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**AMRITA VISHWA VIDYAPEETHAM**

**Ph.D. Programme  
(Doctor of Philosophy)**

**POLICIES AND PROCEDURES - 2018**

**FACULTY OF MANAGEMENT**

## **PREAMBLE**

1. The name “Amrita VishwaVidyapeetham” will be abbreviated as “the University” in this document.
2. All the departments of the University are grouped under different Faculties. For example, Faculty of Engineering, Faculty of Medicine etc. Faculty is an intellectual grouping of all departments belonging to a major discipline and may be spread across different schools and campuses and is mainly meant to remove inter-department, inter-campus and inter-school barriers for Ph.D. scholars.
3. The PGP (Post-graduate Programmes) Dean, or Chair of the University-level PGP Committee, has primary responsibility over all Ph.D. Programmes in the University. The PGP Dean reports to the Vice Chancellor and shall work closely with the Deans of Schools/Campuses, Principals of Schools and PGP Chairs to ensure the smooth functioning of all Ph.D. Programmes. The Dean of Postgraduate Programmes (hereafter referred to as Dean, PGP), Dean of Research, Deans of Faculties, Heads of Schools, Chairperson Postgraduate Programmes (hereafter referred to as Chair, PGP) and Co-Chairs are the academic and administrative officers and are responsible for the smooth functioning of all Ph.D. programmes.
4. Dean, Faculty of Management has overall responsibility for policy level involvement and decisions pertaining to Ph.D. programme offered by the Faculty of Management.
5. Chair, PGP and Co-Chairs nominated by the respective Deans of Faculties and approved by Dean, PGP are responsible for the implementation of the Ph.D. policies in their respective campuses offering Ph.D. programme. Chair, PGP and Co-Chairs of each campus are responsible for admissions, selection of students eligible for University scholarship, approval of Ph.D. doctoral committee, comprehensive and qualifying examinations, reviews of half yearly/regular progress reports, open seminars, and all other administrative responsibilities defined in the policies handbook. The Heads of Campus/School should be kept informed of all Ph.D. related administrative matters and if required, approval(s) sought from the Heads of Campus/School.
6. For the purpose of this document, Centres shall be considered as equivalent to Departments, and Centre Heads as equivalent to Department Chairs.
7. Departments/Centre’s that wish to offer a Ph.D. programme in Management shall submit a request to the Dean, Faculty of Management through the Chair, PGP/Co-Chairs, and shall list the potential Ph.D. Thesis Advisors and their areas of specialization. Dean, Faculty of Management will review and forward the application along with a recommendation to the Dean, PGP and the Vice Chancellor for approval.

8. The Ph.D. degree will mention only the Thesis Title and the Faculty in which the student is registered, in recognition of the interdisciplinary nature of doctoral research.
9. 9, The award of the Ph.D. degree by the Faculty of Management shall be in accordance with the Policies and Procedures as outlined in this document.
10. The rules, policies and procedures should be considered in conjunction with the Amrita University guidelines and the UGC (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations as applicable.

## **1. Admission**

### **1.1 Eligibility**

The applicant should possess either (a), (b) or (c):

- a). Masters degree in Arts, Science or Management or b).a Post Graduate Diploma in Management (recognized by either the Association of Indian Universities or the All-India Council for Technical Education as equivalent to a MBA), or equivalent; or c). Recognized professional memberships/fellowships such as CA, AICWA, ACS or equivalent.

### **1.2: Application**

Applications for the Ph.D. programme will be solicited through the website ([www.amrita.edu](http://www.amrita.edu)) and other means of advertisement, and generally admissions shall take place twice a year on dates that are announced well in advance.

### **1.3: Selection**

The Chair, PGP/ Co-Chairs shall authorize a Department/Centre or a group of Departments/Centres to form a *Selection Committee* taking into account the number of available openings, the number of applications received and the research interests of the applicants. The Selection Committee will conduct a common *Entrance Test* for all applicants, followed by an *Interview*.

The purpose of the Entrance Test is to ascertain the fundamental knowledge and understanding of the student in core subject areas. The syllabus of the Test will be made known to the applicants in advance. The Interview examines the applicant's research interest, aptitude, and depth of background knowledge. The Selection Committee may request additional evidence, such as copies of claimed publications, during the Interview.

Based upon prior academic record, research track record/ potential, Entrance Test and Interview performance, the Committee shall provide its recommendation to the Chair, PGP/ Co-Chairs who will finalize the admission with approval of the Head of School/Campus.

All prospective thesis advisors are invited to participate in the selection process and their consent obtained before being appointed as thesis advisor for any applicant.

#### **1.4 Admission and Categories of Doctoral Students**

The selected students shall be admitted to the Ph.D. programme under Faculty of Management after payment of prescribed fees.

There are two categories of doctoral students, full-time and part-time. An applicant must choose, at the time of admission, the category in which he or she wishes to be admitted.

#### **1.5: Duration**

The duration for the Ph.D. depends upon the student's qualifications at the time of admission and also the category of admission. The minimum duration for both part time and full time is 5 years and maximum is 7 years. Extension will be given on exceptional basis, where the student will have to submit a written request citing the reasons for extension to the thesis advisor, who will then forward this to ASB PhD committee for approval. Usually an extension of six months will be given. Beyond 2 such extensions, the student will be asked to withdraw from the program.

Under special circumstances, the Chair, PGP may provide extension of period based upon a written justification provided by the scholar and approved by the Doctoral Committee.

#### **1.6: Leave from the Programme/ Long leave for Ph.D. scholars**

Ph.D. scholars may be permitted leave from the programme of up to one year in the maximum duration of the programme, on the following grounds duly recommended by the doctoral committee and approved by the Chair, PGP/ Co-Chairs.

- a. Serious illness
- b. Accident
- c. Maternity
- d. Any other issues with the prior approval of the Chair, PGP/ Co-Chairs

Request for medical leave must be accompanied by medical certificate duly signed by a registered medical practitioner.

The full time scholars are expected to be in campus and actively participate in all scholarly activities of the Institute. There is no provision for Summer Vacation for the Ph.D scholars. Following leaves will be allowed to the PhD scholars: Casual Leave: 13 days per year. Unauthorized absence for more than 10 days will not be permitted and in the event of such a situation, the status of the student will be converted as part time.

## **2 Doctoral Committee**

Soon upon admission to the Ph.D. Programme, every student shall be assigned a *Faculty Mentor* by the PGP Chair taking into account the student's interests and faculty availability.

Upon the successful completion of the CQE, the candidate can either chose to continue with the same Faculty Mentor as Thesis Advisor or can chose any other Full time faculty member of the University with a Ph.D. degree and an established research record. The Thesis Advisor is primarily responsible for guiding the doctoral student's research and ensuring that the student makes satisfactory and timely progress towards the Ph.D. degree.

A Thesis Advisor (depending on their cadre) may be eligible to guide between four and eight doctoral students at any point of time. An Assistant Professor can guide up to a maximum of four Ph.D. scholars, while an Associate Professor can guide up to a maximum of six Ph.D. scholars and a Professor can guide up to a maximum of eight Ph.D. scholars. A faculty member from one campus of the University may serve as Thesis Advisor for a doctoral student in another campus. In such cases, the faculty member should keep his or her Department Chair informed of the arrangement.

The Doctoral Committee formation for each Ph.D. student will be initiated by the Thesis advisor. The Doctoral Committee consists of the Thesis Advisor, the Co-Advisor (where applicable), Faculty experts from within the University in the candidate's research area and an International faculty member. The doctoral committee shall have a total of three to four members. (In departments with a small number of Ph.D. holding Faculty, the Doctoral Committee may have three members). One International Committee member (a Faculty member associated with any world Ranked institutions outside India, preferably ranked in the Top 500 by THE/QS/ACWU Rankings and/or AACSB accredited business school and is doing active research in the related area) is mandated. The thesis advisor shall identify the international member and communicate the same to PhD office. The Doctoral Committee is responsible for all academic matters connected with the doctoral student, including prescribing additional course-work, monitoring research progress and conducting appropriate examinations.

Individuals outside of the University who have expertise in a student's research field, and who have earned a doctoral degree from an accredited university, may serve as an external supervisory advisor or as a member of the student's doctoral thesis committee. They should hail from reputed Indian academia, industry or international community. If the person agrees to be an on the committee, the Thesis advisor may provide a written request (with appropriate justification and curriculum vitae) to the Chair, PGP for their participation either as an "External Supervisory Advisor" or "DC Member" . Once the PGP Chair has ensured that the external member is a suitable match for the DC committee, this request may be sent to ASB PhD Committee and PGP Dean for approval.

Under special circumstances, changes in Thesis Advisor and/or Doctoral Committee may be permitted before proposal defense. If the request is due to a change in research topic, the (new) Doctoral Committee shall ensure that the student acquires adequate knowledge to proceed with the research programme. Such changes are to be approved by the Chair, PGP/ Co-Chairs.

### 3. Degree Requirements

#### 3.1 Course Work Credits

The course-work for a doctoral student is proposed by the Thesis Advisor taking into account the student's background and depth of knowledge in the research topic. . The proposed course-work must be endorsed by the Doctoral Committee and approved by the Chair, PGP/ Co-Chairs.

Minimum number of course credits is as follows,

- Students entering with Masters or equivalent degree other than Business, Management, Economics, Commerce, Finance and Accounting, Psychology, and Statistics must complete 21 credits of PG-level course-work; and additional MBA-level course work as prescribed by the Doctoral Committee.
- Apart from the above course credit requirements, all students must complete the mandatory four-credit course on *Research Methodology* (Annexure 1A – course outline for the current year - 2019). The Research Methodology course could either be one course or multiple courses covering quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc.
- In addition, *3 credit courses on Philosophy of Management Research and up to 9 credits on Statistics, Advanced Quantitative and Advance Qualitative Methods.*

The course work must be completed within 18-24 months from the date of admission to the Ph.D. programme. This is applicable to both full time and part time scholars. A minimum of 75% attendance is mandatory for all core and elective courses. Shortage of attendance will lead to redo of the whole course, including its evaluation components.

The Doctoral Committee may stipulate additional course credit requirements based on the student's background and intended doctoral thesis research area.

In addition to regular courses offered by the University, two additional types of courses are permitted: *transfer courses, MOOC courses.*

- A *transfer course* is one that the student has completed in the recent past at the University (prior to admission) or at another reputed institution. A course completed for the award of another degree is not eligible for transfer.
- A *MOOC course* is one that is offered by SWAYAM or a reputable education-technology company such as Coursera, EdX, NPTEL and Udacity. Such courses require prior approval by the student's Doctoral Committee and will require registration as on-line course completion under the University management system. Grades secured in the final examination conducted by the on-line course offering entity will be converted to an equivalent grade as prescribed by the University (listed in this section). In the event that final examination and grade points are not awarded

by the entity conducting the on-line course(s), a final examination shall be set by the Doctoral Committee and administered by the Controller of Examinations/Deputy Controller of Examinations.

Maximum of 50% of a student's non-core course-work may consist of transfer courses/MOOC courses/Independent-study courses.

Based on the performance in each course, a student is awarded, at the end of the semester, a letter grade in each of the courses registered, on a ten point scale.

The letter grades, the corresponding grade points and the ratings are as follows:

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Ratings</i>
O	10.00	Outstanding
A+	9.50	Excellent
A	9.00	Very Good
B+	8.00	Good
B	7.00	Above Average
C	6.00	Average
P	5.00	Pass
F	0.00	Fail
FA	0.00	Failed due to insufficient attendance
I	0.00	Incomplete
W		Withheld

The student is expected to maintain a minimum CGPA of 8.0. The CGPA calculation will include all the course credits registered (mandatory course credits plus the advanced courses approved by the Doctoral Committee).

### **3.2: Progress Reports**

A research scholar shall appear before the Doctoral Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance (termed as half yearly progress report). The half yearly progress report shall be submitted by the Doctoral Committee to the Chair, PGP/ Co-Chairs with a copy to the research scholar.

In case the progress of the research scholar is unsatisfactory, the Doctoral Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Doctoral Committee may recommend to the Chair, PGP/ Co-Chairs with specific reasons for cancellation of the registration of the research scholar.

Satisfactory progress in thesis work as evaluated during the half yearly progress will result in a 'P' grade (Pass) and unsatisfactory progress will result in an 'I' grade (for incomplete). Half yearly progress will be judged by the Doctoral Committee on the basis of report submitted by

the doctoral student. In the event, a scholar is assigned 'I' grade in two consecutive half yearly progress reviews, the registration to the Ph.D. programme may be cancelled.

### **3.3 Residency Requirement**

Every full time doctoral student is expected to be on campus during the duration of the program. Based on thesis advisor's recommendation and endorsement from Doctoral committee, they may spend time at partner institutes in India or abroad pursuing research objectives towards their thesis. The time spent outside should not exceed more than 50% of their duration (or a maximum of 2 years) of the program.

Part Time students are required to have atleast 6 months residency in campus and this may be covered in one or more stays. Residency requirement for Part Time students may be satisfied through : 1) completion of course credits adhering to their respective contact hours. For e.g. to obtain 25 course credits, a student will require a minimum of 250 contact hours 2) research contact hours of 8 hours per month with their advisor and/or DC committee members. 3) Additional contact hours may be required depending on the nature of research topic and this should be decided by the thesis advisor and notified and recorded as part of DC meetings.

### **3.4 Comprehensive Qualifying Examination**

Eligibility: Minimum CGPA of 8.0 (includes mandatory courses plus the advanced level courses approved by the Doctoral Committee) is required to be eligible to appear for Comprehensive Examination.

All doctoral students must pass Comprehensive Qualifying Examination (CQE) after completion of all course- work. This is normally done within 12 or 24 months after registration in the Ph.D. Programme. The conduct of Comprehensive qualifying exam at ASB, Coimbatore is detailed in Annexure 1B.

In special cases, the Doctoral Committee and Chair, PGP/ Co- Chairs may grant a third and final examination, failing which the Ph.D registration will officially stand cancelled.

### **3.5 Publications**

After completion of the Comprehensive Examination, every student should target a minimum of two peer-reviewed journal publications and one conference paper publication. Please follow these guidelines regarding publications:

- All journal publications have to be indexed in peer-reviewed SCOPUS and recent ABDC (Australian Business Dean's Council) listing /ASB listing based on SJR Index (SCImago Journal Rank)
- The 2 journal papers have to be good quality and peer-reviewed. Of these, at least one paper has to be SCOPUS Indexed "B" category in ABDC / (SJR Index of 0.5 or above) and at least one paper should have the PhD student as the first author
- The single conference paper has to be in PhD committee approved list-of-conferences organized by IIMs, DOMs, IEOM, IISc, POMS, AMAs etc. The paper also should be presented at the conference/seminar and an evidence of presentation in the form of presentation certificates or reprints have to be produced.

- PhD student publications should have the doctoral student as the primary student author. This means that the papers that are shown as an outcome of a particular doctoral student's research should primarily contain that doctoral student's work with no overlap with any other student's research findings and/or thesis.
- If any of the published papers are blacklisted from Scopus due to poor quality at any time during the duration of the PhD, no credit for blacklisted papers or journals will be provided. Sufficient precaution should be done to evaluate journals prior to submission.

All publications based upon the thesis research should list the name of the Thesis Advisor, the student and any or all significant contributors to the technical content. The format for writing one's affiliation in conference/journal papers is as follows:

Names of Authors  
 Name of Department/Centre  
 Name of School/ Campus  
 Amrita Vishwa Vidyapeetham  
 India

All publications should indicate the corresponding author, and typically, the corresponding author would be the thesis advisor.

### **3.6 Thesis Proposal**

**Eligibility:** To appear for proposal defense, a scholar must provide proof of acceptance of at least one manuscript for publication (with the doctoral student as the primary student author) in a peer-reviewed journal (as per section 3.5).

After the successful completion of Comprehensive Qualifying Examination and satisfying the requirement of first ABDC listed journal publication, the doctoral student can submit the Thesis proposal and appear for the Proposal Defense. This is normally done within one year of passing the Comprehensive Qualifying Examination. In preparation for the Proposal defense, a doctoral student must submit a written Thesis Proposal to the Doctoral Committee. After approval by the committee (in the prescribed form – Appendix 1), the student should submit both hard and soft copies of the proposal document with a Plagiarism check to the PhD office.

The PhD office will organize the Proposal defense after receiving the Proposal document. The external expert (from a reputed institute who is actively involved in research and publishing in top journals) for Proposal defense shall be identified by Thesis Advisor and be communicated to PhD office 30 days in advance (from the proposed date of Open Proposal Seminar) for doing logistics arrangements. All proposal defense seminars will be scheduled during working days and hours. After the open proposal defense, closed-door meeting of the DC with the external expert is conducted to decide if the candidate has satisfactorily passed the proposal defense.

The Thesis Proposal is a 12-15 page document outlining the doctoral student's plan of research. It should include:

- (a) Research problem and its significance;
- (b) Background and related literature;
- (c) Objectives, Approach, and results obtained to date;
- (d) Research work to be completed and timeline for completion;
- (e) Expected contributions to the field;
- (f) References cited
- (g) List of publications

A student who successfully defends the Thesis Proposal “advances to candidacy,” ready to embark on full time doctoral research. If a student is pursuing any other advanced degree in the same Faculty in Amrita University, he or she is required to complete all the requirements of the advanced degree prior to ‘advancement of candidacy’.

### **3.7 Open Seminars (I and II)**

Eligibility:

- A minimum of one peer reviewed journal publications as per Section 3.5
- To be eligible for Seminar II, a conference paper (as specified in Section 3.5) is required. Student is expected to present at a conference and produce evidence for the same in the form of presentation certificate and/or reprints.
- The doctoral student has to be primary student author in both publications.

All doctoral scholars must complete two open forums termed as Open Seminar I and II. These seminars should be attended by the Thesis Advisor and Doctoral committee. The Open Seminars should be advertised in all departments at least a week in advance (electronically and by hardcopy) and a copy sent to the Chair, PGP/ Co-Chairs. Feedback and comments received during the seminars may be suitably incorporated in the thesis in consultation with the Thesis Advisor.

### **3.8 Thesis Synopsis**

Eligibility: 1) A minimum of two peer reviewed journal publications in ABDC listed journals (of which one with the doctoral student as the first author and one should be ‘B’ or above as per ABDC guidelines / or having an SJR index of 0.5 or above)2) A conference paper (as specified in Section 3.5)are required to be eligible for Thesis Synopsis submission.

Once the scholar has completed Open Seminar II, and the Doctoral Committee is satisfied with the research progress for the award of Ph.D. degree, the scholar is eligible to submit a written Synopsis to the Doctoral Committee for approval. The Synopsis should include the motivation, significance and main objectives of the research, along with a brief literature survey and a detailed report on the thesis research. The main conclusions and results should be highlighted, and important figures and references should be provided. The Synopsis should be about 12 pages and the exact format may be available in the campus intranet or the Chair, PGP’s office.

The Thesis Advisor should forward to the PGP Chair an electronic and hardcopy of the Synopsis along with the name, designation, area of interest, email IDs and communication address of at least eight experts who are qualified to evaluate the Thesis. Four of these

experts should be from leading academic/R&D institutions in India and four from leading academic/R&D institutions from outside the country. The Chair, PGP/ Co-Chairs should obtain the consent of one expert from India and one expert from outside the country who are eligible and willing to evaluate the thesis. Selection of experts can be from the list provided by the Thesis Advisor or other experts who are qualified to evaluate the thesis.

### **3.9 Thesis Submission and Evaluation**

Eligibility: To complete all previous milestones and 1) A minimum of two peer reviewed journal publications in ABDC listed journals (of which one with the doctoral student as the first author and one should be ‘B’ or above as per ABDC guidelines / or having an SJR of 0.5 or above) 2) A conference paper (as specified in Section 3.5) are required to be eligible for Thesis submission.

The doctoral scholar should submit the *Ph.D. Thesis* to the Doctoral Committee normally within six weeks from the date of submission of the Synopsis. The exact format of the Thesis may be available in the campus intranet or Chair, PGP’s office. After approval by the Doctoral Committee, the Thesis Advisor forwards an electronic and hardcopy of the Ph.D. Thesis to the Chair, PGP/ Co-Chairs who will initiate the evaluation process by external examiners. The Thesis Advisor and Co-Advisor are also invited to provide a formal evaluation of the thesis. All examiners will be given six to eight weeks to provide their report on evaluation.

Each examiner can provide one of three recommendations: (i) Accept, (ii) Accept with Modifications, or (iii) Reject.

- If both external examiners recommend “Accept”, the scholar is permitted to proceed to the Thesis Defense.
- If one of the external examiners recommends a Reject, the thesis is sent to a third external examiner whose evaluation decides whether or not the scholar is permitted to proceed with the Thesis Defense. If the report of the third external examiner is also a reject, the thesis shall NOT be accepted and the research scholar may be declared ineligible for the award of the degree.

Prior to the Defense, the scholar must submit a revised Thesis taking into account the comments and suggestions made by all examiners.

- If both external examiners recommend a Reject, the thesis will NOT be accepted and the registration to the Ph.D. programme will stand cancelled.

### **3.10 Thesis Defense and Final Recommendation**

The *Thesis Defense* is a public presentation made by the doctoral candidate on the research reported in the thesis. The date, time, venue and title of the defense should be announced widely and well in advance to enable all interested parties to attend. The Thesis Defense Committee, which includes at least one external examiner and the doctoral committee members, must be present at the defense.

The Thesis Defense Committee consists of the Doctoral Committee and at least one of the external experts who evaluated the thesis. The Convener of the Doctoral Committee serves as

the Convener of this Committee. If none of the external examiners can be present, the PGP Chair may nominate a substitute examiner.

The public defense will be followed by an *in-camera* (closed-door) oral examination during which the scholar is required to answer queries raised by the thesis examiners. For this purpose, all examiners' reports will be made available to all members of the Thesis Defense Committee, who may cover the general background of the subject in the light of the requirements of the thesis. Where part of the work has been undertaken jointly with others, the examiners should satisfy themselves as to the adequacy of the scholar's own contribution.

A pass in the in-camera oral examination is compulsory. If a candidate fails this examination in the first instance, he/she may be allowed a second and final chance after a lapse of three months, but no later than six months from the date of first appearance.

If the scholar passes the oral examination, the Thesis Defense Committee shall consolidate the recommendation for the award of the Ph.D. degree based on the report of the external examiners as well as the evaluation of the scholar's performance in the oral examination. The doctoral committee forwards the consolidated recommendation to the Chair, PGP/ Co-Chairs who forwards the same to the Dean, PGP with the required enclosures (see Annexure 2). The Dean, PGP forwards the final recommendation to the Vice Chancellor for his approval. After the Vice Chancellor's approval, the Controller of Examination issues the Provisional Certificate.

### **3.11: Cancellation of Registration**

As mentioned in this policy two consecutive unsatisfactory progress in the half yearly progress reviews may result in cancellation to the Ph.D. programme.

Any violation in the University publication policy or any and all other University policies may result in termination of registration / cancellation of admission to the programme.

### **Progress Reports**

The doctoral student shall submit half-yearly reports to the Doctoral Committee who in turn will forward these reports along with their evaluation to the PGP Chair. The Office of the PGP Chair will maintain the format of the progress report.

The PGP Chair may conduct periodic reviews of all doctoral students, especially those who are not making satisfactory progress, in a meeting with their Thesis Advisors and selected additional members present. Continued unsatisfactory progress, as determined by the PGP Chair, may be sufficient grounds for discontinuation of any fellowship or assistantship that has been previously awarded to the student and also dismissal from the Ph.D. Programme.

### **3.12 Award of the Ph.D. Degree**

Upon approval by the Vice Chancellor and subsequent ratification by the Academic Council and the Board of Management of the University, the scholar will be awarded the Ph.D. Degree at the next immediate convocation of the University.

## **4. Appeals and Amendments**

#### **4.1: Appeals**

A Ph.D. student may appeal to the Chair, PGP/ Co-Chairs through the Doctoral Committee and Department Chair for a waiver/substitution of any requirement. The appeal should be in writing and supported by proper justification. If the appeal is declined, it may be escalated to the Dean PGP/ Dean, Faculty of Management and to the Vice Chancellor, whose decision is final and binding.

#### **4.2: Amendments**

Amendments to the policies and procedures outlined in this document may be made with the approval of the Vice Chancellor and subsequently ratified by the Academic Council and Board of Management.

#### **5. Other Policies:**

##### **5.1 Withdrawal from the Programme:**

A scholar wishing to withdraw from the Programme at any time must give it in writing. He/she should also obtain a “No Dues Certificate” (as per format at Annexure) from Accounts, Library, Hostel, Computer Centre, etc, and submit it to the PhD Office for settling his/her accounts. Scholars withdrawing from the programme will not be issued any formal transcripts or partial course completion certificate.

##### **5.2 Changing from Full-time to Part-time:**

On exceptional grounds, changing the status from full-time to part-time shall be permitted with the approval of PhD committee / PGP chair. In such cases the differential fees, as applicable for part-time scholars will have to be paid by the student.

##### **5.3 Plagiarism Policy:**

The University expects that PhD students shall uphold academic integrity and practice exemplary scholarship. While submitting term papers, assignments, presentations, proposals, thesis, papers it is expected that the student who is submitting will ensure that it is his/her own work, they will acknowledge the work of other sources that they have borrowed from, and make it explicit who they have consulted in completing their work. Failure to acknowledge consultation, help, or sources are all treated as plagiarism. Plagiarism is judged by output and not by intent. Plagiarism, data falsification or fabrication are serious offences and it will attract penalties including possible expulsion from the University. If thesis contains any of these offenses, the degree can be withdrawn post graduation.

##### **5.4 Publication Ethics and Authorship Norms**

Norms for publication ethics and authorship shall be based on best practices, such as the one specified by Committee on Publication Ethics (COPE). The scholars are required to check and understand the details available in <https://publicationethics.org/>.

### **ANNEXURE 1 A**

<<Please refer the attached document>>

## **ANNEXURE 1B**

Comprehensive Qualifying Examination will be conducted by the PhD office as two written exams, on two consecutive days. It will be closed book exam on all-core courses they have done as part of their coursework. All scholars who have completed their required course works will have to appear. Two evaluators from the specific area will evaluate the answers for this. The final grading will be either "PASS" or "FAIL". In the event of a failure, the student will be given a second chance to write the CQE exam within 3 months. In the event of the second failure, the student will be terminated from the programme. No external examiner is required for the Comprehensive Qualifying Examination.

## **ANNEXURE 2**

### **For Vice Chancellor's Approval**

When the entire process for the award of Ph.D is complete, the Chair, PGP/ Co-Chairs of the Faculty of Management should submit to the Dean, PGP the following:

### **THESIS DEFENSE REPORT**

Name of the Scholar :  
Degree Registered : Ph.D  
Registration Number :  
Date and Place of Oral Examination :

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### **We Certify that the Thesis Defense Report Contains the Following:**

1. Main Contributions made by the Candidate (~ one page)
2. Reviewers' Reports (original), categorized by each reviewer and summary of Reviewers' comments
3. Account of Open Oral Examination (~ one page)
4. Account of in-Camera Oral Examination (~ one page)
5. Statement regarding the acceptability of the:
  - (a) students's written replies, to the examiners' comments, queries etc., if any
  - (b) status of corrections/ modifications made in the thesis
6. One page abstract of the thesis
7. List of corrections/ modifications made in the thesis
8. Final Recommendation regarding the acceptability of the Thesis for the award of the Ph.D. Degree of the University, to read as shown below:

“Based on:

- i. The contributions made by the student in the thesis entitled \_\_\_\_\_,
- ii. Reports of the reviewers who evaluated the thesis,
- iii. Satisfactory performance in the Open Oral Examination, and
- iv. Satisfactory performance in the In-camera Oral Examination,

We recommend the acceptance of the thesis for the award of the Ph.D. Degree of Amrita Vishwa Vidyapeetham to Mr/ Ms \_\_\_\_\_.”

Name of the External Examiner	Signature
Name of the Member, Doctoral Committee	Signature
Name of the Thesis Advisor	Signature
Name of the Convener, Doctoral Committee	Signature

Recommendation by the Chair, PGP/ Co-Chairs:

*Note: All the documents are to be signed by the Thesis Advisor and, the same to be submitted to Chair, PGP/ Co-Chairs after completion of the defense.*

### **Enclosures to Thesis Defense Report**

#### **1. The Ph.D. scholar should submit:**

- (i) one corrected hardcopy of the Ph.D. Thesis (for the University Library);
- (ii) Two soft copies of the Thesis in two CDs (for UGC and University); and
- (iii) Two soft copies of the Synopsis in another two CDs (for UGC and University).

The CD's should mention the Title of the Thesis, Name of the Student, Registration Number, Year of Registration, Name of the Department where Registered, Name of the Thesis Advisor as well as the Co Advisor, if applicable, Name of the School and Name and Address of the University.

The month and year in the thesis (to be lodged with the University) should be the month and year of the Thesis Defense. The date of Declaration should be the date of the Thesis Defense.

The final *hardbound* Ph.D. Thesis may be produced after the Thesis Defense, incorporating any modifications that are necessitated in the light of the discussions and queries raised at the Defense.

*The Hardbound Thesis should be submitted within one week after the Thesis Defense.*

#### **2. The Chairperson, PG Programmes should submit:**

1. Date of receipt of Application and also a copy of the completed Application
2. Date of constituting the Selection Committee including the list of Members.
3. Date of Entrance Examination and Interview
4. Date of Admission offer letter
5. Date of Joining
6. Registration Number
7. List of Doctoral Committee Members
8. Date of completion of course work and list of courses completed
9. Date of successful completion of the Comprehensive Examination including the list of Committee Members

10. Date of successful completion of the Qualifying Examination including the list of Committee Members
11. Dates of Two Seminars
12. Dates of Residency in University Campus (for part-time candidates who are not employed at Amrita)
13. Details of Publications for Independent Study Courses
14. Details of all publications since Ph.D. enrollment: For each journal paper, provide name of authors, title of manuscript, name of the journal and publisher, volume and page numbers, and year of publication; and, for each conference paper, provide name of authors, title of manuscript, date, and location of the conference, publisher of the proceedings, page numbers, and the professional society sponsoring the conference. Impact factor to be mentioned, if available.
- .
15. Date of Synopsis Submission
16. Date of Thesis Submission
17. Date of Thesis Defense

**ANNEXURE 3 : Forms**  
<<Please refer the attached document>>