

**MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
LAKSHMANAGRH, SIKAR (Rajasthan)**

**DOCTORAL OF PHILOSOPHY
PROGRAMME (PhD)**

RULES and REGULATIONS



**MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshmangarh-332311, Sikar (Rajasthan)
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**(In compliance of University Grants Commission (Minimum Standards and
Procedures for Award of Ph.D. Degree) Regulations, 2016)**

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**RULES and REGULATIONS
FOR
DOCTORAL OF PHILOSOPHY, PROGRAMME (PhD)**

Mody University of Science and Technology (MUST) offers doctoral programs leading to the award of the degree of Doctor of Philosophy (abbreviated as Ph.D.). The award of the Ph.D. degree is in recognition of high academic achievements, independent research, and application of knowledge to the solution of technical and scientific problems in Science, Technology, Humanities, Social Science, Management, Law, Design, Architecture, etc. The creative and productive outcome is the basic concept of the underlying research work.

The academic program leading to the Ph.D. Degree is broad-based and involves a minimum course credit requirement and a research thesis. The University also encourages interdisciplinary areas through a system of Co-supervision and provides excellent opportunities for such programs. The University undertakes sponsored research and development projects from Industrial and other Organizations in the public as well as the private sector.

The research work shall be an original work characterized either by the discovery of facts, or by a fresh approach towards the interpretation and application of facts, or development of equipment making a distinct advance in instrument technology. It shall evince the Research Scholar's capacity for critical examination and sound judgment and shall represent the original contribution to the existing knowledge.

The Ph.D. Degree would be conferred upon a Research Scholar for research work in areas approved by the Academic Council subject to the conditions and regulations contained hereinafter.

R1. Short Title, Application, and Commencement:

1. These regulations may be called the Mody University of Science and Technology Doctor of Philosophy (Ph.D.) The ordinance, 2016, and its 1st Amendment Ordinance, 2019.
2. This Ordinance shall supersede all previous Ph.D. Regulations of the University and come into force from the date of its approval in the Academic Council.
3. These Regulations shall apply to all categories of students/ Research Scholars pursuing courses of study and research leading to the Ph.D. degree:
4. This Ordinance shall apply to all candidates for admission to the Ph.D. Programme, the conduct of research, and conferment of the Degree of Doctor of Philosophy (Ph.D.) by this University.
5. The Degree shall be awarded based on the original research work embodied in the thesis recommended by a Board of Examiners and successfully defended by the candidate in a Viva Voce Examination.
6. The thesis shall demonstrate a scholarly work in a chosen field of investigations and contribute to existing knowledge either by the discovery of new facts or some new relations between known facts or by a critical survey of facts/issues leading to new interpretations.
7. The thesis shall be written ordinarily in English. However, the thesis on language subjects other than English may be written in the language concerned.

R.2. Doctoral Programmes

1. The Institute shall offer Doctoral Programme leading to the degree of Ph.D.
2. The area of Research could be any Discipline, i.e., Engineering, Technology, Sciences, Humanities, Social Sciences, Management, Law, Design, Architecture or it could be multidisciplinary in nature.

R.3. Board of Studies (BOS)

Board of Studies(BOS) shall be a subcommittee of the Academic Council, which shall consider all the academic matters related to Postgraduate & Research Programmes. It shall also consider and recommend to the Academic Council the broad framework and policies related to the Postgraduate & Research Programmes offered by the University.

R.4. Classifications of Ph.D. Applicants

The Applicants for admission to the Ph.D. program shall be classified under any one of the following categories which will be decided and recommended by the Departmental Research Committee (DRC). DRC consist of the following members: Chairman: Dean of the respective School; Members: HOD, Two professor/ Subject Experts of the concern department.

4.1 Full-Time Research Student / Research Scholar

4.1.1. Institute Research Student / Research Scholar

A Research Student/Research Scholar who is offered an Institute Academic Assistantship for a period of three years extendable by six months at a time up to a total period of four and a half years.

4.1.2 Government / Semi-Government Fellowship Awardees

Research Scholars who receive fellowship and contingency grants from supporting organizations such as Council for Scientific and Industrial Research (CSIR), University Grants Commission (UGC), Quality Improvement Programme (QIP), Department of Atomic Energy (DAE), Department of Science and Technology (DST), Department of Biotechnology (DBT), Indian Council of Medical Research (ICMR), Defense Research & Development Organization (DRDO), All India Council for Technical Education (AICTE) and other similar organizations.

4.1.3. Sponsored Students / Research Scholars

An employee of a Public Sector Undertaking, a Government Department, a Research & Development Organization, or a private industry (approved by the BOS) or an Educational Institution, may be considered for admission as a sponsored Part-Time Research Scholar. Such a Sponsored Applicant would be eligible for admission, provided his / her employer treated him/her on duty with normal salary and allowances, and are fully relieved for the period of study.

4.1.4 Self-financed (Indian / Foreign) Candidates / Candidates on Study Leave Self-financed Indian Candidates: Candidates having a good track record shall be admitted through the usual admission procedure.

Self-financed Foreign Candidates: These Candidates are admitted through the Embassy of the respective Governments after getting approval from the Ministry

of External Affairs and No Objection Certificate from Department of Education, the Ministry of Human Resources Development, Government of India or are admitted under an MOU.

Candidates on Study Leave: This category refers to candidates from a government or educational institution who are on study leave for a period of not less than two years for pursuing the Ph.D. Programme.

4.1.5 ICCR Awardees (Foreign Students)

This category refers to Foreign Candidates sponsored by their Governments and awarded scholarship by ICCR, Government of India. They should apply for admission through the Indian Embassy in their country.

4.2 Part-Time Research Student / Research Scholar

4.2.1. University Faculty / Staff

This category refers to University employees who are admitted to the Ph.D. Programme. They are required to work for their Ph.D. Programme along with their normal duties.

4.2.2 Project Staff

This category refers to Candidates working on Projects undertaken by the Institute where Ph.D. Registration is not a requirement but are admitted to Ph.D. Programme. They are required to work for their Ph.D. Programme along with their normal duties. Part-time status can be changed to full-time with the approval of the President/ Director.

4.2.3 Research Scholars (Sponsored)

This category refers to the persons who are working in other Organizations recognized by MUST for research purposes.

After completion of the Comprehensive Examination, the SRC may examine to allow such Research Scholars to register for Ph.D. with a supervisor from the Institute (Internal) and another (External) from the parent organization (already recognized by MUST) where they will be doing the research work. They shall produce Sponsorship / No Objection Certificate from the parent organization along with the application for admission.

4.3. Change of category of candidature

4.3.1. A PhD student shall be allowed to change his/her category from full time to part time or vice-versa only once during the tenure of the PhD program on the following valid reasons:

- (a) Employment
- (b) Medical grounds
- (c) Valid personal grounds

4.3.2. After completion of the course work, student may apply for change of category from full time to part time or vice versa through SRC with valid documents such as appointment letter/NOC from the employer/medical certificate/valid personal grounds etc. However, part time PhD students are not eligible to change their category of research to full time.

R.5. Admission to Ph.D. Programme:

5.1. Admission

- 5.1.1. The student intake in each Department/School, shall be as per the availability of seats. Admission to the Ph.D. program shall be made twice a year, preferably at the beginning of each semester.
- 5.1.2. All the available seats shall be notified discipline wise by the University, in advance on University website/any relevant newspaper.
- 5.1.3. Reservation of seats shall be notified in accordance with the latest guidelines, amended from time to time.

5.2. Eligibility:

A candidate shall be eligible for admission to the Ph.D. program if she/he possesses:

- 5.2.1. A Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent CGPA 6.00 (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.
- 5.2.2. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for the candidates belonging to SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the University Grants Commission 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 the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible only on the basis of the qualifying marks without including the grace mark procedures.
- 5.2.3 The cases of candidates who have passed an examination outside the Indian Universities system and those who may not have obtained a Master's degree may be considered for admission to the program subject to the condition that each case shall be examined on its own merit by the Admissions Committee and in accordance with the recommendations of the Equivalence Committee.
- 5.2.4 The candidates who have qualified the UGC/CSIR-JRF/NET/SLET, or are Teacher Fellowship-holders or have passed M. Phil. program with course work recognized by the U.G.C., as per the UGC Regulations (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree, 2016), shall be exempted from appearing at the written test.
- 5.2.5. Eligibility for Part-Time Ph.D.
 - (i) The Applicant should possess the Minimum Entry Qualifications for the degree as given in Clause R.5.1 of these Regulations;
 - (ii) The Applicant proves that his official duties permit him to devote sufficient time to research;
 - (iii) Necessary facilities for pursuing research are available at the Applicant's workplace recognized for the chosen field of research; and
 - (iv) The Applicant would reside in Lakshmangarh for a period of not less than 6

months during his/her registration for the Ph.D. Programme. (This condition of minimum residence period stands automatically waived for Research Scholars who are working in MUST or in recognized Organizations/ Institutions located near the Institute).

5.2.6. Eligibility for Assistantships to Teachers

The Faculty Members of Engineering / Management/ Science Colleges or Universities / Deemed Universities may be considered for the award of Institute Assistantship for pursuing Ph.D. Programme at MUST subject to the following terms and conditions:

- (i) The Faculty Members must be sponsored by their respective Institutions to pursue the Ph.D. Programme at MUST.
- (ii) The sponsored Faculty Members should satisfy the eligibility as per the Clause R.5.1 of these Regulations.
- (iii) The RDC should examine each case on merit before making recommendations to the President for the award of Assistantship.
- (iv) Sponsored Faculty Members, if admitted to the Ph.D. Programme, would be entitled to Assistantship, as applicable to other regular University Scholars irrespective of the quantum of salary they get from their Colleges/ Institutes.

5.3. Procedure for Admission:

5.3.1 The number of seats for a Ph.D. shall be decided on an annual basis well in advance and notified on the University website or advertisement. A predetermined and manageable number of Ph.D. Scholars shall be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio, laboratory, library, and such other facilities.

5.3.2 The University shall admit Ph.D. students through an Entrance Test conducted at the level of University. The candidates to qualify UGC- JRF/NET, CSIR-JRF/NET/SLET/GATE/ Teacher fellowship holder or have passed M.Phil. the programme will be exempted from the entrance test.

5.3.4 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of Center/State Government from time to time.

5.3.5 The University will devise its own admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled. The syllabus for the Entrance Test shall consist of: (a). Research Methodology (50%) and (b). Subject-specific (50%). The Entrance Test shall be conducted at the Centre(s) notified in advance by the University.

5.3.6 University shall admit candidates by a two-stage process through Entrance Test and Interview.

The Entrance Test shall be a single paper test having 50 Multiple Choice Questions (MCQs) (50 Marks) and the duration of the test shall be 90 Minutes. The candidates shall be required to answer all questions. There will be no

negative marking for wrong answers. The Entrance Test shall be divided into three parts.

- i. Part 'A' Research methodology: Part-A shall consist of 25 MCQs each carrying one mark. The questions which will be of general nature, intended to assess the teaching/research aptitude of the candidate. It will primarily be designed to test reasoning ability, comprehension, divergent thinking, and general awareness of the candidate.
- ii. Part 'B' Subject Specific: This part shall contain 25 subjects specific MCQs covering the topics given in the syllabus and are designed to test a candidate's knowledge of the subject in which he/she has applied for Ph.D. admission.
- iii. Part C: Write-up of around 500 words in the area of Research Interest of the candidate (Part of Interview).

5.3.7. The admission shall be based on the performance of the qualified candidates in the interview/viva-voce to be organized by the Department concerned where the candidates shall be required to discuss his/her research interest/area through a presentation before a duly constituted Departmental Research Committee. The Interview shall carry 50 Marks.

5.3.8. The Interview shall consider the following aspects for determining his/her research aptitude and motivation, namely whether:

- a) The candidate possesses the competence for research;
- b) The research work can suitably be undertaken in the Department.
- c) The proposed area of research may contribute to new/additional knowledge.

R.6. Final Admission:

- 6.1. The final selection shall be made based on the total marks scored in the Interview and entrance test performance (Min 50% Marks).
- 6.2. The selected candidates are required to pay the prescribed fees on the production of an Admission Slip to be issued by the Head of the School. However, the employed candidates are required to submit NOC for the collection of Admission Slip. The date of payment of fees shall be treated as the date of Provisional Ph.D. Registration.
- 6.3. UGC-CSIR JRF/ICMR JRF candidates (after PG) and foreign nationals shall be allowed to enroll for Provisional Ph.D. Registration any time during the whole academic calendar without appearing in the admission test. They should be treated as supernumerary candidates.

R.7. Duration of Ph.D. Programme:

- 7.1 The Ph.D. program shall be for a minimum duration of three years, including course work and a maximum of five years.
- 7.2 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for the Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child-Care Leave once in the entire duration of the Ph.D. program for up to 90 days.
- 7.3 In case of exceptional circumstances like, but not limited to, illness/hospitalization,

etc. the President may grant extension initially for a period of 12 months, but not exceeding a total of two years on the recommendation of PGPRC and Academic Council, in addition to the maximum duration of the program.

R.8. Registration

- 8.1 Registration Requirement and Periodic Review
Student admitted to the Ph.D. program shall register for the specified courses every semester until the submission of the Thesis. The renewal of registration every semester shall be subject to satisfactory progress in his / her research work as recommended by SRC. Each semester students would be given two opportunities to appear for the review presentation to SRC.
- 8.2. Admission During the Session
The admission to Ph.D. programs at any time during the session is allowed to give an opportunity to Research Scholars with high accomplishments. Such admissions shall be approved by the Dean Academics on the recommendation of concerned Dean. Such students may be considered for University Assistantship provided he/she is higher in merit than the minimum level of merit up to which the assistantship is granted in the concerned semester.
- 8.3. Time Period Requirement for Submission
 - (i) The minimum period of registration shall be three Calendar years (36 months) for a Full-Time Research Scholar and Part-Time Research Scholar. However, in exceptional cases, the President/ Dean Academics may relax the minimum period by four months.
 - (ii) The Research Scholars of all categories shall normally submit their Thesis within a period of five years from the date of their initial registration for the Ph.D. Programme. However, as a special case, this limit may be extended to a maximum of seven years by the President on the recommendation of the BOS, after which the registration shall stand canceled automatically.

R.9. Research Supervisor:

- 9.1 Any regular Professor of the University with at least five research publications in refereed journals, and any regular Associate/Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed journals, as a Research Supervisor.
- 9.2 Only a full-time regular teacher of the University can act as a Supervisor. No external supervisor is allowed. However, a Co-Supervisor can be allowed in inter-disciplinary areas from the same/other departments of the same institute or from any other related institution, with the approval of the Student Research Committee.
- 9.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the School Board/BOS on the recommendation of the SRC concerned, depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- 9.4 In the case of the topics which are of inter-disciplinary nature, where the Department concerned feels that the expertise in the Department has to be supplemented from outside, The Dean, on the recommendations of the SRC, may

appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/School/University, on such terms and conditions as may be specified and agreed upon by the consenting Institutions.

- 9.5 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars, and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.
- 9.6 However, in such cases where a teacher is retiring or leaving and where redistribution/reallocation of the Ph.D. students is required for the above mentioned or any other reason, the Ph.D. students shall be adjusted among the eligible existing teachers of the department by relaxing the norms by the Student Research Committee (SRC)/Board of Studies (BOS).
- 9.7 However, in such cases where the teacher is retiring (two years or less of service is remaining) appointment of a Co-Supervisor on the recommendations of the SRC at the time of registration may be done by the BOS/School Board concerned.
- 9.8 Provided further that in case a Supervisor, under whose guidance a thesis has been prepared in part or in full, ceases to be a teacher of the University, he/she may, subject to his/her availability and recommendation of the Departmental Research Committee, be allowed to continue guiding the scholar by the School Board and/or Board of Studies as Co-Supervisor of the student concerned.
- 9.9 The Supervisor shall be approved by the President/Director on the recommendation of Departmental Research Committee and Dean of respective School.

R.10. Student Research Committee:

There shall be a Student Research Committee or an equivalent body for a similar purpose for each Ph.D. scholar. The Dean of the School shall be the Chairman of this Committee and Ph.D. Coordinator of School, Convener of this Committee. This Committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research;
- ii. 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.
- iii. To periodically review and assist in the progress of the research work of the research scholar.
- iv. A research scholar shall appear before the SRC 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 shall be submitted by the SRC to the Institution/School with a copy to the research scholar.
- v. In case the progress of the research scholar is unsatisfactory, the SRC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, SRC may recommend the specific reasons for the cancellation of the registration of the research scholar.

R.11 SRC shall consist of the following members:

- i. Dean: Chairman

- ii. Research Supervisor: Convener
- iii. Internal member to be nominated by Head of the department (Out of the two names to be proposed by the Supervisor)
- iv. External member to be nominated by Dean of Concerned School (Out of the panel of two names to be proposed by the Convener)
- v. Ph.D. Coordinator of concerned School- Member secretary.

R.12. Course Work: Course Credit Requirements and Registration for Courses

- 12.1 There shall be a compulsory Course Work of minimum one-semester duration as a pre-requisite for the confirmation of registration of students admitted provisionally. The course work shall consist of one Course on research methodology, Research and Publication Ethics (RPE) and the remaining Course(s) shall be as prescribed by the School Board/Board of Studies/Departmental Research Committee. Every such pre-requisite course shall carry 14 credits.
- 12.2 All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters. The student shall be registered for the whole course work in one semester only. No student shall be allowed to register for the Course Work after the expiry of the notified deadline.

12.3 Exemption from Course work

- 12.3.1 Any candidate with a M. Phil degree may be exempted from the course work. However, such a person shall be required to give at least two seminars on the areas related to his/her area of research prior to the submission of the Synopsis/Research Plan.
- 12.3.2 Those who have carried out research at another university and have completed the course work of equivalent standard/credit may be exempted from course work at this university. However, if the SRC feels, it can suggest course work (credit or non-credit) for the benefit of such candidates.

- 12.4 If a student has taken more number of courses than the prescribed number and has secured the grade higher than 'F' in each course, then the best grades of the required number of courses shall be taken into account for the calculation of CGPA for the purpose of deciding his/her case for confirmation to the Ph.D. program.
- 12.5 A student for whom pre-requisite courses are prescribed shall be required to clear the Course Work as given below (Sr No 1 to 4) within the first year. The registration of such students shall be confirmed only if he/she has a qualified minimum of 14 credits with a minimum of 7.0 CGPA of the Course Work.

1.	Research Methodology	4 credit
2.	Research and Publication Ethics (RPE)	2 credit
3.	Subject- Specific paper	4 credit
4.	Seminars (Two in research area)	4 credit

Total Credit required for course work 14

There would be a common syllabus for the Research Methodology and Research and Publication Ethics across the University. Syllabus of the Subject Specific paper would be decided by the concerned School. The syllabus of the courses at Sr No 1

to 3 would be approved by the Academic Council on the recommendation of the BOS. The seminar would be presented by the candidate in her area of the research work decided mutually by the candidate and Supervisor.

- 12.6 There shall be 50% weightage for the Course Work End-semester examinations and 50% weightage shall be given as internal assessment on the basis of Mid Term Exam/Assignments/Presentations/ Projects and other research-based activities during the semester.
- 12.7 Seminars shall be 100% weightage for the Course Work End-semester examinations on the basis of presentations/ projects and other research-based activities during the semester.
- (i) Each Seminar shall carry two credits.
 - (ii) The seminar would be evaluated during the Ph.D. review by SRC
- 12.8 The candidates failing to obtain a minimum B Grade may be allowed to continue with provisional registration for a maximum period of one more semester during which the candidate would be required to fulfill the minimum required. He/She shall be allowed to reappear in the next end-semester examination. No further chance will be given to the candidate.

R.13. Synopsis / Research Plan

After successful completion of the Pre- Ph.D. course requirements, each student will be required to submit a Research Plan. Synopsis/ Research Plan Presentation shall invariably be submitted by the student within the six months after successful completion of PhD course work.

13.1 Synopsis / Research Plan Presentation

Research plan/ Synopsis presentation has to be conducted generally within the six months of the completion of his/her course work and course work must be completed within the stipulated time period.

Research Plan Presentation shall invariably be conducted by the concerned department within the stipulated time frame of 18 months / 24 months for full time/part-time Ph.D. Scholars respectively. The Synopsis / Research Plan Presentation should be separately conducted before the evaluation of the Research Proposal. The examination will be conducted by a committee called the Student's Research Committee (SRC).

13.2. Evaluation

The guidelines for the evaluation in the synopsis/Research Plan are given in the Appendix. SRC on the basis of the performance of Student in the examination will make one of the following recommendations:

- (a) The content of the synopsis was found satisfactory and suitable for submission. The title of the Synopsis is being approved
- (b) The synopsis was not satisfactory and needs minor revision.
- (c) If the SRC does not approved/recommended a candidate for registration to Ph.D. candidate shall be allowed to make an oral presentation.

13.3. Number of Attempts

A student will be provided a maximum of two attempts to present the research plan

and synopsis was found satisfactory or otherwise his/her registration will stand canceled.

- 13.4 A research plan is approved by the SRC. After that, the title and the objective of the research work would not be changed to maintain quality.** In case supervisor/ student want to change the any objective of the Research Plan/ Synopsis may be permitted by the approval of chairman of SRC.

R.14. Eligibility for the Status of Research Scholar

- 14.1 The Student shall make a request for the status of Research Scholar for the Ph.D. Degree (Proforma-III) through SRC, after having passed the Comprehensive Examination. He/She shall be evaluated for the status of Research Scholar for Ph.D. Degree Programme as per procedure given in the Appendix.
- 14.2 A student shall be formally registered as a Research Scholar for the Ph.D. Degree after he /she has complied with the following:
- (i) has completed the course work;
 - (ii) has passed the comprehensive examination; and
 - (iii) has submitted a Research Plan duly recommended and approved by SRC.

R.15. Requirements during Registration Period:

- 15.1 Every research scholar shall be required to show continuous progress during the period of his/her registration and it shall be monitored by the supervisor of the candidate and SRC periodically (at least once a semester). For this purpose, each research scholar will be asked to submit a progress report (Proforma-II) at the end of each semester to Dean through supervisor(s).
- 15.2 The supervisor of the research scholar shall give his/her assessment about the progress of the scholar as whether satisfactory or not. The report shall be placed before the SRC for its evaluation in its forthcoming meeting. In case two consecutive half-yearly reports are found unsatisfactory, Head of the Department, on the recommendations of the SRC may recommend to the Board of Studies for cancellation of the registration.
- 15.3 The research scholar shall present a seminar on his/her research at the completion of each year after his/her registration to the Ph.D. program until submission of the Ph.D. thesis to SRC.
- 15.4 Every research student shall pursue full-time research as a regular student for a minimum period of two years from the date of registration.
- 15.5 Candidates already in employment shall also have to pursue full-time research as a regular student for the minimum period of two years after registration of Research Topic.

R.16. Removal of the Name from the Rolls of the University:

- 16.1. The name of a student shall be deemed to have been removed from the rolls of the University if he/she
- (i) fails to qualify any pre-requisite course within the stipulated duration.
 - (ii) fails to secure a minimum of 'B' Grade in each of the subjects of the course work
 - (iii) fails to submit the two half-yearly reports consecutively
 - (iv) fails to deposit the registration/annual/continuation fee within the stipulated

time

- (v) fails to submit his/her thesis within five years from the date of admission to the Ph.D. program. Provided further that the President/Director may, on the recommendation of the SRC/BOS/BOS grant extension to the scholar to submit the thesis for a maximum period of one year.

16.2. The Board of Studies, on the recommendation of the SRC, may, however, accept the request of a candidate whose name has been removed from the rolls of the University to get re-admitted and become eligible for submission of his/her thesis, provided he/she submits his/her thesis within one year from the date of such re-admission or within maximum seven years of the date of his/her admission, whichever is earlier.

R.17. Leave and Attendance

A Research Student / Research Scholar will be entitled to avail leave as per Leave Rules / Attendance Rules formulated and amended from time to time by the Academic Council. Presently there are as under:

17.1 During Course work

A full-time Ph.D. student, during his/her stay at the University, will be entitled to leave for 30 days per academic year including leave on medical grounds. He / She will not be entitled to Mid-Semester breaks, Summer and Winter Vacations.

Leave beyond 30 days in an academic year may be granted by the Dean to a Research Scholar in exceptional cases subject to the following conditions:

- (i) The leave beyond 30 days will be without Assistantship / Scholarship / Fellowship;
- (ii) Such an extension of leave up to an additional 30 days will be granted only once during the program of the Scholar.

The leave may be subject to the approval of the Head of Department concerned on the recommendation of the Supervisor, and a proper leave account of each Student/ Research Scholar shall be maintained by the Department concerned.

17.2 After Completion of the Course Work

A full-time Ph.D. student, during his/her stay at the University, will be entitled to leave for 30 days per academic year including leave on medical grounds. He / She will not be entitled to Mid-Semester breaks, Summer and Winter Vacations. In addition, a Ph.D. Student who has completed his / her course work may be granted leave on the medical ground up to 10 days per academic year.

The women Ph.D. Student will be eligible for Maternity Leave with fellowship as per the rules of the institute.

17.3 Attendance

A Ph.D. Student must have at least 75% attendance in each course in which he/she is registered. In case his/her attendance falls below 75% in any course during a month he/she will not be paid fellowship for that month. Further, if his/her attendance again falls short of 75% in any course in any subsequent month in that semester his/her studentship and assistantship will be terminated. A student falling short of 75% attendance in a course shall not be permitted to appear in the examination of that course. A Ph.D. Student after having completed the course

work must attend to his/her research work on all the working days and mark attendance except when he/she is on duty leave /sanctioned leave.

For the above purpose, if 75% works out to be a number which is not a whole number, the immediate lower whole number will be treated as the required 75% attendance.

R.18. Guidelines for the Submission of Thesis:

- 18.1 No candidate shall be permitted to submit his/her thesis for the Ph.D. degree unless he/she has pursued research at the university for not less than three years after his/her admission to the Ph.D. program.
- 18.2 The Ph.D. scholars must publish at least two research paper in UGC CARE listed refereed journal and preferred SCOPUS/ SCI indexing journals and make two paper presentations in Conferences/Seminars before the submission of the dissertation/thesis for evaluation, and produce the evidence of the same in the form of a presentation certificate and/or reprint.
- 18.3 Pre-Thesis Submission Seminar:
 - (i) Prior to the submission of the thesis, the student shall present a pre-thesis submission seminar to SRC that shall be open to all faculty members and research students, for getting feedback and comments, which shall be suitably incorporated into the draft thesis under the advice of the supervisor. The notice of the Pre-thesis Submission Seminar shall be issued by the Dean of the School under intimation to the President/ Director.
 - (ii) On successful presentation of the Pre-Thesis Submission Seminar, the research scholar is required to submit the thesis within three months from the date of the pre-submission seminar, failing which he/she shall have to repeat the pre-submission seminar.
 - (iii) The Ph.D. scholar shall submit a copy of the thesis in the form of a CD/Pen drive/official email to the Library for plagiarism check and he/she shall be eligible for submission on the production of a satisfactory report of the plagiarism check.
 - (iv) A candidate shall submit his/her thesis for the Ph.D. degree in the manner prescribed as under:
 - a. The research scholar shall submit four printed/typed hardbound copies of his/her thesis along with the copies of the abstract and the summary, mentioning the name of the candidate, supervisor, etc., along with two soft copies of the thesis on separate CDs and/or Pen drives.
 - b. The typing/printing of the thesis should be done on both sides of the paper (instead of the single-side printing), on A-4 size paper, in font size 12” in Times New Roman font with line-spacing 1.5. For other details, the research scholar shall adhere to the style sheet/manual as prescribed by the department concerned, from time to time.
 - c. The title page of the Ph.D. Thesis would be in the Colour prescribed as follows: SLAS: Navy Blue, SOL: Dark Navy Blue; SET: Off White, SOB: Dark Gray, SOA: Maroon and SOD: Maroon Navy. Ph.D. thesis must contain the following copyright certificate at the beginning of the thesis, on a separate page on the left side:

- d. The thesis shall be accompanied by a declaration from the candidate countersigned by the Supervisor and Dean of the School in the given format (Performa).

18.4. Plagiarism Check:

Before the submission of a thesis, it shall undergo plagiarism check with the plagiarism detecting software provided by the University. A thesis with a similarity index of more than 10% (to be computed by excluding the bibliography, index, and references), shall not be accepted for its submission to the University. The concerned University authority shall issue a plagiarism verification certificate as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018.

R.19. The panel of Examiners:

- 19.1 The supervisor of the candidate will suggest a panel of ten names of external experts not below the rank of Associate Professors, preferably Professors giving their official and residential address, mobile number, and email address. The supervisor shall give a certificate to the effect that the names suggested in the panel are not relatives of the supervisor or candidate. If the supervisor fails to supply the panel of Examiners within one month after the submission of the thesis in the University, the President may draw the panel in consultation with respective Dean/HoD.
- 19.2 The panel prepared by the supervisor will be sent through the Dean concerned to Controller of Examination in a sealed cover. The President will appoint from the panel, two examiners who are not in employment of the University out of which at least one shall be from outside the country. The President may add more names of the subject experts in the panel.
- 19.3 The thesis when received shall be referred for evaluation to the supervisor and two external examiners appointed by President. If the Supervisor is not sending the report of evaluation within four months, the President, may, if need be, send the thesis for evaluation to another examiner from the panel.

R.20. Evaluation of the Thesis:

- 20.1 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University, of whom one examiner may be from outside the Country.
- 20.2 The President shall appoint two external examiners out of the panel recommended by the SRC with at least one examiner from outside the Country for the evaluation of the thesis.
- 20.3 Each Examiner, after examining the thesis, shall submit a detailed assessment report to the Controller of Examination (COE) containing a clear recommendation on the

- prescribed preform within six weeks of the date of receiving the Thesis.
- 20.4 In the event of the Thesis Report not being received from an examiner within a period of two months, the President on the recommendation of COE may appoint another examiner in his place for evaluating the thesis.
- 20.5 Examiner's Report
- 20.5.1. Examiners will examine the Thesis with a view to judge that the Thesis is a piece of research work characterized by;
- (i) The discovery of facts, or
 - (ii) A fresh approach towards interpretation and application of facts or theories, or
 - (iii) A distinct advance in instrument technology.
- 20.5.2. The examiner will be required to give his opinion about Research Scholar's capacity for critical examination and sound judgment. The internal examiners shall be submitting one Report. All examiners will submit the Reports on the prescribed form clearly stating that:
- (i) The thesis is recommended for the award of Ph.D., or
 - (ii) The thesis is recommended for the award of Ph.D. Degree subject to the Research Scholar giving satisfactory answers to queries specifically mentioned in the Report at the time of Viva-Voce examination, or
 - (iii) The Research Scholar be allowed to resubmit his thesis in the revised form, or
 - (iv) The Thesis is rejected.
- 20.5.3 Action on Examiner's Report shall be taken as under:
- (i) If all the three examiners recommend acceptance of the Thesis, their recommendations shall be accepted.
 - (ii) If two of the three examiners recommend rejection, their decisions would be accepted. The Research Scholar may, however, be allowed to submit the Thesis normally after one year, provided the Title of the Thesis remains unchanged. A normal procedure will be followed for the evaluation of the Thesis.
 - (iii) If one of the examiners recommends rejection, the Research Scholar's replies to the comments made by the examiners shall be sent to the examiner and his clear verdict sought. The examiner may then recommend acceptance, rejection, or revision of the thesis.
- In case the thesis is accepted, Sub-clause R.20.5.3(i) above will be applicable. In case of recommendation for Revision, Sub-clause R.20.5.4 below will apply. However, if the examiner still recommends rejection, a fourth examiner would be appointed from the panel of the examiners already approved by the President. In such cases Sub-clause, R.20.5.5 will apply.
- (iv) If one examiner recommends revision of the Thesis, the Thesis would be revised normally within one year, if the Research Scholar so desires. The revised version of the Thesis would be sent to all the examiners for their recommendations. If the Research Scholar does not agree for revision, he may ask for the appointment of the fourth examiner under Sub-clause R.20.5.5 below:
 - (v) The new examiner, if appointed, shall be Indian or Foreign depending on whether the thesis was rejected by an Indian or a Foreign examiner in the first instance. The reports of all the examiners will be sent to him/her without

revealing the identity of the examiners, along with the response of the Research Scholar, if any. The Thesis shall be deemed to be acceptable if three out of four examiners recommend acceptance.

If the fourth examiner recommends revision, the thesis would be suitably revised and resubmitted normally after 3 months and sent for examination to all the examiners except to the one in whose place the fourth examiner was appointed.

In case the fourth examiner recommends rejection or his recommendations for revision is not accepted by the Research Scholar, the Thesis would be Rejected. The Research Scholar may then avail the benefit of Sub-clause R.20.5.2 above.

- (vi) If two of the three examiners recommend revision of the thesis, the Research Scholar may revise the thesis accordingly and resubmit it normally within a period of one year for the evaluation by the same set of examiners.
- (vii) The correspondence regarding R.20.5.3, R.20.5.4, and R.18.5.5 will be done by the Dean.
- (viii) If one examiner recommends rejection and other examiner recommends revision of the thesis, the Research Scholars may revise the Thesis and resubmit it normally within a period of one year, for evaluation by the same set of examiners.

20.5.4 Any doubt arising out of following the procedure laid down above shall be referred to the President for a decision.

20.5.5 In case of ambiguous recommendations by an examiner, COE will approach the examiner for a clear recommendation. In case the clear recommendation is not forthcoming, the matter may be referred to the President for his decision.

R.21 Resubmission of Thesis

- 21.1. In the case of resubmission of the Thesis, a fresh fee for the examination shall be paid by the Research Scholar.
- 21.2 The revised Thesis may be submitted within two years from the date of such intimation.
- 21.3 No Research Scholar shall be allowed to resubmit the same Thesis more than once.

R.22. Viva-Voce Examination

22.1. On the satisfactory evaluation of the report, the student shall undergo a viva voce. Research Scholar shall be required to defend his work/thesis orally (viva-voce examination) before a duly constituted committee hereinafter referred to as the Oral Defence Committee (ODC). Details of the viva-voce shall be adequately notified so as to enable interested staff members and students to attend it.

22.2. The ODC shall consist of the following members:

- a) The Dean of the School - Chairperson
- b) Supervisor (internal examiners) - Member
- c) One external thesis examiner - Member

Provided that if the Dean is the Supervisor of the candidate. He/she may nominate the senior-most Professor of the school to chair the Viva Voce examination.

The internal examiner shall arrange the Viva-voce examination of the Research Scholar.

22.3. The viva voce, based on, among other things, the critiques are 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 being attended by the then Members of the SRC, all faculty members of the Department, other research scholars and other interested experts/researchers.

22.4. Non-Availability of the Examiner

- (a) In case of non-availability of the External Examiner in conducting the Viva-voce examination, the President may appoint another examiner to conduct the Viva-voce examination from the existing panel. If need be, the SRC may suggest a fresh panel of examiners.
- (b) The Viva-voce examiners shall be provided with the comments made by the examiners before the Viva-voce examination.
- (c) If there is a difference of opinion among the Viva-voce examiners, the recommendations of the Viva-Voce Board will be put up to the President for a decision who may either direct for holding a fresh Viva or recommend acceptance or otherwise to the Academic council.
- (d) Internal examiner(s) shall arrange for the Viva-voce examination of the Research Scholar as early as possible and normally within two months from the date of communication to the Internal Examiner for holding the Viva-voce examination.
- (e) In case of the Non-availability of the Internal examiner(s) to have the Viva-voce examination conducted due to any reason, the President may appoint other Internal Examiner(s) from amongst the faculty of the department concerned who belongs to the particular field in consultation with Dean to conduct the Viva-voce examination. In such cases also, the Ph.D. work will be deemed to have been carried out under the guidance of the Supervisor(s) only.
- (f) Any other matter not explicitly provided herein or of an exceptional nature may be referred to the President for his decision.

22.5. At the viva voce, the Viva Voce Board shall satisfy itself;

- i. That the thesis submitted by the candidate is his/her own work, and
- ii. That the grasp of the candidate on the field of his/her study is satisfactory.

22.6. The Viva-Voce Board may, on the basis of the unanimous opinion of its members, recommend:

- i. That the candidate be awarded the Ph.D. degree;
- ii. That the thesis is suitable/fit for publication in its present form;
- iii. That the thesis may be published with revisions;
- iv. That the thesis be referred back to the candidate for revision;
- v. That the thesis be rejected and the candidate may not be awarded the Ph.D. Degree

22.7. In case the Viva-Voce Board recommends that the candidate be awarded the Ph.D. degree, COE shall recommend to the President that the Ph.D. degree may be awarded to the candidate.

22.8. Along with the Degree, the University shall issue a certificate stating that the degree has been awarded in accordance with the UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulation, 2016 (as amended from time to time).

22.9. In case the viva-voce Board recommends that the thesis of the candidate be rejected, the Board of Studies shall direct accordingly.

- 22.10. In case the recommendation of one member of the Viva-Voce Board is positive and of the other negative, the Dean shall refer the case to the SRC for its consideration and recommendation, and take a decision after considering such recommendation.
- 22.11. A candidate whose thesis has been referred back by the Viva-Voce Board for revision shall be permitted to re-submit it for the award of the degree not later than one year from the date of intimation of the decision of the University to him/her.
- 22.12. In exceptional cases, the Academic Council may, on the recommendations of the Board of Studies/School Board, extend the period by one semester.
- 22.13. A thesis which has been re-submitted shall normally be examined by the original examiner(s) unless any one of them is, or all of them are, unable or unwilling to act as such, in which case another examiner(s) may be appointed by the President or on the recommendation of BOS.
- 22.14. No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree more than once.

R.23 Award of Ph.D. Degree:

- 23.1 On the successful completion of all stages of the examination, the Oral Defense Committee shall be recommended (Clause 20.5 and 20.6(i)) to the President for the award of the degree.
- 23.2 After the President Accords approval of the proceedings of the Viva Voce, the Controller of Examinations shall issue a notification, announcing the award of the Ph.D. degree to the candidate.
- 23.3 Prior to the Original Certificate of the degree, the University shall issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016 & 2018
- 23.4 After the approval of the Academic Council, the Ph.D. degree under the seal of the University and signed by the President shall be awarded to the candidate in the next convocation of the University.

R.24. Fee Structure

- 24.1 Ph.D. scholar shall have to pay the prescribed fees within the stipulated time as fixed by the University, failing which his/her registration shall be canceled. The fees shall be subject to changes as decided by the University from time to time.
- 24.2 Evaluation fee to be charged at the time of submission of the Ph.D. thesis, decided by the University from time to time.
- 24.3 No application for extension of research period or submission of the thesis shall be entertained without clearance of all due fees.
- 24.4 The admission fee for sponsored foreign nationals be five (5) times of the normal fee.
- 24.5 For the self-financed foreign nationals the admission fee be charged the normal fee.

R.25 Depository with INFLIBNET:

Following the successful completion of viva voce and issued Ph.D. notification for the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same to make it accessible to all Institutions/Colleges.

R.26 Interpretation of Regulations

In case of any dispute or difference of opinion in the interpretation of these Ordinances Regulations or any other matter not covered in these regulations, the decision of the Chairman, Academic Council shall be final and binding.

R.27 Emergent Cases

Notwithstanding anything contained in the above regulations, the Chairman of the Senate may, in an emergent situation, take such action on behalf of the Senate as he deems appropriate and reports it to the next meeting of the Academic Council for its approval.

(In compliance of University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2016 & 2019)

SCHEME OF EVALUATION

for Research Methodology, Research and Publication Ethics

Ph.D. PROGRAMME

SL. NO.	COURSE CODE	SUBJECT	CREDITS	MIN. QUALIFYING MARKS/ Grade	MAX. MARKS
1	RM20.711	Research Methodology	4	64/B	100
2	CPE-RPE101*	Research and Publication Ethics	2	64/B	100
3		Core Subject	4	64/B	100
4		Seminar-I, Seminar-II	4	64/B	100

*Amended w.e.f. January 01, 2020, as per UGC D.O. No. F-1-1/2018(Journal/CARE)

Evaluation Scheme:									
Course Code	Course Title	Contact Hours per Week			Credits	ETE Duration	Weight age (%)		
		L	T	P		Hours	CW*	MTE	ETE
RM20.711	Research Methodology	3	-	2	4	3	30	20	50
CPE-RPE 101	Research and Publication Ethics	1	-	2	2	3	40	20	40

• *Practical evaluation is under the category of CW.

Course Objectives:

1. To equip students with knowledge, abilities and insight in research methodology and related interdisciplinary fields.
 2. To plan and design research using scientific and statistical methods.
1. **Introduction to Research:** Meaning, nature, purpose and motivation; Types of research – [06]
exploratory, descriptive, causal, and analytical; Research process; Definition of construct and variables and types of variables; Bases for choosing a topic; Problem definition; Literature review, Identification of research gap; Formulation of objectives; Signification and relevance of research objectives.
 2. **Research Design and Sampling:** Research Design - Meaning, need, features, types, [06]
important concepts, developing a research plan.
Sampling: Census and Sample Survey, implications and types of sampling, process of sample selection, criteria and characteristics of selecting a good sample.
 3. **Scaling and Methods of Data Collection:** Definition and types of scales, construction of [06]
measurement scale, errors, test of sound measurement scale.
Methods of data collection: Types, sources and methods (Qualitative and Quantitative).
 4. **Statistical Tools for Data Analysis*:** Measures of central tendency – Mean, Median, [09]
Mode, Quartiles, Deciles and Percentiles, Measures of Dispersion: Standard Deviation – Variance – Coefficient of Variance, Skewness, Correlation – Karl Pearson's coefficient of Correlation, Rank Correlation, Regression: Method of Least Squares. Formulation of hypothesis-Testing of hypothesis, Type I and Type II Errors. Parametric tests: Z-test, t-test, F-test, Analysis of Variance; One-Way and Two-way classification. Non parametric tests – Chi-Square test.
 5. **Application of Computer in Research*:** MS office and its application in Research, Use of [06]
Internet in Research – Websites, Search Engines, E-journal and E-Library – INFLIBNET.
MS-Excel: Data representation, application of inbuilt formulas, formulation of equation using BODMAS rule in MS-Excel.
 6. **Foundation of Research and Report Writing*:** Significance and technique of [06]
interpretation, importance of report writing, types of reports, structure and components, writing research proposal and synopsis, planning phase of report writing (cauterization), Bibliography, Appendices, referencing, Style Manuals – APA style, MLA style, ASA style, Harvard/IEEE etc), plagiarism, journals, citations and indexing, funding agencies, ethics in research, characteristics of a good research report.

Remark: 39 Hours for Lecture and 26 Hours for Practical*.

Course Outcome:

1. Develop the ability to understand and analyse the problems and able to connect the problem with practical and present scenario.
2. Develop the ability to think independently as well as scientifically towards for continuous lifelong learning process.
3. Analyse the situation, convert into problem and find its solution.

Suggested Readings

1. Aczel and Sounderpandian (2008). Complete Business Statistics. Tata-McGraw Hill. India.
2. Anderson, Sweeney, William, Cam (2014). Statistics for Business and Economics. Cengage Learning. India
3. Cooper Donald R and Schindler Pamela S. (2006). Business Research Methods. McGraw-Hill Education. India
4. Gupta, S.L., Gupta, H. (2011). SPSS 17.0 for Researchers. International Book House (Pvt.) Limited, (2), New Delhi.
5. Gupta S. P. (2014). Statistical Methods. Sultan Chand and Sons. India
6. Krishnaswami, O. R., Ranganatham M. (2011). Methodology of Research in Social Sciences. Himalaya Publishing House. India
7. Kothari C. R. (2004). Research Methodology: Methods and Techniques. New Age International (P) Publisher. New Delhi
8. [Lambert, Joan , Frye, Curtis D.](#) (2016). [Microsoft Office 2016 Step By Step](#). PHI
9. Levin and Rubin (2008). Statistics for Management. Dorling Kindersley Pvt Ltd. India
10. Sekaran Uma (2003). Research Methods for Business. Wiley India.
11. Zikmund, Babin, Carr, Griffin (2003). Business Research Methods. Cengage Learning, India.
12. <https://www.proschoolonline.com/blog/top-10-data-analytics-tools>

CPE-RPE 101**Research and Publication Ethics****1-0-2-2
(3 hrs)**

OBJECTIVE: This course has total 6 units focusing on basics of philosophy of science and ethics, research integrity, publication ethics. Hands-on-sessions are designed to identify research misconduct and predatory publications. Indexing and citation databases, open access publications, research metrics (citations, h-index, Impact Factor, etc.) and plagiarism tools will be introduced in this course.

Theory**RPE 01: Philosophy and Ethics****(4)**

1. Introduction to philosophy: definition, nature and scope, concept, branches
2. Ethics: definition, moral philosophy, nature of moral judgements and reactions

RPE 02: Scientific Conduct**(4)**

1. Ethics with respect to science and research.
2. Intellectual honesty and research integrity.
3. Scientific misconducts: Falsification, Fabrication, and Plagiarism (FET)
4. Redundant publications: duplicate and overlapping publications, salami slicing
5. Selective reporting and misrepresentation of data

RPE 03: Publication Ethics**(7)**

1. Publication ethics: definition, introduction and importance
2. Best practices/ standards setting initiatives and guidelines: COPE, WAME, etc.
3. Conflicts of interest
4. Publication misconduct: definition, concept, problem that lead to unethical behavior and vice versa, types
5. Violation of publication ethics, authorship and contributorship
6. Identification of publication misconduct, complaints and appeals
7. Predatory publishers and journals

PRACTICE**RPE 04: Open Access Publishing****(4)**

1. Open access publications and initiatives
2. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
3. Software tool to identify predatory publications developed by SPPU
4. Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journals Suggester, etc.

RPE 05: PUBLICATION MISCONDUCT**A. Group Discussions** **(2)**

1. Subject specific ethical issues, FFP, authorship
2. Conflicts of interest
3. Complaints and appeals: examples and fraud from India and abroad.

B. Software tools **(2)**

- Use of plagiarism software like Turnitin, Urkund and other open source software tools

RPE 06: Databases and Research Metrics**A. Databases** **(4)**

1. Indexing databases
2. Citation databases: Web of Science, Scopus, etc.

B. Research Metrics **(3)**

1. Impact Factor of Journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Score
2. Metrics: h-index, g index, i10 index, altmetrics

**GUIDELINES FOR PREPARATION AND
SUBMISSION OF Ph.D. THESIS**



**Mody University of Science and Technology
Lakshmangarh (Sikar), Rajasthan 332 311, India**

PREAMBLE

The content of the Ph.D. thesis must be paid utmost attention, which is being submitted in partial fulfillment of the requirements of the Doctoral degree.

GENERAL INSTRUCTIONS

- On completion of the research work, the Ph.D. thesis is prepared according to the format provided.
- The students are advised to strictly adhere to the format.
- Six copies of the Synopsis (along with the soft copy) should be submitted at the time of SRC. If some changes are suggested by the SRC members, then the Synopsis must be submitted within 6 months after incorporating the corrections.
- The length of the thesis should preferably be restricted to approx 250 printed pages.
- The students are advised to restrict the total number of References to less than 200.
- Four spiral bound copies of the thesis, and 05 copies of summary of the thesis along with the soft copy of the same to be submitted to the “Examination Cell” for evaluation.
- It is preferred if the soft copy of the thesis be sent for evaluation.
- After evaluation of the Ph.D. thesis, if any changes suggested by the examiner, need to be incorporated. Afterwards six hardbound copies of thesis, to be submitted to the “Examination Cell” before Viva-Voce.
- The Supervisor/Co Supervisor have to be given a final copy of the thesis.
- A final copy of the thesis should also be given to the Central Library.

SYNOPSIS

The synopsis is a summary of the contents of the thesis. The synopsis is submitted prior to the SRC and will carry a cover page (**format given in Appendix**) It should be concise, and comprehensive, and should have the following details: The background and objectives, hypothesis, methods, major findings and significance/ implication of the findings

The results can include quantitative data. Citations are generally not included in the synopsis. The synopsis should not include internal headings, diagrams or other illustrations. Like the text, it must be double-spaced.

The declaration format given in **Annexure IX** is to be attached after front page

The length of the Synopsis should not exceed 20 pages.

Layout and Format for Preparation of the Thesis

One of the most important requisites in preparation of the thesis is consistency of format and adherence to the specific instructions given below.

Font

The thesis should be written either in English or Hindi. It must be typewritten on A4 size paper (21 cm x 29.7 cm) in a clear and legible font (e.g., Times New Roman 12). As far as possible, use the same font for the entire thesis but, if necessary, different fonts may be used within Tables, Figures, and Appendices. The thesis has to be printed single-sided. 1.5-spacing should be used in the Abstract and text of the thesis. Single spacing should be used in long Tables, block quotations separated from the text, footnotes, and bibliographical entries. Paragraphs should be indented, or an empty line left between paragraphs.

Larger size type may be used for the title of the thesis and for Chapter headings, as long as it is not

larger than 16 point. Boldface type may also be used on the title page and for headings, as well as in the text for special symbols or for emphasis. Reduced type may be used within Tables, Figures, and Appendices, but it should be at least 10 point in size and must be completely legible.

The thesis should be free from grammatical, lexical and punctuation errors. In addition to the computer spellchecker, a thesis should be proof-read to check that errors do not remain that are not detected by the spellchecker. The thesis should consistently use either American or British spelling but should not alternate between the two. When using numbers in the text, if the first word of a sentence is a number, it should be written in words.

Chapter and Page Layout

Begin each Chapter on a new page. Do the same with each element of the front matter (list of Tables, Acknowledgments, etc.), the Reference section, and each Appendix. Avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. The Chapters should begin on a new page, but sections and subsections should not. A "display" page (a page that shows only the Chapter title) can be placed at the beginning of Chapters or Appendices.

Pages should be numbered at the bottom in the centre, using Arabic numerals (1, 2, 3) beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in lower-case Roman numerals, beginning with the declaration page.

Margins

A margin of at least 3.0 cm must be left at the top and left side of each page and a margin of at least 2.5 cm on the right and bottom. The last letter or character in the longest line on the page determines the margin.

Captions and numbering (Tables and Figures)

Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure / Illustration should carry a number and caption that clearly describes the nature of data presented. The caption should be at the bottom of the Figure. Number them consecutively throughout, in the order in which they are placed in the text. The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself. Tables should be numbered consecutively with Arabic numerals throughout the thesis. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".

Tables or Figures of peripheral importance to the text may be placed in an Appendix.

Appropriate use of headings and subheadings

Headings should be distinguished from the surrounding text by a larger font size, a different font, bolding, italics, or a combination of these. All headings of the same level, the same style, and headings at lower levels should be less prominent than those at higher levels. Example:

Chapter Title (Times New Roman 16 point -Bold Small caps)

Heading for section (Times New Roman 14 point - Bold Italic) Heading for sub-section (Times New Roman 12 point - Bold)

Heading for part of subsection- (Times New Roman 12 point- Bold Italic)

All headings should be left aligned, except chapter headings, which may be centered. The headings and subheadings can be numbered, if necessary.

OUTER COVER OF THE THESIS and 1st INNER PAGE (Format given in **Format**)

COLOUR OF THE FRONT PAGE shall be

- (i) School of Liberal Arts and Sciences: Navy Blue (With Golden Printing)
- (ii) School of Engineering & Technology: Off White (With Golden Printing)
- (iii) School of Law: Navy Blue (With Golden Printing)
- (iv) School of Business: Dark Gray (With Golden Printing)
- (v) School of Design: Maroon (With Golden Printing)
- (vi) School of Design: Maroon (With Golden Printing)

DECLARATION OF AUTHORSHIP (Format given in **Appendix**)

The student should make this declaration.

- Certificate by the Research Supervisor and Co- Supervisor (Format given in Appendix) the Supervisor has to provide a certificate and if Co-Supervisor is present, separate certificates have to be given by the Supervisor and Co-Supervisor.
- Certificate for Plagiarism (Format given in Appendix)
- Plagiarism Checked by Antiplagiarism software (Turnitin/Urkund) and Plagiarism Check report of Ph.D. thesis, certified by Chairman of SRC.
- Certificate of Successful Completion of Viva –Voce of Ph.D. (Format given in Appendix) To be signed by Supervisor, Co-Supervisor and External examiner.
- Undertaking for submission of Ph.D. thesis. (Format given in Appendix)

ACKNOWLEDGEMENTS

The acknowledgement of the thesis is written in gratitude to all those who were instrumental in bringing the thesis to fruition. The language used should be formal. Acknowledge those who have assisted technically (including materials, supplies), intellectually (assistance, advice) and financially (for example, funding agency institutional support, travel grants) etc.

TABLE OF CONTENTS

The thesis must have a table of contents page listing chapter headings, section headings and sub-headings as well as appendices and their corresponding page number, as illustrated below. Indent subheadings as shown below

TABLE OF CONTENTS FOR ARTS AND HUMANITIES (HEADING FONT 14, TEXT -12, TIMES NEW ROMAN)

1	Replica of Front Page
2	Certificate by the Supervisor /Co Supervisor (if any)
3	Declaration by the Student
4	Declaration Certificate for Plagiarism Check by the Student and Supervisor/Co-Supervisor
5	Antiplagiarism Software (Turnitin/Urkund) Report of Ph.D. Thesis (certified by Chairman

	SRC)
6	Undertaking for Submission of Ph. D. Thesis
7	Acknowledgements
8	List of Figures (Optional)
9	List of Tables (Optional)
10	Abbreviations (Optional)
11	Chapters 1. (Introduction (including Hypothesis/ review of literature/Discussion) Heading Subheads ... Subsequent Chapters 2, 3, as per the objectives Heading Subheads ...
12	Conclusion / further scope (Last Chapter)
13	Summary (Optional)
14	References
15	Appendices (Optional) Title....
16	Two Published Research Paper in UGC Listed Journals
17	Certificate of Two (02) Paper Presentations in Conferences/Seminars

TABLE OF CONTENTS FOR OTHERS
(HEADING FONT 14, TEXT -12, TIMES NEW ROMAN)

1	Replica of Front Page
2	Certificate by the Supervisor /Co Supervisor (if any)
3	Declaration by the Student
4	Declaration Certificate for Plagiarism Check by the Student and Supervisor/Co-Supervisor
5	Anti-plagiarism Software (Turnitin/Urkund) Report of Ph.D. Thesis (certified by Chairman SRC)
6	Undertaking for Submission of Ph. D. Thesis
7	Acknowledgements
8	List of Figures (if applicable)
9	List of Tables (if applicable)
10	Abbreviations (if applicable)
11	Introduction Subheads ...
12	Review of Literature Subheads ...
13	Materials and Methods

	Subheads ...	
14	Results	
	Subheads ...	
15	Discussion	
	Subheads ...	
16	Conclusion	
17	Summary	
18	References	
19	Appendices (optional)	
	Title....
20	Two Published Research Paper in UGC listed Journals	
21	Certificate of Two (02) Paper Presentations in Conferences/Seminars	

Separate list of Figures, Tables, or Illustrations should be included on a separate page immediately following the table of contents.

LIST OF FIGURES

Figure No.	Caption	Page
------------	---------	------

LIST OF TABLES

Table No.	Title	Page
-----------	-------	------

LIST OF ABBREVIATIONS: (optional)

If a large number of abbreviations are used in the thesis, which may be unfamiliar to a reader, a list of abbreviations may be useful.

THE TEXT OF THE THESIS

The text of the thesis is usually divided into chapters with subheadings within the chapters to indicate the orderly progression of topics and their relation to each other.

All chapter headings should be typed consistently. When there are subheadings, each level of heading should be clearly distinguished typographically from the other levels, and the variations should be selected so as to reflect in an obvious way the hierarchy of headings (that is, higher level headings should look more important). Always allow at least one extra line of space above subheadings, and preferably below as well.

INTRODUCTION: The title of Chapter-1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the report. It may also highlight the significant contribution from the investigation.

REVIEW OF LITERATURE: The title of Chapter-2 shall be the Review of Literature because the contents of this chapter are based on published material. The purpose of the literature review is to summarize, evaluate and compare the main developments and current debates in the field, which are specifically relevant to the subject of research embodied in the thesis. Literature review should also aim at and ways to address these issues with the present research program.

DESIGN OF STUDY (Material and Methods): The following information is meant to serve as a general suggestion and not as a rigid prescription. The supervisor and the student may decide how this part of the dissertation should be structured.

Although this section varies depending on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Following description of the research design, provide a detailed description of the procedure followed. Citations in this section should be limited to data sources and references of where to find more complete descriptions of procedure.

Description of the statistical analysis and tests performed are also to be given.

RESULTS: The results are actual statements of observations, including statistics, tables and graphs. Mention negative results as well as positive. Use S.I. units throughout the thesis. Break up results into logical segments by using subheadings. Key results should be stated in clear sentences. Do not repeat in the text all the values given in tables. Do not present the same data as graph as well as table. Use one of the appropriate styles of presentation.

DISCUSSION The purpose of this chapter is not just to reiterate the findings, but discuss the observations in relation to the theoretical body of knowledge on the topic. This chapter should also address the implication of the findings. Interpret results in terms of the background laid out in the introduction. Include the evidence or line of reasoning supporting each interpretation. Break up the section into logical segments by using subheads

Outline the limitations of the study, and propose areas for future research.

CONCLUSION: The conclusion should provide answers or solutions to the questions or problems raised in the introduction. The argumentation of the thesis should be summarized briefly, and if appropriate, elaborate on how the research findings and results will contribute to the field in general and what sort of broader implications these may have. Suggestions may be made for further research where appropriate, but this is not a requirement

SUMMARY: Start with a few sentences that summarize the most important results and conclude by giving the strongest and most important statement that highlights the outcome of the study.

LIST OF REFERENCES: All publications cited in the thesis should be presented in a list of references following the text. Students are advised to restrict the total number of references to 200.

Citation of References in the text should be given by author's last name (no initials) followed by the year. When two or more citations are given, list them in chronological order. When there are two authors, include both names, separated by "&"; when there are three or more names, give only the first author followed by "et al." If there are two or more papers by the same author(s) in the same year, identify them by "a", "b", etc. (and be sure to include the identifying letters in the Reference List). All References cited in the text (including those included in figure legends and tables) should be listed in References.

Start the References on a separate page, and arrange citations in alphabetical order by the first author's last name; do not number the citations. List all the authors (do not use "et al." in the reference list).

When there are two or more references to the same author(s), list them in chronological order.

For journal references, the names of authors (last name and initials) should be followed by the date (in parentheses), title of the article, journal name (in italics-use PubMed abbreviations), volume number (followed by a colon) and pages (first - last page numbers). Reference to electronic material should include author name(s), date, article title, and journal (as above); where volume and/or page numbers are not available, substitute Digital Object Identifier (DOI) number.

Bibliography: The bibliography is a separate list from the reference list and should be arranged. A bibliography lists sources not cited in the text but which are relevant to the subject and used for background reading.

When writing a reference list in “Vancouver style”:

- Number all references.
- Arrange your list in the order in which the references appear in your text.
- If there are more than 6 authors, list the first 6 authors followed by “et al.”
- Use official abbreviations for titles of journals (if available).

Illustrative examples of entries in a Bibliography or list of References are given below:

Journal

Example:

Gopinath B, Radhakrishnan K, Sarma PS, Jayachandran D, Alexander A (2000) A questionnaire survey about doctor-patient communication, compliance and locus of control among South Indian people with epilepsy. *Epilepsy Res* 39: 73-82.

Chapter in a Book

Wenzel HJ, Schwartzkroin PA (2006) Morphologic approaches to the characterization of epilepsy models. In: Pitkanen A, Schwartzkroin PA, Moshe SL (eds) *Models of seizures and epilepsy*, Elsevier Academic Press, San Diego, pp. 629-652.

Book

Example:

Pechenik JA (1987) A short guide to writing about biology. Harper Collins Publishers, New York.

Book in a series

Bhattacharjee M (1998) Notes of infinite permutation groups, Lecture notes in mathematics no.1698, Springer, New York.

Encyclopedia articles

Varley DH, Immelman RFM (1972) Libraries. Standard Encyclopaedia of Southern Africa, vol.6, p.618-619

Thesis/dissertation

Smithers RHN (1997) the mammals of Botswana. D.Sc. thesis. University of Pretoria.

Conference proceedings

Bourassa S (1999) ‘Effects of child care on young children’, Proceedings of the third annual meeting of the International Society for Child Psychology, International Society for Child Psychology, Atlanta,

Georgia, pp. 44-6.

Citations from Internet

The following elements in sequence must be considered: Author (if known), Date of publication/last updated, Title of article or document on website Type of medium [Online], Available from (website), Access date in brackets

Harris P (2005) Reaching the top of the mountain. [Online]. Oxford University Press: Oxford. Available: <http://www.netLibrary.com/openbook/093456/html> [Accessed 22 June 2020]

Useful tips for referencing. [Online]. Available: <http://www.referencetips.org.za> [Accessed 22 June 2020].

Lawrence JJ (2005) Cholera epidemics in central Africa. The Times, 26 June 2005. [Online]. Available: <<http://thetimes.com>> [Accessed 22 June 2020].

Patents

Author(s) of patent – surname and initials Year of issue, Title of patent- italicized, Number of patent including country of issue

Cookson AH (1985) Particle trap for compressed gas insulated transmission systems, US Patent 4554399.

THE ANNEXURE

Appendices (optional):

Appendices may include the formulas, diagrams, protocols, or any similar data that are not contained in the body of the thesis. The number can be given as A-1, A-2 and listed as such in the table of contents.

List of publications:

List of publications obtained by the student from the PhD work should be included in the thesis. Students are strongly encouraged to place the accepted versions of the manuscripts (maximum two), which were integral part of thesis work.

Note: No page numbering is needed for the list of Publications.

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**DEPARTMENT OF _____
SCHOOL _____**

**MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
LAKSHMANGARH-332311, DISTRICT- SIKAR
RAJASTHAN (INDIA)**

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DECLARATION

I hereby declare that the synopsis entitled “**Title.....**
.....
.....” is my own original work and it has not formed the basis for the award of any degree, diploma, associateship or fellowship of similar other titles.

Signature of Supervisor
Details of Supervisor:

Research Scholar

Signature of Co Supervisor
Details of Co Supervisor:

(Title Capital letter, bold , New Times Roman 16 Pt)

**THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE AWARD
OF THE DEGREE OF DOCTOR OF PHILOSOPHY
IN
SCIENCE/ENGINEERING/ MANAGEMENT/ LAW/ ARTS/
COMMERCE
OF
MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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Supervisor

Dr. -----

Designation

Submitted By

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Department of _____

School _____

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY

Lakshmanagarh-332311, District- Sikar

Rajasthan (India)

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University
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Lakshmanagarh; __Year_____

ALL RIGHTS RESERVED

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CERTIFICATE

This is to certify thatin the department ofof this University has fulfilled the requirements prescribed for the Ph.D. degree of the Mody University of Science and Technology (MUST), Lakshmangarh.

The thesis entitled, “.....” was carried out under my direct supervision. No part of the thesis was submitted for the award of any degree or diploma prior to this date.

*Clearance was obtained from the University Ethics Committee/ University Animal Ethics for carrying out the study

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CERTIFICATE

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*Clearance was obtained from the University Ethics Committee/ University Animal Ethics for carrying out the study

Signature

Name of Co- Supervisor

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DECLARATION BY THE STUDENT

I, (NAME), declare that the thesis entitled-----
-----is my own work conducted under
the supervision of Dr. -----
------(Supervisor/Co-supervisor) at-----

-----Department-----
-----approved by S.R.C.

I further declare that to the best of my knowledge the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University/ Deemed University without proper citation.

Besides this:

I have successfully completed the Course work of one semester as per UGC-Regulation 2016 norms.

I have also given a pre-Ph.D. presentation and successfully incorporated the changes suggested on the basis of feedback and comments received.

I have also published one research paper in a journal from the research work of the thesis and presented two papers in Conferences/Seminars and has produced an evidence of the same in the form of acceptance letter/or the reprint.

Font 14 Times New Roman not bold not caps

Signature

Name of Candidate

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CERTIFICATE FOR PLAGIARISM CHECK

It is certified that Ph.D. Thesis entitled

_____ by _____ has been

examined. We undertake & declare that:

- a. This thesis has significant new work/knowledge as compared to already published or are under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
- b. The work presented is original and own work of the author (i.e. there is no plagiarism). No ideas, processes, results or words of others have been presented as Author's own work.
- c. There is no fabrication of data or results which have been compiled/analyzed.
- d. There is no falsification by manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- e. The thesis has been checked using TURNITIN/URKUND (copy of originality report attached).

Font 14 Times New Roman not bold not caps

Signature

Signature

Signature

Name of the Candidate

Name of the Co-supervisor

Name of Supervisor

Font 14 Times New Roman bold not caps

**Mody University of Science and Technology,
Lakshmanagar-332311, Sikar (Rajasthan)**

Undertaking for submission of Ph. D. Thesis

I solemnly declare that research work presented in the thesis titled
“Title.....”

is solely my research work with no significant contribution from any other person.
Small contribution/help wherever taken has been duly acknowledged and that
complete thesis has been written by me.

I understand the zero tolerance policy of the Mody University of Science and
Technology (MUST) towards plagiarism. Therefore I as an Author of the above
titled thesis declare that no portion of my thesis has been plagiarized and any
material used as reference is properly referred/ cited.

I undertake that material of the thesis submitted in hard bound and soft copy are
same and no alteration has been done. If found guilty in future University may take
any action against me.

I undertake that if I am found guilty of any formal plagiarism in the above titled
thesis even after award of PhD degree, the University reserves the rights to
withdraw/ revoke my PhD degree.

Student/Author

Signature.....

Name.....

En. No.....

Address.....

Fee Structure and Remuneration for Examiners

Table 1: Fee Structure of various Examinations*

S.No.	Exams	As per MORP Fee of Various Exams
1.	Summer Term	4500/- per subject
2.	Supplementary	4500/- per subject
3.	I-Grade	2500/- per subject
4.	Re-evaluation	1000/- per paper
5.	Duplicate Grade Card	200/-
6.	Ph.D. Thesis Submission	45000/-

Table 2: Remuneration for Examiners*

S.No.	Exams	Remuneration
1.	Paper Setting (Ph.D.) Course work without solution (External)	2000/-
2.	Paper Setting (Ph.D.) Course work with solution (External)	3000/-
3.	Ph.D. Thesis Evaluation (External Out of India)	\$ 200
4.	PhD Thesis Evaluation (External with in India)	4000/-
5.	Ph.D. Viva Voce Examination	4000/-
6.	TA/DA	As per the University Rules

* As per the ECRR of Examination dated 04-04-2020

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshargarh – 332311, Dist. Sikar (Rajasthan)

APPLICATION FORM FOR COURSES TO BE COMPLETED
(COURSE REGISTRATION)

- A. 1. Student's Name _____ 2. Enrolment No. _____
 3. Department _____ 4. Date of Joining _____
 5. Status: Full-Time Part-Time Sponsored 6. Date of Registration _____
 7. Contact Address & Phone No. : _____

- B. 1. Proposed area of research _____
 2. Particular of proposed supervisor(s)

S. No.	Name	Designation	No. of Students supervising excluding this student		Signature of Supervisor
			Singly	Jointly	

- C. 1. Total No. of Credits to be completed } (In Figure) _____
 (i) Credits are earned if obtains B or higher grade }
 (ii) Registration is cancelled if gets E or F grade in any course } (In Words) _____
 2. Course(s) to be completed

Semester	Session	Course No	Course Title	Credits	Remarks

Certified that the courses mentioned above have not been taken by me for my earlier degree / diploma

Date : _____ (Signature of Student)

- D. Recommendation of the Student Research Committee (SRC) Through Head of Department, SRC recommends that the Research Scholar should complete the courses as per details mentioned above.

Supervisor (s)
Date: _____

Head of Deptt.

Chairman, SRC

FOR USE OF ACADEMIC SECTION ONLY

Particulars of the student have been verified, submitted for approval of the Dean.

Dealing Officer

Approved / Not Approved

Signature of the Dean

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshmanagarh – 332311, Dist. Sikar (Rajasthan)

PROGRESS REPORT OF Ph.D. SCHOLAR

Semester: _____ Session: _____

PART – A: *(To be completed by the Research Scholar)*

1. Student's Name _____ 2. Enrolment No. _____
3. Department _____ 4. Date of Registration _____
5. Status: Full-Time Part-Time Sponsored Non-sponsored
6. Date of Passing the Comprehensive Examination (if applicable) _____
7. Topic of Research (in capital letters) (in English) _____

8. Brief Report of the work for the period: _____ From _____ to _____
9. Dates of Candidacy, if applicable _____
10. Any other information regarding work done _____

_____ Date

_____ (Signature of Student)

PART – B: *(Performance & Recommendation of the Department)*

Through Head of the Department

Period : From _____ to _____

- (a) Performance: Satisfactory Unsatisfactory
- (b) Recommendation: _____

Supervisor (s)

Chairman, SRC

Head of the Department

Date

- Note :** 1. Credits are earned if student obtains a B or a higher Grade.
 2. Registration is cancelled if student gets F grade in any one course.

FOR USE OF OFFICE ONLY

Part A checked and the above recommendations are submitted for approval of the Dean.

Dealing Officer

Approved / Not Approved

Signature of the Dean

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshmangarh – 332311, Dist. Sikar (Rajasthan)

Ph.D. Seminar Evaluation Form

Name of the Ph.D. Student:-----

Subject: Advances in the subject-----

Registration No. /Enrollment No.-----**Date of Seminar:**-----

Topic of the Seminar:-----

Evaluation Items

S.no	Particulars	Max. Marks 50	Minimum Marks (32)	Max. Marks 50	Minimum Marks (32)	Average
1	Relevance of the seminar topic	5		5		
2	Scientific content and quality of the seminar	5		5		
3	Knowledge of topic	5		5		
4	Usefulness of the information presented	5		5		
5	Organization of presentation	5		5		
6	Manner and style of presentation	5		5		
7	Clarity of Expression	5		5		
8	Adequacy and use of required references	5		5		
9	Preparation and use of visual aids	5		5		
10	Response to question	5		5		

Please describe your opinions about the seminars strength and weakness.

- a)What do you thing were the weakness of this seminar?
- b) What do you thing were the strength of the seminar?
- c)How would you suggest this seminar be improved?
- d) Any additional comments or suggestions.

Signature of the HOD: -----**Signature of the Faculty members present**

Signature of the Supervisor: ----- **1.** **2.** **3.**

Signature of the Co- Supervisor: ----- **4.** **5.** **6.**

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY

LAKSHMANGARH, Dist. - SIKAR - 332311 (RAJASTHAN)

APPLICATION FOR PERMISSION TO PURSUE Ph.D. UNDER UGC REGULATION 2016

Date: _____

The President
Mody University of Science and Technology
Lakshmangarh

Dear Sir,

I would like to pursue a Ph. D. Programme from School _____
_____ from Autumn Semester / Spring Semester 20__ - 20__ .

My particulars are given as under:

1. Name: _____ 2. Highest Qualification: _____

3. Percentage of Marks: _____

Topic/ Area of Research: _____

Supervisor Name: _____

Date: _____

Candidate's Signature

Acceptance by the Proposed Supervisor

I am willing to guide and supervise the above work, if approved. Presently, I am having _____ students working under me for their Ph. D. Degree. List of 5 Research Publication in referred journals in case of regular Professor/ 2 Research Publication in case of Associate/ Assistant Professor, is enclosed herewith.

Date: _____

Supervisor
Designation:
School:

Forwarding by HOD

Recommended and forwarded. He/ She would be provided all necessary facilities to pursue his/ her programme.

Date: _____

Head of Department
Designation:
School:

Forwarding by Dean

Recommended and forwarded. He/ She would be provided all necessary facilities to pursue his/ her programme.

Date: _____

Dean

(School _____)

COE (Comment if any)

Dean-Academics (Comment if any)

If approved, _____ may be permitted to seek admission to the Ph. D. _____ programme in the _____ Semester, 20__ - 20__.

Date: _____

Registrar

O.K. Approved as above/ Not Approved

Date: _____

Director/ President

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY

LAKSHMANGARH, Dist. - SIKAR - 332311 (RAJASTHAN)

APPLICATION FOR PERMISSION TO PURSUE Ph.D.

UNDER UGC REGULATION 2016

(TO BE USED IN CASE OF TOPICS WHICH ARE OF INTER DISCIPLINARY NATURE)

Date:

The President
Mody University of Science and Technology
Lakshmangarh

Dear Sir,

I would like to pursue a Ph. D. Programme from School _____
_____ from Autumn Semester / Spring Semester 20__ - 20__ .

My particulars are given as under:

- 1. Name: _____ 2. Highest Qualification: _____
- 3. Percentage of Marks: _____

Topic/ Area of Research: _____

Supervisor Name: _____

Date: _____

Candidate's Signature

*In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/ College/ Institution.

Acceptance by the Proposed Supervisor

I am willing to guide and supervise the above work, if approved. Presently, I am having _____ Students (Research Supervisor) and _____ (Research Co-Supervisor) working under me for their Ph. D. Degree. List of 5 Research Publication in referred journals in case of regular Professor/ 2 Research Publication in case of Associate/ Assistant Professor, is enclosed herewith.

Date: _____

Supervisor / Joint Supervisor

Co-Supervisor

Designation:

Designation:

School:

School:

Forwarding by HOD

Recommended and forwarded. He/ She would be provided all necessary facilities to pursue his/ her programme.

Date: _____

Head of Department

Designation:

School:

Forwarding by Dean

Recommended and forwarded. He/ She would be provided all necessary facilities to pursue his/ her programme.

Date: _____

Dean

(School _____)

COE (Comment if any)

Dean-Academics (Comment if any)

If approved, _____ may be permitted to seek admission to the Ph. D. _____ programme in the _____ Semester, 20__ - 20__ .

Date: _____

Registrar

O.K. Approved as above/ Not Approved

Date: _____

Director/ President

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshmanagarh – 332311, Dist. Sikar (Rajasthan)

REQUEST FOR SYNOPSIS/ RESEARCH PLAN PRESENTATION

1. Student's Name _____ 2. Enrolment No. _____
 3. Department _____ 4. Date of Registration _____

The Chairman
 Student Research Committee
 Mody University of Science and Technology
 Lakshmanagarh

Through: Supervisor

Sir,

I have earned required credits in each pre-Ph.D. Course as per detail given below:

Semester	Session	Course No	Course Title	Credits	Grade Obtained

Date of initial Registration: _____

It is requested that my Comprehensive Examination may kindly be organized. I shall submit the Research Proposal (5 to 6 pages) and the Proposed Plan, a week before the date of examination.

(Signature of the Student)

Encl. : Self attested photocopies of the Grade Card.

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshargarh – 332311, Dist. Sikar (Rajasthan)

NOTIFICATION FOR SYNOPSIS/ RESEARCH PLAN PRESENTATION

DEPARTMENT OF _____

1. The Research Plan Presentation of Mr. / Ms. _____
(Name of the Student)
- (Enrolment No. _____) shall be held at _____ on _____ at _____.
(Enrolment No.) (Venue) (Date) (Time)
- 4 Presentation of the Proposed Research Plan will be held at _____
(Venue)
- on _____ at _____
(Date) (Time)

Chairman
Student Research Committee

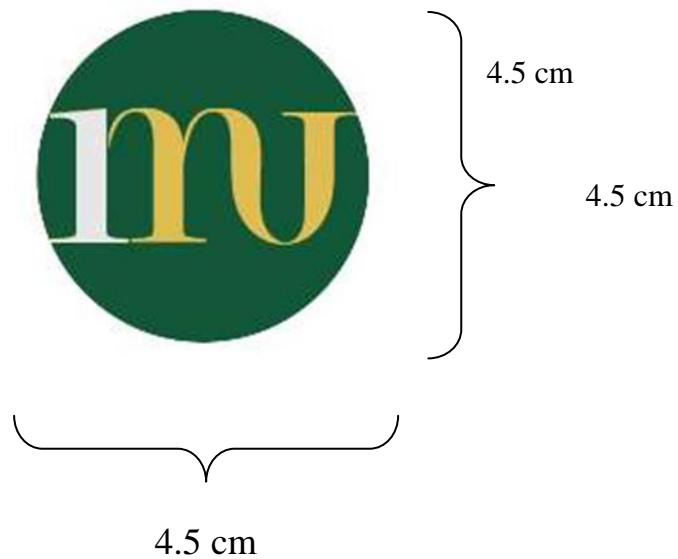
CC: All members of SRC
Dean, _____

CC: All Members of
SRC Research
Scholar Dean

Cover page and 1st inner Page of Synopsis

**“INVESTIGATION OF THE EFFECT
TYPE 2 DIABETES”**

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SYNOPSIS SUBMITTED

by

Name

Enrollment No. : _____

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**DEPARTMENT OF _____
SCHOOL _____
MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
LAKSHMANGARH-332311, DISTRICT- SIKAR
RAJASTHAN (INDIA)**

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MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshargarh – 332311, Dist. Sikar (Rajasthan)

Research Plan/ Synopsis Presentation

Synopsis Presentation of Ms./Mr. -----, in respect of Ph.D. in the Department of -----is held on ----- in the-----, at ----- am/pm.

Committee Members

Dean	Chairman
HOD/Professor/Associate Prof.	Member
External Subject Expert (Outside of University)	Member
Internal Subject Expert	Member
Research Supervisor/ Research Co-Supervisor	Member
Special Invitee	Member

The committee made the following recommendations:

1. The content of the synopsis was found satisfactory and suitable for submission. The title of the Synopsis "-----." be approved and the candidate is asked to submit the synopsis in the proper format.
- or**
2. The synopsis was not satisfactory and needs minor revision in the thesis as per the guidelines of the committee.
 3. The candidate shall be allowed to submit a revised synopsis through the Dean of the School.
 4. If the DRC does not approved/recommended a candidate for registration to Ph.D. candidate shall be allowed to make an oral presentation in the second SRC in such cases, date of registration shall be as per the recommendation of SRC

Dean of School, Chairman, SRC

HOD/Professor/Associate Prof.

External Expert (Outside of University)

Internal Expert

Research Supervisor/ Research Co-Supervisor

Special Invitee

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshmangarh – 332311, Dist. Sikar (Rajasthan)

Ref. Ph.D./School/

Date: _____

To,

Ms. _____

Research Scholar

School of _____

Subject: Registration as Research Scholar

This is to certify that Ms./Mr. _____ (Enrolment No. _____) has been registered as a Research Scholar under the supervision of Dr. _____ for Doctoral Programme in the School of _____, Mody University of Science and Technology, Lakshmangarh as per recommendation of the Students' Research Committee dated _____.

We wish Ms. _____ in her endeavour.

Registrar

Copy to:

1. President- MUST
2. Director
3. Dean-Academics
4. Dean -SLAS
5. CoE

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshmanagarh – 332311, Dist. Sikar (Rajasthan)

Pre Ph.D. Presentation Report

Pre Ph.D Presentation of Ms./Mr. -----, (Enrollment No. -----
-), in respect of Ph.D. in the Department of ----- is held on -----.

Committee Members

- a) Dean of School, Chairperson;
- b) Head of Department
- c) Subject Expert
- d) Subject Expert
- f) Research Supervisor/ Research Co-Supervisor
- g) Special Invitee

The committee made the following recommendations:

1. The content of the Pre Ph.D. Presentation was found satisfactory and suitable for submission. The title of the thesis "-----
-----." be approved and the candidate is asked to submit the thesis in the proper format.
OR
2. The Pre Ph.D. Presentation was not satisfactory and needs minor revision in the thesis as per the guidelines of the committee.
OR
3. The Pre Ph.D. Presentation was not satisfactory and needs major revision in the thesis as per the guidelines of the committee. After revision the Pre Ph.D. Presentation has to be presented again.

Dean of School, Chairman, SRC

HOD/Prof./ Associate Prof.

Subject Expert

Subject Expert

Supervisor/Joint Supervisor /Co-Supervisor

Special Invitee

**Mody University of Science and Technology,
Lakshmanarg-332311, Sikar (Rajasthan)**

Submission of thesis for Doctor of Philosophy

1. Name of the Research Scholar _____
2. Enrollment No. _____
3. Department _____
4. Date of Initial Registration _____
5. Date of Thesis Submission _____
6. Title of the Thesis _____

7. Research Paper Title _____
8. Two Research paper Presented in the Conferences/Seminars
 1. _____
 2. _____
 3. _____
 4. _____
9. Name(s) of Supervisor/Co-supervisor(s):
 1. _____
 2. _____
 3. _____
10. Address for Correspondence: _____

Phone No. with STD Code _____ Mobile No. _____
E-mail ID _____

Signature of Research Scholar

Signature of Supervisor/Co-supervisor

Signature of SRC Chairman

Note: Copy of plagiarism check enclosed.

**Mody University of Science and Technology,
Lakshmgarg-332311, Sikar (Rajasthan)**

Undertaking for submission of Ph. D. Thesis

I solemnly declare that research work presented in the thesis titled
“Title.....”

is solely my research work with no significant contribution from any other person. Small contribution/help wherever taken has been duly acknowledged and that complete thesis has been written by me.

I understand the zero tolerance policy of the Mody University of Science and Technology (MUST) towards plagiarism. Therefore I as an Author of the above titled thesis declare that no portion of my thesis has been plagiarized and any material used as reference is properly referred/ cited.

I undertake that material of the thesis submitted in hard bound and soft copy are same and no alteration has been done. If found guilty in future University may take any action against me.

I undertake that if I am found guilty of any formal plagiarism in the above titled thesis even after award of PhD degree, the University reserves the rights to withdraw/ revoke my PhD degree.

Student/Author Signature.....

Name.....

En. No.....

Address.....

(Title Capital letter, bold , New Times Roman 16 Pt)

**THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE AWARD
OF THE DEGREE OF DOCTOR OF PHILOSOPHY
IN
SCIENCE/ENGINEERING/ MANAGEMENT/ LAW/ ARTS/
COMMERCE
OF
MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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Supervisor

Dr. -----

Designation

Submitted By

Ms -----

Enrollment No. : _____

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Month, Year

Department of _____

School _____

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY

Lakshmanagarh-332311, District- Sikar

Rajasthan (India)

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University
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© MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshmanagarh; __Year____
ALL RIGHTS RESERVED

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CERTIFICATE

This is to certify thatin the department ofof this University has fulfilled the requirements prescribed for the Ph.D. degree of the Mody University of Science and Technology (MUST), Lakshmangarh.

The thesis entitled, “.....” was carried out under my direct supervision. No part of the thesis was submitted for the award of any degree or diploma prior to this date.

*Clearance was obtained from the University Ethics Committee/ University Animal Ethics for carrying out the study

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Signature

Name of Supervisor

Font 14 Times New Roman bold not caps

* *As and when applicable.*

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CERTIFICATE

This is to certify thatin the department ofof this University has fulfilled the requirements prescribed for the Ph.D. degree of the Mody University of Science and Technology (MUST), Lakshmanagarh.

The thesis entitled, “.....” was carried out under my direct supervision. No part of the thesis was submitted for the award of any degree or diploma prior to this date.

*Clearance was obtained from the University Ethics Committee/ University Animal Ethics for carrying out the study

Signature

Name of Co- Supervisor

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* *As and when applicable.*

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DECLARATION BY THE STUDENT

I, (NAME), declare that the thesis entitled-----
-----is my own work conducted under the supervision of
Dr. -----
------(Supervisor/Co-supervisor) at-----

Department-----approved
by S.R.C.

I further declare that to the best of my knowledge the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University/ Deemed University without proper citation.

Besides this:

I have successfully completed the Course work of one semester as per UGC- Regulation 2016 norms.

I have also given a pre-Ph.D. presentation and successfully incorporated the changes suggested on the basis of feedback and comments received.

I have also published one research paper in a journal from the research work of the thesis and presented two papers in Conferences/Seminars and has produced an evidence of the same in the form of acceptance letter/or the reprint.

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Signature

Name of Candidate

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CERTIFICATE FOR PLAGIARISM CHECK

It is certified that Ph.D. Thesis entitled _____ by _____ has been examined. We undertake & declare that:

- a. This thesis has significant new work/knowledge as compared to already published or are under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
- b. The work presented is original and own work of the author (i.e. there is no plagiarism). No ideas, processes, results or words of others have been presented as Author's own work.
- c. There is no fabrication of data or results which have been compiled/analyzed.
- d. There is no falsification by manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- e. The thesis has been checked using TURNITIN/URKUND (copy of originality report attached).

Font 14 Times New Roman not bold not caps

Signature

Signature

Signature

Name of the Candidate

Name of the Co-supervisor

Name of Supervisor

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MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshmangarh – 332311, Dist. Sikar (Rajasthan)

Refe. No. MUST/COE/PhD/_____

THESIS SUBMISSION CERTIFICATE

This is certify that Ms/Mr _____ (E.No. _____) has submitted
Ph.D. Thesis entitled “-----
-----“ for evaluation of the degree of Doctor of philosophy on the date
_____ under the supervision of Dr. _____ .

Issued Date: _____

Controller of Examination
MUST, Lakshmangarh, Sikar

Copy to: (for information)

1. President/ Director
2. President Office
3. Dean Academics
4. Concern Dean of School
5. Registrar
6. Candidate

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
Lakshmangarh – 332311, Dist. Sikar (Rajasthan)

FORMAT OF EXAMINER’S REPORT Recommendation on PhD Thesis

Name of the Candidate: _____ Enrollment No. _____

Title of the thesis: _____

Subject: _____

Please give your specific recommendation by ticking any one of the following, with signature underneath and enclose your detailed report on separate sheet(s) with your signature, name and address.

The thesis be accepted for the award of the PhD degree []

OR

The thesis is acceptable for the award of the PhD degree subject to []

the clarification of **certain points at the time of Viva-Voce.**

(Please enclose the points)

OR

The thesis **is not acceptable in the present form but may be accepted** []

subject to **modification/clarification /revision.**

(Please enclose your suggestions for modification etc. desired)

After modification **the thesis need not be referred back to me.**

OR

The thesis **is not acceptable in the present form but may be accepted** []

subject to **modification/clarification /revision.**

(Please enclose your suggestions for modification etc. desired)

After modification **the thesis should be referred back to me for final assessment.**

OR

The **thesis be rejected.** (Please enclose your comments). []

Place.....

Signature of the Examiner.....

Date.....

Name and Address of the Examiner

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

Encl:

- (a) A detailed report on separate sheet(s), including general and critical appreciation of the thesis
- (b) List of points for clarification.
- (c) Questions to be asked at the time of viva-voce

THESIS EVALUATION REPORT

1. Name of the Students : _____
2. Enrollment No: _____
3. Department: _____
4. Topic of Research: _____

5. Name and Address of Examiner: _____

EVALUATION REPORT OF THE THESIS

Introduction:

Review of Literature

Materials and Methods

Results

Discussion

Conclusion

Summery

Bibliography

Recommendation/ Overall evaluation comments

Questions for clarification if any

Signature with Name & Designation

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY

FORMAT FOR PhD VIVA-VOCE EXAMINATION

1. Name of the candidate: _____ Enrolment No. _ _____ _
2. Department: _____ School: _____
3. Title of the thesis: _____
4. Date of viva-voce: _ _____ _
5. Name and address of the external examiner: _____ _
6. Name of the supervisor _____

EXAMINERS REPORT

Signature of internal examiner(s)

Signature of external examiner

Recommendations of ODC:

(Signature of Chairman ODC)

Mody University of Science and Technology

Lakshmangarg-332311, Sikar (Rajasthan)

Submission of Thesis after Modification as per Suggestion of External Expert For Doctor of Philosophy

1. Name of the Research Scholar _____
 2. Enrollment No. _____
 3. Department _____
 4. Date of Initial Registration _____
 5. Date of Thesis Submission _____
 6. Title of the Thesis _____

 7. Modification Done in the Thesis: (Attach Separate Sheet if needed)
 1. _____
 2. _____
 3. _____
 8. Research Paper Title _____
 9. Two Research Paper Presented in the Conferences/Seminars
 1. _____
 2. _____
 10. Name(s) of Supervisor/Co-Supervisor(s):
 1. _____
 2. _____
 3. _____
 11. Address for Correspondence: _____

- Phone No. with STD Code _____ Mobile No. _____
- E-mail ID _____

Signature of Research Scholar

Signature of Supervisor/Co-supervisor

Signature of SRC Chairman

**Mody University of Science and Technology,
Lakshmanarg-332311, Sikar (Rajasthan)**

S.No. /MUST/Academic Year/ 01



PROVISIONAL CERTIFICATE

Enrollment No. _____

Certified that -----S/o/D/o -----
enrolled as Ph.D. students in the Subject -----.
The topic “-----”
has successfully completed all the requirements for award of degree of Doctor of Philosophy in
accordance with the UGC, Ph.D. Regulation 2016.

Her thesis on aforesaid topic has been accepted by the University on the recommendation of
Viva-Voce Board held on -----.

Dated:

REGISTRAR