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ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



BENGALURU  
CITY UNIVERSITY

Office of the Registrar (Evaluation), Central College Campus, Dr. Ambedkar Veedhi,  
Bengaluru – 560 001. E-mail: [registrarevlubcu@gmail.com](mailto:registrarevlubcu@gmail.com), Ph.No.080-22295559

No: BCU/01/Ph.D./Synopsis Submission/2021-22/1878

Date: 13.01.2022

### CIRCULAR

The Ph.D. Research Scholars are hereby informed to submit the Synopsis dully filled in applications (Form C) with the approval of concerned Research Guide to the undersigned on or before 25.01.2022

  
**REGISTRAR (Evaluation)**  
**Registrar (Evaluation)**  
Bengaluru City University  
Central College Campus  
Bengaluru - 560 001

Note:

1. Application FORM C enclosed with the circular.
2. Copy of Ph.D. Regulations.

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Application ("Form C") for submitting the Research Proposal for Ph.D. Programme in the  
Department of .....

1.	Name of the Candidate (in Block Letters)	
2.	Provisional Registration Memo No. and Date	
3.	Result of the Course Work	
4.	Title of the Ph.D. Topic (05 Copies of Research Proposal / Outline as per Clause 14.1 to 14.5, Ph.D. Regulations 2013)	
5.	Whether Full Time / Part Time	
6.	a. Permanent Address  b. Temporary Address  c. E-mail ID  d. Phone / Mobile No.	
7.	Guides Name, Designation and Address  Phone / Mobile No.  E-mail ID	

This is to certify that the enclosed Research Proposal / Outline is prepared as per Clause 14.1 to 14.5 of Ph.D. Regulations 2013.

Date:

Place:

(Signature of the Guide)

(Signature of the Candidate)

Forwarded by the Chairperson of the P.G. Department of \_\_\_\_\_  
to the University

Forwarded to the Registrar (Evaluation), Bengaluru City University, Office of the Registrar (Evaluation), Central College Campus, Dr. Ambedkar Veedhi, Bengaluru – 560 001. The Candidate for Ph.D. programme has successfully completed the Course Work and forwarding the prepared Research Proposal as per Regulations 2013 for further course of action.

Date:

Place:

**13 DURATION OF THE Ph.D. PROGRAMME**

- 13.1 The Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years from the date of provisional registration.
- 13.2 Every full-time candidate after completion of a minimum of three years and maximum of five years; and every part-time candidate after completion of minimum of four years and a maximum of six years from the date of Provisional Registration, is eligible to submit the thesis.
- 13.3 The women candidates and research candidates with more than 40% disability may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided maternity leave/child care leave only once in the entire duration of the Ph.D. programme for up to a maximum of 240 days, with fees for extension as prescribed by the University from time-to-time.
- 13.4 Part-time to full-time and full-time to part-time: With the approval of the Doctoral Committee, a part-time candidate may be permitted to work on full-time basis on valid grounds. Similarly, a full-time candidate may also be permitted to work on part-time basis on valid grounds. The period of such registrations shall be three years from the date of changeover or four years from the date of provisional registration, whichever is earlier.
- 13.5 Part-time candidates shall work for at least 120 working days for the entire duration of the Ph.D. Course in the University PG Department/ University constituent colleges/ recognised research centers -- of the research supervisor, excluding the period of course work.
- 13.6 Under extraordinary circumstances warranting a further extension of time for submission of thesis, the candidate shall before the expiry of the maximum period as provided in Clause 13.2(after paying the extra fee as prescribed by the University) write to the Registrar (Eval) through the research supervisor and forwarded by the Chairperson of the University P.G Department/ Principal of the constituent College/ Head of the recognised Research center. The Registrar (Eval) shall refer the same to the Doctoral Committee for its opinion. The opinion of the Doctoral Committee shall be sent to the Vice-Chancellor. The decision of the Vice-Chancellor shall be final and the extension is limited to a maximum of one year.

**14 PREPARATION AND SUBMISSION OF PROGRESS REPORTS**

- 14.1 After the completion of the course work and confirmation of the registration, every Ph.D. candidate shall submit a half-yearly progress report regularly in the month of January and July to the Registrar (Eval) through the concerned Research Supervisor and forwarded by the Chairperson of the university P.G Department / Principal of a constituent College/ Head of the recognized research centre.

- 14.1.1 All the Ph.D. candidates (including those attached to research supervisors in the research centers) shall present the progress report once in six months before the Research Advisory committee (RAC) in the University P.G Department. This is mandatory for all the Ph.D. candidates.
- 14.1.2 Submitting the half-yearly progress reports within the deadline (see Clauses 14.1.1 – 14.1.10) is the responsibility of the Ph.D. candidate.
- 14.1.3 Every six months the research supervisor has to forward the progress report of the candidate for presentation before the RAC, irrespective of the progress made by the candidate. The RAC shall assess the progress made by the candidate. The research supervisor shall certify to the progress of the candidate in the slot provided for in the synoptic Progress Report format, even if the progress is not satisfactory. In case the progress is not satisfactory an explanation has to be provided by the research supervisor (see Appendix: 8)
- 14.1.4 The half-yearly progress reports shall be submitted by the candidate by the 15<sup>th</sup> January and 15<sup>th</sup> July respectively every year.
- 14.1.5 Once the progress reports have been received by 15<sup>th</sup> January, the Chairperson of the University P.G Department shall arrange for the presentation of all the progress reports by 15<sup>th</sup> February, to enable the University to process all the files and conduct the Doctoral committee meeting in the months of March-April every year.
- 14.1.6 Likewise once the progress reports have been received by 15<sup>th</sup> July, the Chairperson of the University P.G Department shall arrange for the presentation of all the progress reports by 16<sup>th</sup> August, to enable the University to process all the files and conduct the Doctoral committee meeting in the months of September-October every year.
- 14.1.7 Any progress report submitted after the deadlines as stipulated from Clauses 14.1.1 to 14.1.6 shall not be received and/or considered.
- 14.1.8 The half-yearly progress report should cover aspects such as: the review of literature, new data collected, research techniques developed, libraries visited, research publications if any, discussion of the work done including findings, etc.
- 14.1.9 The candidate has to fill up the synoptic progress report, as per the format provided in Appendix- 8. The entries made by the candidate in the synoptic progress report format have to be substantiated in the detailed progress report, which shall be attached to the synoptic progress report format.
- 14.1.10 After the presentation of the progress reports, the Chairperson of the University P.G. Department, shall send all the reports along with the proceedings and the attendance extract to the Registrar (Eval.)
- 14.2 If a candidate fails to submit two consecutive half-yearly progress Reports on time and/or if the progress of the candidate is not satisfactory for two half-year periods.

- 14.2.1 The Doctoral Committee can recommend to the University for cancellation of the registration in consultation with the concerned research supervisor.
  - 14.2.2 Before cancellation, a show-cause notice shall be issued to the candidate within one month after the Doctoral Committee meeting.
  - 14.2.3 If the candidate fails to reply to the show cause notice within one month after receiving the notice (by post/e-mail) the registration shall stand cancelled (a copy of the show cause notice shall also be sent to the concerned research supervisor and the Chairperson of the University Department).
  - 14.2.4 If the candidate replies to the show cause notice within one month period then the matter shall once again be taken up for discussion and consideration by the Doctoral Committee along with the concerned research supervisor before further action is taken for continuation or cancellation.
- 14.3 Once the registration of a candidate is cancelled by the Doctoral Committee after due procedures; and
- 14.3.1 If such a candidate desires to once again apply for the Ph.D. programme, then he/she can do so only after a gap of two years from the date of cancellation of the previous registration.
  - 14.3.2 In cases where the registration of a candidate is cancelled a second time by the Doctoral committee, then such candidates shall not be eligible to apply again for the Ph.D. programme in the University.
  - 14.3.3 The University shall maintain a record of all the Ph.D. registrations that have been cancelled.
  - 14.3.4 The University shall provide for a slot in the Ph.D. application form to ascertain from the candidate whether the registration of the candidate has been cancelled by the University earlier.
- 14.4 The decisions taken by the Doctoral Committee - regarding change of research supervisor, extension of time for submission of the thesis, approval of the final synopsis, the issue of show cause notices etc - shall be communicated to the concerned candidate and research supervisor within one month after the Doctoral Committee meeting.
- 14.5 If any Ph.D. candidate, at any point of time, is found to be misbehaving/ harassing/ victimizing/ threatening the research supervisor and/or proved to be involved in illegal/criminal activities and acting in ways that hinders the research - the matter shall be referred to the Doctoral Committee for further action, including cancellation of the registration, if necessary.

## **15 CHANGE OF RESEARCH SUPERVISOR**

- 15.1 Any request for a change of Research Supervisor shall be entertained only within two years from the date of the provisional Registration. After the two year period,