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List of Abbreviations

Abbreviations	Full Form
BOR	Board of Research
RRC	Research and Recognition Committee
BOS	Board of Studies
BOD	Board of Deans
RAC	Research and Advisory Committee
DRC	Departmental Research Committee
CRC	Central Research Committee
JRDO	Joint Report of Open Defence
MCQ	Multiple Choice Question
CSIR	Council of Scientific & Industrial Research
DEE	Director of Examination & Evaluation
QIP	Quality Improvement Programme
UGC	University Grants Commission

CSIBER, Kolhapur Regulations for Ph.D. Programme

(University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degrees) Regulations, 2016 : Notification dated 5th May 2016)

DATE OF APPLICATION:

A candidate seeking admission to the Ph.D. Degree shall apply to CSIBER in the prescribed application form, on or before the date, as notified by CSIBER, Kolhapur.

Ph.D.1.ELIGIBILITY:

For admission to the Ph.D. programme in a related subject of concerned faculty, the applicant shall fulfill the following conditions:

1. Eligibility criteria for admission to Ph.D. programme:

Subject to the conditions prescribed from time to time under the rules, the following persons are eligible to seek admission to the Ph.D. programme:

- 1.1** Candidates seeking admission to the Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's Degree by the Shivaji University or by statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 1.2** A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be allowed for those belonging to reserved categories (SC/ST/ VJNT/OBC) and/or Differently-abled candidates as per policies of the Government prescribed from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.
- 1.3** Candidates who have cleared the M.Phil. course work (Theory Examination) of a University with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7. point scale (or an equivalent grade in a point scale wherever grading system is followed) shall be eligible to proceed to do research work leading to the Ph. D. Degree in CSIBER, provided the candidate joins such programme without any break.
- 1.4** A person whose M.Phil. Dissertation has been evaluated and the viva voce is pending shall be eligible for admission to the Ph.D. programme of CSIBER, Kolhapur.

- 1.5 Candidates possessing a M.Phil Degree of any Statutory University or Degree considered equivalent to M.Phil. Degree of an Indian institution or from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.
- 1.6 Candidates qualified in UGC-NET (Including IRF)/UGC-CSIR NET (Including RF)/SLET/SET/ GATE (valid score) or teacher fellowship holders shall be eligible for admission to Ph.D. programmes.

Ph.D. 2. DURATION OF PROGRAMME:

- 2.1 Ph.D. programme shall be of a minimum duration of three years, including course work and a maximum of six years.
- 2.2 If the Ph.D. thesis of the candidate is ready, after the expiry of 6 (six) years, the candidate may be allowed to submit his/her thesis by an extension of registration for two years, after paying the prescribed fee. He/she may submit his/her thesis within two years from the date of extension of registration. If he/she fails to submit his/her thesis within two years from extension of registration, his/her performance as well as registration will automatically stand cancelled and no separate communication shall be made by the Institute to the respective candidate.
- 2.3 For extension of registration of Ph.D. Programme, the candidate shall apply to the Institute through the Research Guide/ Research Supervisor in the prescribed application form signed by concerned Head of the Department/Principal /Director.
- 2.4 The women candidates and persons with disability (more than 40% disability) may be allowed an additional relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave once in the entire duration of Ph.D. for up to 180 days, and this period will not be counted as course period.
- 2.5 Candidates applying to the Institute as per Provisions mentioned above at 2.2 and 2.4 shall apply to the Institute before 3 Months of the expiry of the maximum Duration. Delayed applications will not be entertained under any circumstance.

Ph.D 3. PROCEDURE FOR ADMISSION TO Ph.D.:

- 3.1 CSIBER, Kolhapur shall notify on an annual basis a predetermined and manageable number of Ph.D. scholars to be admitted depending on the vacancies available with Research Supervisors (as prescribed under UGC norms with respect to the Scholar—Research Supervisor ratio) and other academic and physical facilities available.
- 3.2 CSIBER, Kolhapur shall publish the Notification for admission to Ph.D. well in advance on its website and through advertisement in at least two national newspapers, of which one shall be a Marathi newspaper. The detailed Information including the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant Information for the benefit of the

candidates, shall be made available on the institute official website (www.siberindia.edu.in)

- 3.3 The admission to Ph.D. programme shall be based on the criteria notified by CSIBER, Kolhapur, keeping in view the guidelines/norms in this regard issued by the University Grants Commission and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government prescribed from time to time.
- 3.4 All admissions for Ph.D. programmes shall be through a Common Entrance Test conducted by CSIBER, Kolhapur, except for those who have been specifically exempted under these rules. However the Merit list of Ph.D. shall be prepared as per the eligibility criteria of respective programmes.
- 3.5 Foreign candidates complying the eligibility criteria (for those who have obtained Master's Degree from foreign Universities or eligible Foreign National) are exempted from appearing for entrance test, however, they should appear for Interview in person/online.
- 3.6. Employed candidate shall have to submit No Objection Certificate (NOC).
- 3.7. The merit list for the Ph.D. Programme, except those candidates, who have been exempted from entrance test shall be prepared by the Institute, solely on the basis of performance of the candidate in the entrance test. However, if more than one candidate score equal marks in entrance test then the marks scored at Post Graduate Degree shall be considered to prepare the order of merit.
- 3.8. The merit list of selected candidates and the waiting list (for vacant seats, if any) in order of merit shall be prepared by the DRC/CRC. It will be valid for that particular academic year only.
- 3.9. All admissions shall be processed through the DRC/CRC.
- 3.10. The candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee/Central Research Committee at the time of the interview/viva-voce.
- 3.11. The interview/viva-voce of the selected meritorious candidates shall be organized by Institute. Based on the number of vacant seats available in the concerned subject as notified by the Institute, qualified candidates shall be called for interview.
- 3.12 The following aspects shall be considered during the interview/viva-voce :
 - a. whether the candidate possesses the competence for the proposed research;
 - b. whether the research work can be suitably undertaken;
 - c. whether the proposed area of research can contribute to new/additional knowledge. The candidate shall appear for interview/viva-voce along with the inputs in given proforma.
- 3.13. CSIBER, Kolhapur shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment / registration .

Ph.D.4. ENTRANCE TEST :

- 4.1. An Entrance Test shall be a qualifying test. For admission to Ph.D. programme the Entrance Test will be of 100 marks (50 questions of two marks each with multiple choices). The qualifying marks for Entrance test shall be 50% marks. Negative scheme of marking shall not be applicable.
- 4.2. The Entrance Test shall consist of 50% questions, based on Research Methodology and 50% shall be subject specific The Entrance Test shall be conducted at the centre's) to be notified in advance. The details of syllabus for the Entrance Test shall be made available on the Institute's Website.
- 4.3. Entrance Examination will be offline/online.
- 4.4. The duration for the examination will be two hours.
- 4.5. Qualifying the Entrance Test does not essentially mean the confirmation of Ph.D. admission.
- 4.6. There is no provision of supply of photocopy or reevaluation of the answer books
- 4.7. The quota for admission shall be 90% for Home University students and 10% for other university students. The reservation rules shall be applicable to 90% quota and 10% quota, separately. The candidate who has obtained the qualifying degree of Shivaji University (for admission to Ph.D. programme) shall be treated as Home University student.

Ph.D.5 DEPARTMENTAL RESEARCH COMMITTEE (DRC) AND CENTRAL RESEARCH COMMITTEE:**5.1. The constitution of DRC**

- | | | |
|---|--|-------------|
| 1 | The Head of the Department | Chairperson |
| 2 | Two Subject Experts (One from Department Concerned and one from outside university jurisdiction) nominated by the Director - | Members |
| 3 | Two Nominees of the Director (One General and One Reservation) | Members |
| 4 | Chairman of Board of Studies concerned | Member |

All the above members necessarily shall be the research Guides/Supervisors for Ph. D and one of them shall be from reserved category and one must be a woman member. It is responsibility of the member from the reserved category to observe and ensure the execution of the reservation policy of Government of Maharashtra during admission Process.

If DRC cannot be constituted as above, due to the small size of the Department, then the recognized research Guides/ Supervisors from the affiliated colleges/ recognized institutes may be nominated by the Director for the formation of DRC.

- 5.2. The Central Research Committee [CRC] to conduct Interview in the subject where Institute Department does not exist will be constituted by the Director as follows:

1	Senior Professor	Chairperson
2	Chairperson, Board of Studies in the concerned subject	Member
3	Two subject experts to be nominated by the Director	Members
4	One subject expert from research centre, by rotation	Member

All the above members necessarily shall be research Guides/Supervisors for Ph. D and one of them should be from reserved category and one must be a woman member. It is responsibility of the member from the reserved category to observe and ensure the execution of the reservation policy of Government of Maharashtra during admission Process.

- 5.3. The Quorum for DRC/CRC meeting will be three.
- 5.4. The tenure the DRC/CRC will be of two academic years.
- 5.5. The approval to the formation of the DRC/CRC shall be obtained from the Director.

Ph.D.6. REGISTRATION PROCEDURE AFTER THE INTERVIEW AND THE RESEARCH PROPOSAL/ SYNOPSIS

- 6.1. A selected applicant seeking admission to the Ph. D. programme shall apply to the CSIBER, Kolhapur in the prescribed form along with the following documents A self attested copy of the statement of marks/degree/passing certificate (Post graduation degree, M.Phil./NET/SET/SLET/GATE/BET/JRF etc.). Migration and Transfer Certificate (whichever is necessary).

The registration form duly filled and signed along with registration fee as prescribed by CSIBER time to time, through the Head of the Department /Director of the Institution. Authenticated copy of professional experience along with copies of the published research work in the proposed area, wherever necessary.

Sponsorship letter from the Institution or Company, wherever necessary. No objection certificate from the employer, if the candidate is employed. The eligibility form along with requisite documents and fee shall be submitted to the concerned section. The registration of the Ph.D candidates shall not be confirmed unless the final eligibility certificate is issued by University.

- 6.2. The synopsis of Ph.D. candidates will not be placed before the Research and recognition Committee, unless the final eligibility process is completed.
- 6.3. The applicant shall submit the application along with eight copies of Ph. D proposal/synopsis.
- 6.4. A selected applicant shall be required to make a brief presentation before the Research Advisory Committee about the proposed research.
- 6.5. The presentation will be arranged by the respective head of the Department or chairman of the Research Advisory Committee.

- 6.6.** In case of suggestions given by the Research Advisory Committee(RAC) for improvement of the topic, the candidate shall make changes accordingly and submit the same to the Head / Chairman of RAC within a period of not more than fifteen days from the date of presentation.
- 6.7.** The Research Advisory Committee shall prepare a report on the basis of the presentation. The chairman of Research Advisory Committee shall send a report along with the proposal, within a period not more than 20 days, from the date of presentation to the concerned Section of CSIBER, Kolhapur to place the same before the Research and Recognition Committee for final approval.
- 6.8.** The constitution of Research and Recognition Committee shall be as prescribed in Maharashtra Public Universities Act, 2015.
- 6.9.** The registered Ph.D. candidate shall not be allowed to register simultaneously for any other degree course/programme in regular mode.
- 6.10.** The admission will be confirmed after the Research and Recognition Committee approves the topic.

Ph.D.7 RESEARCH ADVISORY COMMITTEE AND ITS FUNCTION

- 7.1** There shall be a Research Advisory Committee for each Ph.D. scholar. Research Advisory Committee shall consist of:

1	The Head	Chairperson
2	Two experts nominated by the Director in consultation with the HOD of the concerned faculty. [The two experts necessarily shall be research Guides/Supervisors]	Member
3	Guides/Supervisor of the research student	Member

- 7.2.** The Research Advisory Committee will be constituted by the Director consisting of Chairperson, Research Guide/ Research Supervisor, two experts.
- 7.3.** The Research Advisory Committee shall have the following responsibilities, namely:-
- 7.3.1.** To review the research proposal and finalize the topic of research;
- 7.3.2.** To guide the research scholar to develop the study design and methodology of research and Identify the course(s) that he / she may have to do;
- 7.3.3.** To periodically review and assist the research scholar in the progress of the research work.
- 7.4.** A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports of the concerned research scholar shall be submitted by the Research Advisory Committee to the Department with a copy to the research scholar.

- 7.5. In case, the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend the Department with specific reasons for cancellation of the registration of the research scholar.
- 7.6. After the approval of the title and synopsis by the Research and Recognition Committee, a confirmation letter will be issued and the candidate will be asked to remit the necessary fees within a period of one month.
- 7.7. After final registration, the title of the topic with details of the student, the Research Guide/ Research Supervisor will be displayed on the Institute website to avoid duplication.

Ph.D.8 CHANGE IN TITLE :

- 8.1. If the candidate desires to modify the title and / or the proposed plan of the research, he/ she shall submit his application duly recommended by the Research Guide/Research Supervisor, through the concerned Head of the Department / the Chairman RAC
- 8.2. The Research and Recognition Committee Concerned may approve such Changes on recommendation of the Research Advisory Committee.

Ph.D.9. RESEARCH SUPERVISOR/GUIDE:

- 9.1. The allocation of Research Supervisor for a selected research scholar shall be decided by the DRC/CRC. A candidate will work under recognized research Guide/Supervisor of the University allotted by DRC/CRC provided that he/ she is not relative (such as husband / wife /daughter / son / brother / sister) of the Guide/Supervisor/Co-Guide/Co-Supervisor
- 9.2. If the Research Advisory Committee is of the opinion that the proposed study or research work is of interdisciplinary nature or the research work needs to be supplemented with the expertise from outside, it may appoint a Co-Guide from outside the Department/ Faculty/college/university/institution, who has proven the expertise in the required field. Such Co-Guide/Co-Supervisor shall be allotted to the student with due consent of the Research Guide.
- 9.3. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, shall guide up to a maximum of three M.Phil. and eight Ph.D. scholars. An Associate Professor, as Research Supervisor shall guide up to a maximum of two M.Phil. and six Ph.D. scholars and an Assistant Professor, as Research Supervisor shall guide up to a maximum of one M.Phil. and four Ph.D. scholars.
- 9.4. A seat will be considered vacant for admission purpose after the declaration of final result of the student by CSIBER, Kolhapur or after six months from the date of submission of final Thesis/Dissertation, whichever is earlier.

9.5. Guidance by Co-Guide/Co-Supervisor / Research New Guide/ Research Supervisor:

- a. In case of demise or ineligibility of the Guide/Supervisor on any grounds, the concerned department on recommendation of the Director will allocate new Research Guide/ Research Supervisor to candidate. This may be placed before the next meeting of RRC for information.
- b. If 50% or more work has been completed by the candidate under the deceased Research Guide/ Research Supervisor, the name of the deceased Guide/ Supervisor be printed on the thesis along with the name of Co-Guide/Co-Supervisor.

9.6. Transfer of Research Guide/ Research Supervisor

- a. In case of transfer of Research Guide/ Research Supervisor from the institution, where the candidate is registered and has worked for minimum 3 terms with him/her shall continue to work under the same Research Guide/ Research Supervisor.
- b. A candidate who has worked for less than 3 terms will be transferred to a new Research Guide/ Research Supervisor on the recommendation of the RAC.
- c. If the research guide is not available for such candidate then the candidate shall continue his/her research work under the same guide, till the new guide is allotted or till completion of the research work, whichever is earlier.

9.7. Change of the Research Guide/ Research Supervisor

- A research student shall submit his/her application for change in research guide through the Research Guide and the Head of the Department. If the research guide and /or the Head of the Department deny to forward the said application, the research student may submit his/her application to the concerned section.
- The Research and Recognition Committee, on hearing the Research Guide shall take decision on such application. In case of dispute, the Directors, decision will be final.

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

9.9 Redressal of Grievance

9.9.1. In case of any dispute regarding admission or any other dispute that may arise between a Research Scholar and his/her Research Supervisor, the HODs Committee shall examine the matter and report to the Director of CSIBER, Kolhapur, whose decision shall be final.

9.9.2. The report shall include, among other things, specific recommendations. The report shall be submitted to the Director of CSIBER.

- 9.9.3** In case of the complaint regarding sexual harassment, the research scholar shall submit a complaint to the Internal Complaints Committee (ICC) as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Ph.D.10 COURSE WORK

Credit Requirements, number, duration, syllabus, minimum standards for completion etc. for Ph.D. programme shall be as under:

- 10.1** Ph.D. course work shall be a minimum of 08 credits and maximum of 16 credits.
- 10.2.** The course work shall be treated as prerequisite for Ph.D. programme.
- 10.3.** A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.
- 10.4** All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Academic Council of CSIBER, Kolhapur.
- 10.5** All candidates admitted to Ph.D. programmes shall be required to complete the course work, as approved by the Academic Council of CSIBER, Kolhapur during the first academic year after registration. If the candidate fails to complete the Course work in the first year, he/she is allowed to complete the course work before the submission of the thesis.
- 10.6** Candidates already holding M.Phil. Degree of a recognized University and admitted to the Ph.D. programme, or those who have already completed the course work of a University in M.Phil. shall be exempted from the Ph.D. course work. All other candidates admitted to the Ph.D. programmes shall be required to complete the Ph.D. course work approved by the Academic Council of the CSIBER, Kolhapur.
- 10.7** Grades in the course work, including research methodology courses submitted by the examination section, shall be finalized by the Research Advisory Committee and the Department and the final grades shall be communicated to the concerned administrative section of CSIBER, Kolhapur.
- 10.8** Ph.D. scholar has to obtain a minimum 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade / CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis.
- 10.9** The syllabus and other details of course work shall be made available on www.siberindia.edu.in.
- 10.10** The pattern of Ph.D. course work shall remain the same.
- 10.11** The medium of the course shall be English.

10.12 The student should write the answers in English.

Ph.D.11.EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS/CREDITS FOR AWARD OF DEGREE, ETC.:

- 11.1** The overall credit requirement, including credit for the course work, for the award of Ph. D. Degree shall not be less than 24credits.
- 11.2** Upon Satisfactory completion of course work and obtaining the marks/grade prescribed under these rules, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation within a reasonable time, as stipulated by CSIBER, Kolhapur.
- 11.3** Ph.D. scholar shall publish at least one research paper in referred journal (approved by concerned BoS and AC) and 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/ acceptance letter from the publisher/editor. Guidelines for research publications issued by CSIBER, Kolhapur from time to time and displayed on the official website of CSIBER, Kolhapur will be followed.
- 11.4.** The research and Recognition Committee in the subject concerned shall suggest the names of eight experts to the Director , out of which four shall be from the State (outside the jurisdiction of CSIBER) and remaining four shall be from outside the State/ Country. The Guide/Supervisor shall be the internal referee.
- 11.5.** The external referees shall communicate their willingness or otherwise to evaluate the Ph.D. thesis within one month of the receipt of Institute letter. The internal and external referees shall submit their evaluation reports within one month of the receipt of the thesis in a prescribed proforma along with a detailed report.
- 11.6.** While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the CSIBER where the work was carried out. It is mandatory for the research scholar to obtain and submit the report on plagiarism from Knowledge Resource Centre of CSIBER, Kolhapur.
- 11.7.** The Ph.D. thesis submitted by a research scholar shall be evaluated by his Research Supervisor and two external examiners, who are not in employment of CSIBER, Kolhapur or recognized research centre at affiliated college or recognized institution/ recognized research institution, of whom one examiner may be from outside the State/ Country. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by the members of the Research Advisory Committee, all faculty members of the institute department, other research scholars and other interested experts/researchers.
- 11.8.** The Open Defence of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for conduction of the viva-voce examination. If one of the evaluation reports of the external examiner in case of Ph.D. Thesis is

unsatisfactory, the CSIBER shall send the thesis, to another external examiner out of the approved panel of examiners. In such cases, the viva voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree. The thesis rejected by both the external referees will not be considered for resubmission.

- 11.9.** If revision of the thesis is suggested by one of the external referees, the thesis shall be revised by the candidate for resubmission as suggested by the referee. The revised thesis shall be sent to the same referee (who has suggested the revision) for evaluation.
- 11.10.** If revision of the thesis is suggested by both the external referees, the thesis is considered for resubmission provided that the following conditions are fulfilled.
- a. Half the tuition fee is to be paid by the candidate for resubmitting the thesis after revision along with examination fee
 - b. Laboratory and examination fees are to be paid fully by the candidate for conducting research in the Institute Departments.
 - c. The revised thesis will have to be submitted by the candidate within the maximum period of two years.
 - d. The revised thesis shall be sent to the same referees for evaluation along with both the previous reports.
- 11.11.** CSIBER Kolhapur shall develop appropriate method/ procedure so as to complete the entire process of evaluation of Ph. D. Thesis within a period of six months from the date of submission of the Thesis.

Ph.D.12 SIZE, STYLE & BINDING OF DISSERTATION /THESIS:

- 12.1.** A candidate submitting Ph.D. Thesis for the award of Ph.D. Degree is required to follow the rules regarding the font, style and binding of thesis, except in special case in which the Guide/Supervisor or Head of the Department recommends that it will not be possible to comply with the requirements of these rules by giving reasons and with the approval of the Director.
- 12.2.** The Thesis shall be written with following Specifications.
- i. For Thesis writing "Times New Roman" font shall be used. Size of the paper shall be A-4 size, except for drawings, graphs, photographs and maps on which no restriction is placed. A margin of 3.5 cms be maintained with a line spacing of 1.5. A thesis shall be bound in a standardized form and shall be printed on both sides.
 - ii. The title, degree, year, subject, faculty, name of the student and the Guide/Supervisor shall be printed neatly and legibly on the front cover as indicated in Annexure-VI
 - iii. A thesis which consists of a collection of pamphlets or excerpts / published papers or a single pamphlet must be bound in a similar manner as said above.

- iv. The candidate shall submit four hard bound copies (black cover with golden embossed letters) of Thesis along with twenty copies of the abstract in case of Ph.D and four CD containing soft copy in pdf format. A candidate may be permitted to submit the abstract and final thesis separately.
- v. The Ph.D. Thesis shall contain:-
 - a. Results of the research stating whether the work is based on the discovery of new facts by the candidate of new relations of facts observed by others and how the work contributes to the general advancement of knowledge.
 - b. The candidate shall indicate the sources from which his/her information has been derived and the extent to which his/her work is based on the work of others and shall Indicate which portion or portions of his/her thesis he/she claims to be original
 - c. The candidates Declaration.
 - d. The Guide/Supervisor's Certificate.
 - e. The language of Ph.D. thesis shall be English.
 - f. A candidate submitting his / her thesis in the subject relating to Social sciences, may write his / her thesis in Marathi provided the same is recommended by the Guide/Supervisor submitted through Head of the Department and Is approved by the RRC. However a candidate has to submit a synopsis of thesis in English.
 - g. The language used in the thesis should be grammatically correct and of appropriate standard with no typographical mistakes.

Ph.D.13 SUBMISSION:

- 13.1. The candidate will not be allowed to submit his/her Thesis unless he/she works for four terms/two years for Ph. D. programme.
- 13.2. A candidate may submit one copy of draft thesis (spiral bound) after the completion of minimum prescribed period mentioned above and the passing certificate of course work to the Head of the Department.
- 13.3. Prior to the final submission of the thesis, the research scholar shall make a presentation before the Research Advisory Committee of the CSIBER, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis In consultation with the Research Advisory Committee.
- 13.4. Then the final thesis shall be submitted to the Institute Office through Head of the Department / Chairman of RAC.

Ph.D.14 OPEN DEFENCE:

There shall be a viva-voce with open defence. The open defence shall be conducted only after receiving the positive reports from the referees. One of the external referees nominated by the Director and the internal referee shall conduct the open defence of the candidate within one month. The Head of the Department or the Dean of the

concerned faculty or the senior teacher in the subject concerned nominated by the Director shall act as Chairperson for the open defence. The other external referee may send questions in writing along with the evaluation report to seek clarification on any point in the thesis at the viva-voce. The queries raised by the external referees in their reports be placed before the open defence committee. The open defence of the candidate shall be conducted as follows.

- 14.1. After the receipt of positive report from external referees, the date and time for open defence shall be arranged in consultation with one external referee by the Chairperson, who is to conduct the open defence along with the internal referee. (Research Guide/ Research Supervisor).
- 14.2. The Chairperson, external referee and the Guide/Supervisor shall prepare a joint report of the open defence and forward it to the concerned section of the Institute. They shall recommend either the award of the degree to the candidate or a fresh open defence within six months, if the performance of the candidate is unsatisfactory.
- 14.3. If both the external referees communicate unwillingness to conduct the open defence, Director will nominate the next referee from the list provided by the Research and Recognition Committee.

Ph. D. 15. DECLARATION OF RESULT:

- 15.1. The Viva-Voce/ Open Defence will be held only after fulfillment of the essential requirements.
- 15.2. The date of Viva-Voce/ Open Defence shall be considered to be the date of declaration of the result.
- 15.3. On the final approval of the Director, the Controller of the Examination and Evaluation shall declare the result after the fulfillment of all the conditions.
- 15.4. Along with the degree, the concerned section shall certify to the effect that the Degree has been awarded in accordance with the provisions of the UGC rules and regulations as published for Ph. D.

Ph. D. 16. ADDITIONAL Ph. D. DEGREE :

- 16.1. A candidate seeking admission for the Ph. D. Degree he/she will have to complete the admission process in the subject for which the candidate wishes to register for Ph. D.

Ph. D.17 CANCELLATION OF Ph. D. REGISTRATION:

- 17.1. A student can cancel his/her registration by submitting an application through his/her Guide/ Supervisor, by paying the outstanding fee.
- 17.2. The Institute shall cancel the admission of a candidate if he/she fails to fulfill the necessary conditions/requirements prescribed by rules or the conditions mentioned in the allotment letter/ provisional admission letter.

Ph.D.18 TREATMENT OF Ph.D. THROUGH DISTANCE MODE

- 18.1.** CSIBER, Kolhapur does not offer Ph. D. Programme through distance education mode.
- 18.2.** Part-time Ph. D. will be allowed, provided all the conditions mentioned in these rules and the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degrees) Regulations, 2016 are complied with.

Ph.D.19 AWARD OF M.Phil/ Ph.D. DEGREES PRIOR TO NOTIFICATION OF UGC REGULATIONS 2016, OR DEGREES AWARDED BY FOREIGN UNIVERSITIES:

- 19.1.** Award of Degrees to candidates registered for the M.Phil./Ph.D. programme on or after July 11, 2009 till the date of Notification of the UGC Regulations 2016 shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulation, 2009.

Ph.D.20 DEPOSITORY WITH INFLIBNET:

- 20.1.** Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. Degree, the CSIBER, Kolhapur shall send the CD of Ph. D. thesis to Barrister Balasaheb Khardekar library of Shivaji University, Kolhapur to submit an electronic copy of the Ph. D. Thesis to the INFLIBNET, for hosting the same so as to make it accessible to all institutions/colleges.

Ph.D.21 PROVISIONAL CERTIFICATE:

- 21.1.** Prior to the actual award of the Degree, the CSIBER, Kolhapur shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of University Grants Commission (Minimum Standards and Procedure Award of M.Phil/Ph.D. Degrees) Regulations, 2016.

ANNEXURE — I

Eligibility Norms and Guidelines

The candidate shall have to fulfill the eligibility norms prescribed by the university for registration to Ph. D. programme. Such candidate shall have to go through the following instructions carefully and submit all the relevant documents along with the eligibility form without fail. The respective candidate shall have to confirm their educational qualifications in view of the following instructions or get clearance of the Eligibility Section for admission to the prescribed programme [i.e.Ph.D.] as mentioned here under.

1. The candidate must complete the first degree as per minimum standards prescribed by the U.G.C., New Delhi. In that the first degree i.e. Bachelors degree in Arts/Science/Social Sciences / Commerce /Humanities shall be of 3 years duration. The Bachelors degree in Engineering and Pharmacy shall be of 4 years duration. The Bachelor degree in Architecture shall be of 5 years duration. Bachelor in Law after 10+2 shall be of 5 years duration and Bachelor in Law after graduation or after possessing first degree shall be of 3 years duration.
2. The Masters degree pursued after first degree (i.e. Bachelors degree) shall be of 2 years duration whereas Masters degree in Computer Application (M.C.A.) shall be of 3 years duration.
3. The U.G.C. in its regulations has specifically prescribed that the Bachelors or the Masters degree in respective discipline must be in accordance with the nomenclature specified by the UGC under specification of Degrees.
4. The respective candidate shall submit the following documents along with the eligibility form. The respective documents shall be photocopied and attested, except T.C. & Migration Certificate

Sr. No.	Home University Students	Other University Students
Ph. D		
1	Eligibility Form	Eligibility Form
2	Provisional Admission Letter	Provisional Admission Letter
3	Eligibility Fee Receipt	Eligibility Fee Receipt
4	10 th Marklist Attested Photo Copy	10 th Marklist Attested Photo Copy
5	(10+2 Pattern) 12 th Marklist Attested Photocopy	(10+2 Pattern) 12 th Marklist Attested Photocopy
6	(10+2+3+2 Pattern) Master Degree (All Parts) Marklist Attested Photo Copies	(10+2+3+2 Pattern) Master Degree (All Parts) Marklist Attested Photo Copies
7	Another Last Exam, if any, All Parts Marklist Attested Photocopy	Another Last Exam, if any, All Parts Marklist Attested Photocopy
8	M.Phil/Pre Ph. D Result or M. Phil Course Work Result	M.Phil/Pre Ph. D Result or M. Phil Course Work Result
9	All Degree Certificate. Attested Photocopies	All Degree Certificate. Attested Photocopies
10	TC Photocopy	TC Photocopy (Original) / Migration Certificate (Original)
11	Caste Certificate, if applicable	Caste Certificate, if applicable

1. A candidate whose admission to Ph.D. has been finalised by the respective DRC/CRC, shall have to submit the Eligibility form along with fee and required documents directly to Eligibility section through the Head of the Department Those candidate who fail to submit the documents within stipulated time, shall have no claim on eligibility process and the CSIBER office shall not be responsible for any academic or legal complications that may raise in future.
2. It shall be the prime responsibility of the candidate to check whether his/ her eligibility has been cleared by the eligibility section of Shivaji University within period of two months from the date of submission of eligibility form and fee. The candidates shall have to inquire the eligibility norms with the Eligibility section before taking admission.
3. The candidate with the qualifications/degrees of Foreign Universities shall have to apply (along with the documents and transcripts) to the Registrar, Shivaji University, Kolhapur through the Director, CSIBER for getting equivalence to the respective degree from Association of Indian Universities, New Delhi. This process needs to be completed before finalizing the admission. In case, the candidate fails to complete such process, CSIBER shall not accept any claim or shall not entertain any grievance against pursuation of /Ph.D studies and shall not be responsible any loss on the counter part of the respective student.
4. As per eligibility rules, the Ph.D. eligibility shall be finalised on the basis of subject/specialization/branch of respective Masters degree.

ANNEXURE — II
Admission Procedure and Policy for Foreign Students for
Seeking Admission in CSIBER Kolhapur Affiliated College of
Shivaji University, Kolhapur

A) Application for seeking admission to Ph.D. programme:-

Foreign students seeking admission for Ph.D. (Doctor of Philosophy) programs at CSIBER Kolhapur need to apply for the specified course by filling the e form and by uploading requisite documents for the same. The hardcopy of the application along with the documents duly attested should be sent by post to the Director, CSIBER Kolhapur 416004, Maharashtra, India.

[Note : The students of foreign origin seeking admission for Ph.D. will be exempted from the entrance exams. The selection of the students would be based on the merit, English proficiency and considering the eligibility criteria laid down by the University from time to time. However, prior consultation of the prospective guide/supervisor of specific subject on the research plan and procuring the consent letter is mandatory.]

B) Visa requirements:

Foreign students admitted to CSIBER Kolhapur for Ph.D. must have valid VISA as applicable (Student Visa or Research Visa). [Note: The Academic Rules & Regulations of the respective programmes of Shivaji University, Kolhapur are applicable to Foreign Students.]

C) Documents required :

Foreign students seeking admission for the Ph.D. programme are required to submit the following documents as applicable:-

- 1) Duly filled application form as available on CSIBER homepage: (No other format will be considered)
- 2) Copy of the transcripts.
- 3) Statement of purpose.
- 4) Curriculum vitae / Resume
- 5) Financial undertaking.
(A certificate of financial support from sponsorers as applicable Funding Agency or Government.)

Or

- a) A letter of recommendation from the Govt. certifying that the fee will be paid by the Govt.,

Or

- b) A copy of the student's bank statement showing a balance of US \$ 4000 [in case of UG/PG] or US \$ 6000 (in case of a M. Phil /Ph. D. program) for self-financed students.
- 6) Three recommendation letters — at least two recommendations highlighting the student's academic Performance, by faculty members be attached (Applicable to Ph.D. Programmes)

- 7) Documentary proof illustrating fluency in English language is necessary. If English is not the first language or language of medium of instruction, qualifying TOEFL or IELTS is necessary.
- 8) Copy of the passport (showing nationality, date of issue-expiry and personal details).
- 9) Accommodation request in CSIBER Hostel should be made in advance along with the application form.
- 10) The provisional admissions will be granted in absentia based on the merit of the student after screening the documents and checking the eligibility.

D) Post Admission Requirements:

i) Payment of Fees:-

The fee structure for the /Ph.D. be paid in Indian Currency(INR). Payments in cash should be only in INR. In case the payment is made in INR, the exchange rate* applicable at that time would be considered excluding the processing charges in the banks if done via wire transfer. Bank charges, if any, should be borne by the sender.

(ii) Fee structure for Ph.D. program for Foreign Students (2018-19) (INR) Indian Currency.

Particulars	Foreign Students (INR)
Registration	2000/-
Library Fee	13750/-
E-Learning Resources	11250/-
Tuition Fee	60500/-
Lab. Development Fee	12500/-
Total Rs.	100000/-

For an academic year the fee structure will be as above.

1. Fees payable towards Thesis evaluations & Viva-Voce Rs. 30,000/-.
2. Issuance of Health Insurance is mandatory extending throughout the duration of the course.
3. There will be increase in fees by 10% every year.

E) Code of Conduct

Dress Code: Boys and girls should be in formals with decent outfit.

Discipline

In-campus Discipline

At CSIBER, Kolhapur, international students are expected to abide by all the rules of the University and the code of conduct as applicable to Indian Students doing the same course. Any act within the campus that may violate or spoil the academic atmosphere in the Institute [e.g. Plagiarism, cheating on exams, other dishonesty, Abuse of electronic resources, Acts or threats involving the safety of others, Damaging property, Sexual or other harassment; Abuse of alcohol or illicit drugs, Ragging etc.) will not be appreciated and the student found guilty of

such offence will be dismissed and sent back to their country without any cost to CSIBER Kolhapur.

Outside the campus

Any complaint or reporting of misbehavior, violence, anti-social, anti-national, unethical and immoral activities involving, International students will be dealt with in accordance with state and central laws that are in force. CSIBER Kolhapur will not take any responsibility for any criminal or non-criminal acts done outside the campus, when the students are in the rolls of the Institute.

F) International Affairs Cell

Regarding all activation related to extracurricular programs, forums, clubs, community service, and entrepreneurship cell and students council., the students can approach the Director CSIBER Kolhapur for guidance and share personal issues.

G) Accomodation facilities

Accommodation for foreign students is on the campus at Hostel and will be provided on first come first serve with additional cost. There are separate hostels for men and women on the campus, with all facilities for study and recreation.

H) Support Services

i) Student Support Services

1. International students wishing to avail pick-up facilities from the airport or nearest stations would be arranged on request; the expenses for which will be borne by the student.
2. Help would be rendered to the students in availing the Health Insurance at competitive premiums.

ii) Campus life

Atmosphere in CSIBER Kolhapur campus is friendly, lively and safe. Diversity of the campus is justified from the fact that students from all parts of India and different countries study on the campus. Most of the students and working class speak in English, Marathi and Hindi. Nearly 70% of the students stay on-campus in hostels and the remaining outside the campus, in nearby private residences or commute daily from the city. Indian students are very sociable, friendly and helpful in nature among the student community. The campus is self-sufficient with, health center, gymnasium, sit outs, banks and ATMs, Post Office, bus shuttles (public transport), and security services.. Kolhapur is a historical places and the campus is well connected students prefer to do week end shopping and entertainment at downtown. Personal counseling is available to all students to enhance mental health, interpersonal relationships, academic performance, and career development.

iii) Security Registration

It is part of the normal mandatory process that within the stipulated timeframe of arrival in India, the student has to register his/ her name with the police in the Foreigner Regional Registration Office (FRRO). The timeframe may vary from 24 hours to 14 days of arrival depending on the country of origin. A student with a PIO card also must register at the FRRO. Only OCI card holders need not register. Director, CSIBER Kolhapur would only provide necessary assistance in this regard. The applicable immigration processing fees and other related expenses have to be additionally borne by the student.

I) ADMISSION PROCEDURE : (Flow Chart]

- Apply offline
- Fill the Application Form
- Attach/ Upload the Documents
- Document Submission
- Acknowledgement
- Deadlines
- Eligibility check- Students need to be in touch with the Director CSIBER Kolhapur to clarify any discrepancy in the document until they get their Final Eligibility Letter.
- Provisional Admission
- Fee Payment- One-time fees should be paid at the beginning of every academic year.
- Payment Intimation
- Confirmation of Admission
- Pre-enrolment
- Registration
- Medical Examination
- Security Registration
- Course Program
- Examination and Award of Degree

ANNEXURE — III

Anti Plagiarism Policy

1. CSIBER Library will check plagiarism and generate report from the Anti-Plagiarism software as a central control section.
2. Overall 30% (minimum 30% but not extending 30%) similarity percentage for Ph.D. thesis for all disciplines.
3. Following financial norms for plagiarism checking towards per research student.
 - i. 1st submission free of cost per research student
 - ii. 2nd submission for Rs.1000/- per submission
 - iii. 3rd submission for Rs. 2000/- per submission and
 - iv. 4th submission for Rs. 5000/- per submission per research student
4. Regarding similarity percentage for journal articles / papers following suggestions were made by the committee members
 - i. No similarity percentage is applied for journal articles as responsibility is towards individual author/s

ANNEXURE — IV INPUT SHEET

To be submitted by the candidate at the time of interview before DRC / CRC)

1. Name of the Candidate : _____
2. Course: Ph.D.
3. Subject : _____
4. Merit List Number : _____
5. Topics of interest in the order of preference with area of broad specialization ,
 - i) _____
 - ii) _____
 - iii) _____
 - iv) _____
6. Name(s) of the Guide(s) (in order of preference) alongwith the area of broad specialization with whom the candidate is interested to undertake research work, If selected. The DEC/ CRC reserves the right to allot a guide, other than the guides' preference submitted by the candidate.
 - i) _____
 - ii) _____
 - iii) _____
 - iv) _____

I understand that the input sheet provided by me is indicative and is submitted to provide information and my research interest.

Date : -----

Signature of Candidate

(Note : Please bring this filled form along with print out of application form and original and photocopy of all essential documents related to educational qualifications, failing which your interview will not be conducted.)

ANNEXURE — V

Broad Guidelines for Preparation of Synopsis

While preparing the synopsis for the Ph.D. work, following points shall be noted and followed carefully :

- A. The proposed synopsis for research should be self contained and should cover the rationale for carrying out research.
- B. There should not be repetition of the work or topic or theme.
- C. The synopsis of the proposed research shall contain the following points :
 - 1. Title of the Research Proposal
 - 2. Choice of the topic with reasoning or significance
 - 3. Statement of the problem
 - 4. Review of the relevant literature (noted works should be considered, The text book reviews not allowed)
 - 5. Objectives of the study
 - 6. Hypothesis of the study
 - 7. The methodology comprising
 - a. Methods Of research
 - b. Sampling design and assumptions
 - c. Conceptual framework If any
 - d. Research design (explanation of how research is being conducted and the tools used for the same)
 - e. Methods of data collection
 - f. Methods of data analysis (use of parametric and non-parametric toots and techniques as the case may be)
 - 8. The chapter scheme
 - 9. Select Bibliography/ Weblography.

ANNEXURE -VI
Format of the Cover page of the Thesis

Title in Block letters

**A thesis
submitted to**

**Chhatrapati Shahu Institute of Business Education & Research
University Road, Kolhapur**

for the Degree of Doctor of Philosophy

In

Subject

Under the faculty of

by

Name of the Candidate

under the Guidance of

Name of the Guide/Supervisor

Name of the Co.Guide /Co.Supervisor : (If any)

Name of the Department / College / Institution:

Year

ANNEXURE – VII
Declaration by the Student

I hereby declare that the thesis entitled

.....
.....
.....

completed and written by me has not formed earlier than the award of any degree or similar title of this or any other university or examining body. Further, I declare that I have not violated any of the provisions under the acts of Copyright/Piracy/Cyber/IPR etc. amended from time to time.

Place:
Date:

Name & Signature of Research Student

ANNEXURE – VIII

Research Guide's/Supervisor's Certificate

This is to certify that the dissertation entitled

.....

Being submitted herewith for the award of the Degree of Doctor of Philosophy in (subject)

..... Under the Faculty of

..... of CSIBER, Kolhapur is the result of the original research work completed by Shri./Smt.

.....

..... under my / our supervision and guidance and to the best of my / our knowledge and belief, the work embodied in this Dissertation/thesis has not formed earlier the basis for the award of any degree or similar title of this or any other University or examining body.

Place:

Date:

Co-Guide/Co-Supervisor (if any)
[Signature with Name & Designation]

Research Guide/Supervisor
[Signature with Name & Designation]

ANNEXURE - IX**Progress Report**

1. Name of the student - -----
2. Date of Registration : -----
3. Faculty Subject -----
4. Whether the candidate is regular student/ Independent student / JRF /SRF/ DRF/ UGC
Teacher Fellow/Teacher/ Employed person -----
5. Whether the candidate is attending course work regularly If not, give reason
6. Name of the Guide/Supervisor : -----
7. Title of the research work : -----
8. Period of report: -----
9. Details of the work done : -----

Signature of the student

Signature of the Guide/Supervisor
Signature of the Co-Guide/Co-SupervisorDate :
Place .

ANNEXURE - X

Fee structure

Particulars	Regular Students	Regular Students with JRF/SRF
Registration	2000/-	2000/-
Library Fee	5500/-	6188/-
E-Learning Resources	4500/-	5062/-
Tuition Fee	23000/-	26125/-
Lab. Development Fee	5000/-	5625/-
Total Rs.	40000/-	45000/-

- For an academic year the fee structure will be as above.
- Fees payable towards Thesis evaluations & Viva-Voce Rs. 30,000/-.

- ❖ The fee for Entrance Test will be Rs.1000/. for candidates from general category and Rs. 750/-for candidates from Reserve categories.
- ❖ In case of independent Student the fee structure will be same as JRF/ SRF/ Teachers & Employed Person, addition Rs. 2000 will be charged as thesis examination fee.
- ❖ There will be increase in fee by 10% every year
- ❖ Separate fee will be charged along with eligibility application as per rule.

ANNEXURE – XI

Rules for imposing fine

All students registered for Ph.D. will have remit annual and other fee within stipulated period. Accordingly, the concerned student will have to pay annual fee as mentioned below :-

i. In case, the date of registration is 1st January, then the student will have to remit annual fee on or before 31st January every year.

ii. In case, the date of registration is 1st July, then the student will have to remit annual fee on or before 31st July every year.

If a student fails to remit fee within stipulated period mentioned above, then fine will be imposed as under.

1. Rs. 500/- For one month delay
2. Rs. 700/- For two months delay
3. Rs. 1000/- For three months delay
4. For every additional delayed month Rs. 1000/-

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