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DOCTOR OF PHILOSOPHY

(Ph.D.)

Hand Book

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P. K. University, Shivpuri Dist. – M. P.

Ph.D. Programme – Regulations and Curriculum

CHAPTER – I

ACT PROVISIONS

In accordance University Established under section 2(F) of UGC Act 1956 vide Madhya Pradesh Government Act No. 17 of 2015 Ordinance no.12 of 2016 of the P.K. University Governing the Award of the Degree of Doctor of Philosophy is prepared with the approval of the Syndicate.

CHAPTER –II

REGULATIONS FOR DOCTOR OF PHILOSOPHY -2022-23

Definitions and Nomenclature

In the Regulations, unless the context otherwise requires

i.) University” means P.K. University, Thanara Village, Karera Tehsil, and Shivpuri District Madhya Pradesh- 473665.

ii.) Departmental Research Committee” means the committee duly constituted by the Vice Chancellor of the University for Effective Coordination of the research activities of the department.

iii.) Programme” means Doctoral Programme leading to the award of Ph.D. degree in Arts / Science / Engineering & Technology / Management / Commerce / Law / Pharmacy / Computer Science & Application.

iv.) Supervisor” means any faculty member of the University who has been recognized by the University to guide the research scholars.

v.) Co-supervisor” means a recognized supervisor to guide the scholars in interdisciplinary research that requires more than one expert to guide the research scholars.

vi.) Head of the Department” means Head of the Department of the Supervisor.

vii.) Place of Research” for the scholars shall be the Department where the supervisor is working.

viii.) Research Advisory Committee’ means a committee constituted by the Vice-Chancellor for each scholar, to monitor the progress of his/her research work.

ix.) Research scholar” means any candidate admitted by the University either under Full time category pursuing research for the award of Ph.D. degree of the University.

x.) Course Work” means theory course(s) subject(s) /practical course /theory cum practical course that is / is prescribed by the Research Advisory Committee for the scholar to undergo as a part of the programme requirement.

xi.) Grade Point” means the total marks in percentage divided by ten and rounded off to two decimal points.

xii.) Credit Point” means the grade point multiplied by the corresponding credit hours.

xiii.) Grade Point Average (GPA) means the total credit points secured in a semester divided by the total credit hours registered in a semester.

xiv.) Cumulative Grade Point Average (CGPA) or Overall Grade Point Average (OGPA)” means the total credit points secured by a research scholar for conducted semester divided by the total credit hours of the courses registered and rounded off to two decimals.

xv.)_Publication” means full length research articles reporting new research findings in respective fields which comprise presentations on new concepts, the development of innovative methods that include figures, tables and references; the results of which have a general impact and contribute to the advancement of the particular field, and are always peer reviewed.

1.0 .PREAMBLE

Doctor of Philosophy (Ph.D.) is the Highest Academic Degree which requires in-depth study and extensive intellectual effort. The Doctor of Philosophy (Ph.D.) Degree is awarded to a candidate who, as per these regulations, has submitted a thesis on the basis of original research either in any particular subject / discipline or involving more than one discipline (interdisciplinary) that makes a contribution to the advancement of knowledge, which is approved by Board of Examiners as required. The Ph.D. Regulations -2022-2023 of P.K. University from the admission to the award of “Degree of Doctor of Philosophy” is based on the **UGC (Minimum Standards and Procedure for award of Ph.D. Degree) Regulations dated 5th May, 2016 and subsequent amendments made during 2018.**

2.0 General Eligibility

2.1. Master’s Degree from UGC recognized University or any other qualification recognized as equivalent there to in the fields of study notified from time to time by the University.

2.2.A minimum of 55% marks or CGPA 5.50 on a 10 point scale in the qualifying examination for Faculties of Arts, Science, Engineering & Technology, Management, Commerce, Law, Pharmacy, Agriculture and Computer Science & Applications. In the case of SC/ST/OBC (Non-creamy layer) / differently- able candidates, 50% marks or CGPA of 5.0 on a 10 point scale in the Master’s degree.

2.3. A minimum of OGPA or CGPA 7.00 on a 10 point scale in the qualifying examination for Faculty of Agriculture.

2.4. Candidates who have passed Curriculum of NEP -2020, level -8 are eligible. And one Year Master Degree with 7.5 GPA.

3.0 Ph.D. PROGRAMME

Ph.D. Programme is available in the following category:

- a) Full- time.

Candidates who satisfy the eligibility criteria as in clause 2.0. are eligible to apply for Ph.D. Programme.

4.0. MODE OF PH.D. ENTRANCE TEST 2022 onwards – As per the U.G.C 2022 Regulations (Minimum Standards and Procedures for Award of Ph.D. Degree) dated: 7th November, 2022.

4.1. University shall issue notification for Ph.D. admission for every year as per our University Academic Calendar year.

4.2. The candidates desirous of registering for Ph.D. Programme under any one of the above categories shall apply by filling all the relevant details mentioned in the online application form posted in the University website and submit the completed application online and submit before the due date as indicated in the notification issued from time to time.

4.3. The Directorate of Academic Research (DARE) shall screen the applications as per the eligibility norms and the Directorate shall conduct the written test only for eligible candidates. Candidates appearing for the written test should obtain minimum marks as specified by the University to qualify for the interview process.

4.4. Entrance test will be conducted on the following:

Paper – I Research Methodology

Paper –II Related Subject / Course.

4.5. According to merit list of the Entrance examination, candidates who have secured 50% marks in the entrance test are eligible to be called for the interview.

A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, EWS.

i) Entrance test weightage **70%**.

ii) Interview / viva voce weightage **30%**.

4.6. Candidates with M. Phil Degree before 2022-23 academic years, from an approved University and UGC-JRF/NET/SLET/GATE/CSIR/ICHR/ICPR/ICSSR qualified candidates and teacher fellowship holders are exempted from the Entrance test **but they have to appear for the Interview.**

5.0. Doctoral Research Committee/Research Doctoral Committee (DRC)

The following is the constitution of the Doctoral Research Committee (hereafter referred to as DRC / RDC). The members other than Head of the Department and the coordinator of DDE shall serve only for one academic year.

Designation	Members
The Head of the Department	Convener
The respective Coordinator of DDE, if exists	Member
Two Professors / Senior Faculty members nominated by the Vice-Chancellor (in rotation)	Members

One Associate Professor (in rotation)	Member
One Assistant Professor (in rotation)	Member

6.0. ADMISSION

6.1. The selected candidates shall be issued admission cards and they will be admitted to Ph.D. programme in the respective department based on his/her PG qualification/ Allied courses. The candidates should join before the last date mentioned in the selection order by paying the prescribed fees, failing which they will forfeit the seats.

6.2 The scholar, supervisor, co-supervisor, Research Advisory Committee (RAC) members and examiners shall not be relatives to one another.

7.0. TUTION FEES & OTHER FEES.

7.1. The selected candidates shall pay the prescribed fees before the last date mentioned in the selection order, failing which they will forfeit the seats.

7.2. The yearly fees shall be paid by the scholars within the prescribed date.

7.3. Late payment of fees will attract fine as per the university norms.

7.4. The Supervisors should monitor the regular payment of yearly fees by those scholars who are working under them.

7.5. The registration is liable for cancellation if the research scholar has not paid the yearly fees within the stipulated time.

7.6. Non-payment of yearly fees is a serious lapse on the part of scholars. Explanation for non-payment of yearly fees shall be called for from the supervisors.

8.0. SUPERVISOR RECOGNITION

8.1. The applicant for supervisor recognition should possess Ph.D. degree from UGC recognized university in the relevant area of research in which he/she has carried out research.

8.2. A research supervisor shall not be allowed to register a candidate for Ph.D. if the candidate is a blood relative to the supervisor.

8.3. A faculty member who accepts an Administrative position such as Controller of Examinations, Registrar or Vice-Chancellor shall not function as a research supervisor. However. He/she may be allowed to complete the thesis of candidates registered with him/her and after that he/she cannot register fresh candidates.

8.4. The Professor in the University who has obtained a doctorate in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

8.5. An Associate Professor or Reader in the University who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute.

8.6. An Assistant Professor in the University who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in standard journals of repute and has at least three years experience of Post Ph.D.

8.7. A Retired Professor who has published at least five papers in peer reviewed standard journals of repute.

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

9.0. CHANGE OF SUPERVISOR:

9.1. Change of research supervisor shall not be permitted as a routine. In exceptional cases, such change may be permitted, if valid reasons are provided by the candidate. The committee headed by the Vice-Chancellor shall look into the request of the petitioner, if there is any conflict between the scholar and the research supervisor. The research supervisor under whom the scholar has originally registered shall give a “No Objection Certificate” and the new proposed research supervisor should give a “Certificate of Willingness “to guide the candidate. However, the Vice-Chancellor, on the recommendation of the Department Research Committee, has the right to assign a new research supervisor to the research scholar, and change of supervisor order shall be issued officially.

9.2. When the change of research supervisor is approved, the candidate shall work for a minimum of one year with the new research supervisor before submitting the synopsis provided he/she fulfils the attendance requirements. However, based on the merit of the request of the scholar, the decision of the Vice –Chancellor is final.

10.0. NUMBER OF SCHOLARS ASSIGNED TO SUPERVISOR

10.1. A Professor who is a recognized supervisor shall guide only a maximum of **8** Ph.D. scholars as supervisor / co-supervisor at any time. Associate Professor who is a recognized supervisor shall guide only a maximum of **6** Ph.D. scholars as supervisor / co-supervisor and an Assistant Professor who is a recognized supervisor shall guide only a maximum of **4** Ph.D. scholars as supervisor / co-supervisor at any time.

11.0. DURATION OF THE PROGRAMME

11.1. The duration of the programme and the time for submission of thesis are counted from the date of provisional registration.

11.2. The minimum duration of the programme is three years for those who join after completing Master’s degree and two years for those with M.Phil. Degree for Full-time scholars.

11.2. Break of study shall be granted upto a maximum period of one year. Such request shall be made in writing by the scholar with the recommendation of the supervisor, Head of the Department and Dean of the Faculty, and it should reach the Dean Academic / Director. The orders for break of study shall be issued by the Director / Dean Academic after assessing the need prior permission is not sought and obtained, it will be considered as a case of discontinuation and action will be taken to cancel the registration of scholars. Break of study period will be counted for the maximum duration of the programme. The scholar should remit the yearly fees during the break of study period also.

11.3. The maximum duration of the programme shall be **Five** years for full-time of all the faculties.

12.0. EXTENSION OF DURATION

12.1. Scholars who do not submit the thesis within the maximum duration of the programme (Five years) shall apply for extension of time three months prior to the completion of five years in the prescribed format with the recommendation of Supervisor, Head of the Department and Dean of the Faculty. In such cases a maximum grace period of one year, beyond the normal maximum period of five years shall be granted by the Director/ Dean Academic with the approval of Vice-Chancellor.

12.2. If the Scholar fails to submit the thesis within five years from the date of joining the programme, the registration shall be cancelled without any further notice.

13.0. RESEARCH ADVISORY COMMITTEE (RAC) / RESEARCH DOCTORAL COMMITTEE (RDC)

13.1. There shall be a Research Advisory Committee (RAC) for every scholar to monitor the progress of research work.

13.2. The Research Advisory Committee (RAC) shall consist of the Head of the Department as Chairperson, the research supervisor as the convener, co-supervisor if applicable and two experts in the field of research of the scholars.

13.3. For the selection of two experts for RAC, the research supervisor should suggest three names within the department and another three name from other departments, who have some expertise in the area of research of the scholar. The Vice-Chancellor will select one expert from the department of the scholar and the other expert from any other department.

13.4. The Research Advisory Committee will meet once in six months.

13.5. The first RAC meeting shall be convened within two months from the receipt of provisional registration orders. The research topic and the courses to be undertaken by the scholar shall be decided in the meeting and the minutes of the first RAC meeting forwarded to the Director/Dean Academics.

14.0. PH.D.COURSE WORK AND EXAMINATION - PROGRAMME STRUCTURE

a).After provisionally admission into the Ph.D. Program all the registered candidates shall take up (present/attend) the Ph.D. Course Work in the respective Department / Research Centres for a period of 240 days and this is mandatory for all candidates.

b).The Ph.D. Course Work shall comprise of THREE theory papers

14.1. All research scholars shall undergo a minimum of 12 credits stipulated by the UGC Regulation - 2019.The course work shall include on:

a) Research Methodology – 4 Credits – 100 marks

b) Chosen field of research / Related Subject – 6 Credits – 150 marks.

c) Research and Publication Ethics – 2 Credits -50 marks.

Total Maximum Marks: 300

Course work Examination – Evaluation Scheme

Sl no.	Name of the Subject	Number of Credits	Maximum Marks	Duration of Examination
1.	Research Methodology	4	100	3 Hrs
2.	Related Subject / Chosen field	6	150	3.5 Hrs
3.	Research and Publication	2	50	2 Hrs
	Total	---	300	

14.2. Candidates already holding M.Phil. Degree (upto 2022-23) and admitted to the Ph.D. programme in the same area of M.Phil. Research, may be exempted from Ph.D. course work.

14.3. The total marks for course work final examination will be 300 marks. The candidate shall secure minimum 50% in the course work examination, failing which he/she has to reappear for the same course work examination in the next semester. If a candidate does not pass the course work examination in three appearances, his/her registration will be cancelled.

14.4. The research scholars shall be required to complete the course work within a period of eighteen months from the date of provisional registration in order to pursue further with their research work. For those who fail to complete the course work within the stipulated time, the RAC is convinced of their performance. If not, the RAC may recommend the cancellation of Ph.D. registration.

14.5. A scholar is deemed to have cleared the course(s) only if he / she have more than 80% attendance, appeared for the examination and secured a minimum of 50% marks in the course(s).

14.6. The performance of a scholar in each course is evaluated in terms of percentage of marks with a provision for conversion to Grade Point (GP). The sum total performance in each semester will be rated by Grade Point Average (GPA), while the continuous performance will be rated by Cumulative / Overall Grade Point Average (CGPA/OGPA).

15.0. FACULTY OF AGRICULTURE

(As per Indian Council of Agricultural Research (ICAR) norms).

15.1. A student enrolled for Doctoral program in the departments of Faculty of Agriculture shall be eligible for the degree, provided he/she has completed 100 credits.

Sl no:		Credits
	i. Course work	
	Major courses	12
	Minor courses	06
	Supporting courses	05
	Common courses	----
	Seminar	02
	ii. Thesis Research	75
	Total	100

Major courses: From the discipline in which a student takes admission. Among the listed courses, the core courses compulsorily to be taken may be given *mark.

Minor courses: From the subjects closely related to a student's major subject.

Supporting courses: The subject not related to the major subject. It could be any subject considered relevant for student's research work (such as Statistical Methods, Design of Experiments etc.) or necessary for building his/her overall competence.

16.0. RESEARCH CENTRE / RESEARCH OUTSIDE THE UNIVERSITY

16.1. The research scholar shall be permitted to carry out his/her research in an institution or National Laboratory, CSIR Labs, DRDO Labs, or reputed established by Central Government and after M.o.U. signed by the University with such establishment or R&D centre outside the University for a maximum period of one year only after the confirmation of the provisional registration. Such request from the scholar shall be approved by the Dean Academic / Director, only if the request of the scholar has been recommended by the supervisor and forwarded by the Head of the Department and Dean of the Faculty of the Supervisor.

16.2. Organization 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 sign between the University and the Institute / Organization.

16.3. After the M.o.U., the candidates may also be allowed by RDC / RAC to pursue research work at an Industry of International reputation 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 B.o.M of the University.

16.4.A candidate permitted to work such Industry as stated in above para having M.o.U. with the University, shall be required to take at least one supervisor/co-supervisor such supervisor / co-supervisor should be Scientist/Director of the R&D centre not below the rank or the Associate Professor / Professor of the University.

17.0. RESEARCH DOCTORAL COMMITTEE (RDC) / RAC

17.1. After successful completion of Pre-Ph.D. course work, the candidate shall be eligible to submit a Synopsis of his/her proposed research work along with the title of Thesis duly forward by the supervisor and Head of the Institution where the candidate is pursuing his/her research. The synopsis has to be submitted in ten copies, with Signatures of candidate, Supervisor, co-supervisor and Head of the Institution on each of the copy on each of the page.

17.2. Proforma for Synopsis

- a).Title of the Thesis (place the university logo, name of the university etc. on the cover page)
- b).Introduction: Giving purpose of research (in about 200 words)
- c). A brief review of the work already done in the field.
- d). Noteworthy contributions in the field of proposed work.
- e).Proposed methodology during the tenure of the research work.
- f).Expected outcome of the proposed work.
- g).Reference in the standard format.
- h).List of published papers of the candidate.

Signature of the Supervisor

Signature of the Candidate

Date:

Date:

Signature of the Co-supervisor

17.3. The candidate shall be required to make an oral presentation of the proposal work before the Research Degree Committee / RAC consisting of the following members:

- a).Hon'ble Vice Chancellor – Chairman
- b).Dean of the School concerned.
- c).Chairman board of studies of the subject in the school.
- d).Head of one Professor of the University teaching department all in the case of non-availability of Professor one Associate Professor of the University teaching department if the subject.
- e).One external subject expert of the rank of university Professor to be appointed by the Vice Chancellor ordinary out of a panel of a 5 expert given by the Dean of the School concerned external expert and to other members shall from the quorum.

Note: On the request of the supervisor, Vice Chancellor may permit him to be present and the observed during the oral presentation of the candidate.

17.4. The meeting of Research Degree Committee (RDC)/RAC shall be held in the University office twice year. The committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor .As per the University Ordinance and recommend the eligibility of the person for the appointment as supervisor/co-supervisor.

17.5. After approval by the RDC/RAC of the title of the Thesis, synopsis, supervisor, co-supervisor (if any) and place of research work, the candidate shall be registered for Ph.D. degree from the date on which the candidate had deposited the registration fee and other fees mentioned as per the university ordinance, at time of admission and this date will be the “ Date of Registration” of the candidate. The letter of registration shall be issued by the registration and sum to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees to the university.

17.6. If the RDC makes any change only in the title of thesis, the approved changed title shall be communicated to the candidate in the meeting of RDC itself. The letter of registration shall be issued mentioning the approved title.

17.7. If the RDC/RAC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Dean Academic / RDC/RAC. The candidate will be required to resubmit the synopsis (ten copies) as revised by hi/her, incorporating the changes suggested by the RDC within 3 months time. The Dean Academic / RDC/RAC of the school shall examine the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Dean Academic/Dean/RDC/RAC.

17.8. If the RDC/RAC 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/RAC.

17.9. If the RDC/RAC does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the Registrar. In case, only the caution money deposited by the candidate shall be refunded.

18.0. SIX MONTHLY PROGRESS REPORT – THREE

18.1. After the completion of the course work classes and the Ph.D. course work examination, every candidate shall submit half-yearly progress report to the Dean duly forwarded by the Research Supervisor. The half-yearly Progress Report should cover, among others, the aspects such as the review of literature, data collected, techniques developed, progress in research, discussion of the work done including any findings, etc. If necessary, this progress report may be forwarded to the RDC/RAC by the Dean for further examination.

18.2. If a candidate fails to submit two consecutive half-yearly progress reports in time and/or if the progress of the candidate is not satisfactory for two half-year periods, the RDC/RAC shall recommend to the Dean of faculty for the cancellation of his/her registration in consultation with the concerned Research Supervisor.

19.0. PERIOD FOR SUBMISSION OF THESIS

19.1. The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her/thesis not earlier than 24 months after successfully completion of course works at the research centre and not later five calendar year from the date of registration. In case a candidate does not submitted his/her thesis within five calendar year, from date of registration and does not apply for extension in time, his/her registration shall automatically cancelled.

19.2. Provided that the period for submission of thesis can be extended by one year by the Vice Chancellor. If the candidate applies for extension at least one month before the expire of registration period together with a fee as prescribed by the University. In case candidate does not submit his/her thesis within the extended period his/her registration shall stand automatically cancelled.

19.3. Provide also that after the expiry of five years from the date of registration the Vice Chancellor may permit a candidate to get registration on the same topic on payment of re-registration fees as prescribed by the university the condition of minimum period of 24 months and attendance shall not apply to such re-registered candidate for summation of the thesis. For re-registration approval by RDC/RAC is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No extension in this period is allowed. The registration will stand automatically cancelled after 9 years from the date of original registration. After this period if a candidate desire to pursue research work for Ph.D. degree he / she will have to apply for registration as a fresh candidate.

19.4. SUMMARY OF THESIS AND APPOINTMENT OF EXAMINER

19.5. The candidate shall submit 10 copies of the summary of the thesis together with a list of research papers published of accepted publication in the peer reviewed standard journals of repute as approved the university form time to time though his/her supervisor to the register about 3 months prior to the anticipated date of submission of thesis.

19.6. The supervisor shall submit to the register in a sealed cover a panel of at least 6 name of examiner actively engaged in the concerned area of research not below the rank of Associate Professor of University. Teaching department for college Professor from outside the jurisdiction of this university. At least half of the name should be from outside the state another panel of the list 6 examiner, actively engaged in the concerned area of research and not below the rank of Associate Professor of a University. From outside the jurisdiction of this university shall be submitted by chairman board of studies examination committee of the concern department in which the candidate is pursuing Ph.D.

19.7. In case the candidate related to the supervisor then the first panel of examiner shall obtained from Head, University teaching department of the subject concerned of a senior Professor nominate by Vice Chancellor.

19.8. The Vice Chancellor shall appoint to examiners out of two aforesaid panel submitted by the supervisor and examination committee respectively. The consent of examiner shall be obtained by sending them the summary and list of publication.

Note: The summary shall be send by post/airmail/email.

20.0. PRE-SUBMISSION DEFENSE COMMITTEE (PSDC)

20.1. Prior submission of Thesis, the candidate shall prepare a draft thesis and shall submit it in soft and hard copy in the prescribed format of the university.

20.2. However prior to the submission of draft Ph.D. thesis and PSDC the candidate published at list two research paper in the peer reviewed standard journals of repute, as approved by the university from time to time, in which the candidate is the sole author or once of the co-authors, 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/her 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 approved manuscript (i.e. reprint) shall be appended inside the thesis at the end.

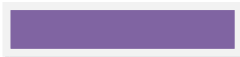
20.3. The candidate shall make a Pre-Submission Defense, based on that draft thesis, in the university teaching department in the subject or any place in the university premise fixed by the university for the purpose. Arrangement for this shall be made on request from the candidate, duly recommended by the supervisor to the university given in the appendix.

21.0. SUBMISSION OF THESIS AND SOFT COPY IN PENDRIVE – UGC SHODHGANGA

21.1. After getting an approval from PSDC as mentioned in para 20.0, the candidate can finalize his/her thesis.

21.2. The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be type written only on one side of pages. It may then be photocopied (only one side of the pages) for producing multiple copies.

*As per the UGC Regulations 2022 (Minimum Standards and Procedure for Award of Ph.D. Degree) thesis cover of all the faculties shall be in the following colours:

i.	Faculty of Science – Purple	
li	Faculty of Commerce and Management – Orange	
lii	Faculty of Engineering and Technology – Sky Blue	
iv	Faculty of Education – Black	
v	Faculty of Pharmacy – Green	
vi	Faculty of Arts – Navy Blue	
vii	Faculty of Law – Golden Brown	
viii	Faculty of Agriculture – Light Green	

21.3. The candidate shall submit the thesis to the University as follows:

a).6 hard bound copies of the Thesis and

b). To upload the Thesis soft copy in **UGC SHODHGANGA** - The following is the format (pdf) / order to carry the content of file to have unique name for each file that are meaningful in pdf.

1	Title _ pdf	Title
2	Supervisor Certificate _ pdf	Supervisor Certificate
3	Abstract _ pdf	Abstract
4	Declaration _ pdf	Declaration
5	Acknowledgement _ pdf	Acknowledgement
6	Contents _ pdf	Contents
7	List of tables _ pdf	List of tables
8	List of figures _ pdf	List of figures
9	Abbreviations _ pdf	Abbreviations
10	Chapter 1 _ pdf	Chapter 1
11	Chapter 2 _ pdf	Chapter 2
12	Chapter.....	Chapter.....
13	Conclusion _ pdf	Conclusion
14	Summary _ pdf	Summary
15	Bibliography _ pdf	Bibliography

21.4. In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a)(b) and (c) below must be given.

a).Thesis should be forwarded by Head of the Department.

b).The Thesis must be accompanied by a declaration form the candidate (as per annexure) 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.

c).The certificate from the supervisor together with co-supervisor, if any, (as per annexure).

Note-i) The candidate shall also remit with the thesis, prescribed fee as the examination fee as prescribed by the University.

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

22.0. EVALUATION OF THESIS AND VIVA – VOCE EXAMINATION

22.1. On receipt of the thesis, required fee and no dues certificates, the thesis shall be send to the two examiners already consented.

22.2. The thesis to be accepted for the award of the Ph.D. degree must comply of the following conditions:

i)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 judgement.

ii).It must be satisfactory in point of language and presentation of the subject matter.

iii).The thesis will send to the prescribed 2 examiners selected by the Vice Chancellor- out of 6 panel member examiners list.

iv).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 Examiners from the panels of Examiners.

v).In the both the original examiners accept the thesis for the award of the Ph.D. 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 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, selected by the Vice Chancellor, who have accepted the Thesis for the award of the Ph.D. degree. In case the candidate is related to the supervisor, then the Vice Chancellor shall appoint Head of Studies/ Institution/ Chairman Board of Studies of the subject concerned to act as Viva Voce Examiner, in place of the Supervisor.

vi).The candidate shall present the work embodied in the Thesis before the board of examiners, members of faculty research scholars in open Viva. 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.

vii).In case the viva voce examination is not satisfactory; the candidate shall reappear for 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 same examiner/external examiner for second viva voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.

viii).If the examiner 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.

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.

ix). 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.

x). The resubmitted three copies of the thesis must make clear mention that is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

23.0. PUBLICATION OF THESIS

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

24.0. AWARD OF PH.D

24.1. After the successful viva-voce, the matter shall be reported to the Board of Management for their approval in its forthcoming meeting.

25.0. REPORTS OF EXAMINERS

25.1. After the declaration of the results the successful candidates may be provided the copies of reports examiners who 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.

26.0. WITHDRAWAL OF DEGREE

26.1. On detection of any irregularity or any plagiarism, the University shall take suitable steps to withdraw the degree.

RESEARCH POLICY OF THE P.K.UNIVERSITY

i).Preamble

a).P.K.University is committed to develop as a leading public institution in research by proactively furthering culture of research, among faculty, research scholars, academic associates, scientists and students. This commitment to furthering research will draw on the vast experience in doctoral and post graduate education, providing opportunities to enhance its reputation, globally, among leading researchers and institutions.

b).Further, the University will encourage researchers to apply the paradigm of integrative research.

c).To support research activities, the University provides infrastructure, which includes use of academic mentoring, technological tools, stipend to all doctoral scholars and linkages to broader society. A very large library of published work, much of which appearing in reputed journals, books as well as in the form of diverse outputs, from the fulcrum of research activities at the University.

d).Research at the University is envisioned to proceed through autonomy and academic freedom to all researchers. Ensuring integrity of the research process, output is of utmost importance to the University. To this end; the University has developed policies on research ethics and accountability through transparency, along with guidelines on social responsibility.

e).The University observes social justice goals as envisaged in the constitution and in policies of Government of India by providing equal access to research opportunities. The University recognizes that research scholarship outputs are wide ranging, besides bibliometric indicator. The University recognizes that through research activities the faculty, students and all others involved are scientific and cultural agents of change and excellence.

ii).Scope of Research Endeavours

a).To promote integrative research at the scale of region and link the work to local or micro-level and global perspectives.

b).To advance research across disciplines, organizations and schools of thought.

c).To encourages addressing big problems of Indian Society through collaborative or team research.

iii).Conduct of Research

P.K. University seeks to promote, support and regulate all research activities involving faculty, research scholars, academic associates, scientists and students. More specifically, the University, while expecting professional self regulation, also expects all researchers to adhere to principles of ethical conduct of research at all times, which includes:

a).Review and seek approvals of research proposals through competent authorities appointed by the University including coordinator R & D and the advisory committee, Institutional Animal Ethics Committee and Institutional Bio safety Committee and other relevant committees that may be constituted. Besides seeking these approvals, guidelines issued by the University will also need to be complied with, which includes : Guidelines for externally funded project implementation, undertaking of consultancy services / project, appointment of project staff, guidelines for fixing minimum

remuneration for project staff. Will safeguard the rights, privacy and confidentiality of participants in research.

b). Will participate in training programmes for sensitizing and building capacities to decide on responsible ethical and legal choices for the conduct of research.

c).Will cooperate and participate in investigations on complaints and conflicts, relating to violation ethics, regulatory approvals, deviation from SoPs, best practices and norms, and also comply with recommended appropriate action.

d).Will periodically update with the reviewed, revised and recommended best practices in research.

e.) All researchers are to undertake research activities in accordance to University policies and rules.

iv).Sponsored Research Policies

a).The University encourages extramural funding for research given the complexity and changing environment for generating funds. The sponsorship (external funding) may be by government, private, or non governmental entities.

b).Regular faculty members of the University are allowed to conduct sponsored research project, but after seeking necessary prior permissions form the University, without impeding on the responsibilities of teaching, supervision of doctoral students, research scholars and other institutional commitments.

c).The University will encourage involvement in all sponsored research projects as part of the duties as employee of the University.

d).Cost sharing expenditures that are committed to be borne by the University, other than by the sponsor, has to be shown explicitly.

e).All publications and other outcomes of the projects are to explicitly acknowledge and abide by rules of the University.

f).All researchers are to undertake research activities in accordance to University policies and rules.

v).Consultancy Research Projects

a).Consultative research projects come about in an environment of a free and a prior informed approval from the University.

b).Consultants to research projects are to abide by and safeguards the ethics, values and vision of the University through the entire duration of the project.

c) All intellectual property rights are varied with the University.

d). Cost sharing commitments are to be implemented as per the rules of the University.

e). All publications and other outcomes of the project are to explicitly acknowledge and abide by rules of the University.

f). All researchers are to undertake research activities in accordance to University policies and rules.

vi). Research Staff Appointments

- a). The University understands the significance of appointment of Research Staff in all Sponsored and Consultancy Research projects carried out by the faculty.
- b) Research competence will form the main consideration for the appointment of research staff in the University.
- c) All research staff appointments are required to adhere strictly to guidelines attached.

vii). Intellectual Property Rights (IPRs)/Copyrights:

- a). The University will provide legal certainty to research output of the University.
- b) The University will ensure compliance with relevant National IPR/Copyright laws and regulations.
- c) IPR policy will be reviewed and revised periodically.

viii). Agreements/MoU

- a). By entering into research initiated MoU and institutions, P. K. University will ensure bi-directional knowledge and information' flow.
- b). All M.o.U.s concluded with other Universities and Institutions will adhere to the objectives And values of P. K. University.

ix). Encouraging Engagement of Researchers from other Institutions

- a). As a Private University, we believe that value of knowledge acquired through research is not only in terms of quality, but also in increasing its societal relevance. This is achieved by sharing our expertise and infrastructural resources.
- b). The University has over the years installed high-end world class facilities to generate and we knowledge. However our belief that growth of knowledge strength in manifold when the infrastructure is made widely accessible to researchers and other potential users outside of the University. This way we aspire to reduce potential inequality that arises due to weakness in access and use of knowledge. Furthermore we hope to accelerate and expand on the range of problems that may be addressed through research.
- c). An added advantage to researchers at the University will be, to strengthen networks of knowledge sharing. These include resources such as collections, archives and data and bio-banks at physical sciences, engineering, life sciences, social sciences, humanities or related departments and schools.
- d). Apart from strengthening research activities, there are modest financial benefits to be accrued by the University.

x) Policies and Facts of the University Research Practices

The University encourages equitable access to all resources and promotes best practices by following ethical practices and complying with regulatory standards. The University provides to all a stable institutional environment, which is conducive for research. We view learning about research as a skill, which can be improved upon throughout one's career.

For Faculty

- a. A diverse set of indicators and measures are applied to encourage research endeavours.
- b. Liberal policies for leave of absence are in place to encourage exchange of knowledge.
- c. Fiscal incentives to promote research (cost sharing, seed grant, travel grant).
- d. Awards to recognize research contributions by faculty under 45 years of age.
- e. Faculty of professional development policy is closely linked to achieve research goals of individuals.

For Research Scholars

- a) Healthy teacher to student ratio.
- b) Assured financial funding for five years.
- c) Unrestricted access and training to high-end facilities and infrastructure.
- d) Travel grant to promote research interactions with experts.
- e) Generous leave package to upgrade research skills.
- f) Short-term training program to learn and upgrade skills of academic writing and research competencies.
- g) Encourage learning through the use of tools to analyse qualitative data, calculation of similarity index, and technology aided interactions.
- h) A onetime financial support will be given to present research papers and posters at seminars, conferences, workshops outside of India. The eligibility for this funding is only for registered research scholars in the advanced stages of their thesis. A Uniform implementation policy will be developed before operational zing.
- i) Funding for research scholars whose research settings is outside of the country (scholars of international relations, diasporas studies, regional studies, linguistics, invasive species) can be paid financial support. Guidelines on eligibility and for disbursal of funds will be developed, before implementing this policy.

For Students

- a) Healthy teacher to student ratio.
- b) Internships in research projects, and in local regional organizations.
- c) Travel grant to promote research.
- d) Student Exchange programs with national and international universities.
- e) Become a platform for facilitating interaction with NGO's and Industries.
- f) Has placed several initiatives that are appropriate to the level at which one begins to engage in research activity. For example, to sensitize themselves of subjects outside of their degree training requirement, every Masters student has to compulsorily register in courses that are labelled in the University as Foundation courses. The foundation courses are offered by every unit of the University. Students register in foundation courses, which are outside of the unit from which they are graduating / registered.
- g) Encourages learning through the use of tools to analyse qualitative data and calculation of similarity index and technology aided interactions.

xi).Financial Administration of Research Projects

- a).The University promoted equitable sharing of resources / benefits with researchers in order to encourage high end research in the University.

b).GFR rules apply to all research activities involving University researchers and establishment of research infrastructure.

xii).Conflict of Interest and Resolution Mechanisms

a).The University strives to maintain highest degree of research conduct and ethical integrity while safeguarding the trust reposed by the public in the institution. With deepening ties of the University with funding bodies, the university is committed to ensure that financial considerations will not skew the research record. Our high standards of scrutiny mandates public disclosure of all financial interests by individuals engaged in sponsored, consultant, and extra mural funding.

b).Professional activities (including teaching and research) along with financial interests are to be disclosed by all faculty members along with identity of funding bodies and amount and duration of funding received.

c).All conflicts of interest or disputes are subject to resolution through the university mechanisms. However, the university reserves the right, if need be, to evolve a mechanism and resolve the situation in a time bound manner. All disputes are subject to the jurisdiction of Courts in Madhya Pradesh.

xiii).From Knowledge for its own sake to use of Knowledge

a).P.K.University has placed several initiatives to summon barriers that were limiting easy access to research output, outside of the scientific domain. It is to say, the nature of valorisation is shaping academic research at the university.

b).Thus far, practical relevance of research work undertaken at the university has been predominantly noted in terms of patenting, licensing, spin-off formation, and technology transfer. All these economic outcomes of university research have been widely acknowledged. In the arena of life sciences, health sciences and such the idea of translational research has been promoted to enhance the value of research conducted in laboratories by identifying practical use or applications of that knowledge. University has necessary infrastructure (incubation centres) and mechanisms (technology industrial liaison entrepreneurship unit) to promote and entrepreneurship in the university campus.

c). In the subjects of social sciences and Humanities knowledge being converted into practical use or action manifests in the form of lending their expertise and knowledge in expert panels, commissions, as board members iof non-governmental organizations, member in regulatory bodies, inquiry commission, editorial board of peer-reviewed journals, keynote speakers, besides developing monographs, plays, sculptures, paintings, performances such as dance and music.

d). University recognises the role of researchers in the public affairs of the nation.

e) Faculty members and researchers will be allowed to be part of committees constituted at international /national/state levels on public interest issues. The admissible leave will be provided to faculty members to discharge such duties.

f). Despite these varied manifestations of use of knowledge from humanities and social science for public, there continues a conundrum of developing an entire spectrum of ways in which this knowledge can be put to effective use, besides being ripe with ethical and moral issues.

g). However, the University seeks to further reduce the prevailing gap between research work undertaken at the University and use of that knowledge in decision-making or as a 'public good', or in

implementing solutions. The university is therefore committed to strengthen efficacy of various models that integrates research with public good.

h). A diverse set of indicators, including quantitative and qualitative measures may be applied to promote research at the University.

Fellowship/Scholarship policy for Ph.D. Scholars

Research scholars admitted through U.G.C -NET, U.G.C -JRF, CSIR, GATE, SLET will get fellowship and contingency funds through the Central Government National Funding Agencies and State Government Agencies. Apart from the said agencies, National and State stakeholders setup funding agencies are selecting the best research study funding through a CSR / Philanthropist /Good factor.

**UNIVERSITY GRANTS COMMISSION
NOTIFICATION**

UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018

New Delhi, the 23rd July, 2018

F. 1-18/2010(CPP-II).—

Preamble

Whereas, University Grants Commission (UGC), as per UGC Act, 1956, is mandated to coordinate and determine the standards of higher education;

And whereas, assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by Higher Educational Institutions (HEIs);

Therefore, in exercise of the powers conferred by clause (j) of Section 12 read with clauses (f) and (g) of subsection (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following regulations:-

1. Short title, application and commencement –

a. These regulations shall be called the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

b. They shall apply to the students, faculty, researchers and staff of all Higher Educational Institutions in the country.

c. These regulations shall come into force from the date of their notification in the Official Gazette.

2. Definitions -

In these regulations, unless the context otherwise requires—

a. “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;

b. “Author” includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;

c. “Commission” means the University Grants Commission as defined in the University Grants Commission Act, 1956;

d. “Common Knowledge” means a well known fact, quote, figure or information that is known to most of the people;

e. “Degree” means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;

f. “Departmental Academic Integrity Panel” shall mean the body constituted at the departmental level to investigate allegations of plagiarism;

g. “Faculty” refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;

h. “Higher Educational Institution (HEI)” means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;

i. “Information” includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;

j. “Institutional Academic Integrity Panel” shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;

k. “Notification” means a notification published in the Official Gazette and the expression “notify” with its cognate meanings and grammatical variation shall be construed accordingly;

l. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.

m. “Programme” means a programme of study leading to the award of a masters and research level degree;

n. “Researcher” refers to a person conducting academic / scientific research in HEIs;

o. “Script” includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;

p. “Source” means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public

figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1);

q. “Staff” refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;

r. “Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);

s. “University” means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;

t. “Year” means the academic session in which a proven offence has been committed.

Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

3. Objectives

3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

3.3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

4. Duties of HEI:

Every HEI should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

5. Awareness Programs and Trainings:

(a) HEI shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

(b) HEI shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

(c) HEI shall :

i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master’s degree etc. as a compulsory course work/module.

ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.

iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the HEI.

iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.

v. Establish facility equipped with modern technologies for detection of plagiarism.

vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

6. Curbing Plagiarism

a) HEI shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.

c) Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.

e) HEI shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the HEI website.

f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

g) HEI shall submit to INFLIBNET soft copies of all Masters, Research program’s dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the “*Shodh Ganga e-repository*”.

h) HEI shall create Institutional Repository on institute website which shall include dissertation / thesis / paper /

publication and other in-house publications.

7. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

i. All quoted work reproduced with all necessary permission and/or attribution.

ii. All references, bibliography, table of content, preface and acknowledgements.

iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

8. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

9. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the HEI.

The authorities of HEI can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

10. Departmental Academic Integrity Panel (DAIP)

i. All Departments in HEI shall notify a DAIP whose composition shall be as given below:

- a. Chairman - Head of the Department
- b. Member - Senior academician from outside the department, to be nominated by the head of HEI.
- c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

11. Institutional Academic Integrity Panel (IAIP)

i. HEI shall notify a IAIP whose composition shall be as given below:

- a. Chairman - Pro-VC/Dean/Senior Academician of the HEI.
- b. Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.
- c. Member - One member nominated by the Head of HEI from outside the HEI
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

ii. The IAIP shall consider the recommendations of DAIP.

- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

xii. 12. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

xvii. 12.1 Penalties in case of plagiarism in submission of thesis and dissertations

xviii. Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

xix. **i. Level 0: Similarities upto 10% - Minor Similarities, no penalty.**

xx. **ii. Level 1: Similarities above 10% to 40% -** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

xxi. **iii. Level 2: Similarities above 40% to 60% -** Such student shall be debarred from submitting a revised script for a period of one year.

xxiv. **iv. Level 3: Similarities above 60% -**Such student registration for that programme shall be cancelled.

xxv. **Note 1: Penalty on repeated plagiarism-** Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

- xxviii. **Note 2: Penalty in case where the degree/credit has already been obtained** - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.
- xxix. **12.2 Penalties in case of plagiarism in academic and research publications**
- xxx. **I. Level 0: Similarities up to 10%** - Minor similarities, no penalty.
- xxxi. **II. Level 1: Similarities above 10% to 40%**
- xxxii. i) Shall be asked to withdraw manuscript.
- xxxiii. **III. Level 2: Similarities above 40% to 60%**
- xxxiv. i) Shall be asked to withdraw manuscript.
- xxxv. ii) Shall be denied a right to one annual increment.
- xxxvi. iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- xxxvii. **IV. Level 3: Similarities above 60%**
- xxxviii. i) Shall be asked to withdraw manuscript.
- xl. ii) Shall be denied a right to two successive annual increments.
- xli. iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.
- xlii. **Note 1: Penalty on repeated plagiarism** - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the HEI.
- xliii. **Note 2: Penalty in case where the benefit or credit has already been obtained** - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.
- xliv. **Note 3:** HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.
- xlvi. **Note 4:** If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.
- xlvi. **Note 5:** If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.
- lviii. **Note 6:** If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.
- lix. **13. Removal of Difficulty**
- lx. UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development.
- lxii.
- lxiii.

Prof. RAJNISH JAIN, Secy.
[ADVT.-III/4/Ext./161/18]

**UNIVERSITY GRANTS COMMISSION
NOTIFICATION**

New Delhi, the 11th April, 2023

University Grants Commission (Redressal of Grievances of Students) Regulations, 2023

F.1-13/2022 (CPP-II).—

In exercise of the powers conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2019, the University Grants Commission hereby makes the following regulations, namely -

1. SHORT TITLE, APPLICATION, AND COMMENCEMENT:

(a) These regulations shall be called as the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

(b) They shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.

(c) They shall come into force from the date of their publication in the Official Gazette.

2. OBJECTIVE

To provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well

as those seeking admission to such institutions, and a mechanism thereto.

3. DEFINITION:

(1) In these regulations, unless the context otherwise requires-

(a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);

(b) "aggrieved student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.

(c) "college" means any institution, so defined in clause (b) of sub-section (1) of section 12A of the Act.

(d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.

(e) "declared admission policy" means such policy, including the process there under, for admission to a course or program of study as may be offered by the institution by publication in the prospectus of the institution.

(f) "grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

i. admission contrary to merit determined in accordance with the declared admission policy of the institution;

ii. irregularity in the process under the declared admission policy of the institution;

iii. refusal to admit in accordance with the declared admission policy of the institution;

iv. non-publication of a prospectus by the institution, in accordance with the provisions of these regulations;

v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;

vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;

vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;

viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;

ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;

x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;

xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be

extended by the institution under any provisions of law for the time being in force;
 xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
 xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time;
 xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minorities or persons with disabilities categories;
 xv. denial of quality education as promised at the time of admission or required to be provided;
 xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force;
 xvii. any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the institution; and
 xviii. any action initiated/taken contrary to the regulations and/or guidelines made/issued by the Commission

and/or the regulatory body concerned.

(g) "Institution" means a university as defined in sub-section (f) of Section 2 of the UGC Act, an institution declared as institution deemed to be university under Section 3 of the Act, and a college as defined under section 12A (1) (b) of the University Grants Commission Act, 1956.

(h) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(i) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;

(j) "Student" means a person enrolled, or seeking admission to be enrolled, in any institution, to which these regulations apply, through any mode i.e., Formal / Open and Distance Learning (ODL) / Online;

(k) "Students' Grievance Redressal Committee (SGRC)" means a committee constituted under these regulations, at the level of an institution; and

(l) "University" means a University so defined in clause (f) of section 2 of the Act or, where the context may be, an institution deemed to be University declared as such under Section 3 thereof.

(2) Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the same meanings as respectively assigned to them in the Act.

4. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS, AND PRICING:

(1) Every institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:

(a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

(b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

(c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;

(d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

(e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;

(f) rules/regulations for imposition and collection of any fines in specified heads or categories, minimum and maximum fines may be imposed;

(g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;

(h) details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every member thereof;

(i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital, or industry wherein the practical training is to be imparted to the students and in particular the amenities accessible by students on being admitted to the institution;

(j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and

(k) Any other information as may be specified by the Commission.

Provided that an institution shall publish/upload information referred to in clauses (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to

such publication being on the website through advertisements displayed prominently in different newspapers and through other media.

(2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution, or sale of prospectus.

5. STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):

(i) A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Students' Grievance Redressal Committee (SGRC).

(ii) Every Institution shall constitute such number of Students' Grievance Redressal Committees (SGRC), as may be required to consider grievances of the students, with the following composition, namely:

a) A Professor - Chairperson

b) Four Professors/Senior Faculty Members of the Institution as Members.

c) A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.

(iii) At least one member or the Chairperson shall be a woman and at least one member or the Chairperson shall be from SC/ST/OBC category.

(iv) The term of the chairperson and members shall be for a period of two years.

(v) The term of the special invitee shall be one year.

(vi) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.

(vii) In considering the grievances before it, the SGRC shall follow principles of natural justice.

(viii) The SGRC shall send its report with recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.

(ix) Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

6. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

(i) Each University shall appoint Ombudsperson for redressal of grievances of students of the university and colleges/institutions affiliated with the university under these regulations.

(ii) There shall be one or more part-time functionaries designated as Ombudspersons to hear, and decide on, appeals preferred against the decisions of the SGRCs.

(iii) The Ombudsperson shall be a retired Vice-Chancellor or a retired Professor (who has worked as Dean/HOD) and has 10 years' experience as a Professor at State/Central Universities/Institutions of National Importance/Deemed to be Universities or a former District Judge.

(iv) The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his/her tenure as Ombudsperson, be in conflict of interest with the Institution where his/her personal relationship, professional affiliations or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the Institution.

(v) The Ombudsperson shall be appointed for a period of three years or until he/she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term.

(vi) For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the respective university and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.

(vii) The University may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour.

(viii) No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person, not below the rank of a retired judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

7. FUNCTIONS OF OMBUDSPERSON:

(i) The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations.

(ii) While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.

(iii) The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.

(iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

8. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSONS AND STUDENT

GRIEVANCE REDRESSAL COMMITTEES:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- (ii) On receipt of an online complaint, the institution shall refer the complaint to the appropriate Students' Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- (iii) The Students' Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- (iv) An aggrieved student may appear either in person or authorize a representative to present the case.
- (v) Grievances not resolved by the Students' Grievance Redressal Committee within the time period provided in these regulations may be referred to the Ombudsperson by the university.
- (vi) Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), in early redressal of grievances.
- (vii) The Ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student
- (viii) The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
- (ix) The institution shall comply with the recommendations of the Ombudsperson.
- (x) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

9. INFORMATION REGARDING OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

An institution shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Students' Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.

10. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution, which wilfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Students' Grievance Redressal Committee, as the case may be, proceed to take one or more of the following actions till the institution complies with these Regulations to the satisfaction of the Commission, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
 - (b) withholding any grant allocated to the Institution;
 - (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
 - (d) declaring the institution ineligible to offer courses through Online/ODL mode for a specified period;
 - (e) withdrawing / withholding / suspending the approval for offering courses through Online/ODL mode;
 - (f) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
 - (g) recommend to the affiliating University for withdrawal of affiliation, in case of a college;
 - (h) take such action as it may deem necessary, appropriate and fit, in case of an institution deemed to be University;
 - (i) recommend to the Central Government, if required, for withdrawal of declaration as institution deemed to be a University, in case of an institution deemed to be University;
 - (j) recommend to the State Government to take necessary and appropriate action, in case of a University established or incorporated under a State Act;
 - (k) such other action as may be deemed necessary and appropriate against an institution for non-compliance.
- Provided that no action shall be taken by the Commission under this regulation, unless the institution has been provided an opportunity of being heard to explain its position.

11. Nothing mentioned herein above in these regulations shall affect the continuance in office, during the currency of the term, of an incumbent Ombudsperson appointed under the provisions of the UGC (Redress of Grievances of Students) Regulations, 2019; where after, the appointment of Ombudsperson shall be made as per University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

[ADVT.-III/4/Exty./13/2023-24]

STRUCTURE & FORMAT OF Ph.D.THESIS

S.No.	Content	
1	Title Page	Annexure-I
2	Certificate of the Supervisor	Annexure-II
3	Declaration by the Candidate	Annexure-III
4	Forwarding Letter of Head of Institution	Annexure-IV
5	Acknowledgement	Annexure-V
6	List of Abbreviations	Annexure-VI
7	List of Tables	Annexure-VII
8	List of Figures	Annexure-VIII
9	Course work Certificate	Annexure-IX
10	Plagiarism Report from the Central Library	Annexure-X
11	Copyright Transfer Certificate	Annexure-XI
12	Abstract	Annexure-XII
13	Table of Contents	
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15	References	Annexure-XIII
16	Conference/Seminar/Workshop Certificates	Annexure-XIV
17	Copy of Published Paper-1	Annexure-XV
18	Copy of Published Paper-2	Annexure-XVI
19	Proforma for Synopsis	Annexure-XVII
20	Confidential Progress Report	Annexure-XVIII
21	Certificate Ph.D. Pre-Submission	Annexure-XIX
22	Provisional Certificate regarding award of Ph.D. Degree	Annexure-XX

[Annexure- I]
Front Page of Thesis

TITLE

A Thesis

Submitted towards the Requirement for the Award of Degree of

Doctor of Philosophy

In

Name of the Subject

Under the Faculty of.....

By

NAME OF THE SCHOLAR

Under the Supervision of

NAME OF THE SUPERVISOR

Designation

P.K.UNIVERSITY



Year of Submission

P.K.University

NH-27, Vill. Thanra (P.O.-DINARA), Shivpri (M.P.) India-473665

www.pkuniversity.edu.in

[Annexure-II]

CERTIFICATE OF THE SUPERVISOR

This is to certify that the work entitled.....is a piece
of research Work done by Shr./Smt./Ku
Under My/Our Guidance and Supervision for the degree of Doctor of Philosophy of.....
University (M.P) India.

I certify that the candidate has put an attendance of more than 240day 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 –Fulfil the requirement of the ordinance relating to the Ph.D. degree of the University.

Signature of the Co-Supervisor

Signature of the Supervisor

Date:.....

Date:.....

[Annexure-III]

DECLARATION BY THE CANDIDATE

I declare that the thesis entitled.....

Is my own work conducted under the supervision of Dr.....

(Supervisor/Co-Supervisor) at.....

(Center).....

Approved by Research Degree Committee. I have put more than 240 days of attendance with Supervisor at the center.

I further declare that to the best of my knowledge the thesis does not contain my part of any work

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:.....

[Annexure-IV]

FORWARDING LETTER OF HEAD OF INSTITUTION

The Ph.D. thesis entitled.....

.....

..... Submitted by Shri/Smt./Ku. Is forwarded to the university in six copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name.....Seal..... Date:

Place:.....

(Signature of Head of Institution where the Candidate was registered for Ph.D. degree)

Signature of the Supervisor Date:

Date:

Address:.....

Place:.....

.....

.....

[Annexure-V]

ACKNOWLEDGEMENT

“Acknowledging everyone who contributed in the successful completion of the thesis”

[Annexure-VI]

“LIST OF ABBREVIATION”

(If abbreviations are mentioned in your thesis)

[Annexure-VII]

“LISTOF TABLES”

(If tables are mentioned in your thesis)

[Annexure-VIII]

“LIST OF FIGURES”

(If figures are mentioned in your thesis)

[Annexure-IX]

COURSE WORK CERTIFICATE

This is to certify that _____ (Reg. No. _____)

Son/Daughter of Mr./Ms. _____

Scholar of the Ph.D. in (Department of _____)

under the faculty of _____,

has successfully passed the course work examination with „_____“ grade

(„_____“percentage)from P.K. University, Shivpuri (M.P.).

**Registrar
P.K.University
Shivpuri (M.P.)**

[Annexure-X]

PLAGIARISM REPORT FROM THE CENTRAL LIBRARY

CERTIFICATE OF PLAGIARISM REPORT

1. Name of the Research Scholar :
2. Course of Study : Doctor of Philosophy (Ph. D)
3. Title of the Thesis :
4. Name of the Supervisor :
5. Department :
6. Subject :
7. Acceptable Maximum Limit : 10% (As per UGC Norms)
8. Percentage of Similarity of Contents Identified :
9. Software Used : DrillBit/Ouriginal (Formerly URKUND)
10. Date of Verification :

Signature of Ouriginal Coordinator
(Librarian, Central Library)
P.K.University, Shivpuri (M.P.)

[Annexure-XI]

COPYRIGHT TRANSFER CERTIFICATE

Title of the Thesis: _____

Candidate's Name: _____

COPYRIGHT TRANSFER

The undersigned hereby assigns to the P.K. University, Shivpuri all copyrights that exist in and for the above thesis submitted for the award of the Ph.D. degree.

Date:

Name of the scholar

Note: However, the author may reproduce/publish or authorize others to reproduce, material extracted verbatim from the thesis or derivative of the thesis for author's personal use provided that the source and the University's copyright notice are indicated.

[Annexure-XII]

“ABSTRACT”

“TABLE OF CONTENTS”

CHAPTER

“All chapters to be written in prescribed format”

[Including all chapters]

[Annexure-XIII]

“REFERENCES”

[Annexure-XIV]

CONFERENCE / SEMINAR / WORKSHOP CERTIFICATE

[Annexure-XV]

COPY OF PUBLISHED PAPER 1

[Annexure-XVI]

COPY OF PUBLISHED PAPER2

“OTHER RELEVANT FORMATS”

[Annexure-XVII]

PROFROMA FOR SYNOPSIS

1. Title of the thesis
2. Introduction: Giving purpose of research (in about 200 word)
3. A brief review of the work already done in the field.
4. Noteworthy contribution in the field of proposed work.
5. Proposed methodology during the tenure of the research work.
6. Expected in standard format.
7. List of published papers of the candidates.

Signature of the Supervisor

Signature of the Candidate

Date:

Date:

..... Signature of Co

supervisor (If any)

Date:.....

[Annexure-XVIII]

CONFIDENTIAL PROGRESS REPORT

Six monthly progress report of the research work done for the period

from.....to.....

of the teacher scholar.

1. Name of the scholar.....
2. Subject.....
3. Topic registered for Ph.D. Degree.....
4. Name of the Supervisor.....
5. Name of Co-Supervisor (if any).....
6. Description of the guidance on the topic

Period with dates the candidates has been with
The guide for research work (It may also indicate
The date of leave availed by the candidate
during The above period).

Remarks of the supervisor on the work done by the candidate on Topic.

Fees paid via receipt No.....Date..... Date:

Place:.....

(Signature of head of institution where the
Candidate was registered for Ph.D. Degree)

Signature of the Supervisor

Address:.....

Date:

.....

Place:.....

.....

[Annexure-XIX]

CERTIFICATE Ph.D. PRE-SUBMISSION

This is to certify that Mr./Ms. _____, a bona fide research scholar
Of this department/Centre, has successfully completed the pre-submission seminar requirement
as a part of other Ph.D. Programmes.

Date:
Place: Shivpuri

(Signature of the Head of the
Department/Dean Faculty)

[Annexure-XX]

PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE

This is to certify that vide notification no Dated Of this university,
the Board of Management has decided that the degree
of Ph.D. in (Subject) be awarded to.....

.....
The title of Ph.D. thesis

.....
.....
.....
The title of Ph.D. thesis The Ph.D. degree has been awarded in compliance of the “University
Grants Commission standards and procedure for award of M. Phil /Ph.D. degree) Regulation, 2018”

Registrar

Date:.....