



Doctor of Philosophy (PhD)
STUDENT ACADEMIC MANUAL
Batch 2022

CONTENTS

S.No.	Description	Page No.
1	About the PhD Programme	4
2	Academic Administration	4
3	Registration, Orientation and Preparatory Programme	5
4	Programme Duration	5
5	Re-registration	5
6	Course Credits	5
7	Programme Requirements	6
8	Eligibility Criteria for Research Supervisor and Co-Supervisor	10
9	Dissertation Committee / Research Advisory Committee	11
10	Support for Doctoral Students	13
11	Responsibilities of Doctoral Students	14
12	Review of Student Performance by PhD Committee	14
13	Convocation	15
14	Attendance, Holidays, Academic Vacation and Leave Policy	15
15	Academic and Residential Requirements during the Research Study Period	15
16	Withdrawal Policy	16
17	De-Registration	16
18	Refund of Caution Deposit	16
19	Non-Academic Matters	16
20	Library	17
21	PhD Programme Grievance Redressal	20
SECTION 2 - EXAMINATIONS AND ASSESSMENTS		
1	Attendance Requirements – For Year 1 & 2	21
2	Special Assistance	22
3	Plagiarism, Copying and Other Unethical, Dishonest Academic Practices	22
4	Evaluation and Assessment Methods	22
5	Certificates and Transcripts	26
6	Student Conduct During Exams and Assessments	26
7	Misconduct & Disciplinary Norms	27

S.No.	Description	Page No.
8	Disciplinary Procedures for Examinations and Evaluations	29
9	Grievance Redressal	30
10	Forms for Use by PhD Students	30
11	Changes to the Handbook	30
12	PhD Committee	31
13	PhD Administrative Staff	31
14	List of Approved PhD Supervisors as on November 2022	31
15	Disclaimer	31
	Annexure – 1: Course Registration Form	32
	Annexure – 2: Independent Research Study (IRS): Registration Form	33
	Annexure – 3: Independent Research Study: Evaluation Form for AY 2022 - 23	34
	Annexure – 4: Supervisor consent and Constitution of Doctoral Committee Form	40
	Annexure – 5: Detailed Synopsis / Thesis Submission Guidelines	41
	Annexure – 6: Funding Request Form for Participation in National / International Conferences	46
	Annexure – 7: Three Monthly Research Presentation Evaluation form	49
	Annexure – 8: No Dues Form	50

1. About the PhD Programme

The Institute for Financial Management and Research (IFMR) was established in 1970 and has an impressive and long record of contributing to the expansion and enrichment of the knowledge base in the financial services industry. In 1982, IFMR became an approved research institution to conduct research leading to award of PhD by the University of Madras. Initially, the PhD degree was in the area of Finance and then since 2014 in the area of Management.

In 2018, IFMR is re-christened as IFMR Graduate School of Business (IFMR GSB) and integrated within the newly formed Krea University sponsored by IFMR. IFMR GSB offers MBA and PhD programmes under Krea University from 2018.

Krea University has been enacted by the Legislature of the State of Andhra Pradesh as per The Andhra Pradesh Private Universities (Establishment and Regulation) (Amendment) Act, 2018 vide the gazette notification published on April 30, 2018.

The emphasis of the PhD programme at IFMR GSB from its commencement has been on quality, rigour, independent research and studentship. This mission has been ably supported by faculty with exceptional research credentials and IFMR GSB strives to provide a stimulating research environment to its research students. IFMR GSB endeavours to be an institution that contributes in the space of higher education by training students who then go on to become thought leaders and teachers themselves.

The alumni of the PhD programme have assumed positions as faculty in prestigious academic institutions such as Ashoka University, Indian Institute of Management (IIM) Indore, IIM Kashipur, IIM Shillong, IIM Amritsar, Madras School of Economics, Great Lakes Institute of Management and the Loyola Institute of Business Administration. Other alumni are in significant roles in research institutes, think-tanks and corporates such as CRISIL, SCOPE international, ICICI, Institute for Human Development and Centre for Excellence in Fiscal Policy and Taxation.

IFMR GSB's in-house journal, "**Journal of Emerging Market Finance**" (JEMF) reinforces IFMR GSB's research credentials. With the support and guidance of faculty, PhD students publish extensively in peer-reviewed journals and present their research in various national and international conferences. The annual research symposium at IFMR GSB provides an excellent platform for students to showcase their work and interact with researchers from the Krea ecosystem and other national and international institutions.

IFMR GSB offers a research programme leading to the award of the degree of Doctor of Philosophy (PhD). The PhD programme combines rigorous course work and a flexible curriculum with in-depth research requirements while staying true to the Krea vision of interwoven learning, ethical values, critical thinking and interdisciplinary education. The University currently offers only full-time PhD programme.

Students are admitted to the Doctor of Philosophy (PhD) program, and in due course have the option of choosing from the following area(s) of specialisation:

1. Data Science and Information Systems
2. Economics
3. Finance
4. Marketing
5. Operations Management
6. Organisational Behaviour & Human Resources Management
7. Strategic Management

2. Academic Administration

The PhD Chair is the link between the students and the faculty. S/he guides and counsel's students as required. If any student has a problem of an academic nature, it may be referred to the PhD Chair. The PhD Committee will decide all academic and disciplinary matters pertaining to the PhD Programme.

Students should approach the Office of Academic Administration (OAA) for administrative support on matters such as registration, issue of identity cards, class schedules, attendance records, bona fide certificates etc.

Examinations and grades are handled by the Examinations & Assessment Office (EAO).

This handbook is designed to provide basic information about the PhD Programme and its guidelines. Students are required to read the guidelines carefully and adhere to them.

3. Registration, Orientation and Preparatory Programme

Students who are admitted into the programme are required to register, attend the orientation sessions and preparatory courses along with the first-year students of MBA programme.

4. Programme Duration

The Ph.D. programme is for a minimum period of three years (applicable to students with an M.Phil. degree) and a maximum period of six years from the date of joining by the candidate. Support is provided for 4 years inclusive of course work. Extension of up to one year, with support, may be granted by the Doctoral Committee in exceptional cases.

5. Re-registration

If the candidate is unable to submit the thesis within six years from the date of admission, then the candidate shall apply for re- registration under the same Supervisor with the same topic, provided the Supervisor is eligible to supervise PhD students. Re-registration under a new supervisor is feasible only with No Objection Certificate from the current Research Advisor.

Application for re-registration should be sent to the University within one month from the date of completion of six years of the Ph.D. programme. Applications received later than 30 days will not be considered.

After re-registration, the candidate shall submit the thesis soon after re- registration but not later than four years after re-registration. Re- registration for the second time is not feasible.

5.1 Conversion of Registration and Re-registration

- a) The University may permit conversion of Ph.D. registration from full- time mode to part-time mode for a candidate who obtained permanent registration and completed two years (non-stipendiary) or one year (stipendiary) from the date of admission and satisfy the employment and other rules in the respective modes of part-time admission, that is, internal. Guest Lecturers with NET / SLET or having UGC qualifications required for Assistant Professors will be allowed to convert their full-time Ph.D. registration to part-time registration after one year of service.
- b) The University may permit conversion of Ph.D. registration from part- time mode to full-time mode any time after obtaining Ph.D. admission, provided the candidate satisfies the related regulations.
- c) If the candidate is unable to submit the thesis within six years from the date of admission, then the candidate shall apply for re- registration in the same institution under the same Supervisor with the same topic, provided the Supervisor is eligible to supervise Ph.D. students, including not supervising his/her immediate or close relative and to this effect he/she shall furnish a declaration. Re-registration under a new supervisor is feasible only with No Objection Certificate from the current Research Advisor.
- d) Application for re-registration shall be sent to the University within one month from the date of completion of six years of the Ph.D. programme. Applications received later than 30 days will not be considered.
- e) After re-registration, the candidate shall submit the thesis soon after re- registration but not later than four years after re-registration. Re- registration for the second time is not feasible.

6. Course Credits

- 6.1 Most of the courses are of 3-credits each. However, IFMR GSB also offers courses of 1, 1.5, and 2.5 credits.
- 6.2 Each classroom session is of 90 minutes.

6.3 A three-credit course will have a total of 20 classroom sessions [i.e. 30 class contact hours]. The contact hours for courses of different credits will be calculated accordingly.

7. Programme Requirements

Students have to fulfil 30 credits per year in the first two years of course work. This includes PhD courses, MBA courses and two Independent Research Study (IRS) undertaken over two terms. In the first year, Students enroll for 12 credits of core doctoral courses and 6 credits of IRS and 12 credits of MBA courses. In the second year, instead of core courses, students take a minimum of 9 credits of PhD electives along with MBA elective courses and the second IRS. To ensure students get exposure to different management subjects, the two IRS are undertaken in two different areas.

Each term students can take two/three MBA courses from the available list of core and elective courses being offered in that term, in consultation with the PhD chair. The PhD Committee reserves the right to grant waiver / modify the course plan of the students based on their previous academic record / experience. It must be noted that PhD students may be given additional material for assessment when taking an MBA course.

Students interested in inter-disciplinary research can take courses in more than one area. Students can plan their coursework, select their Research Advisor and constitute the doctoral committee based on their research topic. In the third- and fourth- years students carry out work on their dissertation.

Following Coursework, students take Written and Oral comprehensive examinations. On passing the examinations, students undertake their dissertation work with the Faculty Supervisor and doctoral committee faculty members they have chosen.

Year	Courses	Credits	Qualifying Criteria
First Year	9 courses +1 Independent Research Study (IRS) Minimum of 3 courses per term & 1 IRS across 2nd and 3rd terms including summer period. The 3 courses will include 2 MBA + 1 core PhD course per term.	30	If the CGPA falls below 3.00 (equivalent to 'B' grade), the student will be put on Academic Probation for two terms during which s/he will have to meet the CGPA requirement of 3.00 If that requirement is not met at the end of probation period, the student will have to withdraw from the programme.
	<p>End-of-Year 1 Examination</p> <p>At the end of Year 1 coursework, each doctoral student is required to take a written examination on the three PhD core courses and obtain "PASS" to proceed further in the Programme.</p> <p>Refer section 2 – Examinations & Assessments under the clause 4.1</p>		
Second Year	MBA 2nd year electives: Courses from MBA programme in consultation with the PhD Chair/ Area Chair(s) 6 courses +1 IRS Minimum of 3 courses per term + 1 IRS across 5 th and 6 th terms.	30	If the CGPA falls below 3.00, the student will be placed on Academic Probation for two terms during which s/he will have to meet the CGPA requirement of 3.00 If that requirement is not met at the end of probation period, the student will have to withdraw from the programme.
	The 3 courses will include 2 MBA + 1 PhD elective course per term		

Minimum and Maximum credits: Doctoral Courses	Min 9 Max 18	
Minimum and Maximum credits: MBA Courses	Min 18 Max 36	
<p>PhD core courses will be offered every year while electives will be offered every alternate year, i.e. same elective cannot be offered in two consecutive years.</p> <p>Additional non-graded but required courses with Pass/Fail grade can be prescribed by the PhD Committee up to 6 credits (such as seminar, workshop) over the duration of the coursework.</p> <p>MBA course can be substituted by a PhD course with approval from the PhD Chair.</p>		
<p>Total course work over two years</p> <p>Minimum Credits: (30+30) = 60</p> <p>Maximum Credits: 120</p>		
<p>Audit Courses [Refer to clause 6.4 for more details]</p> <p>A student can audit courses up to 9 credits in one year (one course every term) for first three years of the PhD Programme and inform the OAA. In the fourth year, audit can be done only with the approval of the Research Advisor. For audit courses, approval of the faculty teaching the course is mandatory.</p>		
<p>If a student obtains 'F' grade in any course, s/he is required to repeat the same course or equivalent course as recommended by the Area Chair and the PhD Chair when it is offered next. Only one opportunity shall be given for repeating the course.</p>		
<p>All course work requirements should be completed within a maximum of first 3 years. On completion of each IRS (end of T3 and T6) students should submit a final report to the PhD Committee through the OAA and present in a public seminar. It is highly recommended that the report also be submitted to the IFMR GSB, Working Paper Series. Based on the assessment criteria, students have to pass the IRS and a letter Grade will be awarded where applicable.</p>		
<p>Comprehensive Examination (Written and Oral)</p> <p>At the end of Year 2 coursework, each doctoral student is required to take a written and oral examination on selected 3 PhD elective courses and research papers discussed from their Area(s) of interest in the IRM PhD core course.</p> <p>Refer section 2 – Examination & Assessment under the clause 4.10</p>		

Third Year	<p>Formation of Doctoral Committee (Research Advisory Committee) [Refer to clause 7 for more details]</p> <p>After completion of course work and on successfully qualifying in the comprehensive examination, the student (hereinafter called ‘candidate’) shall proceed to work on their doctoral dissertation. The student then chooses the Research Advisor and also constitutes the Doctoral Committee (consisting of 3 internal committee members and 1 external committee member) within three months. The internal committee members must be approved Supervisors.</p> <p>Proposal Presentation</p> <p>Candidates are expected to do an extensive literature survey in their chosen area of interest and come out with a tentative set of research questions that they would like to pursue. S/he is required to make a proposal presentation within three months of formation of Doctoral Committee (i.e., within six months of qualifying in the comprehensive examination). This will be evaluated by the Doctoral Committee and will be a public seminar.</p> <p>The candidate needs to make a report on the proposal presentation and submit it to the OAA within a week of the presentation after obtaining signature from Research Advisor / Doctoral committee members.</p> <p>The candidate needs to work on the feedback given during the presentation and include the progress in the next three-monthly update.</p> <p>Refer section 2 – Examinations & Assessments under the clause 4.11</p>
Fourth Year	<p>Submit a report and make a public seminar once in every three months to update the progress made and work on the feedback. The report has to be evaluated and signed by Research Advisor / Doctoral committee members and submitted to the OAA within a week of the presentation.</p> <p>The evaluation reports by the Research Advisor / Doctoral committee constitute the end-of-term Evaluation.</p> <p>Refer section 2 – Examinations & Assessments under the clause 4.12</p> <p>Based on the feedback received from the Doctoral Committee, the candidate begins drafting the Thesis.</p> <p>PhD candidates should make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.</p> <p>Viva-voce Examination</p> <p>Thereafter on the advice of the Research Advisor, the candidate can submit the thesis to the Doctoral Committee. The candidate appears for public viva-voce examination which will be evaluated by the Doctoral Committee. The public viva- voce examination shall also be open to be attended by all faculty members, PhD students and other interested students, experts/researchers. The candidate shall incorporate the suggestions made by the Committee and after obtaining their final approval, s/he shall submit the final thesis to the OAA of IFMR GSB, Krea University.</p> <p>The final thesis submitted by the candidate shall be sent for evaluation. On successful completion of the evaluation, the University shall issue a provisional degree certificate. The final PhD degree will be awarded in the ensuing Convocation.</p> <p>The evaluation reports by the Research Advisor / Doctoral committee constitute the end- of-term Evaluation.</p> <p>Refer section 2 – Examinations & Assessments under the clause 4.14</p>

7.1 Independent Research Study (IRS)

7.1.1. Components

IRS is a required 3-credit course which is done twice, two contiguous terms (Terms 2&3 and Terms 5&6). The two IRS should be done in two different areas, with a faculty member from the respective area as the supervisor.

Eligibility: Each first and second year student should meet with faculty members to discuss IRS topics and then finalize one based on mutual interest. The IRS Registration form (Annexure No. 2) should be completed and submitted to the PhD Office within the first week of the commencement of the term. The PhD Office will submit the list of approved IRS with details of the student, faculty supervisor, research topic, and assessments to EAO in the second week of the term.

7.1.2 IRS EVALUATION

- Credits and grades obtained in IRS will be counted for required credits and CGPA calculation.
- Assessment of IRS will be done as per the evaluation criteria mentioned in the IRS Evaluation form (Annexure No. 3) circulated to faculty members by the PhD Committee. This will be discussed with the students by their IRS Faculty supervisor and must be adhered to, to successfully pass the course.
- Suggested evaluation components and weightages are proposal (10%), interim report (40%) (at the end of T2/T5) and final report (50%) (at the end of T3/T6).
- The course credit and the final grade will be considered for the calculation of TGPA at the end of the second term of the IRS.

7.2 List of Core Courses

S.No.	Courses Name	Course Code	Credits
1	Philosophy of Science	CORE701	3
2	Research Methods – I	CORE702	3
3	Research Methods – II	CORE703	3
4	Introduction to Research in Management	CORE704	3

7.3 Area-wise list of elective courses (Indicative)

S.No.	Area	Courses Name	Course Code	Credits
1	Economics	Advanced Econometrics	ECON701	3
2		Special Topics in Game Theory	ECON702	3
3		Industrial Organization	ECON703	3
4		Economics of Financial Inclusion	ECON704	3
5		Topics in Applied Microeconomics	ECON705	3
6	Finance	Theory of Corporate Finance	FINA701	3
7		Empirical Methods in Corporate Finance	FINA702	3
8		Financial Inclusion	FINA703	3
9		Inclusive FinTech	FINA704	3
10		Advanced Asset pricing	FINA705	3
11		Topics in Corporate Finance	FINA706	3
12	Marketing	Doctoral Seminars in Consumer Behaviour	MKTG701	3
13	OB &HR	Organization Theory	OBHR701	3
14	Strategy	Advanced Entrepreneurship	STRA701	3
15		International Business	STRA702	3
16		Corporate and Business Strategy	STRA703	3

7.4 Audit Courses

Over and above the maximum credits, a student can opt for audit courses up to 9 credits in one year, for first three years of the PhD Programme subject to the following conditions:

- a) Maximum of one course allowed in any Term
- b) Permission for auditing an elective is at the discretion of the faculty teaching the course. The student has to get written approval of the faculty and submit the same to the OAA before the Term starts.
- c) After the formation of the Dissertation Committee, approval of the Research Advisor is also required
- d) The audit course shall not clash with the regular class schedule and a student cannot drop an audit course once the classes have started for that course
- e) A student who chooses an audit course should abide by all the rules that are applicable to the other students of that course on aspects such as, but not limited to, requisite attendance and timely submission of all deliverables, take all quizzes and examinations as per the evaluation components given in the course outline
- f) If the student does not abide by rules pertaining to audit course, the PhD committee can recommend that the student not be allowed to audit any further courses in the future term(s).
- g) The credits and grades obtained in the audit course(s) will not be counted in the calculation of required credits and CGPA
- h) A student will be assessed on a Pass / Fail basis (no letter grade, no impact on GPA) based on evaluation components described in the course outline. Please refer to Exam Manual for norms on Pass/Fail grade and other details. The Pass / Fail will be shown in the transcript but will not affect the CGPA
- i) For other details, please refer to MBA Student Academic Manual

8. Eligibility Criteria for Research Advisor and Co-Supervisor

Any regular Professor/Associate Professor of the University/ College, with at least **five** research publications in peer-reviewed or refereed journals after obtaining PhD and any regular Assistant Professor of the university/ college with a minimum of five years teaching/research experience with a PhD degree and at least **three** research publications in peer-reviewed or refereed journals may be recognized as Research Advisor.

Provided that in areas/disciplines where there is no or only a limited number of peer-reviewed or refereed journals, the Institution may relax the above condition for recognition of a person as Research Advisor with reasons recorded in writing.

Only a full-time regular teacher of the University/ College concerned can act as a Research Advisor. Adjunct faculty are not permitted to be Research Advisors except being Co-supervisor. However, Co-Supervisors from within the same department or other departments of the same institution or sister institutions may be permitted with the approval of the Research Advisory Committee. In specific cases of a formal institutional collaboration based on the MoUs, the Universities/Colleges concerned may approve a faculty member as Research Advisor/Co-Supervisor for a PhD candidate from the collaborating institution.

The allocation of Research Advisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Advisor, the available specialization among the Supervisors, and research interests of the scholars as indicated by them at the time of interview/viva voce.

In the case of topics which are inter-disciplinary and where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Advisor from the Department itself, who shall be known as the Research Advisor, and a Co-Supervisor from outside the Department/ Faculty/College/University on such terms and conditions as may be specified and agreed upon by the consenting Institutions.

A Research Advisor/Co-Supervisor who is a Professor cannot guide more than eight (8) PhD scholars at any given point of time. An Associate Professor as Research Advisor can guide up to a maximum of six (6) PhD scholars (including co-supervision) and an Assistant Professor as Research Advisor can guide up to a maximum of four (4) PhD scholars. One additional research scholar can be allotted to each supervisor over and above the allotted number provided the Research Advisor is implementing a major sponsored research project. Further, each Research Advisor/Co-Supervisor can guide two international students on a supernumerary basis. At any point of time the total number of candidates under a Research Advisor shall not exceed the number as prescribed above including the candidates under co-supervision.

Note: The Research Advisor should declare the number of PhD scholars registered with him/her periodically to the University/College. He/she cannot increase the number by using recognition from multiple universities/colleges.

In case of relocation of a woman PhD scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University/College to which the scholar intends to relocate, provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent Institution/ Supervisor from any funding agency. The scholar shall, however, give due credit to the parent guide and the institution for the part of research already done.

University teachers after superannuation, if they are re-appointed in the parent University as contract or honorary or distinguished or emeritus professor, may continue as Research Advisors till the age of 70. The university/college, after considering the research track record and fitness of such superannuated teachers to supervise scholars, may decide on his/her continuation as Research Advisor without financial commitment.

9. Dissertation Committee / Research Advisory Committee

- a. On successfully qualifying in the comprehensive examination, doctoral candidates shall finalize their Dissertation Committee.
- b. The Doctoral Committee consists of three Krea University full time faculty members and one external faculty member:
 - i) Dissertation Committee Supervisor - One IFMR GSB full-time faculty member with PhD degree and approved as Research Advisor (Convener)
 - ii) Two internal committee members (one could be co-supervisor) who are:
 - IFMR GSB Faculty full time faculty members with PhD degree or
 - Any other Krea University full time faculty members with PhD degree
 - iii) One external committee member - Full time faculty member with PhD degree from another University/Institution.
- c. The constitution of the Doctoral Committee is the responsibility of the candidate and will, of course, be subject to agreement by the faculty members selected by the candidate. The candidate is expected to submit his/her Doctoral Committee composition, along with concerned faculty's concurrence to the PhD Chair for its finalisation.
- d. It is the duty of a supervisor to ensure that the three-monthly report is furnished by a candidate without fail. While the supervisor is officially in-charge of the PhD candidate, the PhD Committee at Krea University allows the candidate to get advice/guidance from any other faculty member of Krea University, so that the candidate may get additional inputs for their research.
- e. In case, the candidate feels it necessary to change the supervisor or any member of the Committee due to some extraordinary circumstances, s/he has to take it up with the Dean, IFMR GSB through PhD Chair. Only with prior approval, the candidate will be allowed to change the supervisor / member of the Committee.
- f. If a faculty who is a member of the Doctoral Committee leaves and expresses his/her inability to continue, the PhD Committee will recommend to the Dean for reconstituting the Doctoral Committee for continuity of supervision.

9.1 Functions of Doctoral Committee

- a. To review a student's research proposal and approve the topic of the research in consultation with the study supervisor.
- b. To assess the student's progress on a periodic basis in a three-monthly update Seminar.
- c. To give inputs towards final thesis and review the final defense of the thesis.
- d. To record reasons in case the progress of the research candidate is unsatisfactory and suggests corrective measures. If the candidate fails to implement these corrective measures, the Doctoral Committee may recommend to the PhD Chair with specific reasons for cancellation of the registration of the student.
- e. The doctoral committee will provide inputs for, as well as evaluate progress of, the thesis at its various stages of completion. The recommendations of the committee shall be taken into consideration by the PhD Committee in decisions relating to the student's status in the PhD program.
- f. The progress of the thesis is to be reported to the School. This is to be done through a progress seminar (to be scheduled with one week's notice) and a report submitted every three months. The interim report should provide a brief summary of the work done since the last seminar and it is to be submitted to the OAA.
- g. The PhD thesis is an original and independent contribution of the student. It is also expected to be unpublished. However, given the UGC rules, the student can publish parts of his/her thesis in a revised and distinct version any time before or after the submission of the thesis. If the thesis contains work already circulated/published as co-authored with a faculty member of the School, then it can be included in the thesis, provided that the faculty member certifies that a substantial part of the work belongs to the student alone.
- h. Co-authored work with an individual not associated with the School can be included in the thesis, only if that individual is a member of the student's doctoral committee. All other co-authored work including joint work with another student cannot be included in the PhD thesis.

9.2 Steps to be followed once the candidate is ready with Synopsis

- a. The Candidate to inform the PhD Programme office with approval from the Supervisor that the synopsis and draft of thesis are ready to be presented.
- b. The Thesis Synopsis (chapter-wise summary of the thesis which discusses the major findings) is presented by the Candidate as an Internal seminar (open to all University members) to the Doctoral Committee and evaluated by the Doctoral committee.
- c. If there are minor revisions in the synopsis presented, it has to be incorporated and can be submitted after Doctoral Committee approval. If there are major revisions, it has to be incorporated, again presented to the Doctoral Committee again and then to submitted after Doctoral Committee approval.
- d. Once the Doctoral committee approves synopsis, the supervisor submits a form suggesting six potential external examiners to Dean's office and Controller of Examinations along with approved synopsis.
- e. The Dean's office contacts the suggested external examiners in the order listed to check their availability. A copy of synopsis and details of honorarium are sent to them.
- f. Once two external examiners agree to evaluate, a copy of the thesis is sent to them for evaluation. The report is due within two months.
- g. Once the External Examiner reports are received, they are sent to the supervisor who shares the feedback with the candidate and guides the candidate to incorporate the feedback in the thesis.
- h. If the External Examiners have suggested minor revisions, then the Viva voce is scheduled after minor revisions are done. If there are major revisions suggested by the External Examiner, the revised thesis incorporating the feedback is resubmitted to examiners and then the Viva Voce is to be scheduled.

Following the successful completion of the evaluation process and announcements of the award of Ph.D. degree, two copies of the thesis are to be submitted, one to the PhD Program office and the other to the Library. Also, the successful PhD candidate should submit the thesis in the format required by the INFLIBNET to the

PhD Office to forward to the Library. The Library will send the thesis for hosting in INFLIBNET, making the thesis accessible to all institutions/University.

10. Support for Doctoral Students

10.1 Stipend

The PhD programme at Krea University is a full-time residential programme. This means that a student cannot take up alternate employment during the course of study. Krea University provides monthly stipend to its PhD students to encourage high quality research. The details of monthly stipend are as shown below and are subject to change every year:

S. No.	Year	Amount per month (INR)
1	First Year	31,500/-
2	Second Year	36,000/-
3	Third Year	36,000/-
4	Fourth Year	40,500/-

10.2 Accommodation

Based on availability, accommodation may be provided on campus. If not, students have to make their own arrangement for stay outside the campus. A financial support of INR 5,000/- (Rupees five thousand only) per month will be paid towards accommodation charges in addition to the stipend.

10.3 Participation in National/International Conferences

- During the period of coursework funding support is not provided. Students are allowed to attend or participate in Seminars/Workshops/Conferences on their own or with funding support from other sources with the permission from the PhD Chair. However, attendance rules will be applicable.
- After the successful completion of coursework and the comprehensive examination, approval for attending conference / workshops shall be granted by the PhD Committee upon verification of the conference details. Students are expected to submit the required documentation and make a public presentation before attending the conference in the IFMR GSB's Internal Seminar series. Also, they have to submit their work to the IFMR GSB working papers series. Published papers cannot be submitted as working papers.
- All decisions on funding support for publications and conferences will be taken by the PhD Committee in line with university guidelines.
- Announcement regarding achievements related to publications or conference presentations (best paper award) must be first notified to PhD office and conveyed to Krea Communications Dept through the OAA only.

10.4 Research Publications

- Krea University expects high quality research and publications. Students must be wary of journals that have high publication fees and editorial board that cannot be verified from credible sources. Acceptable journals list will include not only ABDC but ABDC+ Scopus + Predatory check because increasingly many predatory journals change titles and manage to make it in the ABDC list.
- In case of final year students, thesis submission time will be the point until which reward for publication may be considered provided affiliation is IFMR GSB on the publication.
- Recognition shall be considered as per University policy.

11. Responsibilities of Doctoral Student

11.1 Teaching/ Research Assistance

- a. Starting from the first year of the programme each PhD student is expected to provide teaching assistance to courses and research assistance to faculty every term till the entire duration of the programme. TA / RA work, about 10 hours a week during the term, can be waived at the discretion of the PhD Chair
- b. The teaching/research assistants are expected to follow all instructions given by the faculty to whom s/he is assigned. For TAs, this includes taking attendance, attending classes, evaluating student answer papers and any other work assigned by the Course Instructor. Refer to Annexure-6 for details. For RAs, this includes working with the faculty member on assignments such as literature review, Data collection, Data analysis and writing research papers for conferences and journals.

11.2 Other Institutional Responsibilities

- a. After fulfilling program requirements of teaching, research assistance and course work, if the student works with a faculty or any research centre in Krea University for a funded project, s/he may be rewarded @ INR 500/- per hour. Students can undertake any such work only after obtaining prior permission from the PhD Chair and informing the OAA.
- b. Students are not allowed to work in any role with external institutions / organisations / individuals without prior permission from the PhD Chair. In exceptional circumstances, students can apply for permission with all details such as nature and duration of work, remuneration if any, to the PhD Chair with a copy to the OAA.
- c. The Student is responsible for maintaining a record of all meetings with PhD Chair, Committee and Supervisor as applicable and submitting the record to OAA with signatures at the end of each term.

12. Review of Student Performance by PhD Committee

12.1 Listed below are of areas in which there may be minor and/or major misconduct.

- a) Attendance
- b) CGPA
- c) Adherence to programme guidelines
- d) Academic requirements
- e) Not meeting milestones
- f) Any deliverables
- g) TA performance
- h) Violation of rules given in MBA student Manual
- i) Late submission*
- j) Taking up roles/work in external Organisations without permission

*In unavoidable circumstances, student should obtain permission from faculty for any late submission in advance with reasons for the same and submit the approval to OAA failing which it will be treated as misconduct. In an emergency, where advance information is not possible, sufficient proof should be provided.

12.2 Acts of misconduct can lead to probation of one term as recommended by the PhD Committee. If the student is unable to improve the performance and come out of probation status, student will be asked to withdraw from the programme.

12.3 The PhD Committee reserves the right to evaluate any part of the programme and take appropriate measures such as discontinuation of the stipend, partial cut in the stipend and withdrawal of the student from the programme.

13. Convocation

- 13.1 All students are expected to attend the rehearsal scheduled prior to the Convocation.
- 13.2 A student who is not present during rehearsal of the Convocation or comes late will not be permitted to attend the Convocation.
- 13.3 Degree Certificates and transcripts will be dispatched to students who could not attend the convocation.
- 13.4 Students / parents should plan their return travel only after completion of the Convocation. The degree/transcripts will not be given to anyone before completion of the Convocation.
- 13.5 On successful completion of the programme requirements, the MBA degree certificate and transcript will be issued to those students who have submitted their UG degree certificate and have cleared all fee dues.

14. Attendance, Holidays, Academic Vacation and Leave Policy

- 14.1 All students are required to use the bio-metric attendance machine to mark their daily attendance by punching IN and OUT. At the end of the month, the OAA will check the bio-metric report for that month and inform Finance department for processing the stipend for the number of days attended. Even if student is in office and not punched, bio-metric report will be considered final and the absent days will be counted as leave without permission or loss of pay as applicable.
- 14.2 Students are eligible for 20 working days of leave per academic year (July - June). Students should take prior approval from PhD Chair in the first two years. From the third year onwards, they should take prior approval from the Supervisor and PhD Chair.
- 14.3 If a student is required to do any data collection related to their research work, it will be considered as on-duty with the approval of the Supervisor and the PhD Chair. Students are required to inform the OAA before starting the data collection work.
- 14.4 Holidays as per MBA academic calendar will be applicable to all PhD students.
- 14.5 In addition to 20 days of leave as mentioned above, 20 contiguous days of Summer Research period is provided to facilitate PhD students' own research/publishing work, and assist Faculty with their research projects/consulting assignments. This can be availed in the month of May with the approval of the PhD Chair and without affecting PhD related work.
- 14.6 In addition, women students will be provided maternity leave once in the entire duration of the programme for up to 6 months.
- 14.7 The candidate shall attend the Institution till he / she submits the thesis. The PhD Office shall maintain a daily attendance register and send the attendance record to the Head of the institution, when requested.
- 14.8 Women candidates who availed of maternity leave as per rule 14.10 and differently-abled persons (more than 40% disability) shall be given an extension of two years after the six-year-period.
- 14.9 A non-stipendiary woman candidate shall be granted maternity leave up to 240 days only once during the entire duration of the Ph.D. programme including the 20 working days of leave in that academic year.
- 14.10 Stipendiary candidates shall follow the leave rules stated above.
- 14.11 The Supervisor shall approve leave of his / her Ph.D. candidate. The maternity leave should be granted under intimation to the Head of the institution and Doctoral Dissertation Committee with proper supporting documents.

15. Academic and Residential Requirements during the Research Study Period

- 15.1 A Ph.D. candidate shall show continuous progress in the course work and research work as directed by the Supervisor from time to time.
- 15.2 A Ph.D. candidate shall present the research work done before the Doctoral Dissertation Committee once in three months and follow the recommendations of the Doctoral Dissertation Committee in improving or amending the course of research work.

15.3 A Ph.D. candidate should follow all the ethical rules and regulations in force in regard to collection of data, conduct of experiments and publication of research findings.

16. Withdrawal Policy

A student who wants to withdraw from the PhD Programme must give a request in writing to the OAA. On receiving approval of the PhD Chair, the student should submit 'No Due Certificate' to OAA after obtaining clearance from departments such as Library, Administration, IT, OAA for processing the refund of caution deposit as detailed in clause 22. Students will not be issued any formal transcript or even partial course completion certificate. The OAA will inform the Exams office about the withdrawal of a student before processing caution deposit.

17. De-registration

A student may be de-registered based on UGC rules.

18. Refund of Caution Deposit

- 18.1 On completion of the Convocation, the student should submit the 'No Dues Form' to the OAA after obtaining clearance from departments such as Administration, Library, IT, OAA for processing the refund of caution deposit paid at the time of registering for the Programme.
- 18.2 The Campus Administration sends the list to OAA detailing the amount to be collected from students for any breakages.
- 18.3 The OAA will send an intimation to the Finance Department to refund the caution deposit to students after deducting all amounts that are recoverable from the student including the amount as intimated by the Campus Administration. The amount will be refunded to the students within 45 days after the Convocation date.

19. Non-Academic Matters

19.1 Academic Code of Conduct / Honour Code

You must go through the detailed policy document related to this, available on the shared Google Drive folder called Krea Policies. The policy covers the following but is not limited to:

- a) The code of conduct applies to all activities and for the entire duration of the programme. Any violation would attract severe penalty including expulsion from the programme.
- b) All students are expected to maintain the highest standards of ethics and morality, in academic and personal actions during their stay at the School and make best efforts to comprehend the standards of ethical and moral behaviour laid down by the School and follow them both in letter and spirit.
- c) Any violation will be heard by a committee of faculty and administration. The decision of the committee is binding on the violators. However, the general guideline is that the students' conduct should be conducive to harmonious and friendly atmosphere on the campus.
- d) If a student is found indulging in unethical or immoral practices, the School will take appropriate punitive action, which may include expulsion from the programme.

19.2 Academic / Placement matters:

- a) Students are expected to behave in a congenial, cordial and dignified manner at all places and at all times and maintain classroom decorum.
- b) Students are expected to use classroom facilities, including furniture and audio-visual equipment with care. The cost of damage to the School's assets due to negligence will be recovered from the students concerned.

- c) Students providing false information in any School activity will be punished. This includes any false information given in their resumes for summer and final placements; submission of false certificates etc.

19.3 Examinations / assessment matters:

- a) The School attaches utmost importance to integrity and honesty in academic work by the students. Academic dishonesty in any form, will lead to severe penalties, including expulsion.
- b) Plagiarism is the use, or close imitation, of the language and thoughts of another author and the representation of them as one's own work. Plagiarism, whether it is detected in an assignment, class presentation, or exam, is treated as an act of dishonesty and an act of major misconduct.
- c) Students should provide citations when they use the work of other authors.

19.4 Misconduct and Disciplinary Norms:

Listed below are some examples of acts/instances of minor and major misconduct.

a. Minor misconduct:

- i) Unruly behaviour in class or in campus
- ii) Causing disturbance to other students and/or the faculty
- iii) Leaving a class without informing the faculty
- iv) Persistent late-coming
- v) Sleeping during the class

b. Major misconduct:

- i) Habitual commission of acts of minor misconduct

c. Penalties for minor misconduct:

- i) Warning
- ii) Fine
- iii) Expulsion from a session
- iv) Suspension from a subsequent session / hostel for a specified period
- v) Reduction in grades
- vi) Repeating the course
- vii) Suspension, withdrawal or ineligibility for scholarships or participation in management festivals.

d. Penalties for major misconduct:

- i) Withdrawal from placement services
- ii) Expulsion from the program
- iii) Penalize with huge amounts

e. Disciplinary Procedure:

The Disciplinary Committee will follow due process of enquiry and administer appropriate disciplinary action based on the gravity of the offence.

20. Library

20.1 User Manual & Circulation Policy

The H.T. Parekh Library of Krea University includes a rich collection of over 40,000 books including multiple volumes on various aspects of arts and sciences, creativity and action, eastern and western perspectives including management studies. In addition, the library boasts of over 11 databases and 48 Indian and International journals in print form and more than 20500 e-journals available through Online databases. The

library also has a varied collection of Audio-Visual materials in the form of CD-ROMs and DVDs. It subscribes to six online databases that provide access to Industry/Company statistical information.

The library is well equipped with all modern facilities, textbooks related to course work and other printed reference materials, providing a conducive environment to the users for their learning and research. A fully automated system ensures efficient delivery of library services and circulation of books and other library material.

The library also provides students access to other e-resources ranging from e-books and online journals. Access to all materials shall be in line with the rules laid out in the library policy.

20. 2 Online Public Access Catalogue (OPAC)

URL: <http://library.krea.edu.in/>

User ID/Credentials: will be provided by email

20. 3 Digital Library

URL: <https://krea.refread.com/>

User ID/Credentials: will be provided by email

Video Tutorial: <https://www.youtube.com/embed/IaACwOqNSDI>

20. 4 Policy for Use of Library

You must go through the detailed policy document related to this, available at <http://policy.krea.edu.in> The policy covers the following but is not limited to:

- a) Procedure and protocols of membership
- b) Protocols for issuance, return of books
- c) Code of conduct inside the library including noise policy, food and drink policy and protocol for usage of digital resources
- d) Best practices in contributing to the general upkeep of the library ambience

20. 5 Circulation Policy

Resource Category:

- Books
- Reserve Shelve Books
- Periodicals
- AV Resources

20. 6 Issue Limit for Students

Resource	Quantity	Duration
Books	5	15 days
Reserve Shelve Books	1	2 Days
CD/DVD	2	2 weeks

Issue Policy	<ul style="list-style-type: none"> • Resources are issued within the issue limit of the user. • The Student ID card should be presented at the time of issue. • The Users should get the books duly issued at the Circulation Counter. • The books should be collected in person. • The latest issues of the journals will not be issued. • Reference resources will not be issued. • The identity of the person who has borrowed a particular resource will not be revealed to the other users. • Journals: Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within the library premises and are not available for issuing out. • Dissertations/Project Works submitted by Krea University Students are not issuable. • Membership will be suspended temporarily for repeated delay in returning books
Reservation	<ul style="list-style-type: none"> • Resources can be reserved only when they are on loan. Reservations for the available resources will not be accepted. • The availability of the reserved item would be informed through e-mail. • The reserved resource should be collected from Library within 24 hours after intimation. Otherwise the reservation stands cancelled.
Return	<ul style="list-style-type: none"> • Books should be returned within the due date mentioned on the Due Date Slip. • The library reserves the right to call back any issued book/item at any time
Reminders	<ul style="list-style-type: none"> • Reminders would be sent to the Users a day before the due date.
Renewal & Overdue Charges	<ul style="list-style-type: none"> • Books can be renewed once for 15 days if there is no reservation against the particular item • A fine of INR 10/- per resource/day would be charged for Books and other overdue items up to one-week time after that the Charges will be INR 20/- per day
Lost/Damaged Resources	<ul style="list-style-type: none"> • Library resources are to be handled with care. • If a book is lost or mutilated beyond usable condition, then the book shall be replaced with the same or latest edition of that book. • If the book is out of print, then three times the cost of the book shall be paid to the library. • If the book is reported (in writing) as lost/ misplaced, the overdue charge will not be levied in such a case from the date of reporting to the date of replacement, which shall be no later than two months from the due date

The Circulation Policy would be reviewed from time to time based on the feedback from the User Group.

20. 7 Reprographic services

Only limited chapters from books and periodicals related to referencing in the Library will be photocopied and scanned. For bulk copies, administration can be contacted.

Please refer to Office of Student life for all matters related to campus living.

21. PhD Programme Grievance Redressal

Any dispute arising out of the interpretation of these regulations shall be referred to the PhD Chair. Students have the right to appeal to Dean-IFMR GSB, against any decision taken by the PhD Committee. The decision of the Dean shall be final and binding on all concerned.

Notwithstanding anything contained in these regulations, all PhD students shall be governed by the Code of Conduct and general rules and procedures framed by the University. You must go through the detailed policy document related to this, available on the shared Google Drive folder called Krea Policies.

SECTION 2 EXAMINATIONS AND ASSESSMENTS

1. Attendance Requirements – For Year 1 & 2

Krea University aims to have a continuous evaluation of the student's performance during the course along with an end-of-term evaluation. As the pedagogy of all courses will involve student participation in the class, attendance is mandatory. A minimum of 75% attendance is mandatory for a student to become eligible for attending the end-term evaluation

The table below lists the contingencies related to attendance during the Term (excluding the examinations) and the implications thereof:

Attendance %	Supporting documents	Reviewed by	Outcome of Review	Category	Approving authority for checking eligibility	Eligibility to write end-term exams
≥ 75	None	NA	NA	A1	NA	Eligible
Less than 75% but equal to or higher than 65%	Leave Letter	OAA	Recommended	A2	EAO	Eligible
	Leave letter	OAA	Rejected (or no leave letter)	A3	EAO	Eligible grade level drop
< 65%		OAA		B1	COE	Not Eligible

Present/ Absent during End Term Exam	Category	Eligibility for Supplementary Exam	Final grade
Present	A1, A2	NA	
	A3,	NA	The final grade will incorporate a grade level drop as per the previous table
Absent	A1, A2	To take the supplementary exam with 6 weeks of the end-term exam.	I grade till the supplementary exam results are declared.
	A3	To take the supplementary exam with 6 weeks of the end-term exam.	I grade till the supplementary exam results are declared. The final grade will incorporate a grade level drop (as per table-1)
	B1	Not eligible	R Grade. To repeat the course when the course is offered next

When a student in A1, A2, or A3 category does not appear in a supplementary exam, the I grade will be retained till the candidate appears in the end-term exam when the course is offered next. A person in the B1 category will have to repeat the course whenever it is offered again.

A faculty member may offer an online end term exam in exceptional cases, where the attendance was 70% or above. This is subject to the discretion of the faculty member, followed by recommendation of the program

chair and/or the Dean of the school and approval of the COE. The exams office will ensure proctoring/ online invigilation of such exams. The scheduling and conduct of such exams will be done by the exam's office, depending on the availability of invigilators and infrastructure for online proctoring.

2. Special Assistance

A student requiring special support **MUST** write to Exams Office within one week of registering for the program (or beginning the term, in case of short-term support). The Exams office will review the documentary support and in consultation with respective officers of the University will strive to support the student in exams and evaluations.

In case of students who need support due to sudden onset of illnesses /worsening conditions, the student **MUST** write to EAO, at least one day, before the start of the examination with supporting documents and seek approval, to be considered for any extension of time and /or any other support. It is the discretion of COE to consider such other cases who need special assistance and is unable to intimate the exams office in advance.

3. Plagiarism, Copying, and Other Unethical, Dishonest Academic Practices

3.1 The School attaches utmost importance to integrity and honesty in academic work done by the students.

3.2 Plagiarism is the use or close imitation of the language and thoughts of another author and the representation of them as one's own work. Plagiarism, whether it is detected in an assignment, class presentation, or examination, is treated as an act of dishonesty, and an act of major misconduct. Students should provide citations when they use the work of other authors.

3.3 For PhD students this includes any work submitted as part of their coursework, all research work including dissertation during the program.

3.4 Academic dishonesty in any form, will lead to severe penalties, including but not limited to resubmission of work as prescribed, failing grade in a course, and expulsion from the program.

3.5 Any issue will be referred to the PhD committee whose decision will be binding

4. Evaluation and Assessment Methods

4.1 Courses Evaluation

The students are expected to register for courses at the beginning of every term. The course outline for each course will prescribe the course evaluation pattern. The students are encouraged to discuss with faculty members to understand the evaluation components of each course. Each component will be evaluated for every student. The total marks attained by students registered for a course will be normalized for awarding grades.

- a) Communication of performance in individual components of the course would be carried out by the faculty directly.
- b) The final grades of all the courses will be uploaded in Academic Information System by the EAO.

Grade	Grade Points
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.33
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

4.2 Term Grade Point Average (TGPA):

TGPA, for a term, is the weighted average of the grade points obtained in the courses registered for, in a particular term (weights being the respective course credits).

4.3 Cumulative Grade Point Average (CGPA):

CGPA is the weighted average of the grade points obtained in the courses registered for, till the specified term (weights being the respective course credits). The final CGPA awarded will range from 0 to 4.33. TGPA and CGPA will be calculated up to the second decimal place

The conversion of the CGPA into percentage is as follows:

$$(\text{CGPA obtained by the Student}) * 100 / 4.33$$

4.4 Supplementary Examination

A student who is eligible to write the exam but absent for end-term evaluation will be permitted to appear for the supplementary exam. The student, or through parents/siblings/spouse/friend, must write to the exam's office at least one hour before the commencement of the exam providing reasons and documentary evidence for being absent. The dates for the supplementary exams will be announced by the EAO. If the student is absent during the supplementary exam will be given an F grade for the course.

4.5 Improvement Exam

Any requests for improvement of the grade below B, based on the performance of the student in other components will be considered provided the student has at least 70% attendance and has scored over 50% in all other components of the course evaluation components. The COE will decide on such exceptional cases, based on the recommendation of the Dean of the school. The decision of the COE is final the maximum grade permissible is B. Any student who has obtained an F grade in a course is eligible to appear for an improvement exam.

Any student who has a CGPA below graduation requirements [CGPA of less than 3.00 at the end of the first year and 3.00 at the end of the second year] is also eligible to appear for improvement exams.

A student can write improvement exams in a maximum of four courses in an academic year.

A student can write an improvement exam only once in any course. If the student fails the improvement exam OR GETS A GRADE LOWER THAN MAXIMUM PERMITTED GRADE, s/he must attend the course whenever it is offered next.

The student must register with the Exams office in the prescribed format on or before the improvement exam registration date along with a fee of Rs.2000/ course.

The dates for the improvement exam will be announced by EAO.

The maximum grade that will be awarded at the end of evaluation in an improvement exam is a B grade.

4.6 Promotion Requirements

A student would be eligible for promotion to the second year if s/he satisfies all of the following criteria:

- a) CGPA of at least 3 at the end of Term 3.
- b) Does not have any F grade in any Ph.D. subject
- c) Cleared the Core written exam with at least 60% marks

If a candidate fails the Core written exam, he or she is given another chance to rewrite the exam within the period specified by Ph.D. manual. If the candidate fails again, s/he will not be promoted to the next academic year.

4.7 Implications of not meeting the criteria at the end of first year:

If a student does not meet all of the criteria mentioned above after taking a re-examination, s/he will have to discontinue the programme.

A student would be eligible for promotion to the second year if s/he satisfies the following criteria:

- a) CGPA of at least 3 .00 at the end of the second year [Term 1, 2,3 (including IRS), 4,5,6 (including IRS2) and End-of-Year 1 Written Exam]
- b) Does not have any F grade in any subject
- c) Cleared the comprehensive exam with at least 60% marks

If a candidate fails the Comprehensive Exam, he or she is given another chance to rewrite the exam within the period specified by PhD manual. If the candidate fails again, s/he will not be promoted to the next academic year.

4.8 Implications of not meeting the criteria at the end of second year:

- a) If a student does not meet one of the criteria mentioned above after attending a re-examination, s/he can reregister for courses along with the next batch.
- b) A student wishing to reregister must seek permission from Program Chair.
- c) All terms and conditions, including stipend and /or the fee payable will be intimated to the student by OAA
- d) On reregistration the student will follow all rules of course requirements, including attendance and other evaluation components.
- e) The maximum time limit for completion of PhD is 5 contiguous academic years. Following this period, the candidate has to re-register.
- f) If a student does not meet 2a, b, and c criteria within the specified time, s/he will have to discontinue the program.

4.9 Academic Probation

- a) In the Academic Probation, students take fewer core/ elective courses each Term, repeat courses where they have received poor grades and get two years to complete the core course requirement.
- b) The Academic Probation students can take electives in the following year on completion of all core course requirements.
- c) The latest grade obtained by Academic Probation students will be considered final and there is no option to choose better of the grades.
- d) The fee structure for tuition, living and any other fees prevalent at that time will be applicable.

4.10 Comprehensive Examination

- a) At the end of the required course work, each student will be administered written and oral examination(s).

At the end of first year and on successful completion of the course work, each doctoral student is required to take a written examination on the 3 PhD core courses and obtain “PASS” to proceed further in the Programme.

At the end of Year 2 coursework, each doctoral student is required to take a written and oral examination on selected 3 PhD elective courses and area of Interest research papers from a PhD core course.

- b) The parameters of evaluation include (but not limited to) the student’s conceptual understanding of Core Doctoral / Research Methods and Area(s) specific doctoral courses. A candidate must obtain at least 50% in oral and written components and then overall 50% to clear the comprehensive examination. The Area Chair along with the PhD Chair will be responsible for conduct.
- c) If a student fails in the comprehensive examination, s/he will be given one more opportunity to take the exam within a period of three months. If the student is unable to successfully pass the comprehensive exam, s/he will have to withdraw from the programme.
- d) If a student passes the examination, s/he will proceed to his/her chosen area of research. Only at this point, the student will begin constituting his/her Doctoral Committee, including choosing the Research Advisor.

4.11 Proposal Presentation

- a) A candidate does proposal defense within 6 months of passing the Comprehensive examinations.
- b) If a candidate fails in her/his proposal defense, then s/he is given three months to incorporate all feedback, revise the proposal and schedule a second defense.
- c) If a candidate fails in this second proposal defense, then s/he will be asked to leave the programme.

4.12 During Third year and Fourth year

- a) The student has to make a public seminar once in every three months to update the progress made, submit a report and work on the feedback. The report has to be evaluated and signed by Research Advisor and submitted to the OAA and EAO within a week of the presentation.
- b) The reports by the Research Advisor constitute the end-of-term evaluation.

4.13 Synopsis Presentation

- a) If there are minor revisions in the synopsis presented, it has to be incorporated and can be submitted after approval. If there are major revisions, it has to be incorporated and presented to the Doctoral Committee again and then to be submitted.
- b) Since a synopsis presentation is not scheduled till the Doctoral Committee members have agreed to it, the presentation results are a feedback that have to be incorporated and not a pass/fail outcome.*

4.14 Public Viva Voce

The candidate appears for public viva-voce examination which will be evaluated by the Doctoral Committee. The public viva- voce examination shall also be open to be attended by all faculty members, PhD students and other interested students, experts/researchers.

If there is a major revision, then the revised dissertation must be reviewed by all the committee members who must certify that a major revision has been done, and then the viva voce is scheduled again.

The candidate shall incorporate the suggestions made by the Committee and after obtaining their final approval, s/he shall submit the final thesis to the OAA of IFMR GSB, Krea University. The candidate’s Doctoral Dissertation Committee Chair writes to the Dean and PhD Chair recommending a provision certificate be issued and the doctoral degree be granted at the Convocation. The PhD Chair writes to the Registrar conveying the request. The University shall issue a provisional degree certificate. The final PhD degree will be awarded in the ensuing Convocation.

5. Certificates and Transcripts

- 5.1 The Provisional certificate and a copy of the transcript of marks will be issued 90 days after the completion of all requirements (Coursework, Examinations, Proposal, and Dissertation) needed.
- 5.2 The Provisional Certificate will be issued only to those students who have completed all requirements for graduation, have submitted their PG degree certificates, and have cleared all fee dues to the University.
- 5.3 The degree certificate and Transcript will be presented at the convocation to those students who have completed all requirements for graduation, have submitted their PG degree certificates, have cleared all fee dues to the University, and are present in person to receive the degree certificate.
- 5.4 Degree Certificates and transcripts will be dispatched within two weeks of the Convocation to the students who could not attend the convocation in person.

6. Student Conduct During Exams and Assessments

- 6.1 The candidates should reach their respective examination venue at least 10 minutes before the examination starts and occupy their respective seats. The seating charts will be displayed on the door(s) of the venue. They are expected to carry their ID cards.
- 6.2 Five minutes from the start of the examination, the doors of the examination hall will be closed, after which no candidate will be allowed to enter the examination hall or write the examination. All such latecomers will be marked absent for the examination.
- 6.3 Candidates must carry their own materials (like pen, pencil, eraser etc.) required for the examination. The candidates are expected to carry their own water bottles.
- 6.4 Additionally, if an exam requires a candidate to carry specific materials such as a calculator, they may be allowed only if the instructions on the question paper mention the same or special instructions were shared with the exam office prior to the examination. However, no exchange of any material between the candidates will be allowed.
- 6.5 In the case of open book exams, candidates will be allowed to keep only permissible books and materials with them and will not be allowed to take anything from their bags, or borrow from fellow candidates, once the exam begins.
- 6.6 For exams requiring laptops and internet, the internet access should only be used for the intended purpose.
- 6.7 Specific guidelines for exams conducted online mode will be issued separately prior to such examination/assessment.
- 6.8 Mobile phones and other communication devices are strictly NOT ALLOWED inside the examination hall. Candidates are permitted to leave their mobile phones in their own bags in the silent/switched-off mode outside the examination hall or place them strictly in the switched-off mode on the invigilator's table in the front of the examination hall, at their own risk. Invigilators or the EAO will not be responsible for the loss of such items.
- 6.9 Candidates must keep their bags/backpacks/miscellaneous items not required for the exam, outside the examination hall for the entire duration of the examination. Neither the invigilator nor the EAO will be responsible for the loss / misplacing of the candidate's items kept away from the candidate during the examination.
- 6.10 Candidates are advised to carry the required medications and other personal support supplies as needed and leave the same within their bags/backpacks outside the examination hall.
- 6.11 Candidates will have to sign the attendance sheet which will be brought to their seat during the examination by the invigilator on duty.
- 6.12 Candidates should write their details, as asked, only in the space provided in the main answer booklet. The candidates should write the serial number of the main answer booklet and the additional sheet number (say 01, 02, 03, and so on) in all the additional sheets. It is the duty of the candidate to make sure that these details are cross-examined and attested by the invigilator in all the additional sheets. No other personal details should be written/ mentioned on the main answer booklet or on the additional sheet.
- 6.13 If a student fails to write his/her name and role number, the answer sheet will NOT be evaluated. It is the duty of the student to ensure these details are written legibly before submission of the answer sheet.
- 6.14 Candidates requiring additional sheets to write answers can request the same without leaving their seats. However, invigilators will stop issuing additional sheets 5 minutes before the end of the examination.
- 6.15 Before the scheduled end time of the examination, a candidate can submit his/her answer booklets if he/she wishes to do so but after completing all the necessary formalities. Such candidates should raise their hand to summon the invigilator on duty to their seat, and directly hand over their answer booklet to

the invigilator. They should not walk away leaving the answer booklet on their table. Further, they should clear the examination area in silence, without disturbing the others.

- 6.16 As soon as the invigilator announces the end of the exam, all candidates must stop writing. When the invigilator comes to collect the answer scripts, candidates must hand over the same immediately without causing any delay. Candidates not complying will be treated as absent.
- 6.17 Before submitting the answer script to the invigilator, all additional sheets must be attached/tied with the main answer booklet appropriately and in the correct order. Candidates should also write the total number of additional sheets attached to the main answer booklet at the specified place on the front page of the main answer booklet.
- 6.18 Candidates should not take with them any answer book or supplement while leaving the examination hall. Even rough sheets need to be struck off and attached to the answer booklet. Any unused sheets should be separately returned to the invigilator.
- 6.19 When the exam duration is 60 minutes or longer, no one will be allowed to submit the answer script and leave the examination hall within the first 15 minutes of the start of the examination hall.
- 6.20 For quizzes and exams that are for a duration of less than or equal to 90 minutes, students cannot leave the exam hall under any circumstance once the examination starts. If they still prefer to leave, they should just submit their answer scripts and forgo their opportunity to come back and resume the exam.
- 6.21 The Exams office SHALL provide concessions in the following cases.
- 6.22 Students requiring special assistance shall write to the Exams office with a copy to OSL stating the reasons for special assistance and concessions required during exams as soon as they have registered for a course. In all such cases, the Exams office will provide appropriate support as may be needed.
- 6.23 For exams greater than 90 minutes, a student can request permission from the invigilator to take a break. This break will be allowed only after the lapse of the first 90 minutes of the exam. The student is expected to be back in the exam hall within 5 minutes.
- 6.24 In any case, invigilators shall not permit bio breaks or make any exceptions during the last 15 minutes of the examination. If a candidate leaves the hall during the last 15 minutes, s/he will not be permitted to enter the hall to rewrite the exam.
- 6.25 Exceptions shall be made on the above two points, only in case of emergencies that cannot be handled by personal hygiene/medical supplies of the candidate (from their own bags kept outside the examination hall) with special permission from the invigilator on duty.
- 6.26 If any candidate has any specific medical condition that would make it difficult to comply with any of the above rules, he/she has the option to apply in writing to the exam office in advance or at least 60 minutes before the start of the exam, the exam office will decide based on the merits of the case.
- 6.27 A movement register will be maintained where the student taking the bio break needs to record the time of exit and re-entry and also sign against the entry. It is also in the interest of the candidate to ensure that their own entry is checked and countersigned by the invigilator on duty. If a candidate records these time stamps wrongly, the invigilator on duty will correct the record before countersigning the same.
- 6.28 These concessions SHALL be withdrawn immediately without any notice by the Exams office when it receives a single complaint of misconduct by any student during the examination inside or outside the exam hall.**
- 6.29 All candidates should abide by all the above rules and guidelines in letter and spirit. Neither should they themselves get involved in any misconduct or violations nor should they assist fellow candidates in any such misconduct or violations of examination rules and guidelines.**

7. Misconduct and Disciplinary Norms

Please **peruse** through the detailed policy document related to this, available on the shared Google Drive folder called Krea Policies.

7.1 Misconduct

- a) Candidates must obey the instructions issued by the invigilators and should not behave in a rude or disobedient manner. No person shall by any means disturb the other candidates or the invigilator in the examination hall.
- b) Candidates must not indulge in copying or any other kind of cheating during an examination. They must not look into the answer booklets of any other candidates and must not speak or communicate through

gestures or signs with other candidates in the examination hall during the examination under any circumstance.

- c) Candidates should not misuse the facility to communicate with each other electronically during the examination.
- d) Candidates should not be in possession of any such object with something written or scribbled on it, irrespective of whether the scribbled content is relevant to the exam or not.
- e) Candidates shall not be allowed to write anything on the question paper or on their person or on their clothing or on any other object/device that they are allowed to carry with them. In the absence of any written approval by the exam office, on any special concession sought by any student, Exam Office will construe any violation of the above rules/guidelines as misconduct, malpractice, or a possible intention to cheat.
- f) In all the above cases, the invigilator will write “SUSPECTED MISCONDUCT” and provide a brief description on the first page of the main booklet in case of candidates who have been suspected of misconduct.
- g) The invigilator will note down the name, the roll number of the student, and a brief description of the misconduct and submit the same to the EAO while submitting the answer sheets.

Listed below are some specific acts/instances of minor and major misconduct. The list is by no means exhaustive and would include acts that are not specifically listed below:

a. Minor misconduct

- a) Sharing calculators, pens, pencils, and/ or any other materials with another student, who is expected to carry all necessary types of equipment required for attending the exam.
- b) Failing to mark the attendance during the evaluation
- c) Bio break extending beyond 5 minutes but less than or equal to ten minutes

b. Major misconduct

- a) Copying in examinations, quizzes, assignments
- b) Plagiarism in any evaluation.
- c) Possession of a Mobile phone or any other banned device for the duration of any evaluation (inside and outside the exam venue).
- d) Possession of notes /chits during any evaluation (inside and outside the exam venue).
- e) Habitual commission of acts of minor misconduct.
- f) Providing false information regarding one’s health conditions to seek concessions.

c. Penalties for minor misconduct

- a) Warning
- b) Reduction in marks of up to 10% of the total marks of the evaluation component
- c) And /or any other penalty that may be levied by the Disciplinary committee as deemed fit, including exclusion from positions of responsibility.

d. Penalties for major misconduct

- a) Reduction in marks of up to 100% of the total marks of the evaluation component
- b) Awarding F grade for the course
- c) Exclusion from any position of responsibility with the University
- d) Withdrawal from placement services
- e) Prohibition from giving teaching feedback for the course. If already given, the feedback will be ignored.
- f) And /or any other penalty that may be levied by the Disciplinary committee as deemed fit including expulsion from the school.

7.2 Disciplinary Action

The code of conduct applies to all activities and for the entire duration of the programme. Academic dishonesty in any form will lead to severe penalties, including expulsion.

- a) Copying from other students during assessments.
- b) Plagiarism is the use, or close imitation, of the language and thoughts of another author and the representation of them as one's own work. Plagiarism, whether it is detected in an assignment, class presentation, or exam, is treated as an act of misconduct.

8. Disciplinary Procedures for Examinations and Evaluations

Disciplinary Committee for enquiring Exams and Evaluation related misconduct will include the following members

- a) Chair/Deputy Chairs of the program
- b) Student Representatives
- c) Representative from OSL
- d) EAO

8.1 Minor Misconduct

Acts of minor misconduct will be reported by the invigilators at the end of the examination to the Exams office. The Exams office will verify the evidence and communicate the decision to the student with a copy to the faculty member, in whose exam the misconduct was reported. The decision will be informed to the Program Office and Office of Academic Administration.

8.2 Major Misconduct

In case of plagiarism, the faculty will report the same to the Exams office with documentary evidence. The Exams office will verify the documentation and communicate the decision to the student with a copy to the faculty member, in whose exam the misconduct was reported. The decision will be informed to the COE along with a copy of the complaint, and documentary evidence substantiating the decision. The decision will be informed to the Program Office and Office of Academic Administration by EAO.

In case of copying, the invigilator shall get the signature of the student in the answer sheet accepting that s/he had copied/shall classify the incident as "EAO classified malpractice". In such cases, the Exams office will verify the documentation and communicate the decision to the student with a copy to the faculty member, in whose exam the misconduct was reported. The decision will be informed to the COE along with a copy of the complaint, and documentary evidence substantiating the decision. The decision will be informed to the Program Office and the Office of Academic Administration by EAO.

In case of suspected copying, the invigilator will mark in the answer sheet "SUSPECTED COPYING" and report the same to the Exams office. The Exams office will constitute a committee to enquire about the case.

The enquiry committee to enquire about major misconduct will consist of four members

- 1) Chair/Deputy Chair of the program
- 2) One Student representative (from another program)
- 3) One member from OSL
- 4) EAO is the member secretary.

The Exams office shall list all complaints of major misconduct and present the evidence to the committee. This meeting shall be carried out within 10 days of completion of the evaluation. The committee shall verify the evidence and take the decision on the case and the penalty to be levied within 5 days. The decision of the Committee will be informed to the COE along with evidence and minutes of the meeting. The Exams office will communicate the decision to the student with a copy to the faculty member, in whose exam the

misconduct was reported. The decision will be informed to the Program Office and Office of Academic Administration.

9. Grievance Redressal

In case of grievances, the student may write to the COE within one week of receipt of the decision from the Disciplinary committee. The COE will verify the evidence and the decision taken by the Committee and will take the final decision within 15 days of receipt of the request to review the decision. The decision of the COE is binding. The Exams office will communicate the final decision to the student with a copy to the faculty member, in whose exam the misconduct was reported, and to the Program Office and Office of Academic Administration.

Notwithstanding anything contained in these regulations, all students shall be governed by the Code of Conduct and general rules and procedures framed by the University. You must go through the detailed policy document related to this, available on the shared Google Drive folder called Krea Policies.

10. Forms for Use by PhD Students

S.No.	Name of the form	When to Use	To be signed by
1	Course Registration Form	Every Term	PhD Chair
2	Independent Research Study Registration Form	Term 2 and 5	IRS Advisor & PhD Chair
3	Independent Research Study Evaluation Form	End of Term 2 & Term 3 End of Term 5 & Term 6	Student, IRS Advisor and PhD Chair
4	Supervisor Consent and Constitution of Doctoral Committee	After qualifying in the comprehensive examination	PhD Chair
5	Funding Request Form for Participation in National/International Conference	Once the student gets acceptance letter to present the paper	PhD Chair
6	Three Monthly Research Presentation Evaluation Form	After every three-monthly presentation	Dissertation Supervisor
7	No Dues Form	After the completion of programme	As mentioned in the form

11. Changes to the Handbook

This electronic version of the handbook may change from time to time after due deliberation of the various departments of the University in consultation with students as required.

All students will be informed about the changes, as and when they are done. It is very important for the students to take out a few minutes to review the new document and specifically, the changes made.

Krea and its various Officers and Departments will be guided by this document and the underlying detailed policies at all times. In any event or action, Krea will not entertain a plea that the concerned student(s) was not aware of the updated details of the latest policy or provisions mentioned in this document.

12. PhD Committee

Dr Shobha S das PhD Chair	shobha.das@krea.edu.in
Dr Madhuri Saripalle	madhuri.saripalle@krea.edu.in
Dr Jayasankar Ramanathan	jayasankar.ramanathan@krea.edu.in

13. PhD Administrative Staff

Ms G Janaki Ramachandram Director – Academic Administration	gsb.director_acadadmin@krea.edu.in Mobile: 9949701164
Ms S Shyamala Senior Manager – Academic Administration	gsb.phd_progoffice@krea.edu.in Mobile: 9383573814
Ms Biyanka Nikki Bivera Executive – Academic Administration	gsb.phd_progoffice@krea.edu.in Mobile: 8848754279

14. List of Approved PhD Supervisors as on November 2022

S. No.	Name of the Faculty
1	Amit Das
2	Balasubramanian G
3	Gayathri Sampath
4	Jayasankar Ramanathan
5	Jyoti P Mukhopadhyay
6	Lakshmi Kumar
7	Lakshmi Padmakumari
8	Madhuri Saripalle
9	Pallavi Pandey
10	Praveen Bhagawan
11	Rajesh V N
12	Shobha Sasidharan Das
13	Sumit Mishra
14	Vijayalakshmi Balasubramanian

15. Disclaimer

Krea University reserves the right to wholly or partially modify rules and regulations which will be applicable to all students, as deemed fit. Students will be duly informed of any such changes.

UGC guidelines are advisory in nature and all doctoral students are governed by Krea University norms/policies and the clauses as prescribed in this handbook.



Annexure – 1

COURSE REGISTRATION FORM

To: Office of Academic Administration

Name of the Student: _____

Roll No. _____

Year of Enrollment _____

Current year _____

Term and Dates _____

S.No.	Course Title	Course Credits	Name of Faculty	Status credits/audit

Attach approval mail from PhD Chair

Annexure – 2

INDEPENDENT RESEARCH STUDY (IRS): REGISTRATION FORM

Date:

S.No.	Description	Details
1.	Programme and Batch	
2.	Roll Number	
3.	Name of the student	
4.	Period of IRS	Term 2 & 3: Term 5 & 6:
5.	Title of IRS	
6.	Name of the IRS Advisor	
7.	Objectives, brief description and work plan of the IRS	
8.	Timeline for Presentation and Submission of Final Report	

Note: Please attach additional sheets, if necessary

Signature of the Student:

Date:

Signature of the IRS Advisor:

Date:

Attach approval mail from PhD Chair and Faculty Guide

Annexure – 3

INDEPENDENT RESEARCH STUDY: EVALUATION FORM FOR AY 2022-23

A graduate student enrolled in the PhD program is required to register for an Independent Research Study (IRS) in the first and second year of their course work, to be carried out over two terms. The IRS is for 3 credits. Based on the assessment criteria, Students have to pass the IRS and will be awarded a letter Grade.

The study is intended for students to demonstrate their ability to use research skills independently. It is expected that all project work is to be completed by the student working on an independent basis with occasional guidance from a faculty advisor. An IRS normally results in a working or published paper by the student.

The faculty supervisor evaluates the student thrice:

At the end of first term – on the work done in the first term – weightage 40%, and

At the end of the second term – on the complete work done in the IRS – weightage 60%

The following documents are provided for submission to the PhD Office:

- a) Description of IRS – filled by student and signed and dated by faculty member at the start of the term.
- b) IRS end-of-first term Evaluation (40%) – completed, signed and dated by faculty member within two weeks of the end of the first term of the IRS.
- c) Work done in the IRS – filled by student and signed and dated by faculty member at the end of the IRS
- d) IRS Final Evaluation (60%) – completed, signed and dated by faculty member within two weeks of the end of the second term of the IRS.

DESCRIPTION OF INDEPENDENT RESEARCH STUDY (IRS)

Due by Week 4 of the first term of the IRS
(to be submitted by the IRS student to the PhD Office)

To be filled by the Student

Your name:	
Your ID no.	
Academic Year of IRS:	
Terms of IRS: T2&T3 / T5&T6	
Title of the IRS:	
Brief description of the IRS in 100-200 words	
Planned milestones	

Student Name:
Date

Student Signature:

To be filled in by the IRS Advisor

IRS Advisor Name:
Date:

IRS Advisor Signature:

IRS END-OF-FIRST-TERM EVALUATION (40%)

Due within two weeks of the end of the first term of the IRS
(to be filled and submitted by the IRS Advisor to the PhD Office)

IRS Student name:	
IRS Student ID no.	
Academic Year of IRS:	
Terms of IRS: T2&T3 / T5&T6	
Title of the IRS:	

What aspects of the research were carried out independently by the student (e.g. Idea generation, Lit review, modelling, data collection, analysis)

How would you rate the student (on a scale of 1 to 5; 1=low and 5=high)

Ability to write without basic grammatical errors	<input type="checkbox"/>
Ability to search out relevant papers in good journals	<input type="checkbox"/>
Ability to think creatively and develop a model	<input type="checkbox"/>
Ability to carry out basic analysis (well-marked summary charts, cross tabulations) and infer meaningfully	<input type="checkbox"/>
Ability to conduct independent research with minimal supervision:	<input type="checkbox"/>

Any other comments:

Marks (out of 40):

IRS Advisor Name:
Date:

IRS Advisor Signature:

WORK DONE IN THE IRS

Due within two weeks of the end of the first term of the IRS

(to be submitted by the student to the PhD Office)

To be filled by the Student

Your name:	
Your ID no.	
Academic Year of IRS:	
Terms of IRS: T2&T3 / T5&T6	
Title of the IRS:	
Milestones Planned (submitted at the start of the IRS) and Achieved	
What were your key contributions (100-200 words) (Detailed report with bibliography attached*)	
What were your learning outcome?	

Student Name:

Student Signature:

Date:

To be filled in by the IRS Advisor

IRS Advisor Name:

IRS Advisor Signature:

Date:

Attached: A report up to 1000 words along with bibliography.

IRS FINAL EVALUATION (60%)

Due within two weeks of the end of second term of the IRS

(to be filled and submitted by the IRS Advisor)

Page 1 of 2

IRS Student name:	
IRS Student ID no.	
Academic Year of IRS:	
Terms of IRS: T2&T3 / T5&T6	
Title of the IRS:	

What aspects of the research were carried out independently by the student (e.g. Idea generation, Lit review, modelling, data collection, analysis)

IRS FINAL EVALUATION (60%)

Due within two weeks of the end of second term of the IRS
(to be filled and submitted by the IRS Advisor)

Page 2 of 2

How would you rate the student (on a scale of 1 to 5; 1=low and 5=high)

Ability to write without basic grammatical errors

Ability to search out relevant papers in good journals

Ability to think creatively and develop a model

Ability to carry out basic analysis (well-marked summary charts, cross tabulations) and infer meaningfully

Ability to conduct independent research with minimal supervision:

Any other comments:

Marks (out of 60):

Total Marks (Proposal/Presentation -10) + End-of-first-term-30+Final Evaluation-60) **(out of 100):**

Please **circle the letter grade** for the student for this IRS done as your advisee:

Letter Grade	A	A-	B+	B	B-	C+	C	C-
--------------	---	----	----	---	----	----	---	----

IRS Advisor Name:
Date:

IRS Advisor Signature:

Name of Chairperson-PhD
Date:

Chairperson – PhD Signature:

Annexure - 4

SUPERVISOR CONSENT AND CONSTITUTION OF DOCTORAL COMMITTEE FORM

(Student: Fill out the form as per your choice and obtain the necessary approval/signatures and submit to the OAA)

Student Information: _____

Name: _____

Roll Number: _____

Year: _____

Date: _____

Attach mail consent of the Supervisor

Doctoral Committee Formation

I agree to serve on the Doctoral Committee:

S.No.	Name	Designation	Title/Institution	Signature
1	Supervisor/Convener			
2	Member			
3	Member			
4	External Member			

Any additional Information (if any):

Attach mail consent from members

Annexure - 5

DETAILED SYNOPSIS/ THESIS SUBMISSION GUIDELINES

1. Thesis Synopsis:

The thesis synopsis is a chapter-wise summary of the thesis. The synopsis should discuss the major findings that will go into the thesis.

The primary objective of the synopsis is to enable the reader to judge whether a prima facie case exists for accepting the proposed Ph.D. thesis for the award of the PhD Degree. The synopsis should list the contributions resulting from the study carried out by the candidate, which have led to the advancement of knowledge in the respective field. It is recommended that the synopsis contain a brief account of the existing knowledge and inadequacy or gap in this knowledge that led the candidate to the formation of the problem of his / her investigation. A few references can be included, about ten.

Before the submission of Synopsis, the candidate should present a seminar on his or her data for the Ph.D. thesis. The Thesis Synopsis (chapter-wise summary of the thesis which discusses the major findings) is presented by the Candidate as an Internal seminar (open to all University members) to the Doctoral Committee and evaluated by the Doctoral committee.

If there are minor revisions in the synopsis presented, it has to be incorporated and can be submitted after Doctoral Committee approval. If there are major revisions, it has to be incorporated, again presented to the Doctoral Committee again and then to submitted after Doctoral Committee approval.

The length of a synopsis for PhD thesis should normally be 1000-4000 words which should include tables and figures, if any. The synopsis should be in A4 paper size.

2. Draft Thesis Submission:

The thesis should contain a comprehensive account of the candidate's research. It should bear evidence of the candidate's capacity for analysis and judgment, and ability to perform independent investigation, design or development. An electronic copy in the prescribed format is to be emailed, to the Dean's office within two months of the submission of the synopsis.

3. Selection of Thesis Examiners

The thesis by the Ph.D. scholar shall be evaluated by a panel of at least two experts from outside the University, including one from outside the state/preferably outside the country. The panel of external examiners will be appointed by the Dean of the School The thesis synopsis is sent to the selected examiners by email, for ascertaining their willingness to examine the thesis.

4. Thesis Examiners Reports:

The thesis is sent to two willing examiners for evaluation and for their comments on the originality and scientific merit of the findings of the author and to judge whether the work deserves the award of the PhD Degree of the University.

Specifically, they will be asked to give one of the following verdicts:

- a) The thesis is acceptable as such without any revision. I recommend the award of the Ph.D. degree of the University to the candidate subject to his/her satisfying the Oral Examination Committee about the questions/clarifications I have raised in my report.
- b) The thesis needs minor revisions along the lines suggested in my report. The Ph.D. degree may be awarded to the candidate after the revisions are made to the satisfaction of the Doctoral Committee, and subsequent evaluation and recommendation by the Oral Examination Committee.
- c) The thesis needs major revisions as pointed out in my report. The candidate needs to clarify and incorporate the suggested revisions, and the modified thesis be sent for re-evaluation.
- d) The thesis is not acceptable for reasons detailed in my report. I do not recommend the award of the Ph.D. degree of the University to the candidate.

5. Obtaining and Processing of Thesis Reports

The Thesis Examiners' Reports shall be received by the Dean 's office within two months of submission of the thesis, failing which the Dean of the School may appoint one or more new examiner(s).

Once the External Examiner reports are received, they are sent to the supervisor who shares the feedback with the candidate and guides the candidate to incorporate the feedback in the thesis.

If the External Examiners have suggested minor revisions, then the Viva voce is scheduled after minor revisions are done. If there are major revisions suggested by the External Examiner, the revised thesis incorporating the feedback is resubmitted to examiners and then the Viva Voce is to be scheduled.

- a) If the verdicts from both external examiners are (1 or 2), the Dean may recommend holding the open Oral Examination.
- b) If the verdicts from both the external examiners are either (3 or 4), the Dean of the School may constitute a committee of experts from the University to recommend further action.
- c) If one of the verdicts alone is (3 or 4), a third examiner may be appointed. If the third report in this case is also (3 or 4), the Dean of the School may constitute a committee of experts from the University to recommend further action.
- d) Oral examination can be held only when two final reports are positive (1 or 2)

6. Doctoral Defense

On receipt of satisfactory evaluation reports, the Dean shall approve the holding of the Oral Examination and appoint the Oral Examination Committee. The composition of the Oral Examination Committee is as follows:

- a) the Chair of the Doctoral Committee (one of the internal committee members) will also serve as the Chair of the Oral Examination Committee,
- b) one of the external thesis examiners,
- c) the research advisor (and co-advisor, if any), and
- d) two other members of the University faculty with research interest in related areas.

If either (a) or (b) is unavailable, the Dean shall appoint a replacement. The Ph.D. scholar shall defend the thesis at a meeting open to the public, followed by a closed-door Oral Examination. The Oral Examination Committee may seek answers to any questions raised in the thesis reports and public defense. Upon completion of all stages of the Oral Examination, the Oral Examination Committee shall recommend one of the following courses of action:

- a) that the Ph.D. degree be awarded;
- b) that the candidate be examined on a further occasion in a manner they shall prescribe;
- c) that the degree not be awarded.

The Chair of the Oral Examination Committee will report the result of the Oral Examination to the Dean of the concerned School. If the Oral Examination Committee declares the candidate to have performed satisfactorily and recommends that the Ph.D. degree be awarded to the candidate, the Dean shall forward the recommendation to the Academic Council for award of the degree. The degree shall be awarded by the Academic Council provided that:

- a) the Oral Examination Committee so recommends,
- b) the candidate submits two hard cover copies of the thesis, from amongst those submitted earlier, after incorporating all necessary modifications and corrections, including the appropriate IPR and copyright notices (Appendix A) at the beginning of the thesis, and
- c) the candidate produces a 'no dues certificate' from all concerned in the prescribed form.

Following the successful completion of the evaluation process and announcements of the award of Ph.D. degree, two hard copies of the thesis are to be submitted, one to the PhD Program office and the other to the Library.

Also, the successful PhD candidate should submit the thesis in the format required by the INFLIBNET to the PhD Office to forward to the Library. The Library will send the thesis for hosting in INFLIBNET, making the thesis accessible to all institutions/University.

The arrangement of the thesis may be in the following format:

1. Title Page or Cover Page
2. Declaration
3. Thesis Certificate
4. Dedication Page (Optional)
5. Acknowledgements (optional)

6. Abstract
7. Table of Contents
8. List of Tables
9. List of Figures
10. List of Symbols, Abbreviations or Nomenclature (Optional)
11. Chapters
12. Appendices

The Text of the Thesis

Organization of the Thesis main body: This is the substance of the dissertation inclusive of all divisions, subdivisions, tables, figures, etc. A thesis shall have various chapters, starting with Introduction and ending with Conclusions. Each chapter is captioned with a title which captures the content of the chapter. A chapter can be further subdivided into sections, subsections and so on based on a logical pattern. The Doctoral committee of the PhD Scholar shall define the main section including the chapters of a particular thesis work. However, the thesis should have natural flow and shall not be presented as collection of rewritten published material.

1. **Introduction:** Introduction may be the first chapter or its first major division. In either case, it should contain a brief statement of the problem investigated. It should outline the scope, aim, general character of the research and the reasons for the student's interest in the problem.

2. Literature Review

3. **Thesis Body:** Rest of the chapters and sub-chapters with appropriate titles/Headings as defined by the Doctoral Committee of the student.

4. **Conclusions:** If required, these are given as the last major division (chapter) of the text. A further and final sub-division titled "Scope for Further Work" may follow.

5. Appendices

6. **Bibliography:** The list of references should appear as a consolidated list with references listed either alphabetically or sequentially as they appear in the text of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General references. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references.

Thesis format

1. Paper:

- The Thesis shall be printed on a standard A4 size bond paper with whiteness 95% or above. Thesis may be printed on both sides.

2. Font:

- Times New Roman font is preferred. Italics or ornamental fonts should be avoided. Consistency throughout the document is a must. A font size of 12 is acceptable, Smaller fonts may be used for footnotes, table and figures
- 3. Page Numbering:**
- The title page is counted, but it is not numbered. Beginning with the page immediately following the title page, place page numbers in lowercase
 - Roman numerals centered at the bottom shall be used for Preliminary pages.
 - Indian-Arabic Numerals are to be used for rest of the main text
 - The page numbering Page number should be bottom centered
- 4. Spacing:**
- All of the pages in the thesis shall with 1.5 line spacing. Titles and subheading longer than one line in the Table of Contents, List of Figures, List of Tables, and in the text are single spaced.
- 5. Page Format:**
- Consistent margins should be used throughout the document. The recommended margins are as follows: 1” margin on the top, bottom, right and left margin
 - *Exception: first page of each new chapter, which needs to have a 2” top margin.*
- 6. Chapter Format:**
- Each chapter shall begin on a new page. A chapter can be divided into sections and sub-sections based on a logical format.
 - The chapter title shall be in all capital letters and centered on the page.
 - Subheadings for the sub-sections should be mixed case. The position of the sub-heading should be consistent throughout the document. It is recommended that the subheading is left justified.
- 7. Figures and Tables:**
- The figures and tables should be positioned as close to the text related or describing them as possible to keep the flow of the document. The Figures/Tables must be appropriately numbered and shall have its own legend/caption or description. The numbering shall follow the chapter-wise pattern. For example, 1st figure in chapter 3 will be numbered as **Figure 3.1**. Similarly, 2nd table in chapter 1 will be numbered as **Table 1.2**.
 - The figure number with caption/legend/description should be placed below the figure.
 - The Table number and caption shall be paced above the table.
 - It is highly recommended that both the figures and table are presented in portrait format only. However, in case the figure/table are too large, landscape presentation may be done with top of the figure/table towards the left margin. No chapter text may be entered in landscape mode.

Annexure - 6

**FUNDING REQUEST FORM FOR PARTICIPATION IN NATIONAL /
INTERNATIONAL CONFERENCES**

Date _____

Student Name _____

Roll No. _____

Year of Admission _____

Current Term/Year _____

Purpose of Grant Request	
Name of the Conference/Workshop and details of organizing Institution/Association	
Date of Conference/Workshop	
Date of deadline for paper submission	
Date of your submission for the conference/workshop	
Date of acceptance from organisers	
Is the conference peer reviewed	
Are the reviews attached	
Year in which conference/workshop began	
Frequency of the conference/workshop	
Is there a best paper award	

Additional details of the best paper award, if applicable	
Is the Association/Conference attached to any Journal	
If Yes, provide Journal details	
Journal listed in Scopus, If Yes, provide details	
Journal's current ranking, if applicable on ABDC list/ABS/Harzing/Web of Science / Others	
Journal's impact factor, if applicable on Harzing/Web of Science/Others	
Enclose a copy of the paper submitted to conference. If the conference does not require a paper submission, enclose the presentation to be made at the conference	
Has the paper (if available) been included in the IFMR-GSB working paper series?	
Have you applied or received any other grant for this conference/workshop, If Yes provide details	
Date of Internal Seminar at IFMR-GSB (Schedule the seminar prior to grant utilization)	

Tentative Budget Requirements

Travel dates and cost _____

Conference/Workshop fees _____

Accommodation _____

Others _____

Total _____

List of documents to be attached to the Request form

- a) Call for papers, with details of dates of the conference/workshop and the deadline for submission
- b) A copy of the agenda from previous years conference/workshop
- c) Proof of paper submission and paper acceptance
- d) Peer reviews, if available
- e) A 100-200 word note of intent on how the conference/workshop will add value to your PhD research
- f) Curriculum Vitae (CV)

Attach approval received in mail from PhD Chair.

Annexure - 7

THREE-MONTHLY RESEARCH PRESENTATION EVALUATION FORM

(To be filled by the Supervisor)

Student Name:		Roll No.	
Academic Year:		Batch:	
Dissertation Title			
Names of Dissertation Committee members:			
Supervisor		Present / Absent	
Internal Committee Member		Present / Absent	
Internal Committee Member		Present / Absent	
External Committee Member		Present / Absent	

The above PhD student has successfully / has not successfully (strike out one) completed her/his _____ (1st / 2nd / 3rd...) three-monthly presentation on _____ (date: DD-MM-YYYY).

Dissertation Supervisor

Name:

Signature:

Date:

Annexure – 8

NO DUES FORM

(To be filled by student)

Student Name:		Roll No.	
Academic Year:		Batch:	
Communication Address:		Contact Number:	
Personal Email ID:		Withdrawal request date:	
Withdrawal reason:			
Bank Name		Bank Branch	
Account holder name		Account No.	
IFSC Code		Account holder's relationship with the student	
Please send us scan copy of cancelled cheque or Passbook/account statement with complete. account details including the IFSC code			

Date:

Student's signature:

To be filled by departments:

S. No.	Department	Dues, if any	Authorized Signatory
1.	Library		
2.	IT (including software licenses handover, if any)		
3.	Examination & Assessment Office*		
4.	Handover ID card to Operations / Academic Office		
5.	Administration / Operations:		
	a. Hostel		
	b. Mess charges		
6.	Finance:		
	a. Caution Deposit paid at the time of joining		
	b. Tuition Fee/ Living Fee dues, if any		
	c. Balance amount available		

*EAO to certify once the student completes all academic requirements.

To be filled by Office of Academic Administration:

Description	Amount
Balance amount available (Sr. No. 6 c)	
Any other deductions from departments (Sr. No. 1 to 5)	
Refundable Amount, if any	

Date:

Prepared by
PhD Programme office

Approved by
Director – Academic Administration





Admin Office: 196, TTK road, Alwarpet, Chennai, Tamil Nadu 600 018
Campus: 5655, Central expressway, Sri City, Andhra Pradesh 517646
gsb.phd_progoffice@krea.edu.in www.krea.edu.in