



Ph.D PROGRAM

2024 | Policy

DOCTOR
OF PHILOSOPHY



AMRITA
VISHWA VIDYAPEETHAM
DEEMED TO BE UNIVERSITY UNDER SECTION 3 OF UGC ACT, 1956

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ADMINISTRATION

1.1 Terminology

The name “Amrita Vishwa Vidyapeetham” shall be referred to as “the University” throughout this document.



1.2 Organizational Structure

The University’s academic departments are organized into faculties, such as the Faculty of Engineering, the Faculty of Medical Sciences. Each faculty shall represent an intellectual grouping of departments within a major discipline, which may encompass multiple schools and campuses. (refer Section 2.4).

1.3 Applicability of Regulations

The 2024 Ph.D. regulation is applicable to scholars admitted from July 2024 admissions cycle.

1.4 Amendments

Any amendments to the policies and procedures specified in this document shall require the approval of the Vice Chancellor and further ratification by the Academic Council. The University may from time-to-time revise, amend or change the regulations, scheme of examinations, syllabus and also the fee structures, if necessary, and such amendments or changes shall come into effect from the date prescribed.

1.5 Key Administrative Officers

The key administrative officers are as follows

Dean of Postgraduate Programs (Dean PGP) –
University Level Administrator

Chair-PGP and Co-Chairs -
Campus/School Level Administrator(s)

Department Level PGP Member (DLPGP) -
Department Level Administrator

2 | ADMISSION

2.1 Application Process

Applications for admission shall be invited through the University website (www.amrita.edu/phd) and other approved channels of advertisement. Admissions shall be conducted twice annually, i.e. in July and January for a specific academic year.

2.2 Modes of Registration for Ph.D. Degree

The Ph.D. degree registration is available under the following modes



Full-Time



Part-Time

2.3 Eligibility

Criteria	Details
Degree Requirements	Completion of: <ul style="list-style-type: none"> ● 2-year/4-semester master's degree after a 4-year/8-semester bachelor's degree, or ● 2-year/4-semester master's degree after a 3-year bachelor's degree, or ● Qualifications equivalent to a master's degree as recognized by statutory/regulatory bodies.
Minimum Marks Requirement	At least 60% aggregate marks in the PG program or equivalent grade if a grading system is used.
Relaxation of Marks	A 5% relaxation or equivalent grade may be granted to SC/ST/OBC (non-creamy layer)/Differently-Abled/Economically Weaker Section (EWS) candidates as decided by the Academic Council.
M.Phil. Program Completion	Candidates with an M.Phil. completed by 2020 must have at least 60% marks in aggregate or equivalent grade if a grading system is used.

2.4 School/Faculty Assignment

Applicants must be enrolled under one of the following Schools/Faculties, depending on their undergraduate and postgraduate degrees:

- Agriculture
- Artificial Intelligence
- Arts, Humanities, and Commerce
- Ayurveda
- Computing
- Engineering
- Interdisciplinary Studies
- Life Sciences
- Management
- Medical Sciences
- Pharmaceutical Sciences
- Physical Sciences
- Social and Behavioural Sciences
- Sustainable Studies

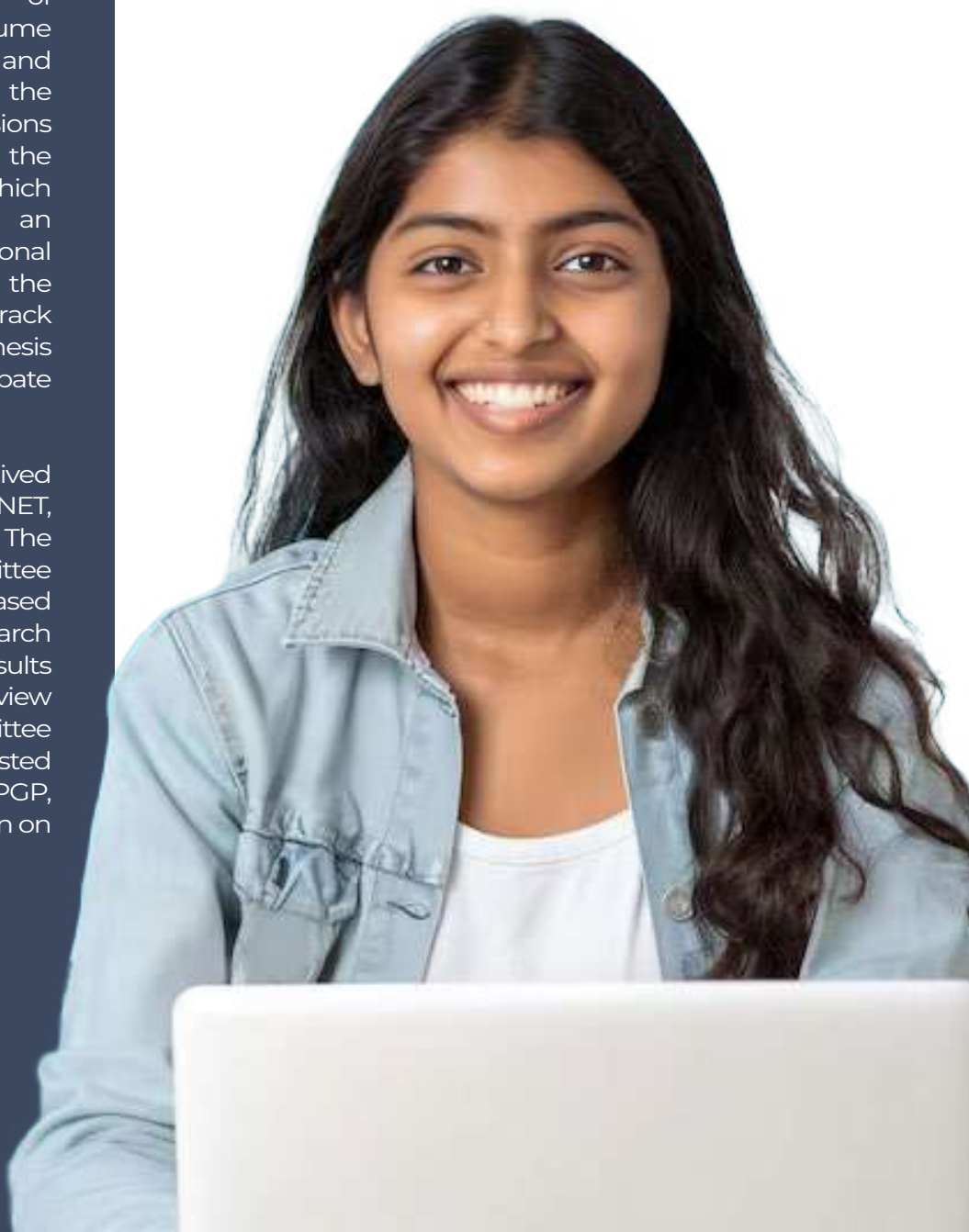
2.5 Admission Committee Formation and Selection Process

The Departmental Level Ph.D. Guidance Panel (DLPGP) forms an Admissions Committee based on the number of available openings, the volume of applications received and the research interests of the applicants. The Admissions Committee oversees the admission process which includes conducting an entrance test, a personal interview, and evaluating the applicants' prior research track records. All prospective Thesis Advisors are invited to participate in the selection process.

Entrance tests are waived for candidates who are NET, GATE, or CSIR qualified. The Admissions Committee evaluates candidates based on academic records, research potential, entrance test results (if applicable), and interview performance. The committee recommends shortlisted candidates to the Chair-PGP, who makes the final decision on admission.

The department-level rank list shall be published based on the following weightage: 70% for the Entrance Written Test and 30% for the Interview. The entrance test syllabus shall consist of 50% research methodology and 50% shall be subject specific.

Newly inducted Full-Time scholars may be recommended for scholarships by the Admission Committee in accordance with the eligibility criteria and applicable slabs specified in the "Ph.D. scholarship Policy."



3

CONSTITUTION OF DOCTORAL COMMITTEE (DC)

Following the successful payment of Ph.D. program fees, each scholar is assigned a Thesis Advisor. The allocation is completed by the DLPGP member, considering the scholar's research interests, and is subject to final approval by the Chair-PGP.

The Doctoral Committee is responsible for overseeing all academic matters related to the doctoral student, including prescribing coursework, monitoring research progress and conducting relevant examinations.

The composition of the Doctoral Committee for each Ph.D. student shall include three to five members, as follows:

- **Thesis Advisor** (mandatory).
- **Thesis Co-Advisor** (if required).
- **An international member** (recommended).
- **Up to one external expert** from a nationally reputed institution, if required. The institution must be ranked in the top 20 in the NIRF – Overall or Discipline-wise ranking.
- **Faculty members** from Amrita Vishwa Vidyapeetham.

3.1 Composition and Qualifications of the Doctoral Committee

Thesis Advisor (mandatory)

The Thesis Advisor must be a regular faculty member of Amrita Vishwa Vidyapeetham with a Ph.D., M.D., or an equivalent degree. They must have a minimum of six months of post-degree experience and have served as a Doctoral Committee member for at least six months. Additionally, the Advisor must possess an established research record with a minimum of five publications in peer-reviewed or indexed journals.

Thesis Co-Advisor (if required)

The Co-Advisor must hold a Ph.D., M.D., or an equivalent degree and demonstrate a strong research record with at least four publications in indexed, peer-reviewed journals. Doctoral scholars are encouraged to include an international expert as a Co-Advisor to enhance the global quality and impact of their research.

Doctoral Committee Members

DC members may include faculty from Amrita Vishwa Vidyapeetham, external experts or international members. All DC members must possess a Ph.D., M.D., or an equivalent degree and a minimum of three publications in indexed, peer-reviewed journals. External experts should be from reputed institutions ranked in the top 20 in NIRF. Industry leaders who have Ph.D., M.D. or equivalent degree with over 5 years of experience may be inducted into DC.

3.2 Advisor and DC Member Responsibilities

- An eligible Professor, Associate Professor, or Assistant Professor can guide up to eight (8), six (6), and four (4) Ph.D. scholars, respectively, at any given time. However, as Doctoral Committee (DC) members, they are limited to overseeing no more than 15 scholars in total.
- The Thesis Advisor is primarily responsible for guiding the doctoral scholar's research and ensuring that the scholar makes satisfactory and timely progress towards the Ph.D. degree.
- There must be a minimum of three members and maximum of five members on the Doctoral Committee, including the Thesis Advisor.
- The Doctoral Committee is responsible for all academic matters connected with the doctoral scholar, including prescribing the coursework, monitoring research progress, and conducting appropriate examinations.



4 COURSEWORK

The coursework for a doctoral scholar is proposed by the Thesis Advisor in consultation with the Doctoral Committee (DC), taking into account the scholar's academic background and proposed research area. The proposed coursework must receive endorsement from the Doctoral Committee and approval from the respective Chair-PGP before course registration. Courses that are not approved will not be considered for credit calculation, regardless of their type.

In addition to regular courses offered by the University, scholars may fulfill coursework requirements through approved MOOC courses.

4.1 Minimum Course Credits Requirement

Duration of the Previous Qualifying Degree*	Course Credits to be completed	Additional Mandatory Credits
8 years or more	8 course credits	4 course credits in Research Methodology
6 to 7 years	12 course credits	
5 years	16 course credits	
4 years	21 course credits	

*Note: The duration is based on the standard length of undergraduate and postgraduate programs. It does not include any additional time taken for completing the degree.

4.2 Research Methodology Course

The Research Methodology course shall encompass topics such as general research methodology, mathematical foundations, quantitative methods, computer applications, research ethics, statistics, review of published research in the relevant field, training, and fieldwork.

4.3 Courses taken in International Universities


Courses taken in International Universities will have to adhere to policies of Amrita Centre of International Programs for mapping and grading.

4.4 MOOC / Online Courses

Number of MOOC courses cannot exceed 50% of required courses.



4.4.1 Grading Process for Online Courses from NPTEL-SWAYAM platform


 Only PG/Research-level courses should be selected as part of the coursework. Introductory-level courses may be opted as “non-credit” prerequisite courses and cannot be used for the calculation of credits as part of the coursework. The Doctoral Committee (DC) is responsible for ensuring compliance with this regulation.


 The credit allocation for MOOC courses is as follows


- 15 hours/4 weeks of online course = 1 credit
- 30 hours/8 weeks of online course = 2 credits
- 45 hours/12 weeks of online course = 3 credits
- 60 hours/16 weeks of online course = 4 credits

 The maximum credit allocation for a MOOC course is 4 credits.

 The percentage score awarded is mapped to grade points as per the university's grading system.

 A course completion certificate is mandatory and the final score obtained will be considered for equivalent grading.

 After mapping the score obtained in NPTEL/SWAYAM to the university's grading system, the grade awarded to the scholar will be one grade higher. For example, if a scholar scores 68 marks in a NPTEL/SWAYAM course, it equates to a 'B' grade; however, the scholar will be awarded a 'B+' grade.


 If the online course is offered between two semesters (during vacation), the following applies:

- If the course is completed before the grade publication of the given semester, the grade from the online course will be included in that semester's grade sheet.
- If the course completion date is after the grade publication date of the current semester, the grade will be included in the subsequent semester's grade sheet.

 **Evaluation pattern of the courses should be as follows for the Ph. D level courses:**

In theory courses, which are taught primarily in the lecture mode, 50% weightage will be given to continuous assessment (sessionals) and 50% for the end-semester (final) examination. For continuous assessment, there will be two tests, whose dates will be given by respective examination officers..

In the case of laboratory courses and practicals, 70% weightage will be given to continuous assessment and 30% for end-semester examination. The weights for the components of continuous assessment will be decided by the course committee at the beginning of the semester. It is mandatory that students appear for the end-semester examination for the completion of a course.

 The evaluation of the MOOC course should be completed on the respective portal. Examinations conducted separately by the institution will not be considered for grading purposes.

Grade rule Table

Grade	Grade Point	Mark range	
		Lower Bound	Upper Bound
O	10	93	100
A+	9.5	85	92
A	9	78	84
B+	8	71	77
B	7	64	70
C	6	57	63
P	5	50	56
F	0	0	49

4.4.2 MOOC Courses not available in SWAYAM / NPTEL

If there are specific Ph.D. level courses not available in SWAYAM or NPTEL, the scholars are permitted to register and complete such courses from other platforms* as long as the following terms and conditions are met:

- Courses are of postgraduate level
 - The course assessments are rigorous
 - They are not considered as introductory courses
 - Such courses should be approved by the leadership council as postgraduate level courses.
- *It may be noted that the grade rule policy applicable for courses completed in NPTEL/SWAYAM platform will not be applicable for courses registered in other online platforms.

4.4.3 Grading Policy

- **Course Grading:** While pursuing course work, at the end of each semester, scholars will be awarded a letter grade on a ten-point scale for each registered course based on the performance.
- **Cumulative GPA Requirement:** Regardless of type of course registered, scholars are expected to maintain a CGPA of 8.0.
- **Minimum Grade Requirement:** A minimum of a B+ grade must be maintained in each course
- **Failure to meet CGPA:** Scholars who fail to achieve the required CGPA in any course may reappear for the end-semester examination or re-register for the course to improve their score. However, revising the course plan to exclude a subject with an unsatisfactory grade is strictly prohibited under all circumstances.

5 | COMPREHENSIVE EXAMINATION

5.1 Eligibility

Doctoral scholars are required to attend the Comprehensive Examination upon successful completion of coursework with a minimum CGPA of 8.0. This examination must typically be undertaken within one to two years of Ph.D registration.

5.2 Purpose

The Comprehensive Examination, conducted by the Doctoral Committee, evaluates the scholar's breadth of preparatory study and readiness to commence doctoral research. The examination could be conducted in viva-mode.

5.3 Examination Committee

The Comprehensive Examination Committee shall comprise the members of the Doctoral Committee and an additional examiner. The additional examiner shall be the DLPGP member from the home department of the scholar. If the DLPGP member is also a member of the DC, a senior faculty member with research expertise and a Ph.D. degree from the scholar's home department shall serve as the additional examiner.

5.4 Exemption

Doctoral scholars who apply for Ph.D. admission immediately after completing their postgraduate degree from Amrita Vishwa Vidyapeetham with a CGPA of 7.5 are eligible for a waiver of the comprehensive examination.

Please refer Circular issued in this regard for further guidelines

5.5 Retake policy

Scholar who fails in the first attempt, are allowed a second attempt. Failure to pass in the second attempt will result in the cancellation of Ph.D. registration.

5.6 Research Expectations

In addition to coursework, all doctoral scholars are required to engage in creative and scholarly research, culminating in a written Ph.D. thesis. The research must make an original and substantial contribution to the chosen field of study, demonstrating mastery of the relevant literature, critical thinking and sound judgment.

6 QUALIFYING EXAMINATION & ADVANCEMENT OF CANDIDACY

The Qualifying Examination is an oral examination administered by the Doctoral Committee, with the inclusion of an External Examiner.

6.1 Qualifications of External Examiner

- Must hold a Ph.D. degree and be from a reputable institution (outside of Amrita institutions, regardless of campus).
- The examiner's designation should be at least Assistant Professor (with an h-index > 10, as per Google Scholar).
- In the case of an industry expert, the individual should hold a Ph.D. degree with at least 5 years of experience in the related research area.

6.2 Eligibility

To be eligible to appear for the Qualifying Examination, a scholar must have at least one research publication related to the thesis work, accepted for publication in a peer-reviewed journal or conference proceedings. In cases where multiple scholars are co-authors, the percentage contribution of all such scholars must sum to 100%.

6.3 Exemption

Scholars who apply for Ph.D. admission immediately after completing their postgraduate degree from Amrita Vishwa Vidyapeetham and continue their postgraduate research work on the same topic as their Master's research are eligible for a waiver of the Qualifying Examination. Please refer Circular issued in this regard for further guidelines

6.4 Research Proposal

In preparation for the Qualifying Examination, scholars must submit a written Research Proposal to the Doctoral Committee. Upon approval by the committee, scholars may proceed to the Qualifying Examination, during which they will present their research proposal. The proposal should include:

- Research problem and its significance
- Background and related literature
- Objectives, approach and results obtained to date
- Research work to be completed and realistic timeline for completion
- Expected contributions to the field
- References cited
- List of publications

6.5 Advancement to Candidacy

A scholar who passes the Qualifying Examination will advance to candidacy, signifying readiness to commence full-fledged doctoral research.

6.6 Retake Policy

If a scholar fails the Qualifying Examination on the first attempt, a second and final attempt will be permitted after a period stipulated by the Doctoral Committee and approved by the Chair-PGP/Co-Chairs.

6.7 Restrictions on Change in Research Topic

Scholars are not permitted to alter the thematic area after completing the Qualifying Examination. If a scholar wishes to change the thematic area, they will be required to retake the Qualifying Examination. A change of thematic area requires approval from both the Doctoral Committee and the Chair-PGP.



7 | OPEN SEMINAR I AND OPEN SEMINAR II

7.1 Eligibility

The scholar must have the second research manuscript related to the thesis, at least in accepted status, with the Thesis Advisor as co-author, in order to conduct **Open Seminar I**. **Open Seminar II** may be conducted when the third manuscript is at least in accepted status and the scholar is in the final stages of thesis work, as outlined in Section 12.

7.2 Seminar Requirement

Following advancement to candidacy, all doctoral scholars are required to present two research seminars: **Open Seminar I and Open Seminar II**. These seminars must be conducted after the **Qualifying Examination** and before the submission of the thesis synopsis.

7.3 Public Announcement

The seminars must be advertised across all campuses at least one week prior to the event, with a copy of the announcement sent to the Chair- PGP/Co- Chairs.

7.4 Incorporation of Feedback

Feedback and comments received during the seminars must be incorporated into the thesis in consultation with the Thesis Advisor.

8 | SYNOPSIS SUBMISSION

8.1 Eligibility

The scholar must have completed the third research manuscript related to the thesis, with the Thesis Advisor as co-author and successfully completed Open Seminar I and Open Seminar II. The scholar must satisfy the requirements outlined in section 12 before being eligible for synopsis submission.

8.2 Duration

The submission of the synopsis must be completed within 40 days of the successful completion of Open Seminar II.

8.3 Requirements

The synopsis must include the following:

- Motivation, significance, and main objectives of the research
 - A brief literature survey
 - A detailed report on the thesis research
 - Main conclusions and results
 - Important figures and references
- The synopsis must adhere to the university's specified format and should be approximately 12 pages in length.

8.4 Submission Process

The Thesis Advisor shall forward the synopsis, approved by the Doctoral Committee (DC), to the Chair-PGP/Co-Chairs. The Chair-PGP/Co-Chairs will then initiate the external evaluation process by sending the synopsis to two external examiners, with at least one examiner being international.




9


THESIS SUBMISSION AND EVALUATION


9.1 Thesis Submission


Doctoral scholars are required to submit their thesis to the Thesis Advisor within 45 days from the date of the synopsis approval by the Doctoral Committee. Thesis submission shall only be permitted after the Doctoral Committee certifies that the scholar has completed all requisite research work and satisfied the mandatory publication requirements as outlined in Section 12.


9.2 Thesis Evaluation Process

 Upon approval by the Doctoral Committee, the Thesis Advisor shall forward the thesis to the Chair-PGP/Co-Chair, who will initiate the evaluation process with the designated external examiners.

 The evaluation shall involve the same external examiners who have previously accepted the invitation to evaluate the scholar's thesis.

 The Thesis Advisor and Co-Advisor are required to submit formal evaluation reports.

 Each examiner shall be granted a period of six to eight weeks to review the thesis and submit their evaluation reports.

 The recommendations provided by the external examiners shall include one of the following:

- **Acceptance:** The thesis is deemed acceptable, with or without modifications.
- **Rejection:** The thesis is deemed unacceptable due to significant deficiencies.

9.3 Determination of Thesis Outcome

The outcome of the thesis evaluation shall be determined as follows:

Acceptance by Both Examiners

If both external examiners recommend Acceptance, the doctoral scholar shall proceed to the final viva voce (Thesis Defense).

Disagreement Between Examiners

If one examiner recommends Acceptance and the other recommends Rejection, the thesis shall be forwarded to a third external examiner for independent evaluation. The decision of the third examiner shall be binding. Prior to the Thesis Defense, the scholar must submit a revised thesis that incorporates the feedback and suggestions provided by all examiners.

Rejection by Both Examiners

If both external examiners recommend Rejection, the thesis shall be deemed unacceptable, and the doctoral scholar's Ph.D. registration shall be terminated.

10

THESIS DEFENSE AND FINAL RECOMMENDATION

10.1 Defense Presentation

The Thesis Defense shall involve a public presentation by the doctoral scholar on the research work documented in the thesis. The presentation must be announced well in advance, clearly specifying the date, time, venue and title, to facilitate participation from all interested individuals.

10.2 Defense Committee

The Thesis Defense Committee shall consist of the following members:

- At least one external examiner who evaluated the thesis.
- All members of the Doctoral Committee. The presence of all committee members is mandatory during the defense

10.3 Viva Examination

Following the public defense, an in-camera viva voce examination shall be conducted. During this session:

- The scholar must address queries raised by the thesis examiners.
- All reports submitted by the examiners will be made available to the Thesis Defense Committee.
- The committee may also assess the scholar's broader understanding of the subject in alignment with the thesis requirements.

10.4 Online/Hybrid Defense Requirements

In cases where the defense is conducted online or in hybrid mode, the following provisions are mandatory:

- Video recording of the session.
- Geo-tagged photographs.
- A digitally verified attendance sheet.

10.5 Consolidation of Recommendation

Upon successful completion of the oral examination, the Thesis Defense Committee shall compile and submit a consolidated recommendation for the award of the Ph.D. degree. This recommendation shall be based on:

- The external examiners' evaluation of the thesis.
- The scholar's performance during the oral examination.
- The Doctoral Committee will forward the consolidated recommendation, along with all necessary enclosures as specified by the Office of the Dean PGP, to the Chair-PGP/Co-Chairs. The Chair-PGP/Co-Chairs shall submit the recommendation to the PGP Dean, who will subsequently forward it to the Vice Chancellor for final approval

10.6 Retake Policy

If a doctoral scholar fails to pass the oral examination, they will be allowed a second and final attempt. The retake must occur no earlier than three months and no later than six months from the date of the initial examination.

11

PROGRESS REPORTS

11.1 Submission of Progress Reports

- All doctoral scholars are required to submit half-yearly progress reports to their respective Doctoral Committees by January 10th and July 10th of each year, beginning from the date of Ph.D. registration and continuing until thesis submission.
- Reports must summarize research activities and progress made during the preceding six months.
- Progress reports must be submitted via the CMS portal and will be reviewed and evaluated by the Doctoral Committee. The Doctoral Committee will forward the reports, along with their evaluations, to the Chair-PGP/Co-Chairs for further consideration.

11.2 Half-Yearly Presentations

- Doctoral scholars are required to present their research progress to their respective Doctoral Committees every six months.
- These presentations are integral to the half-yearly progress reports and will be evaluated by the Doctoral Committee. Based on the evaluation:
 - A 'P' grade (Pass) will be awarded for satisfactory progress.
 - An 'I' grade (Incomplete) will be assigned in cases of unsatisfactory progress or failure to submit required reports.

11.3 Unsatisfactory Progress

If a doctoral scholar's progress is deemed unsatisfactory

- The Doctoral Committee must document the reasons for the unsatisfactory evaluation and provide specific corrective measures for the scholar to implement.
- Scholars who fail to implement the prescribed corrective measures or receive an 'I' grade in two consecutive half-yearly reviews will have their Ph.D. registration automatically cancelled.

11.4 Periodic Reviews and Consequences

- The Chair-PGP/Co-Chairs may conduct periodic reviews for scholars who are not demonstrating satisfactory progress.
- These reviews will involve the Thesis Advisor and may include additional selected members to assess the scholar's performance.
- Continued unsatisfactory progress, as determined by the Chair-PGP/Co-Chairs, may result in:
 - The discontinuation of any scholarship or assistantship awarded to the scholar.
 - Dismissal from the Ph.D. program.

11.5 Submission of Monthly Meeting Minutes

- Scholar and the thesis advisor should meet at least once a month to review the progress and direction of the research work.
- Minutes of meeting (MoM) should be uploaded by the scholar in the prescribed format outlined by the university.
- MoM should be sent as an email from the scholar's official ID to the thesis advisor. The discussion points should be outlined in the body of the email and not as an attachment.
- Thesis advisor is required to add/comment/suggest changes to the MoM and email back to the scholar with approval for uploading in CMS under "documents by the scholar" tab.
- A pdf file of the email correspondence must be uploaded as proof of MoM by the scholar.
- The nomenclature of the file should indicate the month and year - for eg. MoM - March, 2024.
- This is a mandatory procedure to be followed by all scholars irrespective of Full-time or Part-Time mode of registration.

12 | PUBLICATION REQUIREMENTS

12.1 Mandatory Publication Requirements

All doctoral scholars, regardless of their faculty of registration, must meet the following publication criteria to qualify for the Ph.D. degree:



Scholars must publish in Q1 or Q2 journals indexed in Scopus or Web of Science.



Approved journal lists must be maintained and made accessible to all scholars.



Publications in journals not indexed in Scopus or Web of Science but listed in PubMed, or in Category B or higher as per ABDC classification (for management journals), require prior approval from the Leadership Council.



All doctoral scholars, irrespective of their faculty of registration, must fulfill the following publication requirements to be eligible for the Ph.D. degree:

- Scholars are required to publish in Q1 or Q2 journals indexed by Scopus or Web of Science. For journals that are not in Scopus or Web of Science but appear in PubMed, or for management journals: Category B or better as per ABDC classification should have prior approval from leadership council and be maintained for all scholars to see.

Minimum Publication Requirements

Option 1: Two peer reviewed journal papers with Q2 or higher quality metrics, and one paper in a reputable peer-reviewed conference.

Option 2: Three peer reviewed journal papers with Q2 or higher quality metrics.

- Flagship conferences conducted by internationally reputed professional organizations, with an acceptance rate of less than 15%, may be deemed equivalent to Q1 journals. The specific list of such conferences shall be published by the respective Leadership Councils.
- All manuscripts must have at least “accepted status” to be eligible for inclusion in the synopsis submission.
- Manuscripts included in the thesis must be co-authored with the Thesis Advisor, with the doctoral scholar listed as the primary author.
- Publications indexed in PubMed and management journals classified as Category B or higher under the ABDC classification are eligible, subject to prior approval from the respective Leadership Council.

12.2 Mandatory Publication Requirements

Definition of Research Quality Metrics



Research quartiles shall be defined as follows (as per Scopus metrics):

- **Q1:** \geq 75th percentile.
- **Q2:** \geq 50th percentile and less than 75th percentile.
- **Q3:** \geq 25th percentile and less than 50th percentile.
- **Q4:** \leq 24th percentile.



Verification of quartiles shall be conducted exclusively through Scopus.com. All journal publications must belong to the Q1 or Q2 categories.

12.3 Mandatory Publication Requirements



The publication requirements must be fulfilled in the following Ph.D. progression timeline:

- Before the Qualifying Examination
- Before Open Seminar I
- Before Open Seminar II

12.4 Mandatory Compliance

- The publication requirements outlined in this section are statutory and remain in effect regardless of changes in faculty terminology for administrative processes, unless officially revised.

12.5 UGC-Approved Journals

✓ Scholars from the following departments may submit manuscripts to journals and conferences approved by UGC-Care:

- English.
- Amrita Darshanam.

12.6 International Collaboration

✓ At least one research manuscript is strongly recommended to include an international co-author.

12.7 Multiple PhD Scholars as Co-Authors

✓ In cases where multiple Ph.D. scholars contribute to interdisciplinary research, the Thesis Advisor must indicate the percentage contribution of each scholar on the Publication Tracking Portal (PTP) or other online portals available within Amrita.

- Scholars will be allowed to progress through Ph.D. milestones when their fractional contributions sum to 100%.

- Such cases will increase the minimum publication requirement beyond three papers.
- The exact number will depend on the nature of the collaboration and the extent of shared contributions as determined by the Thesis Advisor




12.8 Eligibility of Publications

- Publications that fulfill the Ph.D. milestones (Qualifying Examination, Open Seminars, Final Defense) for one scholar shall not be counted toward the publication requirement of another scholar unless the percentage contribution is explicitly stated.
- A manuscript that has been included in the awarding of any other degree, by the same or a different scholar or student(s), is ineligible for inclusion in the thesis.

13

PUBLICATION ETHICS AND AUTHORSHIP NORMS

13.1 Ethical Standards

 All publications arising from thesis research must appropriately acknowledge the contributions of the Thesis Advisor, the scholar, and any significant contributors to the technical content. The author affiliation for conference or journal papers must adhere to the following format:

- Amrita Authors: Department/Centre, School, and Campus Name, Amrita Vishwa Vidyapeetham, India.
- Collaborative Research: International/ Partner University Authors, Department/Centre, International/ Partner University, City, Country.

13.2 Ethical Compliance

Publication ethics and authorship norms must strictly conform to established best practices, including those outlined by the Committee on Publication Ethics (COPE) and Amrita Vishwa Vidyapeetham's institutional regulations. Scholars are required to review and adhere to these guidelines as provided at <https://publicationethics.org/>

13.3 Academic Integrity

Doctoral scholars shall maintain the highest standards of academic integrity in all scholarly outputs, including term papers, assignments, presentations, proposals, theses, and publications. This includes proper acknowledgment of all sources, consultations, and contributions.

- Violations of academic integrity, including but not limited to plagiarism, data falsification, or fabrication, shall be treated as severe offenses. Penalties may include expulsion from the university, and in cases where such offenses are discovered post-graduation, the awarded degree may be revoked.

13.4 Blacklisted or Retracted Publications

- Publications that have been blacklisted or retracted by recognized indexing agencies, including Scopus, Web of Science, or PubMed, at the time of thesis submission, shall not be credited. Scholars must ensure due diligence when selecting journals for publication to avoid submitting to predatory or unreliable outlets.

14 | TIMELINE AND DURATION

14.1 Program Duration

- The duration of the Ph.D. program shall be a minimum of three years, including coursework, and a maximum of six years from the date of admission for full-time scholars. For part-time scholars, the maximum permitted duration shall be eight years.

14.2 Extensions

- Extensions beyond the stipulated time limits may be granted at the discretion of the Dean, PGP. However, under no circumstances shall the total duration for completing the Ph.D. program exceed eight years from the date of admission as stated in the Ph.D. offer letter.

14.3 Relaxation for Special Cases

- Female candidates and Persons with Disabilities (with more than 40% disability) may be granted an additional two years, allowing a maximum duration of ten years to complete the Ph.D. program. Such relaxation shall be subject to the submission of relevant documentation, duly certified by competent authorities.

15

AWARD OF THE PH.D. DEGREE

Final Approval and Award: The award of the Ph.D. degree shall require approval by the Vice Chancellor and subsequent ratification by the Academic Council of the University. Upon ratification, the doctoral scholar shall be presented to the Chancellor for the conferment of the Ph.D. degree during the next Convocation of the University.

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FEES POLICY

16.1 Adherence to Payment Directives

All scholars shall strictly comply with institutional office orders issued periodically regarding the payment of fees. This includes adherence to payment deadlines and structures as outlined by the University.

16.2 Consequences of Non-Compliance

Non-compliance with fee payment requirements shall result in penalties, which may include, but are not limited to, suspension of enrolment status or other academic consequences as determined by the institution.

16.3 Ongoing Fee Obligations

All research scholars, whether enrolled as full-time or part-time, are required to pay the prescribed fees every semester or year until the submission of their thesis. This obligation remains in effect irrespective of the stage of research or academic progress.

16.4 Fee Obligations During Breaks or Leave

Research scholars availing a break in studies or a leave of absence shall be required to pay tuition fees and any other associated fees to maintain their enrolment status. Exceptions shall be granted for maternity leave in accordance with UGC norms.

17 | APPEALS

17.1 Submission of Appeals

A regular doctoral scholar may submit a written appeal to the Chair-PGP or Co-Chairs through the Doctoral Committee and Department Chair for a waiver or substitution of any requirement. The appeal must include proper justification.

17.2 Changes in Thesis Advisor or Doctoral Committee

Changes in the Thesis Advisor and/or the Doctoral Committee shall generally be permitted only after the doctoral scholar passes the Comprehensive Examination. However, changes may be allowed at any stage of the program for valid reasons, such as a change in research topic. Change of thesis advisor will be allowed if the current thesis advisor retires or is no longer affiliated with the institution. Change of thesis advisor will not be permitted after open seminar I if the above two conditions are not satisfied. All such changes shall require approval from the Chair-PGP or Co-Chair.



17.3 Escalation of Appeals

In cases where an appeal is declined, the scholar may escalate the matter to the Dean of PGP. If further escalation is required, the final decision shall rest with the Vice Chancellor, whose judgment shall be final and binding.



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