee constituted by the University to monitor research activities in an Institute.
  - (f) **Research Advisory Committee (RAC):** The Committee constituted by the DRC to monitor the progress of the scholars.
- 2.17. **Synopsis:** means the summary of the research work to be submitted as a prerequisite for submission of the Ph.D. thesis.

### 3. Eligibility Criteria

#### 3.1. Categories:

- (a) Full-time
- (b) Extramural
- (c) International

Candidates seeking admission into the Ph.D. programme can pursue research under Full-Time or Extramural categories, subject to the eligibility criteria stipulated below.

### **3.2. Educational Qualification:**

- (a) A 1-year/2-semester master's degree programme after a 4-year/8- semester bachelor's degree programme OR a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme OR qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.
- (b) OR an equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized, or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit, or assure quality and standards of the educational institution.
- (c) A candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.
- (d) Scientists working in research institutions recognized by the University with a minimum of one year of experience ([Annexure – I](#)).
- (e) Research Fellows attached to institutions recognized by the University.

### **4. Duration of the Programmes**

- 4.1. Ph.D. Programme shall be for a minimum duration of three (3) years, including coursework, and a maximum duration of six (6) years from the date of registration to the Ph.D. programme.
- 4.2. A maximum of an additional two (2) years can be given through a process of re-registration with prior approval of the Vice-Chancellor; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of registration in the Ph.D. programme.
- 4.3. Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of registration in the Ph.D. programme.

- 4.4. Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme, subject to university guidelines.
- 4.5. Scholars who do not submit the thesis within six (6) years will be deregistered. They may, however, apply for re-registration through the DRC, IRC, and the Dean of the School, subject to the approval of the Vice-Chancellor within eight (8) years from the date of registration ([Annexure - II](#)).
- 4.6. Scholars who have been deregistered may be permitted to submit their Ph.D. thesis even beyond ten (10) years, subject to the recommendation from the DRC, IRC, and the Dean of the School. The final decision in such cases shall be made by the Vice-Chancellor based on the Dean's recommendation, on a case-by-case basis.

## **5. Procedure for Admission**

- 5.1. There will be two cycles of the admission process every year for the Degree of Doctor of Philosophy (Ph.D.) in March and September.
- 5.2. Candidates seeking admission into Ph.D. Programme have to appear for the GITAM Research Admission Test (GReAT) and an interview conducted by the University.
- 5.3. The following candidates will be exempted from the Entrance Test. However, they must appear in the interview.
  - (a) Candidates who qualify in UGC-CSIR NET (including JRF), JEST, NBHM, DBT-NET, ICMR-NET, ICARNET, GATE -JRF, etc.
  - (b) Eligible candidates under the Extramural Category for Ph.D. programme, the admission will be based on the candidate's performance in the interview.
  - (c) EMR candidates must apply through regular admission cycles, attend in-person coursework, and submit a No Objection Certificate (NOC) from their employers.
- 5.4. A notification for admission shall be issued in the Newspapers and the University Website, inviting applications for admission to Ph.D. programs ([Annexure-III](#)).
- 5.5. The list of shortlisted candidates for admission shall be prepared based on the total marks obtained by the candidates together in the entrance test and the interview, subject to the cut-off marks and vacancies available in each department.
- 5.6. The provisionally selected candidates' list will be published on the University website.
- 5.7. Candidates must register with the respective Institute/School after paying the prescribed fee as per the provisional admission letter.

## 6. Research Supervisor

- 6.1. **Eligibility:** The criteria to be recognized as a Research Supervisor are as per the following table:

Cadre	Qualification	Number of Publications in peer reviewed indexed journals
Professor	Ph.D.	5
Associate Professor	Ph.D.	5
Assistant Professor	Ph.D.	3

- 6.2. In areas/disciplines where there is no or only a limited number of indexed journals, the recognition as a Research Supervisor will be done by subject experts consisting of the Dean, HoI, HoD, two external experts nominated by the Associate Dean- Academics, and approved by the Vice-Chancellor.
- 6.3. All the newly recruited eligible faculty members may apply using the form in [Annexure IV](#) to the DRC along with their credentials of qualifications. DRC will review the applications and forward their recommendations to IRC. Dean, HoI, and Director-DoAA will review the applications before recognizing them as supervisors.
- 6.4. **Allocation of Candidates:** The maximum number of candidates (including Full-Time and Part-Time), an eligible faculty (Cadre-wise) can guide as a Supervisor (including being a Co-Supervisor) at any point in time is furnished below.

S. No.	Designation	Maximum Number of Scholars Permitted
1	Professor	8
2	Associate Professor	6
3	Assistant Professor	4

Each supervisor can guide up to two international Ph.D. scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in the clause above.

- 6.5. For Extramural candidates working in Central government/ State government research institutions who are registered for Ph.D. at the university, the scientists in such research institutions/industry who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as co-supervisors if they fulfill the above requirements.
- 6.6. Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- 6.7. Faculty members with remaining service of three years or less as regular faculty (before superannuation) are not allowed to take new research scholars under their supervision. However, such faculty members can continue to

supervise the Ph.D. scholars who are already registered until superannuation and as a Co-Supervisor after superannuation, but not after attaining the age of 70 years.

- 6.8. A faculty member leaving the University shall cease to be the Supervisor. The Head of the Department (HoD) will act as the interim research supervisor for the scholars previously under the guidance of the resigned faculty member. Subsequently, the Departmental Research Committee (DRC) will appoint one of the RAC/DAC members as the research supervisor, subject to the availability of a scholar vacancy. If there is no scholar vacancy with the RAC members, the DRC may recommend a suitable supervisor based on the area of research. However, the existing supervisor may continue as a Co-Supervisor on request and with the approval of DRC.
- 6.9. In case the Supervisor leaves the University after the submission of the thesis, he/she shall be permitted to continue as a Supervisor till the award of the degree. The Chairperson, DRC, will act as the convener for the Viva-Voce Committee.
- 6.10. **Change of Supervisor:** Change of Supervisor may be permitted under exceptional circumstances, including but not limited to death or disability on health grounds, or transfer or resignation, or retirement of the Supervisor, on the request of the Candidate / Supervisor, with recommendations by the DRC. A Co-Supervisor can be permitted on request by the Research Supervisor with the recommendations of DRC.

## **7. Research Advisory Committee and its functions**

- 7.1. **Constitution of the Research Advisory Committee:** Each registered Ph.D. scholar will be guided by a Research Supervisor. The progress of the work will be monitored by the Research Advisory Committee.
- 7.2. The Research Advisory Committee should comprise:

Research Supervisor	Chairperson
Co-Supervisor, if any	Member
Two Subject Experts in the related area	Members
One University representative from outside the Institute/School nominated by the Director-DoAA in consultation with the Associate Dean-Academics	Member

- 7.3. The Committee shall have the following responsibilities:
- (a) To guide the Ph.D. scholar to develop the research plan and methodology.
  - (b) To identify the course(s) that need to be pursued for advancement of Ph.D. work and review of progress of coursework.
  - (c) To review the research proposal and finalize the topic of research.
  - (d) To periodically review at the end of each semester and assist in the progress of the research work of the Ph.D. scholar.

## 8. Course Work

- 8.1. Coursework is mandatory for all candidates admitted in the PhD programme.
- 8.2. Candidates must put in a minimum of 75% attendance per course for all courses conducted in physical mode to be eligible to appear for the examinations.
- 8.3. The coursework comprises the following to be completed in the first two Semesters. However, the coursework (Courses I-VI) has to be completed within 24 months from the date of registration. The registration stands automatically cancelled if the candidate is not able to complete the coursework within this duration. The coursework comprises the following to be completed in the first two Semesters ([Annexure - V](#)).

### Semester – I

S. No.	Course Code	Course Title	Credits
I	XXXX (I)	Research Methodology	4
II	XXXX (II)	Critical Thinking and Academic Writing	2
III	XXXX (III)	Research and Publication Ethics	2

### Semester – II

S. No.	Course Code	Course Title	Credits
IV	XXXX (IV)	Advanced topics in the area of research-I	3
V	XXXX (V)	Advanced topics in the area of research - II	3
VI	XXXX (VI)	Comprehensive Viva-Voce	2

- 8.4. The Research Advisory Committee can also recommend SWAYAM online courses as a part of the credit requirements for the Ph.D. programme.
- 8.5. Ph.D. scholars may be assigned 4-6 hours per week teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

## 9. Evaluation of Course Work

- 9.1. **Paper Setting:** The Dean (or equivalent) will nominate the paper setters for Courses I, II, III, IV, and V.
- 9.2. The Comprehensive Viva-Voce shall be conducted and assessed by the Research Advisory Committee. It will include a presentation of the literature review along with the proposed title and objectives of the research.



## 10. Grading System

- 10.1. Candidates have to secure at least a CGPA of 7 and above and a minimum of “P” grade in each course to complete the coursework

S. No.	Grade	Grade Points	Absolute Marks
1	O (Outstanding)	10	90 and above
2	A+ (Excellent)	9	80 to 89
3	A (Very Good)	8	70 to 79
4	B+ (Good)	7	60 to 69
5	B (Average)	6	50 to 59
6	P (Pass)	5	40 to 49
7	F (Fail)	0	Less than 40
8	Ab. (Absent)	0	-

- 10.2. If the candidate has not secured the required CGPA, then they must repeat the choice of their course to meet the minimum CGPA requirement within two years. Only one attempt is allowed for betterment.

## 11. Ph.D. Progression and Monitoring

- 11.1. There should be at least one formal meeting between the scholar and their Research Supervisors every month. This contact should be in person for the full-time scholars. The scholars working in research institutions/ industry can do these meetings via video conferencing, but they should attend in person when possible. These meetings and their outcomes must be recorded and reported to the HoD/HoI/Dean/Director – RDC following each meeting.
- 11.2. Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance.
- 11.3. The Research Advisory Committee shall submit its recommendations along with a copy of the Ph.D. scholar's progress report certified by the supervisor/DRC/IRC to the Director - RDC.
- 11.4. Failure to submit two consecutive six-monthly progress reports will entail the cancellation of the registration of scholars.
- 11.5. In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/School (IRC through DRC) with specific reasons for cancellation of the registration of the Ph.D. scholar.

## 12. Submission of Ph.D. Thesis

- 12.1. To be eligible for the submission of the thesis, the Ph.D. scholars shall complete the Coursework with at least a CGPA of 7 and above and a minimum of “P” grade in each course.

- 12.2. Ph.D. scholars must publish at least One (1) research paper as a first author, followed by the research supervisor with either the Research Scholar or Research Supervisor as the Corresponding Author, in the approved list of indexed journals of the institute/school and make two paper presentations in peer-reviewed conferences/seminars as approved by the institute/school before the submission of the thesis or at least two (2) research papers in the approved list of journals of the institute/school before the submission of the thesis for adjudication and produce evidence for the same. However, journal acceptance will be considered for Ph.D. thesis submission, provided the journal is indexed in Scopus, Web of Science (WoS), SCI, etc., at the time of acceptance. Proof of journal acceptance and indexing must be submitted along with the thesis.
- 12.3. Candidates have to submit one (1) copy of the synopsis and a draft copy of the thesis in the prescribed proforma as per [Annexure VI](#) to the DRC through the Research Supervisor and RAC.
- 12.4. Candidates shall give an open seminar before the members of both DRC and the Research Advisory Committee, which shall also be open to all the faculty members and other research scholars/students of the University.
- 12.5. Candidates shall submit one hard copy and soft copy of the thesis approved by the Supervisor to the Department before the due date, failing which candidates have to pay the tuition fee for the next academic year, also to obtain a no-dues certificate.
- 12.6. Candidate must submit the declaration of AI tool usage in the plagiarism process.
- 12.7. The Convener, DRC shall forward a copy of the approved thesis along with the documents specified in [Annexure VII](#) to the Director-DoAA through the Dean/HoI.
- 12.8. The Dean/HoI shall issue the "Thesis Submission Certificate" to the Candidate.
- 12.9. The Director-DoAA will perform the plagiarism check with an approved software and issue a "Plagiarism Check Certificate" along with the Similarity Index Report.
- 12.10. The similarity index should not exceed 10% overall, exclusive of references and their own research publications, and a 20% similarity index for the AI content.
- 12.11. Early Submission of Ph.D. Thesis: Ph.D. scholars may be permitted for early submission, not exceeding six months, provided they fulfill all the requirements for the submission of the thesis. Candidates shall make an appeal to the Director-R&D through the Doctoral Advisory Committee, DRC, and IRC for early submission, one/two months before the proposed submission date.

### 13. Adjudication of Ph.D. Thesis

- 13.1. Upon successful completion of the pre-submission seminar, the research supervisor shall submit the adjudicators' panel, along with the synopsis, to the Directorate of Academic Affairs through the Departmental Research Committee (DRC) within one week from the date of the pre-submission seminar.
- 13.2. The candidate must submit the thesis within three months of the pre-submission seminar, and no later than the thesis submission due date specified in the admission memo. Failure to do so will result in the lapse of the submitted panel, and the process of panel submission will have to be repeated.
- 13.3. The thesis shall be adjudicated by three examiners comprising National and International members. The duration of the adjudication process shall be completed within 6 months from the thesis's submission date. However, when the university doesn't succeed in appointing a foreign examiner within six months from the date of submission of the thesis, then the evaluation by the foreign adjudicator could be replaced by one Indian examiner as approved by the Vice-Chancellor on a case-by-case basis.
- 13.4. The adjudicators shall send specific recommendations in the prescribed format along with a summary report, possible questions to be asked / clarifications to be sought during the Viva-Voce.
- 13.5. Thesis Examination Report:
  - a) Once the three reports are received, if 2 out of 3 examiners have given positive reports, it will be accepted to proceed further. The comments of the third examiner will be shared with the research scholar, and they are expected to make the necessary changes as appropriate.
  - b) If one examiner rejects, DRC may review before escalating to a new examiner. For rare cases, the Committee may be constituted to review the report.

### 14. Viva-Voce for Ph.D. Degree

- 14.1. On the receipt of satisfactory reports from the adjudicators, a viva-voce shall be conducted by a committee comprising the following.

DRC, Chairperson	Chairperson
BoS, Chairperson	Member
One of the Indian adjudicators nominated by the VC	Member
Two subject experts of the University nominated by the DRC	Members
Co-Supervisor (if any)	Member
RAC	Members
HoD	Member
Research Supervisor	Convener

- 14.2. The viva-voce shall be open and be conducted within **one month** from the date of issue of the notification from the Directorate of Academic Affairs.
- 14.3. The faculty members of the concerned and allied departments, members of the Research Advisory Committee, PG students, Ph.D. scholars, and other interested experts/researchers shall attend **in physical mode**, with the external examiner **alone** allowed to attend via video conferencing.
- 14.4. Candidates have to successfully defend their thesis work during the Viva-Voce, failing which they have to reappear for Viva-Voce within 3 months.
- 14.5. In case the Research Supervisor has left the University after submission of the thesis, the HoD shall act as the convener of the committee to conduct the viva-voce.
- 14.6. The University shall complete the entire process of evaluating a Ph.D. thesis, including the declaration of the viva-voce result, within six (6) months from the date of submission of the thesis.

## **15. Award of Ph.D. Degree**

- 15.1. After the successful completion of the Viva-Voce, the Convener of the Viva-Voce committee shall send a Report in the prescribed proforma ([Annexure-VIII](#)) along with a brief report on the thesis and a photograph of the candidate to the Directorate of Academic Affairs (DoAA) through IRC, Chairperson/HoI for the award of the Degree.
- 15.2. The Candidate shall submit one hard copy and a soft copy of the updated thesis to the University after incorporating the suggestions, if any, by the adjudicators. The thesis shall be placed in the University Library. The candidate should also submit the thesis in the ShodhGanga format and feedback form ([Annexure-IX](#)) to the Registrar through the Research Supervisor, after verification from the Directorate of Academic Affairs.
- 15.3. 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 to make it accessible to all the Higher Educational Institutions and research institutions.
- 15.4. The University issues a notification declaring the award of the Degree and a Provisional Certificate to the candidate.

## **16. Professionalism**

Every research scholar is required to observe disciplined and decorous behaviour both inside and outside the University Campus. They should not engage in any activities that will bring down the image of GITAM.

Any act of indiscipline of a research scholar will be reported to the HoI/Dean concerned and will be referred to a standing Disciplinary Committee nominated by the Academic

Council. The committee will investigate and recommend suitable punishment if it finds that the charges are substantiated. The recommendations of the Committee will be considered by IRC, which will then authorize the Directorate of Academic Affairs to take appropriate action.

**17. Discretionary Power**

The Vice Chancellor's decision is final and binding on any interpretation/issue related to these Regulations.



#### **Bengaluru**

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**Bengaluru**



**Visakhapatnam**

#### **GIMSR**

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**Hyderabad**



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