



Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

Belagavi – 590 018, Karnataka State, INDIA

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CIRCULAR

Sub: Procedures to be followed by Research centres and Research scholars – reg.

Ref: Approval of the Hon'ble Vice-Chancellor, dated 13.01.2022.

By the directions of the Hon'ble Vice – Chancellor, the Research Scholars, Research Supervisors, Heads of research centres and Heads of Institutions are requested to note the following procedures in respect of research centres and research scholars:

Research Scholars:

- Research scholar must possess all records in respect of his/her Registration to the Degree of Doctor of Philosophy / M.Sc. (Engg. by research) from registration to the award of respective degree.
- The records must have been attested by the, Research Supervisor, Head of Research Centre and Head of the Institution.
- While corresponding with the University, the research scholar must submit his documents through the Head of the Research Centre and Head of the Institution (Principal) must forward.
- Correspondences sent directly by the research scholar will not be entertained.
- While submitting long synopsis / final thesis, research scholar must verify all the documents with the check list and receipt of fee paid for thesis submission and final defence. After verification, submit the relevant documents and fee receipt to the research centre through the research supervisor. Inturn, the Research centre shall forward the same to the University through Head of the Institution.
- Submission of Incomplete documents will cause inordinate delay in reverting back and delay in the process of thesis evaluation.
- No documents will be accepted in person.
- **Research Scholars shall not claim the Final Viva-voce completion as the award of Ph.D. / M.Sc. (Engg. by research) degree and also not permitted to claim the Award of Ph.D. degree in the public domain till the receipt of Provisional degree certificate.**

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Research Supervisors:

- Instruct your research scholars to maintain their records properly and it is advised to keep a copy of the same with research supervisor/ Head of the Institute and maintain the records in R & D Centre.
- Research supervisor must verify all the documents to be submitted to the University by the Research Scholar for its correctness in all respects and forward the same to the University through Head of the Research Centre and Head of the Institution.
- Correspondences without the signature of the Head of the Research Centre and Head of the Institute will not be entertained.
- Submit the bills in respect of the following:
 - Comprehensive Viva-Voce Remuneration and TA/DA to be paid to two domain experts as well as remuneration for research supervisor in accordance with University norms.
 - Remuneration for Final Viva-Voce for Indian Examiner and Research Supervisor and TA/DA for Indian examiner in accordance with University Norms to the research centre/Institute for making immediate payment.
 - The Examiners attendance certificate must be attached along with the Remuneration bills.
 - Identification of Adjudicators for the evaluation of Ph.D. thesis must be as per the Notification (Ref: VTU/BGM/Aca/Ph.D./2020-21/373, dt: 17th Aug 2021).
 - The identified Indian Adjudicators must be from the top ranked institutions in National Institutional Ranking Framework (NIRF) and reputed National Research Laboratories / Centrally Funded Research Institutes (CFRI) and Centrally Funded Universities (CFUs) across the country.

**Adjudicators must be from the Institutions having
NIRF ranking as slated below:**

Sl. No.	Category	Rank
01	Universities	Top 100
02	Engineering Colleges	Top 200
03	Management Colleges	Top 75
04	Architecture Colleges	Top 20

- The identified Foreign Adjudicators must be from foreign universities that are ranked in the top 1000 by Quacquarelli Symonds (QS) World University rankings.

