

SAGE UNIVERSITY, BHOPAL
(SANJEEV AGRAWAL GLOBAL EDUCATIONAL UNIVERSITY, BHOPAL)



PhD REGULATIONS

2020-21

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SAGE UNIVERSITY, BHOPAL
DOCTOR OF PHILOSOPHY (PhD) REGULATIONS, 2020-21.

1. ELIGIBILITY FOR ENROLLMENT TO PhD PROGRAMME

1.1. The following candidates are eligible to seek admission to the PhD programme:

1.1.1. Masters Degree holders satisfying the following stipulated criteria.

1.1.1.1. A candidate for admission in the degree of Doctor of Philosophy must, at the time of application, hold Master's degree with at least 55% marks or an equivalent grade of University / Deemed University or any other University incorporated by any law for the time being in force and recognized by the University (A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer) / differently-abled and other categories of candidates as per prevalent directions from State / Central Govt.

1.1.2. A Candidates who have cleared the M Phil degree with at least 55% marks in aggregate or its equivalent grade shall be eligible to proceed to do research work leading to the Degree.

1.1.3. A Candidates possessing a Degree considered equivalent to M Phil Degree of an Indian Institution or from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational Institutions, shall be eligible for admission to PhD programme.

1.2. A candidate shall ordinarily be permitted to work for PhD Degree in the subject in which he/she has obtained his Master's degree. Provided that research work leading to PhD degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done Master's degree, shall be decided by the Academic Council / VC of the University.

2. PROCEDURE FOR ADMISSION

2.1. Application Form

2.1.1. Candidate should apply online to office of the University by the date notified by the University in news paper/website normally twice in an Academic Year. Candidate has to pay Entrance Examination fee as prescribed by the University time to time.

2.2. Entrance Test

2.2.1. The admission shall be made by the University, through an entrance test followed by personal interview.

2.3. The entrance test will consist of Multiple Choice Questions related to 50% of Research Methodology, and 50% subject-specific. There will be a total of 60 objective type questions of one mark each. No negative marking will be done for wrong answers. The duration of Entrance Test will be of 90 minutes. Thus, a total weightage of Entrance test would be 60 marks.

2.4. Minimum passing percentage in entrance test is 50% (i.e. 30 marks).

2.5. The Candidate(s) who score 50% or more in entrance test, shall be called for Interview. The weightage for the Interview would be 40 Marks. A candidate must score 50% Marks in the interview for the final selection in the PhD program.

2.6. Candidate would be judged by the panel mainly on the following criterion: Aptitude, Attitude, competence and Clarity on the broad research area.

2.7. The interview committee/Panel shall consist of:

2.7.1. Dean / Head of school / Head of Department of concerned faculty – Chairman

2.7.2. Chairman Board of Studies of concerned Subject/Subject Expert

2.7.3. One Senior Professor nominated by Vice Chancellor

2.7.4. Three members shall form quorum of meeting

2.8. Candidates who have qualified the UGC / CSIR / DST / State Level Examination SLET / NET / MPhil shall be exempted from entrance test and will be required to present themselves for personal interview.

- 2.9. The admission shall be based on the criteria, 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 the Central/State Government from time to time.
- 2.10. Once a candidate is declared as qualified, he/she should submit the required document along with the prescribed fee for the session in the office of the Dy. Registrar Establishment and fill the online enrollment form through our ERP system.
- 2.11. With the issue of enrollment number, student would be eligible for the Course work.
- 2.12. The School / Department shall maintain the list of all the PhD registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrollment/registration.

3. SCHOLARSHIP / TEACHING ASSISTANTSHIP

- 3.1. Those candidates who are desirous of being considered for the obtaining the Scholarship/Teaching Assistantship would apply on the prescribed form to the PhD Cell of the University. A Separate Panel would be constituted for it and panel would interview the candidates and recommend the appropriate cases for consideration to the Vice Chancellor. The Panel would have the following persons:
 - 3.1.1. Dean/HOS nominated by Vice Chancellor as Chairperson
 - 3.1.2. Coordinator PhD Program
 - 3.1.3. Any two senior professor of the University nominated by Vice Chancellor
 - 3.1.4. Three members shall form quorum.
- 3.2. The recommended candidates by the panel and duly approved by the Vice Chancellor may get Scholarship / Teaching Assistantship
- 3.3. of Rs 12000/- per month (or as decided by the University time to time)
- 3.4. The candidate shall be given teaching load of 12 – 18 per week (Lecture /Tutorial /Practical). He may also be given Research assistantship in Lab or any other departmental work by Dean / HOS of faculty concerned. Attendance shall be maintained in Department / School as a regular employee.
- 3.5. The monthly report of the classes taken / completion report of all assigned work duly signed by

the Dean / HOS along with the attendance shall be submitted to Office of Registrar/HR department for release of payment after approval of the Vice Chancellor.

4. TREATMENT OF PhD THROUGH DISTANCE MODE/PART-TIME:

- 4.1. Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, the University shall not conduct PhD Programmes through distance education mode.
- 4.2. Part-time PhD will be allowed provided all the conditions mentioned in the PhD Regulations are met, in exceptional cases.

5. DURATION OF THE PROGRAMME:

- 5.1. PhD programme shall be for a minimum duration of three years, including course work and a maximum of six years for full time scholars.
- 5.2. Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance.
- 5.3. The women candidates and persons with Disability (more than 40% disability) may be allowed a relaxation of two years for PhD in the maximum duration.
- 5.4. If a candidate is not able to submit his thesis within 5 years, then he has to apply for the extension of one year through his Supervisor and duly recommended by the HOS/Dean to the Academic Council. Upon approval of Academic Council, he would be given an additional year to submit the thesis.
- 5.5. If a candidate fails to submit the thesis within six years, he shall no longer be considered a Scholar and his registration to the PhD programme will be cancelled.

6. DEPARTMENTAL RESEARCH COMMITTEE (DRC)

- 6.1. Departmental Research Committee shall consist of
 - 6.1.1. Dean of concerned Faculty – Chairman
 - 6.1.2. Chairman Board of Studies of concerned subject

6.1.3. Head of Department/School of study

6.1.4. One senior professor nominated by Vice Chancellor

6.2. Three members shall form quorum of meeting

6.3. The functions of the DRC shall, to discuss the probable topic of research, to allocate supervisor/co-supervisor to eligible candidates, evaluate and recommend the progress report of candidate (every three months) to RDC for approval. The DRC shall be conducted once in three months or as required.

6.4. The DRC shall send its recommendations to COE for its consideration and approval by RDC

7. COURSE WORK

7.1. Eligible candidates after recommendation of DRC and subsequent approval of Vice Chancellor shall be eligible to attend course work for 6 months.

7.2. If found necessary, course work may be carried out by Doctoral candidate in sister departments/Schools either within or outside the University for which due credit will be given to them.

7.3. After admission to program, each candidate has to complete the course work successfully in the concerned School.

7.4. The Scheme of Examination for the Course work is given below.

S.No	Course Code	Course Name	Credit offered				MTE			ETE (50)	Total Marks
			L	T	P	Total	MS T (30)	Ass /Pr (10)	A (10)		
1	CC20P101	Research Methodology and Data Analysis Tools	4	-	-	4	30	10	10	50	100
2	XX20P104	Discipline Specific Course	4	-	-	4	30	10	10	50	100
3	CC20P102	Research And Publication Ethics	4	-	-	4	30	10	10	50	100
4	CC20P104	Seminar / Presentation*	16**			4	30	10	10	50	100
						16					-

MST- Mid Semester Test; Ass/Pr- Assignment/Presentation; A- Attendance; XX- first two digit of the specialization

** Candidate needs to make continuous presentation every week as well as to the Panel of Experts on Literature Review on Topic of Research.*

** Candidate has to do self study of 14 hrs per week and attend presentation of 2 hrs per week.

7.5. Minimum 75% attendance is compulsory to write course work examination. The attendance of course work and attendance recorded by supervisor during review of literature may be taken together for this purpose.

7.6. The level of student's performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as given below

Percentage <i>(Based on Absolute Marking)</i>	Letter Grade	Grade Point	Performance Indicator	Remark
90.00 – 100	O	10	Outstanding	-
80.00 – 89.99	A	9	Excellent	-
70.00 – 79.99	B	8	Good	-
60.00 – 69.99	C	7	Fair	-
50.00 – 59.99	D	6	Satisfactory	-
Below 50	F	0	Fail	

7.7. If candidate fails in any course, he is allowed to keep terms (ATKT) and may appear in next subsequent examination to pass by paying the examination fee for the ATKT/Back papers. If he fails again, he/she will be declared unfit for PhD programme. Only two attempts will be given to pass a course work examination.

8. RESEARCH DEGREE COMMITTEE (RDC)

- 8.1. Successful candidate after passing the course work examination shall prepare and submit the Research Proposal on the selected topic in 5 copies forwarded by supervisor along with an application for registration in PhD programme with required fees. The candidate should appear and present his proposed research work to Research Degree Committee (RDC).
- 8.2. **The RDC shall comprise of**
 - 8.2.1. Vice Chancellor or his nominee – Chairman
 - 8.2.2. Dean/ Chairman BOS of the concerned faculty- Member
 - 8.2.3. Dean R &D/University PhD Coordinator
 - 8.2.4. One subject expert from a panel of Experts (preferably from outside the University) – Member (nominated by Vice Chancellor)- Member
 - 8.2.5. Supervisor (if permitted by VC)
- 8.3. Three members shall form the quorum of the meeting.
- 8.4. The RDC should examine suitability of the topic and recommend for registration of candidate to PhD programme, if found eligible. If RDC does not recommend/ approve the topic of research proposed by the candidate, he may change the topic of research and prepare a new synopsis and present it in the next RDC meeting. Provided that if candidate fails to present or satisfy RDC for the second time his case may be rejected.
- 8.5. As far as possible, the DRC shall allot the preferred place of research work and the preferred supervisor and co-supervisor, if any and shall also approve the proposed title of the thesis(however, the candidate may change title of his/her thesis, after prior approval by Research Degree Committed(RDC).
- 8.6. On the request of the supervisor, Vice Chancellor may permit him to be present as an observer during the oral presentation of his candidate but he will not be the part of the quorum.
- 8.7. The meeting of Research Degree Committee (RDC) shall be held in the University office twice a year (preferably in the July and January). The committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor submitted to committee constituted under section 12 of this Regulation who shall examine & recommend the eligibility of the person for the appointment as supervisor/ co-supervisors. The committee shall also

prepare a list for approved supervisors/co-supervisors, along with their specializations as per provision of the Ordinance. This list shall be available with the Registrar.

- 8.8. After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor/s (if any), and place of research work, the candidate shall be registered for PhD program from the date on which the candidate had deposited the required fee (as applicable). The letter of registration shall be issued by the Registrar, and sent to the candidate concerned and this date would be counted as the date of Registration for all purposes during the PhD program.
- 8.9. If the RDC makes any change only in the title of the thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC itself. The letter of registration shall be issued mentioning the approved title.
- 8.10. If the RDC suggests any change in the synopsis/research proposal, then the change required shall be communicated to the candidate by the DRC / Dean/ HOS/Supervisor. The candidate will be required to resubmit the synopsis (in 05 copies) as revised by him/her, incorporating the changes suggested by the RDC within one(1) month. The Dean of the School shall examine the revised synopsis and if he is satisfied that the changes suggested by the RDC have been incorporated in the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Registrar.
- 8.11. If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the RDC.

9. APPOINTMENT OF EXAMINER(S)

9.1. Appointment of Examiner for Paper Setter /Evaluators etc. of each question paper / practical examination etc. shall be done by

- 9.1.1. Professor/Associate Professor/Assistant Professor(s) with minimum of Ten (10) years of experience in the subject/specialization including a minimum of 2 years of post PhD experience. A relaxation may be given in the courses where there is non-availability of examiner on prior approval of Vice Chancellor.

- 9.2. A panel of examiners in the subject concerned will be sent by the concerned Board of Studies / Dean Faculty to COE. The panel shall be approved by Examination Committee or by the VC. In case the examiner appointed is not available, an alternate examiner shall be appointed with the approval of the VC.

10. FEES

PhD program fee (as decided by the University time to time) to be paid by the candidates in two equal installments (July and January). The total program fee must be paid before submission of PhD thesis.

11. RESEARCH CENTRE

- 11.1. A candidate may pursue his research work for PhD degree in the School / Department of the University in the subject concerned,

OR

- 11.2. At a Research Centre i.e. an organization of National or International repute (NIIT/IIT/Other academic institutions of national importance/Research Organizations of Government/reputed corporate establishment with established R&D Laboratories etc.), recognized as a research centre by the Academic Council: Provided that a M.O.U. shall have to signed between the University & the Institute/ Organization.

- 11.3. After the M.O.U., the candidates may also be allowed by RDC to pursue research work at an industry of international repute, actively involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D centre and shall be recognized for this purpose by the BOM of the University.

- 11.4. A candidate permitted to work in such Industry as stated in above Paragraph, having MOU with the University, shall be required to take at least one co-supervisor from the industry, such co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate Professor of the University.

- 11.5. Candidate may also be permitted to work by RDC in research establishment of repute like CSIR labs/ DRDO Labs or Labs of repute established by Central Government A candidate permitted to work in such Research Establishments, stated in above Paragraph, shall also be

required to take at least co-supervisor from the Establishment. Such co-supervisor should be Scientist/Director of the R&D centre not below the rank of Associate Professor of the University.

12. SUPERVISOR/CO-SUPERVISOR

12.1. The person recommended as supervisor/co-supervisor to guide the research scholar must be:

12.1.1. Any regular faculty (Professor/Associate Professor/Assistant Professor) of the University / School with at least five research publications in Scopus/SCI/WOS with good Impact Factor or UGC latest recommended Journals may be recognized as Research Supervisor.

12.2. Only a full time regular teacher of the University can act as supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same University / School or from other related institutions with the prior approval of the RDC. The allocation of Research Supervisor for a research scholar shall be decided by the DRC of the School / Department 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 him in the DRC meeting.

12.3. 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/other department, 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 of the Institute on such terms and conditions as may be specified and agreed upon by the consenting Department.

12.4. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) PhD scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) PhD scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) PhDscholars. Any teacher guiding a candidate as a co-supervisor would be counted as half (e.g. guiding two candidates as co-supervisor is equivalent to guiding one candidate as supervisor)

12.5. Provided further that a person who is himself registered for PhD degree of the University shall not be eligible to act as supervisor or member of DRC or RDC.

12.6. A person, who wants to get himself/herself recognized as a supervisor/co-supervisor, shall apply in the prescribed Performa, duly forwarded by HOS/Dean of his School. The case will be put up before the RDC which will decide about the recognition.

13. CHANGE OF SUPERVISOR

13.1. Only under special circumstances, the candidate may be allowed to change the supervisor by the Vice Chancellor on the recommendation of DRC. No change in the topic of research will be permitted due to change of supervisor

14. SIX MONTHLY REPORT

14.1. The University shall obtain every six month a record of attendance, receipts of fee paid and progress report of the work of Research Scholar from his supervisor as per Appendix 4 which shall be scrutinized by the Dean of the Faculty / HoS. The candidate has to defend the work done by him to RDC.

14.2. Those candidates who fail to deposit fees, Vice Chancellor on the recommendation of the Dean of the Faculty may order the removal of the name of the scholar from the list of those registered for the PhD program.

15. SUMMARY OF THESIS AND APPOINTMENT OF EXAMINER

15.1. The candidate shall submit ten copies of the summary of the thesis together with a list of research papers published or accepted for publication (in the peer reviewed standard journals of repute, as approved the University from time to time, through his/her supervisor to the DAA / Registrar about three months prior to the anticipated date of submission of thesis.

15.2. The supervisor shall submit to the DAA / Registrar, in a sealed cover a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University. At least half of the name should be from outside the state.

Name can also be include from outside the country. Another panel of at least six examiners, actively engaged in the concerned area of research and not below the rank of Associate Professor of a University Teaching Department or college Professor, , from outside the jurisdiction of this University, shall be submitted by the Dean of Faculty in which the candidate is pursuing .

15.3. In case the candidate related to the supervisor, then the first panel of examiners shall be obtained from Head, University Teaching Department of the subject concerned, or a senior professor nominated by Vice Chancellor.

15.4. The Vice Chancellor shall appoint two examiners out of two aforesaid panels, submitted by the supervisor and Dean, respectively. The consent of examiners shall be obtained by sending them the summary and list of publication.

Note: The summary of thesis shall be sent by post/ air mail/ email.

16. PRE-SUBMISSION DEFENSE

16.1. Prior to submission of the thesis, the candidate shall prepare a draft thesis and shall submit it in Soft and Hard copy in the prescribed format of the University duly forwarded by the Supervisor/Co-supervisor and Dean/HOS to PhD Cell for Pre-Submission Defense Viva-Voce

16.2. However, prior to the submission of draft thesis, the candidate shall publish at least two research papers in the peer reviewed Scopus/SCI/WOS/ indexed journal of repute and two in UGC listed/ Other including Conference proceedings as approved by the University from time to time, in which the candidate is the sole author or co-author, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him, if any shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.

16.3. The candidate shall make a Pre- Submission Defense to the RDC in the University on the specified date. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor, to the University in the proforma given in Appendix 5.

17. SUBMISSION OF THESIS

- 17.1. After getting an approval from RDC as mentioned, the candidate can finalize his/her thesis.
- 17.2. The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be typewritten only on one side of paper. It may then be photocopied (only on one side of the paper) for producing multiple copies.
- 17.3. Submitted thesis will be accepted with the satisfactory Plagiarism report as decided by the Competent authority of the University
- 17.4. The Candidate shall submit the thesis to the University as follows:
 - 17.4.1. Four hard bound copies of the thesis, and
 - 17.4.2. Soft copy in the form of CD (in three copies)
- 17.5. In the thesis after the cover page, the forwarding letter/declaration/certificate as prescribed by the University
- 17.6. Thesis should be forwarded by Head of the Department/HOS/Dean concerned
- 17.7. The thesis must be accompanied by a declaration from the candidate as per (Appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
- 17.8. The certificate from the Supervisor and Co-supervisor, if any, as per Appendix 3.

Note: (i) The Candidate shall also deposit the thesis submission fee as prescribed by the University time to time along with the thesis.

(ii)The no dues certificates from the place of work, accounts department of the University and the University library must be submitted along with the thesis.

18. EVALUATION OF THESIS AND VIVA-VOCE EXAMINATION

- 18.1. On receipt of the thesis, required fee and no dues certificates, Supervisor will submit a panel of six examiners (not below the rank of Associate Professor or Scientist of grade E) to COE out of which there can be four examiners from the state and four from other states/other country. The examiners may be from the reputed Universities/Institutions such as

IITs/NITs/IIMs/ICAR/CSIR or any other such establishments of repute. The COE will get two names approved from the Vice Chancellor and will send the thesis to them within a period of 15 days of submission of the panel by the Supervisor.

- 18.2. The thesis to be accepted for the award of the PhD degree must comply with the following conditions:
- 18.3. It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of fact. In either case. It should evince the candidate's capacity for critical examination and sound judgment.
- 18.4. It must be satisfactory in point of language and presentation of the subject matter.
- 18.5. The examiners shall categorically recommend in the prescribed Proforma (Appendix 07) acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spelt out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages. The examiner must also give a list of questions he wishes to be asked at the time of viva-voce examination.
- 18.6. The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the COE. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
- 18.7. The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within **three months** of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another examiner from the panels of examiners.
- 18.8. If one examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third examiner, drawn from the panel of examiners approved by the Vice Chancellor, without disclosing the reports of earlier examiners, The third examiner shall be asked to give his/her opinion and his opinion shall be final.
- 18.9. In case, both the original examiners accept the thesis for the award of the PhD degree or in the event of it being referred to the third examiner, and the third examiner accepts the thesis for the award of the PhD degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the Supervisor, Co supervisor (if any) and one of two examiners (Thesis Evaluators), selected by the Vice Chancellor. In case the

candidate is related to the supervisor, then the Vice Chancellor shall appoint Head of School/Dean/Chairman Board of Studies of the subject concerned to act as viva-voce examiner, in place of the Supervisor.

- 18.10. The Supervisor/ Head of School/Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date for viva-voce. The date fixed for the viva-voce shall be informed to the candidate and the other authorities of the University such as Registrar, COE, Vice Chancellor, HOS, HOD, Dean etc. Provided that in special circumstances, Vice Chancellor may appoint alternate viva-voce examiner from the panel of examiners, if both the external examiners are not in a position to conduct the viva voce examination.
- 18.11. The viva-voce examination shall be conducted at the School / Department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the COE /HOS of the University and be pasted on Notice board at least a week in advance. At the time of viva-voce examination, the board of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the COE in confidential cover.
- 18.12. The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested person present in open viva-voce. After the presentation of the research work, the Board shall ask question together with those questions, which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall reply only those question which are permitted by the external examiner.
- 18.13. In case the recommendations of the viva-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The external examiner for second viva-voce examination shall be appointed by the Vice Chancellor. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.

- 18.14. If the examiners recommend that the candidate be asked to revise/improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.
- 18.15. The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to candidate.
- 18.16. In case the candidate is allowed to resubmit the thesis, he/she will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/ she carried out the work.
- 18.17. The resubmitted three copies of the thesis must make clear mention about revised version. The thesis shall be got examined as far as possible by the examiners who have earlier recommended for the revision.
- 18.18. In case a candidate is asked to revise the thesis and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall rejected. If he accepts the thesis for the award then the candidate shall be awarded the PhD degree on successful viva voce examination.
- 18.19. In case a candidate is asked to further revise the thesis by the third examiner, then the thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

Note- Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by Dean of the Faculty. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

19. APPEARING IN OTHER EXAMINATION

- 19.1. No research scholar shall join any other program of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics, and computer courses) during the PhD program.

20. PUBLICATION OF THESIS

20.1. The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was thesis approved for award of the PhD degree of the University.

21. AWARD OF PhD

21.1. After the successful defense and viva-voce, the Vice Chancellor shall have powers to issue Notifications for the award of PhD degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting.

21.2. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental/School Library of the University where the research work was carried out; the third will be returned to the supervisor. Following the successful completion of the evaluation process a notification would be released by the Registrar.

21.3. The University shall submit a soft copy of the PhD thesis to UGC within a period of thirty days for hosting thesis in SHODHGANGA@INFLIBNET CENTRE accessible to all University/Institution.

22. REPORTS OF EXAMINERS

22.1. After the declaration of the result the successful candidates may be provided the copies of reports of examiners who have recommended for the award of the degree on payment of fee prescribed by the University. The Reports will not disclose the identity of the examiners.

23. WITHDRAWAL OF DEGREE

23.1. On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree. Those candidates who have applied for registration but have not been registered before the Ordinance comes into force, shall be governed by the provision of this ordinance i.e. they will have to fulfill all the requirement, as laid down in this ordinance.

Appendix-1

PROFORMA FOR RESEARCH PROPOSAL

Research Proposal is the blue print of the proposed research work to be carried out by the candidate. It should give an outline of the thesis. It should contain the Introduction, literature review, research Gaps identified through literature review, Objectives, Proposed methodology to achieve the objectives, proposed expected outcomes etc. Candidate is required to submit seven spiral copies and one soft copy (pdf file) in a properly labeled CD are to be submitted to the University. It should have around 15-20 pages of 1 ½ spacing on A4 size good quality white paper.

1. Proposed Title of the Thesis
2. Introduction: Giving purpose of research (in about 200 words)
3. A brief review of the latest work already done in the field.
4. Noteworthy contributions in the field of proposed work.
5. Research Gaps
6. Objectives
7. Proposed Methodology
8. Expected outcome of the proposed work.
9. Proposed Chapter Names of the thesis
10. Reference in standard format.
11. List of published papers of the candidate, if any.

Appendix-2
PROFORMA FOR DRC Report
(To be evaluated every three months and to be forwarded to RDC)

Period (From) _____ **to** _____

Note: Presentation of the work done to be made to the panel with documentary evidence

Enrollment No.: _____

Name of Candidate _____

Contact Address _____

Contact No. & Email _____

Name of Supervisor _____

Contact No. of Supervisor _____

Name of Supervisor _____

Contact No. of Supervisor _____

Title of the Research Work _____

Details of the Work Done in last 3 Months (Attach Proof)

Proposed work in next three Months

Fees paid vide receipt No _____ Date _____

Fee due status as on date: _____ Signature of Accountant: _____

Signature of Candidate

Date

Remarks of Supervisor:

Overall Satisfaction of the DRC: Satisfactory/Not Satisfactory (Pls tick)

Suggestions _____ **(if** _____ **any):**

(Supervisor)

(School PhD Coordinator)

(HOD)

(HOS/Dean/Chairperson)

Appendix-3
PROFORMA FOR RDC Report
(To be evaluated every six months)

Period (From) _____ **to** _____

Note: Presentation of the work done to be made to the panel with documentary evidence

Enrollment No.: _____

Name of Candidate _____

Contact Address _____

Contact No. & Email _____

Name of Supervisor _____

Contact No. of Supervisor _____

Name of Supervisor _____

Contact No. of Supervisor _____

Title of the Research Work

Details of the Work Done in last 6 Months (Attach Proof)

Proposed work in next six Months

Fees paid vide receipt No _____ Date _____

Fee due status as on date: _____ Signature of Accountant: _____

Signature of Candidate (with date)

Remarks _____ of _____ Supervisor:

Overall Satisfaction of the RDC: Satisfactory/Not Satisfactory (Pls tick)

Suggestions (if any):

(Supervisor/ Subject Expert) (Dean R & D/University PhD Coordinator/) (Dean/Chairman BOS)
(VC or his nominee)

Appendix – 4

PROFORMA TO BE SUBMITTED ALONG WITH THE SUBMISSION OF PhD SUMMARY

The following proforma is to be filled by the candidate along with the **Summary of the thesis and request letter for the conduction of Pre-Submission Defense Viva-Voce**. It may be verified initially by the Supervisor and Dean and then by the Controller of Examinations Office before submission **Summary**.

Sl. No.	Details	Remarks of Verification by COE office
1.	Name of the Ph D Scholar	
2.	Registration No with date	
3.	Discipline	
4.	Name of the Research Supervisor with email and mobile no	
5.	Name of the Research CO-Supervisor with email and mobile no	
6.	Date of Completion of Course work (attach Grade sheet)	
7.	No dues slip attached duly signed by Accountant	
8.	Fee receipt of thesis submission duly signed by Accountant	
9.	Details of Publications (pls attach proof)	
10.	05 copies of the Thesis summary duly signed by Supervisor and Dean along with soft copy (DVD) in pdf.	
11.	Any other Academic achievement (pls attach proof)	
12.	Details of RDC Meetings held with Date (COE should attach all the reports previous RDCs)	
13.	Panel of Examiners (08) is submitted as per guidelines (to be submitted by Supervisor in a sealed envelop)	

(PhD Scholar)

(Supervisor)

(Dean)

(Dean R &D/PhD Coordinator)

(COE)

This is to be submitted to RDC for the conduction of Pre-Defense Viva-voce/Presentation (30 minutes). Upon successful defense by the candidate and recommendations of RDC, candidate has to submit the thesis within 03 months to the office of COE after getting it duly signed from Supervisor/Co-supervisor and forwarded by HOD/HOS/Dean.

Appendix-05
EXAMINERS REPORTS ON PhD THESIS

Name of Candidate _____ Enrollment No _____

Program _____ Branch / Specialization _____

Title of Thesis _____

Major Head	Criteria	Remark		Specific Comments
<i>Title</i>	<i>Appropriate, Clear and Justified</i>	<i>Yes</i>	<i>No</i>	
<i>Introduction</i>	<i>Purpose of study is clear</i>	<i>Yes</i>	<i>No</i>	
	<i>Hypothesis, if Any</i>	<i>Yes</i>	<i>No</i>	
<i>Review of Literature</i>	<i>Relevance</i>	<i>Yes</i>	<i>No</i>	
	<i>Completeness</i>	<i>Yes</i>	<i>No</i>	
	<i>It is up to date</i>	<i>Yes</i>	<i>No</i>	
	<i>Citation of reference is properly done</i>	<i>Yes</i>	<i>No</i>	
<i>Methodology Adopted</i>	<i>Type of Study mentioned</i>	<i>Yes</i>	<i>No</i>	
	<i>Details of Subject and controls</i>	<i>Yes</i>	<i>No</i>	
	<i>Details of materials (apparatus used, laboratory test, etc.) and experimental design</i>	<i>Yes</i>	<i>No</i>	
	<i>Procedure used for data collection</i>	<i>Yes</i>	<i>No</i>	
	<i>Statistical Methods employed, level of significance considered</i>	<i>Yes</i>	<i>No</i>	
<i>Observations & Results</i>	<i>Logical organization</i>	<i>Yes</i>	<i>No</i>	
	<i>Correctness of data analysis</i>	<i>Yes</i>	<i>No</i>	
	<i>Appropriate use of charts, tables, graphs, figures, etc.</i>	<i>Yes</i>	<i>No</i>	
	<i>Statistical interpretation</i>	<i>Yes</i>	<i>No</i>	

<i>Discussion</i>	<i>Relevance (within framework of study) and appropriateness of data</i>	<i>Yes</i>	<i>No</i>	
	<i>Interpretation of implication of Results</i>	<i>Yes</i>	<i>No</i>	
	<i>Statement of limitations of interpretation</i>	<i>Yes</i>	<i>No</i>	
	<i>Mentioned unanswered question / question raised</i>	<i>Yes</i>	<i>No</i>	
	<i>Summary and conclusion</i>	<i>Yes</i>	<i>No</i>	
<i>Annexure</i>	<i>Weather all required annexure and appendices are included</i>	<i>Yes</i>	<i>No</i>	

Recommendations (the examiner may give details on additional sheet)

(Please tick (√) one out of three)

- i. **The thesis is acceptable** in its present form for the award of PhD degree.

- ii. **The thesis is acceptable** and the corrections / modifications / improvement suggested by me would be incorporated in the thesis / dissertation by the student which is communicated to the oral board together with my report. *(Please mention sections to be revised)*

- iii **The thesis need technical improvement / modifications** as suggested by me. The thesis / dissertation must be sent back to me after the corrections carried by the student. I will give my recommendations to the same in one week of its receipt. *(Please mention sections to be revised)*

(Signature of Examiner with date)

Name of Examiner

For Office Use Only

Date of Receiving of Report	
Signature of Assistant Registrar (Evaluation)	

Resubmission to Examiner

Corrections submitted by Student	
Sent to Examiner	
Date of Receiving of Report	
Signature of Assistant Registrar (Evaluation)	

Remarks of COE

Remarks of VC

Appendix-06

PROVISIONAL CERTIFICATE REGARDING AWARD OF PhD DEGREE

This is to certify that vide notification no _____ Dated _____ of
this University, the Board of Management has decided that the degree of PhD in
_____ (Subject) be awarded to _____

The title of PhD thesis is _____

The PhD degree has been awarded in compliance of the “University Grants Commission (minimum standards and procedure for award of MPhil/PhD degree) Regulation, 2009”

Registrar
Date:

Appendix – 7
GUIDELINES FOR THESIS PREPARATION

A. SPECIFICATIONS FOR THESISFORMAT

A.1 Preparation of Manuscript andCopies

A.1.1 The thesis needs to be prepared using a standard text processing software and must be printed in black text (color for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman or Sans Seriffont).

A.1.2 The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white paper of 75 gms ormore.

A.1.3 Thesis should be free from typographicalerrors.

A.2 Size andMargins

A.2.1 A4 is the recommended thesissize.

A.2.2 The top, bottom and right-side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables)pages.

A.2.3 Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/tablecaption.

A.2.4 A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the nextpage.

A.2.5 All tables and figures should conform to the same requirements as text. Color may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original) and /or folded just once to flush with the thesis margin (if the page size does not exceed 250x360mm).

A.3 Page Numbering

A.3.1 Beginning with the first page of the text in the thesis (Chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through theappendices.

A.3.2 Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is notprinted.

A.3.3 All page numbers should be placed without punctuation in the upper right hand corner, 12 mm from the top edge and with the last digit even with the right handmargin.

A.4 Multi-Volume Thesis

A Thesis shall contain maximum pages of 150. A thesis may be in two or more volumes, if required. The volume separation should come at the end(s) of major division(s). The preliminary pages prior to Chapter 1 are contained only in Volume I, except the title page.

A.5 Line Spacing

The general text of the manuscript should be in double spacing (3 lines per inch). Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in 11 points.

A.6 Tables, Figures and Equations

A.6.1 All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.

A.6.2 Tables, figures and equations should be numbered sequentially either throughout the thesis or chapter-wise using Arabic numerals. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 17, Figure 24, Equation (33), or Table 5.3, Figure 3.11, Equation (4.16), etc.

A.6.3 If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size for text should be the same as for the general text.

A.6.4 Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.

A.6.5 *Images, Photographs, etc.* must be scanned in resolution exceeding 200 dpi with 256 grayscales for the monochrome images and 24 bit per pixel for the color images.

A.7 Binding

A.7.1 The student should submit the copies of the thesis in fully bound form. Once the thesis is accepted, it is the student's responsibility to get it properly bound before depositing the required number of copies to the Department concerned.

A.7.2 The front cover of the bound copy should be the same as the title page of the thesis. The front cover should have printing on the side to include the author's name, abbreviated thesis title (optional), degree, department, and the year.

B. GUIDELINES FOR STRUCTURING CONTENTS

Sequence of Contents

The following sequence for the thesis organization should be followed:

- (i) Preliminaries
 - TitlePage (As per the format given)
 - Certificates (as per the format given)
 - Summary /Abstract /Acknowledgement and/ or Dedication
 - Guide Details
 - Table ofContents
 - List of Figures, Tables, Illustrations, Symbols, etc (wherever applicable)
- (ii) TextofThesis
 - Introduction
 - The body of the Thesis, Summary and Conclusions
- (iii) Reference Material List of References, Bibliography
- (iv) Appendices

All the headings are centered (without punctuation) 25mm down the top edge of the page. The subsequent type-setting begins four spaces below the heading.

Preliminaries

3.2.1 Summary

3.2.1.1 Ph.D. thesis should contain SUMMARY not exceeding 1000 words (about four pages) in doublespacing.

3.2.1.2 The Summary shall be printed in double space with the heading “SUMMARY” in uppercase followed by certain preliminary information and the text. For textual matter, refer to the suggested format which is placed at the end of the Thesis Guide.

3.2.1.3 Summary should be self-complete and contain no citations for which the thesis has to bereferred.

3.2.2 Table of Contents

3.2.1.1 The table of contents lists all material that follows it. No preceding material is listed. Chapter titles, sections, first and second order sub-divisions, etc must be listed in it.

3.2.2.2 Tables, figures, nomenclature, if used in the thesis, are listed under separate headings.

3.3 The Text of the Thesis

3.3.1 Introduction

Introduction may be the first chapter. It should contain a brief statement of the problem which has been investigated. It should outline the scope, aim, general character of the research and the reasons for the student's interest in the problem. It should also have major definitions related to thesis, conceptual framework.

Chapter two of the thesis should have a comprehensive literature review highlighting the sequential work already done in the field. It should also highlight the research Gaps identified on the basis of literature review. Finally, the chapter to be concluded with the objectives of the research work.

It may be noted that at the end of each chapter conclusion to be written which will talk about what was discussed in the current chapter and what is going to be discussed in the next chapter.

3.3.2 The body of Thesis

This is the substance of the dissertation inclusive of all divisions, subdivisions, tables, figures, etc. Normally, it has the chapter titled Research Methodology, Data and its collection and analysis methods, Simulations, Results and Discussion, Conclusion, Summary and Scope for future work. These are just guidelines; the chapter may change as per the nature of the research work.

3.3.3 Plagiarism Report

At the end of the thesis, candidate must append the plagiarism report summary. Plagiarism must be checked through Turnitin/Urkund/any other software prescribed by the University time to time. The acceptable plagiarism percentage would be as per the UGC guidelines/University guidelines/Gazette notification issued by statutory authority time to time.

3.3.4 List of Publications

Candidate should put the list of publication in the standard format done during the period of PhD work related to the research conducted.

3.3.5 References and Bibliography

The list of references should appear as a consolidated list with references listed either alphabetically or sequentially as they appear in the text of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General References. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references.

Reference Format

For referencing an article in a scientific journal, the suggested format should contain the following information: authors, title, name of journal, volume number, page numbers and year.

For referencing an article published in a book, the suggested format should contain, authors, the title of the book, editors, publisher, year, page number of the article in the book being referred to.

For referencing a thesis, the suggested format should contain, author, the title of thesis, where thesis was submitted or awarded, year.

A few examples of formats of references are given below and the student should be consistent in following the style.

Journals

H.E. Exner, "Physical and Chemical Nature of Cemented Carbides," *International Metals Review*, 1979, v. 24, pp. 149-173.

G.E. Spriggs, "The Importance of Atmosphere Control in Hard Metal Production," *Powder Metallurgy*, 1970, v. 13, n. 26, pp. 369-393.

Conference Proceedings

H.F. Fischmeister, "Development and Present Status of the Science and Technology of Hard Materials," *Science of Hard Materials*, R.K. Viswanadham, D.J. Rowcliffe, and J. Gurland (eds.), Plenum Press, New York, NY, USA, 1982, pp. 1-45.

W.H. Baek, M.H. Hong, S. Lee, and D.T. Chung, "A Study on the Shear Localization Behavior of Tungsten Heavy Alloy," *Tungsten and Refractory Metals 2*, A. Bose and R.J. Dowding (eds.), Metal Powder Industries Federation, Princeton, NJ, USA, 1995, pp. 463-471.

Books

R.M. German, *Powder Injection Molding*, Metal Powder Industries Federation, Princeton, NJ, USA, 1990.

Thesis

J.L. Johnson, "Densification, Microstructural Evolution, and Thermal Properties of Liquid Phase Sintered Composites," Ph.D. Thesis, The Pennsylvania State University, University Park, PA, USA, 1994.

Technical Reports

E.G. Zukas, P.S.Z. Rogers, and R.S. Rogers, "Experimental Evidence for Spheroid Growth Mechanisms in the Liquid Phase Sintered Tungsten Based Composites," Informal Report: Los Alamos Scientific laboratory, USA, 1976, pp. 1-35.

Patents

V. Oenning and I. S. R. Clark, U. S. Patent No. 4988386, 1991.

Journals in Non-English Language

L. Weihong and T. Xiuren, "Tungsten Matrix in Cu-W Contact Materials by Impregnation Process," *Powder Metallurgy Technology*, 1988, v. 6, n. 8, pp. 1-4. (in Chinese)

3.3.6 Appendix or Appendices

3.3.6.1 Supplementary illustrative material, original data, and quotations too lengthy for inclusion in the text or which is not immediately essential to an understanding of the subject can be presented in Appendix or Appendices (as Appendix A , Appendix B,etc.)

3.3.6.2 Each appendix with its title should be listed separately in the table of contents. Likewise, tables and figures contained in the Appendices are to be included in the lists of tables and figures, respectively.

C. CONCLUDINGREMARKS

This Thesis Guide lists only the basic requirements for preparing the thesis. Over and above the aforementioned points, a thesis should be reader-friendly in both its appearance and presentation. Several aspects of thesis preparation, particularly style of writing and presentation, have not been discussed in great detail. The student should follow appropriate ideas from standard literature of his/her area of research, and adopt a uniform style and format throughout the thesis, such as in the structural divisions/subdivisions of the thesis, in the mode of citing references and footnotes in the text, in using dimensions, units and notations, and in preparing tables and figures, etc.

DECLARATION BY THE CANDIDATE

I declare that the thesis entitled -----
is my own work conducted under the supervision of Dr-----

at_School of “Name of School”, SAGE University, Bhopal

I further declare that:

1. I have put in more than 240 days of attendance with supervisor at the centre.
2. 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 without proper citation.

Signature of the Candidate

Date:

Place:

CERTIFICATE OF THE SUPERVISOR

This is to certify that the work

entitled _____

_____ is a original piece of research work
done by Shri/Smt./Ku _____ Under my/our guidance and
supervision for the award of degree of Doctor of Philosophy by SAGE University Bhopal (M.P) India.

I certify that the candidate has put in an attendance of more than 240 days with me.

To the best of my knowledge and belief, the thesis:

- i. Embodies the work of the candidate himself/herself.
- ii. Has duly been completed.
- iii. Fulfills the requirement of the ordinance and regulations relating to the PhD degree of the University.

Signature of the Co-Supervisor

Date:.....

Signature of the Supervisor

Date:.....

**Note: this statement is mandatory*

TITLE OF THE THESIS

<1.5 line spacing>

Submitted by

<Italic>

Under the Guidance of

<Italic>



Dr. A. B. C. (full name of the Guide)
Department of (Wherever applicable)
Faculty of

In Partial Fulfillment of the Requirements
for the Award of Degree of
<1.5 line spacing>

DOCTOR OF PHILOSOPHY

SAGE UNIVERSITY, BHOPAL (M.P.), INDIA

<1.5 line spacing>

Cover Page Color Scheme for each Faculty

S.No.	Faculty	Color
1.	Sciences	Blue
2.	Arts, Humanities & SS	Yellow
3.	Management & Commerce	Black
4.	Design, PA & JMC	Green
5.	Engineering & Technology, Advance Computing, Comp. Appl.	Maroon
6.	Agriculture	Green

Appendix – 8

PROFORMA TO BE SUBMITTED WITH THE Ph.D THESIS

1.	Date of Submission of Thesis	
2.	Names and affiliation of the panel of Examiners (with Post Address and contact details., i.e., official e-mail ID and Mobile Number) Proposed for Evaluation of the Thesis by the Research Supervisor	<p align="center">Examiners (Within the State)</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p align="center">Examiners (Outside the State)</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
3.	Whether the CVs of the panel of Examiners Proposed for Evaluation of the Thesis by the Research Supervisor been submitted?	
4.	Whether the suggested Indian Examiners are qualified for Evaluating the Thesis as per UGC Norms?	
5.	Whether the authenticity of the External Examiners who has been suggested to evaluate the Thesis been verified? (to be done by COE)	

6.	Whether the Indian Examiner is a full- time serving Professor of any University/ Institute which is ranked in top 100 in NIRF Ranking?	
7.	Whether the Similarity Report of the Thesis (using Turnitin) with ID Number (not exceeding 10%) duly signed by the Supervisor been submitted?	
8.	Whether copies of Master's Degree Certificate / UGC/NET Certificates been submitted by the Research Scholar?	
9	Whether Five hard copies of bounded Thesis, Summary and a Soft Copy (DVD) been submitted to the COE Office?	

Note: All the Columns in the Proforma should be neatly filled-in and submitted along with Documentary evidence.