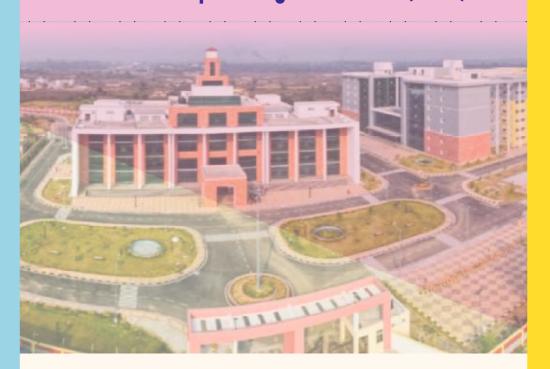# Ph.D Regulation

2022

Standard Operating Procedure (SOP)

BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY
DHANBAD-826004

Standard Operating Procedure (SOP) for a **Ph.D. Programme**, covering the process from **admission to the final award of degree**

Standard Operating Procedure (SOP) for Ph.D. Programme

1. Admission Procedure

- **1.1 Notification & Application**
  - University publishes Ph.D. admission notification in the University website (link provided in the University website)
  - Students can avail the prospectus from the University website.
  - Students can avail the details of the supervisors that is uploaded in the University website.
  - Candidates will apply online through the University website submitting required documents (required transcripts, Aadhar No., residential proof, academic qualification certificates, NOC of competent authority if employed) and passport size photograph (2)
  - Students have to submit two hard copies of the online application in their respective Departments and one copy will be given to the research scholar for their record.
  - Any fees paid by research scholars for the Ph.D program will be non-refundable.
  - The date of admission of research scholars for the Ph.D programme will be considered from the date when research scholar takes admission in the programme.

Sl. No.	Particulars	Work of the University	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Ph.D admission Notification	Registrar section Publishes the Notification related to admission			Link in the University website
2.	Prospectus	Prepared by Ph.D cell			Uploaded in the University website
3.	Details of vacancy	Published by Registrar section			Uploaded in the University website
4.	Admission Form	Prepared by Ph.D Cell	Fill up the form online and submit the two hard copies of the filled up form in their respective Department	HOD accepts the application form in two copies from the research scholar and hands over one of the copy to the research scholar	Admission Form uploaded in the University website

- **2. Departmental Research Council:**

  2.1 There shall be a **Departmental Research Council (DRC)** as defined in the Statutes/Ordinances of the Higher Educational Institution concerned for Ph.D. scholar. This Council shall have the responsibilities in each department to monitor and decide upon all research activities in the department. DRC will decide upon whether the research work could be carried out in this University with the available infrastructure and suggest any modification required in the research proposal.

  The DRC shall consist of the following:
  - Head of the Department - Chairman (Ex-officio)

  - All Professors /Associate Professors of the Department - Members

  - Two Assistant Professors of the Department, according to seniority, by rotation every two years. – Members
    (If there are four or fewer than four teachers in the Department, the DRC shall consist of all teachers of the Department.)
  - Supervisors other than from the University Department will be the invited members of DRC for the candidate concerned only.
  - The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this council (As per UGC Regulation 2022)

  2.2 The Departments* where **DRC** cannot be constituted as per criteria envisaged in Clause (2.1), the DRC shall be constituted as follows:
  - Dean of the Faculty – Chairman (Ex-officio)

  - Head of the Department - Member

  - Three regular faculty members from sister Departments/ Colleges or from other University not below the rank of Associate Professor/equivalent with the approval of the Vice -Chancellor. In case of non-availability of Associate Professor/ equivalent Assistant Professor may act as the member of DRC.

  - Retired Professor may act as an invitee member of DRC only in case of their scholar.

  *Departments in which there are no permanent faculty members

  Those departments in which no regular teacher available, DRC may be constituted with sister Departments as:

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Following is the list of sister Departments:

Sl. No.	Name of New Departments	Name of the Existing Departments i.e. Sister Department as recognized by Academic Council of the University
1.	Management	Economics/Commerce
2.	Environmental and Disaster Management	Zoology/Botany/Psychology
3.	Mass Communication	English/Hindi/Urdu/Bengali
4.	Computer Science	Physics/Mathematics
5.	Life Science	Zoology/Botany, Chemistry
6.	Art & Culture	From Affiliated B.Ed./M.Ed. Colleges where there is regular appointment
7.	Foreign Languages	Humanities
8.	Law	From Affiliated L.L.B./L.L.M Colleges where there is regular appointment
9.	Education	From Affiliated B.Ed. Colleges where there is regular appointment
10.	Medicine	Zoology/Life science/other related departments of the Faculty of Medicine

Sl. No.	Name of sister Departments
1	Commerce/ Economics/ Management
2	Zoology/ Botany/ Life Science/ Environmental and Disaster Management
3	English/ Hindi/ Bengali/ Urdu/ Mass Communication/ Foreign Languages
4	Chemistry/ Geology/ Environmental and Disaster Management
5	Mathematics/ Computer Science/ Physics

2.3 In case of any dispute in **DRC**, the matter shall be forwarded to the Dean of the faculty, which may then be forwarded by the Dean with necessary recommendations, to the Vice-Chancellor for final decision on the matter.

2.4 Functions of the DRC:

To review the research proposal and finalize the topic of research.

2.4.1 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.

2.4.2 To periodically review and assist in the progress of the research work of the Ph.D. scholar.

2.4.3 Each semester, a Ph.D. scholar shall appear before the DRC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. DRC shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Ph. D. Cell. A copy of such recommendations shall also be provided to the Ph.D. scholar.

2.4.4 In case the progress of the Ph.D. scholar is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the DRC may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

3. Research Advisory Committee and it's Functions :

3.1 There shall be a Research Advisory Committee or an equivalent body as defined in the Statutes/ Ordinances of the University concerned for each Ph.D research scholar.The research Supervisor of the Ph.D scholar concerned shall be the convener of this committee, and this committee shall have the following responsibilities:

i. To review the research proposal and finalize the topic of research.

ii. To guide the Ph.D scholar in developing 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 Ph.D scholar.

3.2 **Constitution of the Research Advisory Committee:**

The Research Advisory Committee shall consists of the following members:

i. Head/Head nominee
ii. Supervisor (Convenor)
iii. External Member from the Departments within the University or from other university at the discretion of the Supervisor

3.3 In each semester, a Ph.D scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Departmental Research Council concerned. A copy of such recommendations shall also be provided to the Ph.D. scholar.

3.4 If the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If

the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

4. Eligibility Criteria

o Master's degree with required 55 %(5% relaxation for SC/ST/ OBC [non creamy layer]/EWS and differently abled)
o The admission process and criteria for admission will be as per letter No. F.4-1(UGC-NET Review Committee)/2024(NET)/140648 dated 28/03/2024 issued by UGC-NET and NET exams will be the eligibility criteria for admission in the Ph.D programme.
o candidates with valid NET score.(category III)
o candidates who have qualified NET exams in Category I&II are also eligible to apply for the Ph.D programme

Sl.No.	Particulars	Work of the University	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Eligibility Criteria		Master's degree with required 55 %(5% relaxation for SC/ST/ OBC [non creamy layer]/EWS and differently abled)		UGC Regulation 2022 uploaded in the University website
			candidates with valid NET score. (category III)		
			candidates who have qualified NET exams in Category I&II are also eligible to apply for the Ph.D programme		

5. Interview

o Shortlisted candidates shall be called for an interview.
o Assessment of research aptitude, subject knowledge, and proposed research area.
o Statement of purpose stating the research interest area is to be submitted by the candidate in two copies.

Sl. No.	Particulars	Work of the University	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Interview (30% Marks)		Assessment of research aptitude, subject knowledge, and proposed research area.	HOD,DRC & RAC conducts the interview	Interview details in the prospectus
			Statement of purpose stating the research interest area is to be submitted by the candidate in two copies		

6. Final Admission

o Selection based on merit (NET score[70%] + interview score [30%]

o The DRC will conduct the interview and the HODs will submit the total marks to the Examination section for final publication of the result

o Merit List will be prepared as per vacancy under each supervisor

o There after Offer /confirmation letter may be issued.

o With this the candidate completes admission formalities and becomes eligible for enrollment for the Ph.D programme

6.1 Admission of International students in Ph.D. programme-(Clause 7 of UGC Regulation 2022)

(1) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 6.3 of UGC Ph.D Regulation 2022.

(2) The University will form Foreign Students Admission Committee and Equivalence Committee and it will decide the selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.

Sl.No.	Particulars	Work of the University/Exam Section	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Final admission	Selection based on merit (NET score[70%] + interview score [30%]) Merit List will be prepared as per vacancy under each supervisor			UGC Regulation 2022 uploaded in the University website
2.	Offer Letter/ Confirmation Letter	Offer letter/Confirmation Letter may be issued by exam section			Uploaded in the University website by exam section

7. Ph.D Coursework

- **7.1 Registration**
  - Enrollment is mandatory in the Ph.D. course work.The Ph.D course work shall be treated as a pre-requisite for the Ph.D programme.
- **7.2 Course Completion**
  - The research scholar will have to complete the core and elective courses, including Research Methodology and Research Publication ethics. The course will be of minimum of 12 credits.
  - The other papers will be of Basic Computer Applications and Discipline specific elective.
  - Minimum required GPA/grades must be achieved.(55 % marks or it's equivalent on 10 point scale)
  - Assigning of 4-6 hours per week of teaching/research assistantship/tutorial/lab work by the HOD/Supervisor

- **7.3 Coursework Evaluation**

  - Internal assessments(2) presentations, assignments, (as per decision of the Department) and final exams conducted by the University.
- **7.4 Coursework Clearance**
  - Issuance of coursework completion certificate and marksheet will be done by the Exam Section

Sl. No.	Particulars	Work of the Exam Section	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Ph.D course work	Exam Section notifies for admission in Ph.D course work (The course is of 12 credits)	Registers for the Ph.D course by paying appropriate fees	HOD provides the syllabus to the students after admission	UGC Regulation 2022 uploaded in the University website
2.				Assigning of 4-6 hours per week of teaching/research assistantship/tutorial/lab work	
3.				Internal assessments(2) presentations, assignments, (as per decision of the Department) and final exams conducted by the University.	
4.	Final Exams	Final Exams will be conducted by the exam section for which Notification will be published (Minimum required GPA/grades must be achieved.(55 % marks or it's equivalent on 10 point scale)	Research scholar fills up the Final exam form online as soon as Exam section publishes the notification		Ph.D course work final exam form will be published by the Exam section and it will be uploaded in the University website.

8. Research Work

- **8.1 Supervisor Allocation**
  - Allocation of research supervisor(s) based on their area of interest and availability of vacancy it will be published in the University website.
  - Eligible Professor/Associate Professor/Assistant Professor can guide upto 8/6/4 Ph.D research scholars respectively
  - Supervisors upto the age of 70 years age can guide Ph.D research scholar if in superannuation the service is left for more than three years.
  - Co-Supervisors from within the same Department or from other Departments of the same institution or other institutions may be permitted with the approval of the competent authority.

- Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors

  o In case of interdisciplinary/multidisciplinary research work, if required, a Co - Supervisor from outside the Department/School/Centre/College/University may be appointed.

  o If any Supervisor is on deputation and then joins their parent institution, the research scholars who were enrolled in the Ph.D programme and have completed their research work under such supervisors shall be awarded the degree under their supervision.Similarly if any supervisor is transferred to another University,research scholar will be awarded final degree under their supervision.

Sl.No.	Particulars	Work of the Registrar Section	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Allocation of Supervisor	Publishes the vacancy list in the University website	Student searches for the supervisors according to their research interest area	Allocation of research supervisor(s) based on area of interest and availability and vacancy	Vacancy list uploaded in the University website
2.	Eligibiity of supervisor			Eligible Professor/Associate Professor/Assistant Professor can guide upto 8/6/4 Ph.D research scholars respectively. The Professor & Associate Professor shall have 5 publication and Assistant Professor 3 publications as research paper in peer reviewed /Refereed journal.	UGC Regulation 2022 uploaded in the University website
3.	Eligibility of superannuating Supervisor			Supervisors upto the age of 70 years age can guide Ph.D research scholar if in superannuation the service is left for more than three years.	UGC Regulation 2022 uploaded in the University website

- **8.2 Research Proposal Submission**
  o Candidate shall prepare and submit a detailed research proposal/synopsis before the Research Advisory Committee along with their application and consent letter of the supervisor. Further the HOD fixes the date of the DRC for the approval of the synopsis/research proposal

- o Part time research scholars will submit NOC from appropriate authority for conducting research work in the University.
- o The **research proposal/synopsis** must contain the sections such as :

  - ➢ Introduction
  - ➢ Review of literature/state-of-the-art
  - ➢ Problem to be investigated
  - ➢ Objectives of the research
  - ➢ Research Questions and or Hypotheses
  - ➢ Research Methodology
  - ➢ Research Design
  - ➢ Tools to be used in the collection of data and analysis
  - ➢ Significance of proposed work
  - ➢ Research limitations and future work
  - ➢ Tentative chapterization
  - ➢ References (Bibliography also desirable).

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Sl.No.	Particulars	Work of the University	Work of research the scholar	Work by Faculty/Dean/HOD	Remarks
1.	Research Proposal /synopsis submission		Candidate shall prepare and submit a detailed research proposal/synopsis before Research Advisory Committee and then forwarded to Department Research Council along with their application form and consent letter of the supervisor.	The HOD fixes the date of the DRC for the approval of the synopsis/ research proposal	Appendix 1 (Format of Synopsis mentioned in it)
2.	NOC for part time research scholars		Part time research scholars will submit NOC from appropriate authority for conducting research work in the University		

- **9. Pre-registration Seminar:**

- o The research scholar shall make a Power point Presentation of the synopsis before the Departmental Research Council (DRC) &Research Advisory Committee(RAC). The research supervisor shall be the convenor of the RAC for the day of presentation of the synopsis by his/her research scholar.

- DEPARTMENTAL RESEARCH COUNCIL(DRC) shall scrutinize and process the Ph.D. application forms and display the list of eligible candidates on the notice board/website.
- PRE-REGISTRATION SEMINAR: After the scrutiny of the Ph.D. registration forms, the candidate will be informed at least one week in advance to be present with his/her synopsis in an open Pre-Registration Seminar to be held in the Department, the date of which will be fixed in consultation with Dean of the Faculty concerned. Participation of the Dean of the Faculty, members of the DRC,RAC, Supervisor, other Faculty members of the Department and the Post Graduate students will be ensured by the Head of the Department. The research plan and synopsis of the proposed research programme will be discussed by the RAC and shall be approved by the DRC and submitted to concerned Post Graduate Research Council of the University for final approval and recommendation.
- DATE OF PRE-REGISTRATION: The date of the successful Pre-Registration Seminar shall be taken as the provisional date of registration, subject to the approval of the Post Graduate Research Council.
- After approval from DRC and the Dean the files is to be submitted to the Registrar along with the prescribed fees in six copies enclosing the Appendix 1-4
- The synopsis is further approved by the PGRC and the research scholar will be provided registration number from the Registrar section after approval from the PGRC.(Appendix 5)
- After the completion of the registration process out of the six files submitted in the Registrar section ,three files will be sent back to the Department in a week. Out of the three files ,one file will be kept in the Department and the other two files will be handed over to the Supervisor and the research scholar.

Sl.No.	Particulars	Work of the Registrar section	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Pre-Registration Seminar		The candidate submits an application regarding the fixing of date for Pre Registration Seminar.The consent letter from the supervisor is also to be submitted by the candidate	The HOD in consultation with the DRC members fixes a date for Pre Registration Seminar	
2.	Presentation by research scholar		The research scholar shall make a Power point Presentation of the synopsis before the RAC &DRC		
3.	Approval and file submission			After final approval from DRC and the Dean the files is to be submitted to the Registrar along with the prescribed fees in six copies enclosing the Appendix 1-3	Appendix 1-3 of the regulation

Sl.No.	Particulars	Work of the University	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
4.	PGRC		The synopsis is further approved by the PGRC and the research scholar will be provided registration number from the Registrar section after approval from the PGRC		Appendix 4

- **10. Progress Monitoring**
  - o presentation of periodic progress reports by the research scholar will be made in each semester in an open seminar before the RAC &DRC and submitting it (Appendix 6) in six copies.
  - o Regular presentations/seminars to monitor the progress of the research scholar.

Sl.No.	Particulars	Work of the University	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Progress Monitoring		The student submits an application regarding semester wise presentation to the HOD .Periodic progress reports by the research scholar will be made in each semester in an open seminar before the RAC &DRC and submitting it (Annexure 7) in six copies.	HOD arranges for the semester wise report submission and provides a date regarding the presentation to the research scholar	Appendix 6
2.				Regular presentations/seminars to monitor the progress of the research scholar	

- **11. Duration of the Programme**

  o Doctoral Programme shall be of Minimum duration of three years including course work and maximum of six years duration and not exceeding 8 years in case of re registration.
  o Women candidates and person with disability (more than 40% disability)may be allowed a relaxation of two years in maximum., however the total period for the completion of a Ph,.D programme in such cases should not exceed 10 years from the date of admission in the Ph.D program.
  o Female research scholar may be provided maternity leave/child care leave for upto 240 days in the entire duration of the Ph.D program.

Sl.No.	Particulars	Work of University	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Duration of the Programme	Doctoral Programme shall be of Minimum duration of three years including course work and maximum of six years duration and not exceeding 8 years in case of re registration.			UGC Regulation 2022 uploaded in university website
2.	Relaxation of two years for research scholars	Women candidates and person with disability (more than 40% disability)may be allowed a relaxation of two years in maximum., however the total period for the completion of a Ph,.D programme in such cases should not exceed 10 years from the date of admission in the Ph.D program			
3.	Child care leave for female research scholar	Female research scholar may be provided maternity leave/child care leave for upto 240 days in the entire duration of the Ph.D program.			

12. Pre-Submission Requirements

- **12.1 Publication Requirement**
    - At least two research papers published in peer-reviewed/refereed journals.
    - Paper presentation in two seminars
    - The circular of UGC (Reference Number F.No. L-1(2018) CARE/JOURNAL) Part File dated 11th February 2025 has decided the discontinuation of UGC Care Listed Journal, so the publication in UGC Care Listed Journal is not mandatory effective from this date. The students registered under UGC regulation 2019 of the University will also be exempted from publication in the UGC CARE Listed Journal .
- **12.2 Pre-Submission Seminar**
    - Candidate shall submit the application to the Head of the Department regarding the submission of the draft of the thesis.
    - Candidate will be provided a date by the concerned Head of the Department for submission of the draft thesis.
    - PRE-SUBMISSION SEMINAR: After completion of the entire research work, the candidate shall apply for Pre-Ph.D. Submission Seminar along with these documents:
    - (a) certificate of course work and Semester wise report submission
    - (b) Five copies of the summary of the research work completed.
    - (c)Draft copy of the Thesis complete in all respect.
    - (d)Reprints (three copies) of published/accepted research papers based on the Thesis
    - Head of the concerned Department after the receipt of the above documents shall fix a date for Pre-submission Seminar in consultation with the concerned Dean of the Faculty and supervisor and notify the same.
    - Candidate presents his/her draft thesis through Power point Presentation before the DRC, Dean, faculty members, research scholars and students.
    - Feedback from DRC,RAC& Dean is incorporated for draft thesis submission and final approval is provided for Thesis submission in open seminar before DRC,RAC, Dean, faculty members, research scholars and students.
    - Students submit Appendix 10 in two copies to the Head of the Department with the required documents.

Sl. No.	Particulars	Work of the University	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Pre requisite for Pre Submission of Thesis		At least two research papers published in peer-reviewed/refereed journals. Paper presentation in two seminars		UGC Regulation 2022
2.	Application regarding Pre submission		Candidate shall submit the application to the Head of the Department regarding the		

Sl.No.	Particulars	Work of INFLIBNET Co-ordinator	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
			submission of the draft of the thesis		
3.	Date of Pre Submission			Candidate will be provided a date by the concerned Head of the Department for submission of the draft thesis	
4.	Presentation of Thesis		Candidate presents his/her draft thesis through Power point Presentation before the DRC,RAC, Dean, faculty members, research scholars and students	Feedback from DRC, RAC & Dean is incorporated for draft thesis submission and final approval is provided for Thesis submission in open seminar before DRC, RAC, Dean, faculty members, research scholars and students.	
5.	Submission of Draft along with the required documents		Students submit Appendix 10 in two copies to the Head of the Department with the required documents		Appendix 10 of the regulation

13. Thesis Submission

- **13.1 Plagiarism Check**
  - The soft copy of the Thesis is to be submitted through Heads of respective Departments to INFLIBNET Co-ordinator for plagiarism check.Thresholds must be met.(plagiarism below 10%)
  - Students fill up the Appendix 9 and gets it duly signed by INFLIBNET co-ordinator and Controller of Examinations

Sl.No.	Particulars	Work of INFLIBNET Co-ordinator	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Plagiarism Check		Student submits an application along with the soft copy of the thesis to the HOD	The soft copy of the Thesis is to be submitted through Heads of respective Departments to INFLIBNET Co-ordinator for plagiarism check	
2.	Plagiarism report and certificate	INFLIBNET Co-ordinator Checks the thesis for plagiarism and generates the report and the certificate	Students fill up the Appendix 10 and gets it duly signed by INFLIBNET co-ordinator and Controller of Examinations		Appendix 9 of regulation

			(7 copies)		
3.	Plagiarism admissible limit (10%)		Thresholds must be met.(plagiarism below 10%)		

13.2 Submission of Thesis

o   The candidate shall submit soft and seven hard copies) of the thesis along with the required documents (plagiarism report, No Dues certificate, etc.) as and when the Controller of Examinations provides a letter regarding the submission of the thesis. The candidate shall submit a summary(7) along with the thesis (7 copies each)

o   The Thesis shall be presented with the following specifications/format:

(a)Size of the Paper: A4. Thesis must be printed on one side /both side of the paper.

(b) Font Type: Times New Roman/Arial for English and Kruti Dev 010 for Hindi.

(c) Font Size: Font size for English text is 12pt. in standard form and for Hindi is 14pt. (d) Font   of Chapter Headings and Sub-Headings: · Chapter headings may be written in all Capitals, bold text in point size 15 · Sub-headings are written with left margin alignment · First level sub-headings are written in normal sentence case using bold text in point size 14 · Second level sub-headings are point size 13

(d) Spacing and Paragraphing: Printing shall be in standardized form with 1.5 line spacing · Leave as triple spacing (2 empty lines) in base point size 12 before and after sub-headings and one empty line after all sub-headings · Use one empty line between left-justified paragraphs

(e) Margin: Left margin should be 4cms and right and top margin should be 2cms. Bottom margins should be 2.5cms. No ornamental bordering of sides is permitted

(f) Page Numbering: Preliminary pages of the Thesis, i.e. those preceding in text are to be numbered in Roman numbered. Text should be numbered in Arabic beginning with Pg No 1 on the first page of chapter 1.

(g) Preliminary sections of the Thesis should include, Declaration of the Candidate, Declaration of Attendance, Certificate from Supervisor, Plagiarism Check Certificate , Declaration by Candidate and Supervisor regarding Plagiarism, Acknowledgement, Table of Contents, List of Tables, List of Figures/Diagrams, List of Abbreviations (if any) and an Abstract of the Thesis.

(h)Footnotes and equations should be in consecutive numerical order.

(i) Referencing: In text references should be numbered and numbered list of these references must be provided at the end of each chapter in order of citation. ibid and op.cit may be used appropriately.

(j) Bibliography: All references cited in the Thesis along with other important works read and used to enhance understanding but not cited in the Thesis, must be given in alphabetical order at the end of Thesis under Bibliography.

(k) Referencing and Citation Style: Citation i.e. a way of giving credit to individuals for their creative and intellectual works that you utilised to support your research. The referencing of work and Citation style in the Faculty of Science and Social Science will be in IEEE Referencing Style/American Psychological Association (APA) style (7th edition), for Faculty of Humanities except for the Indian Languages, format shall be Modern Language Association (MLA) (8th edition).

o University shall complete the entire process of evaluating of Ph.D thesis, including the declaration of the viva voce result,within a period of six months from the date of submission of the thesis

Sl.No.	Particulars	Work of the Exam section	Work of the the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Submission of Thesis	The Controller of Examinations provides a letter regarding the submission of the thesis.	The candidate shall submit soft and hard copies (seven copies) of the thesis as per format provided in appendix of the regulation along with the required documents (plagiarism report, No Dues certificate, etc.)		UGC Regulation 2022 uploaded in website
2.	Evaluation process time period	University shall complete the entire process of evaluating of Ph.D thesis, including the declaration of the viva voce result,within a period of six months from the date of submission of the thesis.			

- **13.3 Appointment of Examiners**

  o University/Controller of Examinations shall appoint two external and internal examiners for thesis evaluation as per the list submitted by supervisor to the Controller of Examinations (Appendix 11)

o The viva voce board shall consist of the supervisor and at least one of the two external examiners and may be conducted online.

Sl.No.	Particulars	Work of the Exam section	Work of the research scholar	Work by Supervisor	Remarks
1.	Appointment of Examiners	Controller of Examinations shall appoint two external and internal examiners for thesis evaluation as per the list submitted by supervisor to the Controller of Examinations		The Supervisor submits the name of two external and internal examiners for thesis evaluation as per the list submitted by supervisor to the Controller of Examinations (Appendix 12)	Appendix 11 of Regulation
2.	Viva voce Board	The viva voce board shall consist of the supervisor and at least one of the two external examiners and may be conducted online			

14.Thesis Evaluation and Viva Voce

- **14.1 Evaluation Reports (Appendix 12)**
  - o Examiners review the thesis and provides the evaluation reports.
- **14.2 Corrections (if required)**
  - o Candidate incorporates suggested corrections
- **14.3 Viva Voce / Defense**

  - o The Research Scholar is provided a letter from Controller of Examinations regarding the fixed date of Final Viva Voce Date through mail and an intimation is provided to the research scholar through Supervisor /Head
  - o The research scholar defends the thesis work in open seminar for viva -voce exam before the DRC,RAC, Dean, one external examiner,internal examiner faculty members, research scholars and students
  - o Candidate shall respond to queries and defend his/her research work.
  - o After the successful completion of the viva voce Exams and notification of award of degree by the Controller of Examinations ,out the 7 copies of the thesis submitted by the research scholar two copies are to be sent to the External and internal Examiner.One copy each will be kept in the Exam section and in the Central Library respectively. The other three copies will be sent to the Department.From amongst these three copies one will be kept in the Departmental Library and the other two copies will be handed over to the supervisor and the research scholar.

Sl.No.	Particulars	Work of the Exam Section	Work of the research scholar	Work by Examiners	Remarks

1.	Evaluation Reports			Examiners review the thesis and provides the evaluation reports.	Appendix 12 of the regulation
2.	Corrections in Thesis(if suggested)	Candidate incorporates suggested corrections			
3.	The Research Scholar is provided a letter from Controller of Examinations regarding the fixed date of Final Viva Voce Date through mail and an intimation is provided to the research scholar through Supervisor /Head				
4.	Viva voce Exams		The research scholar defends the thesis work in open seminar for viva -voce exam before the DRC, RAC, Dean, one external examiner,internal examiner faculty members, research scholars and students		

15. Award of Degree

- **15.1 Recommendation for Award**
  - Based on thesis evaluation and viva voce exam before the External examiner ,DRC and RAC. The form (Appendix 12) is filled and submitted by External Examiner to the Controller of Examinations. The candidate after defending his/her research work shall be recommended for the award of Ph.D degree.
- **15.2** Notification by Examination Section/Controller of Examinations for the award of degree is provided to the research scholar, Supervisor through mail**.**
- **15.3 Degree Awarded**

  - Provisional Degree shall be provided to the research scholar according to the provisions of the regulation.

o   Ph.D. degree shall be conferred in convocation and official notification may be issued.

Sl.No.	Particulars	Work of the Exam section	Work of the research scholar	Work by Examiners	Remarks
1.	Submission of reports			The form (Appendix 13) is filled and submitted by External Examiner to the Controller of Examinations.	Appendix 12 of regulation
2.	Defending of research work by research scholar	Based on thesis evaluation and viva voce exam before the External examiner ,DRC and RAC the exam section notifies the result.(award of Degree)	The candidate after defending his/her research work shall be recommended for the award of Ph.D degree		
3.	Notification of award of degree	Based on thesis evaluation and viva voce exam before the External examiner ,DRC and RAC ,notifies the award of degree . The Notification is mailed to the candidate and supervisor.			
4.	Provisional Degree	Provisional Degree shall be provided to the research scholar according to the provisions of the regulation			

Sl.No.	Particulars				
5.	Convocation	Ph.D. degree shall be conferred in convocation and official notification may be issued.			

16. Depository with INFLIBNET:

o The soft copy of the Thesis according to the format (Appendix 14) present in Shodhganga website is to be submitted to the INFLIBNET co-ordinator for uploading it in Shodhganga website along with the notification of the Ph.D award.

Sl.No.	Particulars	Work of INFLIBNET Co-ordinator	Work of the research scholar	Work by Faculty/Dean/HOD	Remarks
1.	Depository with INFLIBNET		The soft copy of the Thesis according to the format (Appendix 15) present in Shodhganga website is to be submitted to the INFLIBNET co-ordinator for uploading it in Shodhganga website along with the notification of the Ph.D award.		Appendix 14 of regulation
2.	Uploading of Thesis	INFLIBNET co-ordinator uploads the thesis in Shodhganga website.			