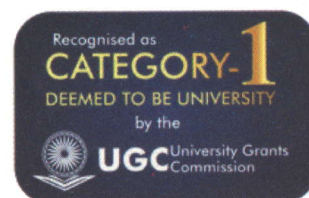




Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)



Date: 17-12-2025

Dr. K. Jagajjanani Rao
Dean (Research Studies)

Detailed Guidelines for Ph.D. Publications, Authorship, IPR and Ethical Compliance

To ensure the quality, relevance, integrity and ethical standards of research outputs submitted in partial fulfilment of the Ph.D. degree, the following guidelines shall be **strictly adhered to** by all research scholars and research supervisors. The highlights presented below are **compiled from existing regulations and circulars** issued by the Office of the Dean (Research Studies). These are **not new guidelines**, but a consolidated summary provided for clarity and ease of reference.

1. Indexing and Quality Standards

- Publications must be indexed in **Web of Science (WoS), Scopus, UGC – CARE / Peer Reviewed, ABDC (as applicable under prevailing regulations)** shall be considered for fulfilling Ph.D. minimum requirements.
- Publications in **predatory journals, non-peer-reviewed venues, discontinued journals or journals removed from recognized indexing databases** shall not be accepted under any circumstances.

2. Authorship Criteria

- Either the **research scholar or the research supervisor** must be listed as the **first author, second author and/or corresponding author**.

3. Relevance to the Ph.D. Thesis Work

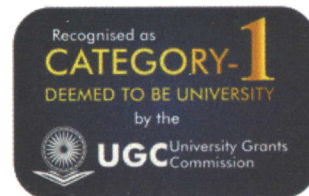
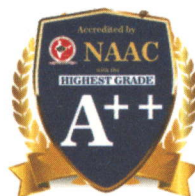
- All **publications**, including **journal articles, conference papers, book chapters and patent** must be **directly and substantially related** to the research problem, objectives, methodology or outcomes of the Ph.D. thesis.
- Publications that are **marginally related or unrelated** to the core thesis work shall not be considered for meeting the minimum publication requirements.

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4. Intellectual Property Rights (IPR) – If Applicable

- In the case of **patents under IPR**, either the **research scholar or the research supervisor** must be named as the **first or second inventor**.
- The invention must **originate from and be clearly linked to the Ph.D. thesis research work**.

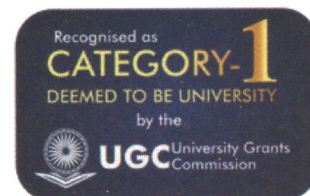
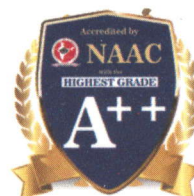
5. Maximum Number of Authors / Inventors

- To ensure clarity of individual contribution, a **maximum of five (5) authors and inventors** is permitted for publications (journal articles/conference proceedings) and patents related to the thesis work for satisfying the **minimum norms for the award of the Ph.D. degree**, particularly **in cases of collaborative research**.
- Any publication or patent **exceeding five (5) authors or inventors shall not be considered** for meeting the minimum Ph.D. requirements.
- In collaborative research involving **more than two (2) authors or inventors** (other than the research scholar and research supervisor), the research scholar must obtain **prior written approval from the Dean (Research Studies)** through the research supervisor; upon approval, the scholar shall proceed with **Form-1 submission through the Clique portal**.
- In such approved cases, a **No Objection Certificate (NoC)** and an **Author Credit Statement** must be obtained from all co-authors/inventors, except the research scholar and the research supervisor, **clearly indicating individual contributions**.

6. Publication Status, Documentation and Verification

- **Only Indexed papers** shall be considered for Synopsis submission and the research scholar must submit **valid documentary evidence** to the RAC members in the final RAC meeting, including **proof of indexing in WoS/Scopus/UGC CARE/ABDC (first page)**.
- **Manuscripts under review, submitted or not yet accepted** shall **not** be counted for Synopsis submission.
- All publications submitted for conducting the Synopsis meeting shall be **subject to final scrutiny and approval by the Research Advisory Committee (RAC)**.

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7. Ethical Compliance and Plagiarism Control

- For **publication submission**, the plagiarism similarity index shall be **below 15%**, as determined using **Turnitin** software. While publisher-specific norms may vary, the similarity index must comply with this limit at the time of submission. The plagiarism check shall be carried out by the **Research Supervisor** using their Turnitin login credentials. Upon completion of the plagiarism check, the **Research Scholar** shall initiate **Form-1 submission** through the **Clique portal**.
- For **thesis submission**, the plagiarism similarity index shall be **below 10%**, as evaluated using **DrillBit** software. This plagiarism check shall be conducted by the **Office of the Dean (Research Studies)**. As per institutional regulations, **self-plagiarism in the thesis is exempted**. Research scholars are required to formally request the plagiarism check by sending an official email to deanresearch@veltech.edu.in.

8. Format of Thesis and Synopsis Report

- Research scholars shall **strictly adhere** to the **Guidelines/Template for Synopsis / Thesis Preparation and Submission** while preparing the Synopsis and Thesis Report.
- The **Synopsis / Thesis Submission – Declaration Form** and the **Ph.D. Thesis Format Scrutiny Form** must be **duly signed by the Research Supervisor**. The Research Supervisor shall be responsible for verifying the grammar, structure, internal consistency and overall alignment of the Synopsis and Thesis before submission to Indian and Foreign Examiners for evaluation.
- The **Scholarly Publications Emerging from Ph.D. Research Form** must be submitted at the time of thesis submission. All details shall be **filled by the Research Scholar and duly verified by the Research Supervisor**. Publications and patents shall be counted only for the period from the date of Ph.D. admission to the date of thesis submission.
- All **relevant Guidelines/Templates and Forms** for the **Synopsis and Thesis Report** are available on the **Institutional Website** under **Research → Academic Research → Overview → Downloads**.

9. Format of Research Proposal Submission

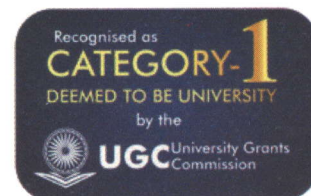
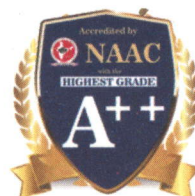
- Research scholars shall **strictly adhere** to the **Guidelines/Template for Proposed Research Work** while preparing the Research Proposal Report.
- The **Research Proposal Submission Declaration Form** must be **duly signed by Research Supervisor**. The Research Supervisor shall be responsible for verifying the grammar, structure, internal consistency and overall alignment of the Research Proposal Report before affixing their signature.

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- The **Research Proposal Report** must be submitted along with the minutes of the RAC meeting conducted **after completion of the Course Work**.
- The **Guidelines/Templates for Research Proposal** are available on the **Institutional Website** under **Research → Academic Research → Overview → Downloads**.

10. "List of Publications" in Synopsis and Thesis Report

The following guidelines must be strictly followed while displaying the "List of Publications" related to the Ph.D. work in the Synopsis and final Thesis Report:

- All publications, including **journal articles, conference papers, book chapters and patents**, must be **directly and substantially related** to the research problem, objectives, methodology or outcomes of the Ph.D. thesis.
- Either the research scholar or the research supervisor shall be the **first, second and/or corresponding author**; only publications indexed in **WoS, Scopus, UGC-CARE/Peer-Reviewed Journals or ABDC** (as applicable under prevailing regulations) shall be considered.
- For **patents**, scholar or supervisor must be **first or second inventor**.
- **Maximum five (5) authors/inventors** allowed for publications and patents; exceeding this limit will **not be considered**.

11. Form-1 Submission

Before submitting any article, **Form 1 approval through the Clique portal is mandatory**. The research supervisor must ensure the following:

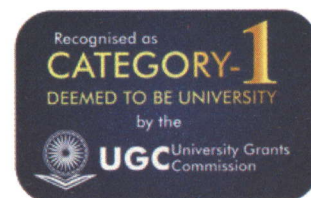
- The **plagiarism level is below 15%** as verified using Turnitin, and **authorship is limited to two (2)** (either the supervisor or the scholar must be the corresponding author), except in cases of genuine collaborative research.
- Publications with **more than five (5) authors will not be considered** for meeting the minimum Ph.D. requirements. **Ghost authorship is strictly prohibited**. Articles should be submitted **preferably to Q1–Q3 journals**; Q4 journals are not encouraged.
- **Journal quality and quartile ranking** must be verified using **SCImago Journal & Country Rank**: <https://www.scimagojr.com/journalsearch.php>.
- The **retraction status of journals and publishers** must be checked using the <https://retractiondatabase.org/RetractionSearch.aspx?AspxAutoDetectCookieSupport=1> prior to submission.

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12. Quartile 1 (Q1) Journal APC Support

- **Support Amount:** APC support of up to ₹1.5 lakh will be provided only for articles published in Q1 journals.
- **Authorship Requirement:** Support is limited to **two (2) authors per article**. Either the **research scholar** or the **research supervisor** must be the **first, second and/or corresponding author** to avail the support.

13. Best Thesis Award

- Only publications (journal articles and conference proceedings indexed in **WoS, Scopus, UGC-CARE/Peer-Reviewed Journals or ABDC**) and **patents (published or granted)** up to the date of **thesis submission** shall be considered for the evaluation of the **Best Thesis Award**.
- **Maximum five (5) authors/inventors** allowed for publications and patents; exceeding this limit will **not be considered**.

These guidelines are intended to ensure **high-quality research output, ethical compliance, transparency and academic rigor** in publications and patent arising from Ph.D. research work. **Strict adherence is mandatory** for all involved in the doctoral research process.

This may be brought to the notice of all research supervisors and research scholars.

K. Jagajjanani Rao

Dean (Research Studies)

Prof. K. Jagajjanani Rao
Dean - Research Studies

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