UNIVERSITY OF HYDERABAD

O/o the Controller of Examinations

Academic Section

Ref. No: UH/Acad/AC-82/ATR/2018/559

Date: 29-11-2018

CIRCULAR

Sub: Circular on various decisions taken in 82nd Academic Council held on 15-09-2018 - Reg.

Ref: 82nd Academic Council Resolution.

Major decisions taken in 82nd Academic Council held on 15th Sept., 2018, is hereby communicated to all concerned.

1. Processing of Ph.D. thesis:

"The panel of examiners submitted by the supervisor and approved by the School Board should mandatorily contain the Name, address, web link of the examiner (or brief CV of the examiner), phone No., Mobile No., email address. In absence of any of the above the panel will not be processed and be returned to the Dean of the School.

The thesis should be sent along with the format of details of students course work done/ publications/ papers presented and plagiarism report for processing.

The Supervisor's shall submit their report within 15 days of submission of the M.Phil./PhD thesis. The Examiners in the panel shall be of the level of Associate Professor or equivalent and above only. The Examiners should be willing to examine the thesis.

The following time schedule will be followed for evaluation of PhD Thesis:

Email of synopsis	10 days' time	Reminder after 10 days and wait for 5 days. If no response CE's office to contact the alternate examiner automatically.
Sending of thesis	6 weeks' time	Gentle reminders after 4th week and 5th week, alerting the examiner about the last date and regular reminders after 6 weeks CEs office to contact the examiner and expedite of the report is not received by the end of 7 weeks.
After receiving viva voce report	1 week to declare the result and issuing of Provisional certificate.	

The Deans/ Heads/ Supervisors should expedite and fix the date of Viva voce (of M.Phil./ Ph.D.) within a week of receiving the reports and inform the Controller of Examinations office.

In case of M.Phil. the time given to External Examiner shall be one month.

The supervisors should not contact the external examiners and the confidentiality shall

The Supervisors should not put pressure on the CE's office for getting the reports from the external examiners before the duration given to the examiner is over. However, the CE's Office shall try to get the reports at the earliest as per the schedule and declare the results within the maximum period of six months but preferably within 3 months from submission".

2. **UGC (Minimum Standard and Procedure for Award of M.Phil./ Ph.D. Degrees), (1st Amendment) Regulations, 2018.**

Relaxation of marks by 5% (from 50% to 45%) is allowed for the candidates belonging to SC/ST/OBC (Non-creamy layers/ Differently – abled category in the entrance examination conducted by the university.
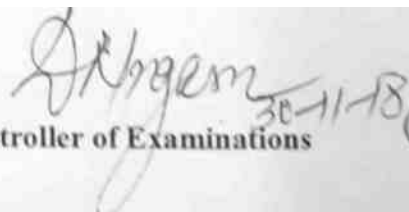
Reference: Gazette notification no: 1-1/2002(PS)/Exempt. (Pt.fl.III) Vol-II, dated: 28-08-2018 & University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degrees) (1st amendment) Regulations, 2018.

3. **Conducting of Ph.D. Viva-Voce by video conferencing - Reg.**

It was resolved that the *viva voce* of students of M.Phil./Ph.D. can be conducted through video conferencing, for exceptional situations where the examiner or scholar is not able to physically present for viva voce. The video recording of the same has to be submitted to the examination section for records.

4. **Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions.**

UGC (Promotion of academic integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018 for M.Phil. Ph.D. programmes has been adopted by the University. This regulation will be effective for the M.Phil. PhD submissions made on or **after 01-01-2019.** As a consequence, a similarity index of 10% only will be permitted.

Controller of Examinations

To:
1. All Deans of Schools
2. All Heads of Departments/ Centres
3. OSD to the Vice-Chancellor
4. PS to the Pro-Vice-Chancellor-I
5. PS to the Pro-Vice-Chancellor-II
6. PS to the Registrar
7. PS to the Controller of Examinations
8. Deputy Registrar (Academic & Exams)
9. Section Officer (Exams)
10. Automated Admission Office – To place it in the website.