



Rules and Regulations for Ph.D. Programme

(For Full/Part Time Ph.D. Programme)

**(Applicable for All Scholars Registered
2020 onwards)**



 Vishwajeet Khan








Preamble:

The Doctor of Philosophy (PhD) degree is one of the most noteworthy scholarly degrees granted by a University and requires broad investigation and scholarly exertion. It is granted to a candidate who, as per these regulations, has submitted a thesis or dissertation, based on unique and free exploration in a specific subject/discipline, or more than one discipline (interdisciplinary), and which makes a contribution to the progression of knowledge in science, technology, innovation, humanities and social sciences.

1. Admission to Ph.D. Programme

The student intake in each Department, shall be as per the availability of seats. Admission to the Ph.D. programme shall be made twice a year (January and July), preferably in the beginning of each semester.

All the available seats shall be notified 'category-wise' by the University, in advance. Reservation of seats shall be notified in accordance with the latest guidelines, amended from time to time.

2. Mode of Selection

2.1. The candidates seeking admission must fill the prescribed application form and submit the same within the stipulated date specified in the brochure notification. The admission shall be based on the criteria notified by the University, considering the reservation policy of the government of India from time to time.

2.2. There shall be an Entrance Test for all the candidates, Full-Time, except those mentioned in 3.5. The short-listed candidates must appear for an interview to discuss their research interest/area through a comprehensive presentation before a duly constituted Ph.D. Admission Committee. The candidates will be selected for admission based on merit and the reservation policy of the Govt of India, and availability of seats.

3. Eligibility Criteria for the Ph.D. Programme

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

3.1. A 2-year/ 4-semester master's degree after a 3-year bachelors degree programme or a 1- year/ 2-semester master's degree after a 4-year / 8-semester bachelor degree programme or M. Phil degree with at least 55% marks in aggregate or CGPA of 5.5 in a 10-point scale in the subject

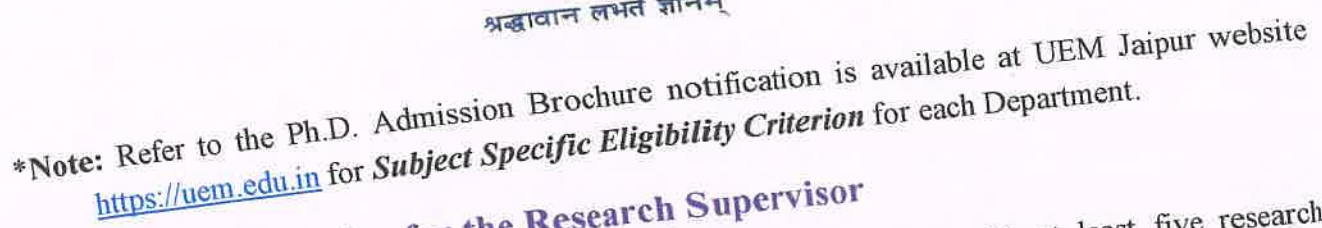
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concerned or in an allied subject as prescribed in the UGC regulations released from time to time in the qualifying examination or its equivalent grade or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country, or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions for the subject concerned under all the schools of the University.

- 3.2. A 4-year / 8-Semester bachelor degree programme with a minimum of 75% marks in aggregate or equivalent grade are also eligible if qualified in the National Level Test.
- 3.3. A relaxation of 5% of marks, from 55% to 50%, or CGPA of 5.0 on a 10-point scale or an equivalent relaxation of grade, may be allowed for candidates who belong to SC/ST/OBC (non-creamy layer)/ EWS/PWD (Bench Mark Disability) / Third gender and other categories of candidates as per the decision of the UGC from time to time.
- 3.4. Candidates who have passed an examination outside the Indian University system and those who may not have obtained a master's degree may be considered for admission to the programme subject to the condition that each shall be examined on the basis of merit by the Admissions Committee and by the recommendations of the Equivalence Committee. Foreign Nationals/ NRIs sponsored by the Government of India or their respective Government on any exchange programme and who satisfy the eligibility conditions and producing Equivalence Certificate obtained from Association of India Universities (AIU) (<https://www.aiu.ac.in>) as per the regulation shall apply for Full-time category in the respective Specialization. The medium of education should be in English and the non-English medium candidates have to produce the English language proficiency certificate obtained from IELTS / TOFEL with 6.5 and at least 5.5 in each individual section of the test.
- 3.5. The candidates who have qualified the UGC/CSIR-JRF/NET/ICMR JRF/DBT JRF, GATE, INSPIRE, ICAR, DOE, ICSSR & DST Fellowship, any Government Fellowship National or International or Teacher Fellowship-holders as per the UGC Regulations- Minimum Standards and Procedure for the award of M.Phil./Ph.D. Degree, 2022 (and amendment from time to time), shall be exempted from Ph.D. Entrance test. Ph.D. Registration confirmation is subject to the respective fellowship agencies terms and conditions.

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4. Eligibility Criterion for the Research Supervisor

- <https://uem.edu.in>
- #### 4. Eligibility Criterion for the Research Supervisor
- 4.1. A Permanent Professor/Associate Professor of the University with at least five research publications and an Assistant Professor holding Ph.D. degree with at least three publications in Scopus / Web of Science/UGC CARE listed journals have to apply through DRC if he/she is applying freshly for the guideship in the University.
 - 4.2. Any newly recruited faculty member (Professor, Associate Professor, and Assistant Professor) of the University who has the experience of supervising research scholars in his/ her previous institution is exempted from applying for fresh guideship provided the teacher concerned produces valid proof of being a recognized supervisor based on the UGC regulation.
 - 4.3. Only a full-time regular faculty member (holding Ph.D. degree) of the University can act as a Research supervisor / Co-supervisor. No external supervisor is allowed. However, a co-supervisor can be allowed in inter-disciplinary areas from the same/other Department (s) of the University or any other related institution, with the approval of the DRC.
 - 4.4. The allocation of research supervisors shall be decided by the DRC based on the specialization among the supervisors, and the research interests of the scholars as specified by them at the time of the interview.
 - 4.5. A research supervisor/co-supervisor, in the cadre of Professor, is permitted to guide to a maximum of 8 Ph.D. research scholars, while an Associate Professor can guide 6 Ph.D. research scholars, and an Assistant Professor can guide 4 Ph.D. Research scholars at any given point of time (Full-Time / Part-Time / Co-Supervisor) as per the UGC regulations released from time to time. In addition, each Supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars.
 - 4.6. Vacancy in a Ph.D. programme shall arise under a supervisor soon after a Ph.D. scholar has submitted the Thesis. The number of part-time scholars under a supervisor at any time shall not exceed 50% of the total number of research scholars allocated to the research supervisor.
 - 4.7. When the Supervisor is retiring or leaving the University for any reason, the research scholars of the Department shall be reallocated among the eligible supervisors based on the Research

4.7. When the Supervisor is retiring or leaving the Department shall be reallocated among the eligible supervisors based on seniority.

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area of the Scholar by the DRC.

- 4.8. Faculty members with less than three years of service before superannuation shall not be allowed to take new Research Scholars under their supervision. However, such faculty members can continue to supervise Ph.D. Scholars who are already registered until superannuation and as a Co-Supervisor after superannuation but not after attaining the age of 70 years.
- 4.9. When a Supervisor is on medical leave/ fellowship /sabbatical leave/ extraordinary / on lien / deputation/ study leave and away from the University for any other reason for more than six months and up to a maximum of one year, he/she shall continue to guide the scholar. In any other exceptional case, the DRC can nominate a supervisor.
- 4.10. The Supervisor, who has moved to another university and whose research scholars have submitted the synopsis or Thesis, shall continue to guide those scholars who are in the provision of submitting the Thesis within six months from the date of the Supervisor's migration to another university. However, when there is already a concurred co- supervisor in the University, she/he shall act as the Supervisor till the resumption of work by the Supervisor or when the Supervisor resigns or otherwise ceases to be a member of the university faculty (except on retirement), till such time the DRC shall envisage substitution as a student welfare measure.

5. Appointment of a New Supervisor

The DRC shall ensure that no research scholar remains without a supervisor for more than six months. If the Supervisor or when the Supervisor resigns or ceases to be a member of the University (except on retirement), the DRC shall recommend a new supervisor.

6. Change of Supervisor

- 6.1. Change of Supervisor for a research scholar shall be considered for valid reasons within three years from the date of provisional registration with the assent of both the present and proposed supervisors and approved by the DRC. However, a change in Supervisor may be considered under extraordinary conditions on the specific directions from the Vice-Chancellor.
- 6.2. If the change of Supervisor is approved, the scholar has to work for a minimum of one year with the new Supervisor. However, this period shall be binding within the maximum period of six

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years for the Full-Time and Part-Time research scholars.

- 6.3. The submission of the synopsis shall be sanctioned only when the scholar has published at least two publications from his / her Ph.D. research work in the recommended Scopus or Web of Science listed journals under either the previous Supervisor or new Supervisor before submitting the Thesis.
- 6.4. The change of Supervisor can be done only once during the entire duration of the program.
- 6.5. Under extraordinary/ anomalistic circumstances, further change in Supervisor shall be ratified based on the specific directions from the Vice-Chancellor.

7. Duration of the Programme*

- 7.1. Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- 7.2. A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme. Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- 7.3. Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.
- 7.4. Extension of Maximum Duration: In case of exceptional circumstances, but not limited to, illness/ hospitalization, etc., on the recommendation of the Supervisor, RAC, and DRC, the Vice-Chancellor may grant extension initially for six months, but not exceeding a total of one year upon payment of prescribed extension fee, in addition to the maximum duration of the programme.

** The above-mentioned duration is based on the UGC Regulations. However, the specific programmes under different regulatory bodies such as ICAR/ICMR/AICTE/BAR Council of India etc. shall follow their respective regulations.*

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8. Research Advisory Committee (RAC)

8.1. Upon acceptance of the candidate for provisional Ph.D. registration, the RAC shall be constituted for each Ph.D. research scholar consisting of the following 4 members.

1. Research supervisor: Chairperson
2. Co-supervisor: if applicable
3. One faculty member from within the Department (nominated by the Head of the Department) from the panel of three members proposed by the research supervisor.
4. One faculty member from outside the Department / School (within the University)/external member specialized in the related field (nominated by the Dean of the school concerned) from the panel of three members proposed by the research supervisor.

The RAC shall meet at least once in Six Months. The University shall provide the TA, sitting fee for the external member. External members can also join online.

8.2. For inter/ trans-disciplinary areas, a Co-supervisor from the same/other Department (s) of the same University or any other related institution shall be nominated as a member of RAC by DRC. The minimum number of members of the RAC shall be four (4) and all of them are already defined as recognized research supervisors. In case of continuous absence from RAC meetings or retirement of a RAC member from regular service or for any other valid reason, the research supervisor shall request the Head and Dean for replacement of the member.

8.3. The RAC shall have the following responsibilities

- 8.3.1. Shall prescribe the course(s) for the course work and review the research proposal of the research scholar to finalize the topic of research.
- 8.3.2. Shall recommend the appointment of a Co-supervisor due to the interdisciplinary nature and specificity of the topic and the requirement of supplementation by a subject expert as per the terms and conditions of eligibility.
- 8.3.3. Shall provide guidance to the research scholar to develop the study design, methodology of research, conceptualize the research issues, and monitor the research ethics observed.
- 8.3.4. Shall constructively review and appraise the progress of the research scholar once in every six months.

8.3.5. The RAC shall submit its recommendation along with a copy of Ph.D. scholar's

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progress report to the authority concerned/Ph.D. Cell, UEM Jaipur.

- 8.3.6.** In case of progress of the Ph.D. scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement those corrective measures, the RAC may recommend, with specific reasons, the cancellation of registration from the Ph.D. Programme.

8.4. RAC Meetings

- 8.4.1.** The first RAC meeting must be conducted within six months after the provisional registration of the research scholar. The committee shall prescribe the specialization/elective paper (prescribed by the research supervisor) that the research scholar needs to take as a requirement during coursework during the first meeting. The research scholar has to present and submits every six months progress report to the RAC members through the research supervisor (as per Ph.D. Cell prescribed format).
- 8.4.2.** The RAC meeting must be conducted once in six months (if a member is unable to attend the offline meeting, he/she may attend through online mode) to review the presentation and six-month progress report of the research scholar.
- 8.4.3.** The research scholar shall make a presentation of his/her progress of research work for evaluation and further guidance. The research scholar has to submit the copies of research progress to RAC members.
- 8.4.4.** The minutes of the RAC meeting with relevant enclosures shall be furnished to the Dean Research and Dean Academics by the research supervisor. A copy of the minutes shall also be given to the research scholar.
- 8.4.5.** The minutes of the RAC, DRC and six-month progress report (as per prescribed format) shall be submitted to Ph.D. Cell within one week of the presentation.
- 8.4.6.** If there is a need for modification of the title/topic of research, the research scholar shall apply to the RAC through the Supervisor, stating the valid reasons for the same.
- 8.4.7.** In case, the progress of the research scholar is not satisfactory/ inadequate; the RAC shall record it in the minutes and suggest corrective measures. If the research scholar fails to ameliorate and does not implement the defined corrective measures suggested by the RAC, the RAC may recommend to the DRC for cancellation of registration of the research scholar citing specific reasons arrived at, as a definitive stand, and copy of the same shall be submitted to Ph.D. Cell.

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9. Departmental Research Committee (DRC)

9.1. DRC plays an important role in the admission of the Ph.D. candidate. In each Department of the University, academic matters related to the Ph.D. programme shall be supervised by the DRC consisting of the following members:

1. Head of the Department: Chairperson (ex-officio)
2. All the eligible supervisors of the Department.
3. One external expert to be called by the HoD out of the panel selected by the BoS.

9.2. At least, 50% of the members shall be required to be present in the meeting to form the quorum, with the mandatory presence of the Chairperson or HoD in charge.

9.3. The DRC shall have the following responsibilities

9.3.1. Shall frame the syllabus for Ph.D. course works.

9.3.2. Shall complete the Ph.D. admission process, including shortlisting the candidates, conducting the interview and submitting a recommendation to the Academic section.

9.3.3. Shall involve in the allocation of the Research Supervisor.

9.3.4. Shall review and recommend the extension-related matters and ethical clearance s(if required).

9.3.5. Shall involve in the redistribution/reallocation of the Ph.D. students wherever / whenever exigencies arise.

10. Ph.D. Registration

10.1. A candidate, certified as eligible for Ph.D. programme by the DRC, shall be provisionally registered with the necessary approval upon payment of the prescribed fee.

10.2. The Department has to forward the application for provisional registration along with the required documents to the Ph.D. Cell within two weeks from admission.

10.3. The research proposal/research area of the candidate presented during the selection process has to be enclosed along with the application for provisional registration.

10.4. The validation of provisional registration by issuing a confirmation letter and all the phases of the Ph.D. programme shall be taken care by the Ph.D. Cell and Academic section.

10.5. The provisional registration of the candidate may be confirmed after completion of the

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mandatory coursework with the required CGPA score.

11. Requirements during the registration period

11.1. The Ph.D. registrants (both full-time and part-time) are subjected to undergo the prescribed course work as mentioned in the UGC regulations.

11.2. As an incumbent, commencing from the date of admission till the submission of the Thesis, a registered Ph.D. research scholar (full-time/part-time) should work on regular basis and be mandated to submit half-yearly progress reports.

11.3. Course Work

11.3.1. A compulsory course work with minimum of 12 credits at one semester or a maximum of two semesters duration is a prerequisite for confirming registration.

11.3.2. Coursework exemption: As per the UGC Regulations (Minimum Standards and Procedure for award of Ph.D. Degree, 2022), eligible candidate shall be exempted from the requirements of Coursework. All the other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. coursework prescribed by the RAC.

11.3.3. The course work shall consist of one Course on research methodology, one course on research publication and ethics, and the remaining Course(s) shall be as prescribed by the School Board/Board of Studies/DRC/RAC. The minimum number of total credits to be earned is 12 (Maximum up to 16).

The mandatory courses of the course work:

- Research Methodology- 4 credits
- Research and Publication Ethics- 2 credits

The remaining 6-10 credits can be earned in the following way:

- subject-specific paper (can be chosen from courses running in PG)-maximum 4 credits per course
- Or
- Massive online open course (MOOCs) (if any)- Credits are based on the number of lecture week. (For example- 4 weeks course- 2 credits/ 6 weeks course- 3 credits/ 8 weeks course- 4 credits)

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11.3.4. No student shall be allowed to register for the Course Work after the expiry of the notified deadline.

11.3.5. Those who have already completed the course work in M. Phil programme with the required CGPA score, and have been permitted to proceed to the Ph.D. programme in integrated course, may be exempted by the D.R.C. from the Ph.D. course work. In case of a direct Ph.D., the candidates who have passed M. Phil Degree with Course Work as per the UGC Regulations (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree, 2009), shall be exempted from the requirements of Course Work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.

11.3.6. The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/CGPA)	Class Interval (in %s)
O (Outstanding)	10	Above 9 to 10	Above 90 and \leq 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and \leq 90
A (very Good)	8	Above 7 to 8	Above 70 and \leq 80
B+ (Good)	7	Above 6 to 7	Above 60 and \leq 70
B (Above Average)	6	5.5 to 6	55 to 60
F (Fail)	0		<55
Ab (Absent)	0		Absent

Note:

- F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination.
- The minimum qualifying marks for a course or programme shall be 55% or SGPA/CGPA of 5.5.
- The students shall have to qualify the Internal Assessment and the End- Semester examinations in the aggregate.
- There shall be no rounding off of SGPA/CGPA.
- The SGPA/CGPA obtained by a student shall be out of the maximum of 10 points.
- In order to be eligible for the award of the M. Phil degree of the University, a student must obtain the CGPA of 5.5 or 55% marks in aggregate at the end of the programme.



- candidate.

11.3.10. The Full-time candidates are required to complete a minimum residency period of two years from the date of registration.

11.4. Course work examination Evaluation Schemes

Components	Weightage (%)
Internal Assessment-Assignments / Term Paper/ Seminar/ Project/other Research activities	40
End Semester Course work Exams	60

11.4.1. A candidate who fails to get a minimum CGPA may be permitted to reappear only once for each paper adhering to complete the required scoring within two semesters from the date of registration.

11.4.2. Failing in the second attempt leads to the cancellation of Ph.D. registration.

11.4.3. If the research performance of the candidate is not satisfactory, the RAC shall facilitate and suggest for improvement and in the second attempt, after six months, the candidate requires to incorporate all the suggestions for presentation and the proviso must be the qualification of course work examinations. If the candidate is found to be inadequate and does not meet the rigors of research even in the second attempt, he/she shall not be permitted to continue research, and the provisional registration is liable for cancellation.

11.4.4. Upon satisfactory completion, of coursework the provisional Ph.D. registration shall be confirmed and the candidates after that shall carry out the research work based on the norms.

12. Cancellation of Ph.D. Registration

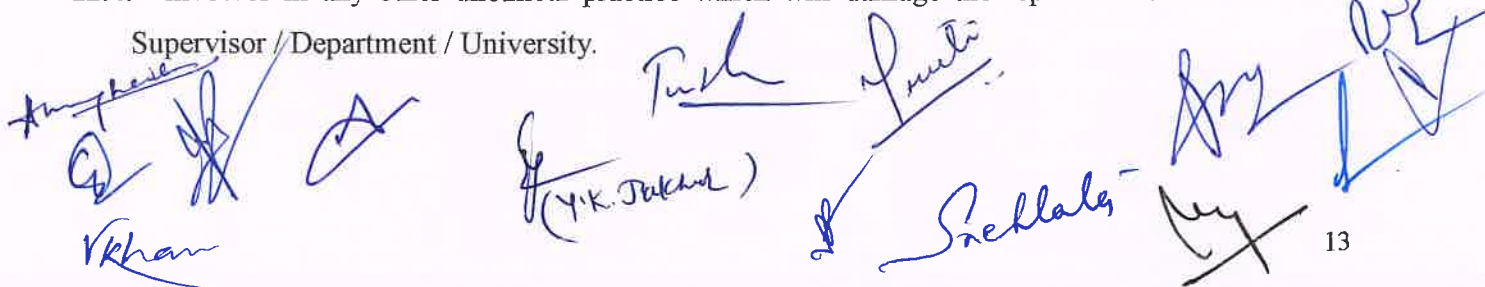
The name of a student shall be deemed to be removed from the rolls of the University if he/she

12.1. fails to qualify any pre-requisite coursework within the stipulated duration

12.2. fails to secure a CGPA in the coursework after exhausting two attempts.

12.3. fails to submit the two six month's satisfactory progress reports consecutively.

12.4. involves in any other unethical practice which will damage the reputation of the Research Supervisor / Department / University.



- 12.5. absent for the coursework classes continuously for fifteen days without any prior intimation or permission and if any shortage of attendance below 60% in every six-month progress period.
- 12.6. fails to pay the semester fee within two months from the due date.
- 12.7. fails to submit the Thesis even after the maximum period as mentioned in the submission timeline.

13. Submission and Presentation of Research Proposal

- 13.1. A Full-Time/Part -Time research scholar who has completed 18th month after the date of provisional Ph.D. registration shall give research proposal presentation in front of DRC and RAC members.
- 13.2. After the DRC and RAC approval, Supervisor shall submit the soft copy and one hard copy of research proposal to Ph.D. Cell (as per Ph.D. Cell per prescribed format).
- 13.3. The main domain of research and Title of Ph.D. Thesis shall be finalized by RAC and approved by DRC. The minutes of RAC and DRC shall be submitted to Ph.D. Cell (as per Ph.D. Cell prescribed format).

14. Submission and Presentation of Pre-Synopsis /Pre-Thesis

- 14.1. A Full-Time / Part-Time research scholar who has completed minimum period of three years from the date of provisional admission, and completed minimum criteria of Ph.D. programme, shall give pre-synopsis seminar within six months before the expiry date prescribed and upon recommendations of DRC and RAC.
- 14.2. The pre-synopsis seminar shall be presented in the quorum comprising the faculty members of the Department and deemed members of RAC prior to the submission of the final thesis.
- 14.3. The notice of pre synopsis seminar shall be issued by Ph.D. Cell, after the consent of the chairperson of the RAC , DRC and Dean Research.
- 14.4. After the pre-synopsis presentation, Supervisor shall submit the softcopy and one hard copy of pre-synopsis along with duly signed pre-synopsis verification form (as per form Ph.D. 7a) in Ph.D. Cell.

- 14.5. Research scholar shall prepare and present the Pre-Thesis (Pre-Synopsis) as per **Annexure-III**.

The pre-synopsis report should contain the title of the Thesis, brief literature review, problem

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14.6. Research scholar shall submit the six (6) spiral binding of pre-synopsis.

15. Submission of Thesis

15.1.1. For **Engineering and Applied Sciences** at least TWO research papers from their respective research work in SCI/SCIE/SCOPUS/Web of Science Indexed journals and two SCOPUS International/National conference papers/ book chapters based on his/her doctoral research work and furnish the proof in the form of a presentation certificate and/or reprints or acceptance letters to the CoE.

15.1.2. For Management and Humanities at least TWO research papers from their respective research work in SCI/SCIE/SCOPUS/Web of Science/ABDC Journals/UGC Care Indexed journals* and two SCOPUS International/National conference papers/ book chapters based on his/her doctoral research work and furnish the proof in the form of a presentation certificate and/or reprints or acceptance letters to the CoE.

(* Research papers published or formally accepted in UGC-CARE listed journals up to February 2025 shall be deemed valid and admissible for the purpose of Ph.D. thesis evaluation)

15.1.3. All Publications and presentations should have the university name as affiliation and the research scholar must be the first author in all the publications as required for minimum eligibility for submission of thesis. The contents of the publications must be a part of the research work.

15.1.4. Except the research scholar, none of the other author should claim the publication mandated for any other Degree / Diploma / Certificate.

15.1.5. The chairperson of RAC and DRC shall ensure whether all the feedback and comments received during the pre-synopsis presentation and submission are accordingly incorporated into the Thesis prior to its submission.

received during the pre-synopsis presentation and submission are accordingly incorporated into the Thesis prior to its submission.

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15.2. The Ph.D. Thesis shall be submitted within three (3) months from the date of the submission of the pre-synopsis.

15.3. The Thesis shall be prepared in an organized and scholarly fashion by demonstrating a quality contribution to the advancement of knowledge in accordance with the layout (maximum number of pages, title page, language, abstract, references style, font size, font style, margins, line spacing, binding type etc.) prescribed in the **Annexure-V**.

15.4. The research supervisor shall forward 2 copies of the Thesis (hard copy) and 1 soft copy (1 CD) with the attendance certificate of pre-synopsis submission seminar to the CoE through HoD.

15.5. A plagiarism verification form (form Ph.D. 7abc) shall be submitted by the Supervisor along with the Thesis. This plagiarism report should be obtained from central library, and must not have more than 10% similarity/plagiarism.

Note: The research work involving human subjects as participants must have obtained the ethical clearance certificate from CUTN Internal Human Ethics sub-committee.

Note: No candidate shall be permitted to submit his/her thesis for the Ph.D. degree, unless he/she has pursued research at the University for not less than three years after his/her admission to the Ph.D. programme.

Note: The UGC Ph.D. Rules and Regulations for the award of Ph.D. (minimum standard and procedure) degree shall be followed by all the Supervisor and scholars.

16. Submission of Synopsis and Examiners List for Thesis Evaluation

16.1. A synopsis of Ph.D. Thesis shall be prepared in an organized and scholarly fashion as prescribed in the **Annexure-IV**. The pre-synopsis report should contain the title page, abstract, introduction, brief literature review, research gaps, research objectives and scope, organization of thesis, main findings, discussions, and paper/patents published.

16.2. Along with the Synopsis report (2 hard copy and 1 CD), the DRC (on the recommendation of research supervisor) shall furnish the panel of Eight (8) examiners to the CoE (**Annexure VI**).

16.3. Out of these eight (8) examiners, four (4) examiners must be from other countries and another four examiners from within India.

16.4. The Vice-Chancellor shall appoint two (2) external examiners out of the panel with at least one

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(1) examiner must be from outside the Country for the evaluation of the Thesis.

16.5. The Thesis submitted by the research scholar shall be evaluated by his/ her research supervisor and at least two external examiners (one must be from other country), appointed by the Vice-Chancellor, who are experts in the field and not employed in the University concerned. The examiners should be academicians with a good academic record with scholarly publications in the respective field. The Viva Voce board shall consist of the research supervisor and at least one external examiner from the appointed two external examiners.

16.6. As the third examiner, the research supervisor shall consolidate the examiners' evaluation reports and furnish the same to the CoE through the HoD.

17. Evaluation of Thesis

The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners (one must be from outside of the country), who are not in employment of the University shall be considered if -

- a. The Vice-Chancellor, shall appoint two external examiners out of the panel recommended by the DRC with at least one examiner from outside the Country for the evaluation of the thesis.
- b. Each Examiner, after examining the thesis, shall submit a report to the Controller of Examination (COE) containing a clear recommendation and comments (as per Ph.D. form 8a and 8b)
- c. If the COE is satisfied that the external examiners have unanimously recommended that the viva-voce examination of the candidate be held, he/she shall accordingly refer it to the Head of the Department to prepare a summary report in consultation with the supervisor(s) concerned for conduct of viva-voce.
- d. In case the COE finds that the external examiners of the thesis have not recommended unanimously that the viva-voce examination of the candidate be held, then the COE shall place the report of the examiners before the Vice Chancellor for directions.
- e. The Head of the Department/ Chairperson, DRC may, at his/her discretion, and shall, if the recommendation of one external examiner is positive and that of the second is negative, recommend to the Vice Chancellor for the appointment of a third external examiner, one not in the service of the University and/or on the Board of Studies of the Department to examine the thesis and act according to the recommendation of the third external examiner.
- f. A recommendation is not to be considered negative if a revision is recommended and this revised thesis

f. A recommendation is not to be considered negative if a revision is recommended and this revised thesis

~~VKhan~~ @ A Puri Puri ✓ Sachala-
Vr (M.K. Taker) 17

is accepted by the examiner.

- g. Provided further, if the thesis after revision is not accepted by the examiner, the original and the revised version of the thesis shall be sent to the third external examiner and the version approved by the third external examiner shall be considered to be final.

Important:

No thesis shall earn a degree unless there are three positive recommendations, including that of the Research Supervisor.

18. Open Viva Voce (Final Ph.D. Defense)

- i. On satisfactory evaluation of the report the student shall undergo a viva voce, which shall be openly defended by the candidate.
- ii. The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and includes a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner, in case of Ph.D. thesis, is unsatisfactory and does not recommend viva voce, the University shall send the dissertation/thesis to another external examiner approved by the Vice Chancellor out of the approved panel of examiners and the viva voce shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also negative, the dissertation/thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- iii. The viva voce, based on, among other things, the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by the then Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers. Where the Supervisor is unable to be present within a reasonable time to participate in the viva voce, the DRC may recommend another member of the faculty in his/her place.
- iv. At the viva voce, the Viva Voce Board shall satisfy itself;

- a. That the thesis submitted by the candidate is his/her own work, and

[Handwritten signatures and initials are present at the bottom of the page, including names like Anurag, RK, and others.]

- b. That the grasp of the candidate on the field of his/her study is satisfactory.
- v. The Viva Voce Board may, on the basis of the unanimous opinion of its members, recommend:
- a That the candidate be awarded the Ph.D. degree;
 - b That the thesis is suitable/fit for publication in its present form;
 - c That the thesis may be published with revisions;
 - d That the thesis be referred back to the candidate for revision;
 - e That the thesis be rejected and the candidate may not be awarded the Ph.D. Degree
- vi. The manner in which the viva voce to be conducted shall be as prescribed.
- vii. In case the Viva-Voce Board recommends that the candidate be awarded the Ph.D. degree, the Departmental Research Committee shall recommend to the Vice Chancellor that the Ph.D. degree may be awarded to the candidate.
- viii. Along with the Degree, the University shall issue a certificate stating that the degree has been awarded in accordance with the UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulation, 2022 (as amended from time to time).
- ix. In case the viva-voce Board recommends that the thesis of the candidate be rejected, the DRC/University Research Board shall direct accordingly.
- x. In case the recommendation of one member of the Viva-Voce Board is positive and of the other negative, the Departmental Research Committee shall refer the case to the Departmental Research Committee for its consideration and recommendation, and take a decision after considering such recommendation.
- xi. A candidate whose thesis has been referred back by the Viva-Voce Board for revision shall be permitted to re-submit it for the award of the degree not later than one year from the date of intimation of the decision of the University to him/her.
- xii. In exceptional cases, the Academic Council may, on the recommendations of the Board of Studies/School Board, extend the period by one semester.
- xiii. A thesis which has been re-submitted shall normally be examined by the original examiner(s) unless any one of them is, or all of them are, unable or unwilling to act as such, in which case other examiner(s) may be appointed by the Vice Chancellor on the recommendation of DRC.
- xiv. No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree

more than once.

19. Publication of Thesis

If the examiners have recommended that the thesis is suitable/fit for publication, it may be published in the book form by the research scholar. If there is difference of opinion between the examiners regarding the publication of the thesis, the case shall be referred to the Committee consisting of the following for consideration and recommendations:

- i) Dean of the School- Chairman,
- ii) Head of the Department concerned - Member, and
- iii) Supervisor of the Scholar – Member.

20. Thesis to be uploaded at INFLIBNET

- 20.1.** Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the University shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
- 20.2.** Prior to the actual award of the degree, the University shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC Ph.D. Regulations 2022 (or as per the amendment time to time).

Note: Notwithstanding what is contained in the Ordinance, the Academic Council or the Vice Chancellor may, in exceptional circumstances and on the recommendations of the Board of Studies, as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded in writing, relaxation of any of the provisions except those related to CGPA requirements for qualifying the course work.

Important :

1. Prior to submission of the pre-synopsis/Thesis, research scholar and supervisor must ensure that all the formalities of the account section, exam cell, library and Ph.D. Cell have been done on time.
2. One copy of the final Thesis (hard copy) shall be submitted in Ph.D. Cell for University research depositories.

[Signature]
VKhan

[Signature]

[Signature] ***
H.K. Jadhav

[Signature]
Sachdev

[Signature]

[Signature]



ANNEXURES and all forms/formats

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Puncti

G. K. Dutcher

Schulz

f



KP



[Handwritten signature]



Q2 ✓



VKhan



Amey Patel



Check list while submitting Synopsis and Ph.D. Thesis

S.No	Annexure and Formats	Checklist items	Tick mark
1.	Annexure I	All 6 th Months Progress Reports	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Annexure II	Research Proposal (within 18 months after the date of registration)	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Annexure III	Pre-Thesis (Pre-Synopsis) Submission Format (after completion of minimum criteria of Ph.D. degree award)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Annexure IV	Synopsis Submission Format	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Annexure V	Thesis Submission Format	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Annexure VI	Examiners List for Thesis Evaluation	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	PhD Form_1	Ph.D. provisional registration form	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	PhD Form_2	First DRC (Constitution of RAC for scholar)	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	PhD Form_3	First RAC (for Course Work)	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	PhD Form_4ab	RAC DRC-Evaluation Reports (for 6 th months progress, Research proposal, pre-synopsis and Thesis etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	PhD Form_5ab	Research Proposal RAC DRC -Evaluation reports	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	PhD Form_6a	Synopsis Submission Report	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	PhD Form_6b	Thesis Submission Report	Yes <input type="checkbox"/> No <input type="checkbox"/>
14.	PhD Form_7abc	Plagiarism Report	Yes <input type="checkbox"/> No <input type="checkbox"/>
15.	PhD Form_8a	Examiners Report of Thesis Evaluation	Yes <input type="checkbox"/> No <input type="checkbox"/>
16.	PhD Form_8b	Examiners Comments for Thesis	Yes <input type="checkbox"/> No <input type="checkbox"/>
17.	PhD Form_9	Viva-voce evaluation form (DRC Report)	Yes <input type="checkbox"/> No <input type="checkbox"/>
18.	PhD Form_10	Re-Registration Form (for each semester)	Yes <input type="checkbox"/> No <input type="checkbox"/>
19.	-	Coursework Marksheet/ Exemption Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
20.	-	Copy of all fee receipts and Thesis fee receipt (extension fee receipt, if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
21.	-	Copy of Certificates and Published papers.	Yes <input type="checkbox"/> No <input type="checkbox"/>
22.	-	Consent of Co-supervisor (if any) (attach the CV and consent letter/Email Copy)	Yes <input type="checkbox"/> No <input type="checkbox"/>
23.	-	Change of Supervisor (if any)	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
		a. If yes, then copy of the letter received?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		b. Scholar has completed a minimum of one year with the new Supervisor (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
24.	-	Three Keywords to be given in a separate sheet Refer: http://shodhganga.inflibnet.ac.in:8080/jspui/subject-search	Yes <input type="checkbox"/> No <input type="checkbox"/>

*Signature of the
Scholar*

*Signature of the
Supervisor*

*Signature of Dean
(Research)*

*Signature of Ph.D.
Coordinator*

FORMAT FOR SIXTH MONTHS PROGRESS REPORT

(6-8 pages only, containing the following)

1. Cover Page

2. Title

3. Objectives

4. Problem statement

5. Short introduction

(Connect it with previous presentation/original scope of work.)

6. Work done till date

(Course work, Research proposal, paper communicated/published etc.)

7. Work left

(mention the left work, as per time line such as research proposal, pre-synopsis, publications etc.)

8. Schedule of work /deadlines*

S. No.	Work	Time in Month											
		3	6	9	12	15	18	21	24	27	30	33	36
1.	Course Work	✓	✓	✓	✓								
2.	Literature Review	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.	Preparation and submission of Research proposal	✓	✓	✓	✓	✓	✓						
4.	Work on Research Problem			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5.	Paper Writing				✓	✓	✓	✓	✓	✓	✓	✓	✓
6.	Communication of Papers				✓	✓	✓	✓	✓	✓	✓	✓	✓
7.	Thesis Writing and Submission								✓	✓	✓	✓	✓

* Schedule of work/deadline may be changed accordingly. However, coursework and research proposal submission is time-bound.

9. References

(Include the relevant references as per APA/ other standard format)

Note:

- (i) Progress Report should be submitted after the completion of every 6th month from the date of registration.
- (ii) The hard copy of the progress report and minutes of the RAC should be submitted to the Ph.D. Cell within 1 week, after the 6th month progress report presentation.
- (iii) Progress Report should be signed by the concerned supervisor on the First and Last page
- (iv) Printout of PowerPoint Presentation slides of the 6th month progress report will not be accepted.

6TH MONTH PROGRESS REPORT NO.
OF
Ph.D. RESEARCH WORK

Name of Scholar :
Date of Registration :
Registration No. :
Enrollment No. :
Area of Research :
Title of Thesis (if finalized) :
Supervisor : Name, Designation, Name of Department, Institution
Co-Supervisor (if any) : Name, Designation, Name of Department, Institution
Period under Report : From - To (Month/Year)



Signature of Research Scholar

Signature of Supervisor

Signature of Co-Supervisor

(1 line gap)
Name of the Department
Name of the School
University of Engineering and Management, Jaipur
Month-20xx

FORMAT FOR RESEARCH PROPOSAL

(Engineering and Applied Sciences- 15 to 20 pages)

1. Cover Page

2. Introduction (General background of the area of research in one or two pages)

3. Literature Review

(Review the on-going research and identify the gaps and scope for future research work leading to identification of relevant research topic).

4. Statement of the Problem

(Indicate the actual problem on which the work is to be carried on).

5. Objectives of the Study

6. Scope of the Study

(Identify the areas of study that will be covered in the research work.)

7. Significance of the Study

(Implications- how results of the study may affect theory, practice, educational interventions, curricula, counselling, policy, etc.)

8. Methodology (Methods and Procedures):

Methods: Software/ Simulation/Programming Language/Tools used

Anticipated results: (Based on the related and previously conducted research in the area, what the study will yield in terms of theory, law, medicine, etc.)

9. Year wise plan of work (Bar chart of schedule of work)

10. References (as per APA/ or another standard format)

11. Appendices

Note: Research Proposal should be signed by the concerned supervisor on First and Last page

FORMAT FOR RESEARCH PROPOSAL

(Humanities and Management - 15 to 20 pages)

1. Cover Page

2. Introduction (General background of research in two to three pages)

3. Literature Review

(Review the on-going research and identify the gaps and scope for future research work leading to identification of relevant research topic).

4. Statement of the problem (Indicating the actual area of work)

5. Objectives of the study

6. Assumptions and /or Hypotheses (if any)

(A research assumption poses a relationship between two or more variables but phrases a relationship as a question; a hypothesis represents a declarative statement of the relations between two or more variables).

7. Scope of the study

(Identify the areas of your study that will be covered in the research work.)

8. Significance of the Study

(Implications- how results of the study may affect theory, practice, educational interventions, curricula, counselling, policy etc.)

9. Methodology (Methods and Procedures):

a. Research Methods (Experimental, Descriptive, Survey, Historical etc.)

b. Sample size and Sampling technique

c. Tools/Instruments for collecting data (Which tool will you use to collect data & why?)

d. Analysis and Interpretation of data (Specify the procedures you will use, and mention them e. g. ANOVA, Chi-Square Test, t-test, Case study etc.)

e. Anticipated results (Based on the related and previously conducted research in the area, what do you predict that your study will yield in terms of theory, law, medicine, etc.)

10. Year wise plan of work (Bar chart of schedule of work)

11. References (as per APA/ or another standard format)

12. Appendices

Note: Research Proposal should be signed by the concerned supervisor on First and Last page

RESEARCH PROPOSAL
OF
Ph.D. RESEARCH WORK

Name of Scholar :
Date of Registration :
Registration No. :
Enrollment No. :
Area of Research :
Title of Thesis (if finalized) :
Supervisor : Name, Designation, Name of Department, Institution
Co-Supervisor (if any) : Name, Designation, Name of Department, Institution



Signature of Research Scholar

Signature of Supervisor

Signature of Co-Supervisor

Name of the Department
Name of the School
University of Engineering and Management, Jaipur

Month-20xx

FORMAT OF PRE-SYNOPSIS

The pre-synopsis should consist of a maximum of 15-20 pages, and should include the following:

1. Cover Page
2. Title of the thesis
3. Brief Literature review
4. Definition of the problem
5. Objectives and scope of research work
6. Methodology
7. Original contributions
8. Papers/Patents published
9. Conclusion
10. References

Note:

1. The pre-synopsis will not be accepted if it does not contain the above sections.
2. The pre-synopsis should be signed by the concerned supervisor on First and Last page.
3. Ph.D. Scholar and Supervisor must ensure the inclusion of all the suggestions and modifications of RAC and DRC in the pre-synopsis.
4. The hard copy of pre-synopsis along with pre-synopsis submission verification (see Form Ph.D. 7a) should be submitted within 1 week after the pre-synopsis presentation.

PRE-SYNOPSIS REPORT
OF
Ph.D. RESEARCH WORK

Name of Scholar :
Date of Registration :
Registration No. :
Enrollment No. :
Area of Research :
Title of Thesis (if finalized) :
Supervisor : Name, Designation, Name of Department, Institution
Co-Supervisor (if any) : Name, Designation, Name of Department, Institution



Signature of Research Scholar

Signature of Supervisor

Signature of Co-Supervisor

Name of the Department
Name of the School
University of Engineering and Management, Jaipur

Month-20xx

FORMAT OF SYNOPSIS

The synopsis should consist of a maximum of 25-30 pages, and should include the following:

1. Cover Page
2. Introduction
3. Brief Literature review
4. Research Gaps
5. Research Objectives and scope
6. Organization of Thesis
 - I. Problem statement
 - II. Methodology
 - III. Key Findings
7. Original contributions of research work
8. Papers/Patents published
9. References

Note:

1. The pre-synopsis should be signed by the concerned supervisor on First and Last page.
2. Ph.D. Scholar and Supervisor must ensure the inclusion of all the suggestions and modifications of RAC and DRC in the pre-synopsis.
3. The hard copy and soft copy of synopsis should be submitted within three months after the pre-synopsis presentation.

The Title of Synopsis

(Times New Roman font with 16-point size, Bold, one and a half line spacing with title case & not more than fifteen Words)
(4-line gap)

A SYNOPSIS

Submitted in Partial Fulfillment of the
Requirements for the Award of the Degree
of
DOCTOR OF PHILOSOPHY

(Times New Roman-12-point size-Bold –Italics Centered)
(1 line gap)

Submitted by

(Times New Roman-12-point size-Bold –Italics/Centered)
(1 line gap)

Scholar's Name

(Times New Roman-14-point size-Bold--Centered with title case & Avoid Mr/Mrs/Ms/ Shri/Smt)
Reg. No.
(1 line gap)

Under the Supervision of

(Times New Roman-12 point size-Bold-Italics-Centered)
(1 line gap)

Supervisor's Name

(Times New Roman-14-point size-Bold—Centered with title case)
(2 line gap)



(1 line gap)

Name of the Department

Name of the School

University of Engineering and Management, Jaipur

Month-20xx

(1 line gap-Times New Roman-14-point size-Bold –Centered with all caps)

GUIDELINES FOR THESIS COVER PAGE

1. The thesis should be printed on both sides of A-4 size paper.
2. The paper quality should be 75GSM/100 GSM Bond Paper.
3. Font size: 12, Font family: Times New Roman, Line space: 1.5 with sufficient margins with brown (for Engineering and Applied Sciences) and Black (for Humanities and Management) color cover page with golden font.
4. Thesis Cover Color Scheme: The hard and soft bound of thesis should have the following color code:

RGB Color Coding for Engineering and Applied Sciences

Cover page and Font Color	Red (R)	Green (G)	Blue (B)	HEX
Front and Back Cover	86	48	48	#563030
Spine Color	49	27	27	#311B1B
Spine Text	217	184	65	#D9B841

RGB Color Coding for Humanities and Management

Cover page and Font Color	Red (R)	Green (G)	Blue (B)	HEX
Front and Back Cover	58	58	58	#3A3A3A
Spine Color	0	0	0	#000000
Spine Text	217	184	65	#D9B841

5. Suitable reproduction of Indian-link diagram should be used. Photographs should be suitably mounted on the same quality paper as the thesis.
6. References should be given in a style in the text consistent with a standard journal in the field. It is recommended to use API format.
7. The cover should have the following printed on it in block letters:

- (i) The title at the top
- (ii) Scholar's name in the middle with Enrollment/Registration Number.
- (iii) Name of the Supervisor and Co-Supervisor (if any).
- (iv) Logo of University of Engineering and Management, Jaipur.
- (v) Name of the Department with School, and University of Engineering and Management, Jaipur.

8. The contents of the thesis should have the following section:

The hard bound copies of the thesis must contain the following copyright notice in the beginning of the thesis (left side of the inner cover page):

- (i) Inner cover page (Same as front cover page)
- (ii) Certificate of the Supervisor (on Bond Paper)
- (iii) Acknowledgement
- (iv) Preface
- (v) Table of Contents
- (vi) List of figures
- (vii) Main Text of the thesis
- (viii) References
- (ix) Appendices

For main cover of the Thesis, see the attached format

THESIS COVER PAGE (in black/brown color binding with golden font)

Title of the Thesis

(Times New Roman font with 16-point size, Bold, one line spacing with title case, not more than fifteen Words)

(4-line gap)

A thesis submitted in partial fulfilment of the requirements for the award of the degree

(Times New Roman-12-point size-Bold –Italics/Centered) (1 line gap)

of

(Times New Roman-12-point size-Bold-Italics-Centered) (1 line gap)

Doctor of Philosophy

(Times New Roman-14-point size-Bold-Centered) (1 line gap)

by

(Times New Roman-12-point size-Bold –Italics/Centered) (1 line gap)

Scholar's Name

(Times New Roman-14-point size-Bold--Centered with title case & Avoid Mr/Mrs/Ms/ Shri/Smt)

Reg. No.

(1 line gap)

Under the Guidance of

(Times New Roman-12-point size-Bold-Italics-

Centered) (1 line gap)

Supervisor's Name

(Times New Roman-14-point size-Bold--Centered with title case) (2 line gap)



(1 line gap, Logo in original color)

NAME OF THE DEPARTMENT

NAME OF THE SCHOOL

UNIVERSITY OF ENGINEERING AND MANAGEMENT, JAIPUR

JAIPUR– 303807

Month-20XX

(1 line gap-Times New Roman-14-point size-Bold –Centered with all caps)

LIST OF EXAMINERS

Scholar's Name :

Enrollment No. :

Registration No. :

Title :

.....

1. Name :

Designation :

Affiliation :

2. Name :

Designation :

Affiliation :

3. Name :

Designation :

Affiliation :

4. Name :

Designation :

Affiliation :

5. Name :

Designation :

Affiliation :

6. Name :

Designation :

Affiliation :

7. Name :

Designation :

Affiliation :

8. Name :

Designation :

Affiliation :

DETAILS OF ALL THE EXAMINERS

Full Name		
Affiliation		
Email/ Phone		
Brief CV		
Publication (At least 3)	1	
	2	
	3	

Ph.D. - PROVISIONAL REGISTRATION FORM

Passport
Size Photo
(Paste Here)

1. **Full Name:**
2. **Financial Status:** Sponsored ☐ Self-Financed ☐
3. **Type of Registration:** Full-time ☐ Part-time Internal ☐ Part-time External ☐
4. **Gender:** Male ☐ Female ☐ Transgender ☐
5. **Date of Birth** :
6. **Father's Name** :
7. **Mother's Name** :
8. **Address for Correspondence:**
.....
.....Pin code:
9. **Email:** **Mobile No./WhatsApp No.**
10. **Permanent Address:**
.....
.....Pin code:
11. **Emergency Contact:** (Name) (Phone No.)
12. **Nationality:** Indian ☐ Others ☐ (Specify)
13. **State of Domicile:** **Religion:**
14. **Qualifying Degree (Master's Degree):**

Degree	Year	University/ Institution	Subject/Discipline	Year	% marks/ CGPA

15. For Part-Time External Scholars

a. Employment Details:

Employer	Description	City	State	Contact No.

b. Institution in which the candidate proposes to work (Attach NOC):

.....

16. Department of Registration:

17. Broad Area of Research:

18. Registration fee Payment details: (Please Attach Receipt duly signed by finance department)

Fee Type	Payment Mode	Reference No.	Date	Amount (₹)
Registration Fee				
Tuition fee				

19. Details of Supervisor and Co-Supervisor*

	Name	Designation	Department	Contact No.	Email
Supervisor					
Co-Supervisor					

*In case Co-Supervisor is from outside UEM, his/her CV and declaration should be attached separately.

20. Declaration by the Applicant

Icertify that the information provided by me in this form is correct to the best of my knowledge and belief and that any willful misrepresentation of facts will result in cancellation of Ph.D. registration.

Date:

Signature:

Declaration of Supervisor/ Co-supervisor

- (i) I/We undertake the responsibility to supervise/co-supervise Mr./Ms.....
.....for his/her Ph.D. program in the proposed field of research. The student is not related to me.
- (ii) I/We declare that the candidate is neither in my blood relation nor otherwise related to me.

Signature
(Supervisor)

Signature
(Co-Supervisor)

Date:

Recommendation of the HOD

- (i) The Department ofhas adequate facilities for the research work proposed by the research scholar Mr./Ms.under the Supervision of Prof./Dr., Department of
....., and Co-Supervision of Prof./Dr.....Department of
....., Institute/University.....
- (ii) The candidate may be permitted to register in Ph.D. program at University of Engineering and Management, Jaipur.

Date:

(Name & Signature)

(For Office Use Only)

- (i) The above furnished details have been verified and the candidate is provisionally registered as a Ph.D. scholar in Department of, at University of Engineering and Management, Jaipur.
- (ii) Candidate Registration Number
- (iii) Candidate Enrollment Number.....

Date:

Ph.D. Coordinator

DEPARTMENTAL RESEARCH COMMITTEE
(Agenda: Research Advisory Committee Constitution)

Date:

1. Department :
2. Research Scholar Name :
3. Broad area of Research :
4. Supervisor Name :
5. Co-Supervisor Name (If any) :
6. Type of Registration : Full-time ☐
Part time Internal ☐ Part time External ☐

7. Constitution of RAC : (to be constituted as per UEMJ PhD Regulations 2024)

S. No.	Name of RAC Member	Position in the committee	Department
1.			
2.			
3.			
4.			

Recommendations of DRC:

S. No.	Name of DRC Member	Signature with Date
1.		
2.		
3.		
4.		
5.		
6.		

RESEARCH ADVISORY COMMITTEE (RAC)

(Agenda: Course Work Details)

Date:

1. Department :
2. Research Scholar Name :
3. Broad area of Research :
4. Supervisor Name :
5. Co-Supervisor Name (If any) :
6. Type of Registration : Full-time ☐ Part time Internal ☐ Part time External ☐
7. Course Work Details :

S. No.	Name of the Course	Course Type	Course Code	Credits*	Course Coordinator Details (Name and Dept.)
1.	Research Methodology	Compulsory	RM101	4	
2.	Research and Publication Ethics	Compulsory	RPE102	2	
3.		Paper with Specialization		4	
4.	Seminar of Review of Literature	Compulsory	RMS191	2	
5.		MOOC Course with at least 4-week course	MOOC101	2	
		MOOC Course with at least 8-week course		4	

*Total Credits Required – Min 12, Max 16

Recommendations of RAC:

S. No.	Name of RAC Member	Signature with Date
1.		
2.		
3.		
4.		

RESEARCH ADVISORY COMMITTEE (RAC)

Date:

Agenda:

☐ 6th Monthly Progress No.

☐ Final Research Proposal

☐ Pre-Synopsis

☐ Other.....

1. Department :

2. Research Scholar :

3. Enrollment Number :

4. Registration Number : Reg. Date.....

5. Thesis Title/Research Area :

6. Supervisor Name :

7. Co-Supervisor Name (If any) :

8. Type of Registration : Full-time ☐ Part time Internal ☐ Part time External ☐

9. Research Progress :

(i) Status of experimental/theoretical work done (Attach separate sheet)

(ii) Publications, if any :

(iii) Conference Presentations :

10. Recommendations:

(i) Research Progress : Satisfactory ☐ Unsatisfactory ☐

(ii) Comments:

11. Brief of previous progress reports

Progress Report No.	1	2	3	4	5	6	7	8	9	10	Verified by Ph.D. Cell
Submitted											
Satisfactory/Unsatisfactory											

S. No.	RAC Member	Signature with Date
1.		
2.		
3.		
4.		

DEPARTMENTAL RESEARCH COMMITTEE (DRC)

Date:

Agenda:

☐ 6th Months Progress Report

☐ Pre-Synopsis

☐ Other

1. Department :
2. Research Scholar :
3. Enrollment Number :
4. Registration Number : Reg. Date.....
5. Thesis Title :
6. Supervisor Name :
7. Co-Supervisor Name (If any) :
8. Type of Registration : Full-time ☐ Part time Internal ☐ Part time External ☐
9. RAC Comments : (Attach detailed report along with RAC recommendations)

.....

.....

10. DRC Recommendations : Recommended ☐ Not Recommended ☐

(Comments).....

.....

S. No.	DRC Member	Signature with Date
1.		
2.		
3.		
4.		
5.		

**RESEARCH PROPOSAL EVALUATION
RESEARCH ADVISORY COMMITTEE (RAC)**

Date:

1. Department :
2. Research Scholar :
3. Enrollment Number :
4. Registration Number : **Reg. Date**
5. Thesis Title :
.....
6. Supervisor Name :
7. Co-Supervisor Name (If any) :
8. Type of Registration : Full-time ☐ Part time Internal ☐ Part time External ☐
9. Proposed Title :
.....
10. Proposed Objectives :
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.....
11. RAC Recommendations : Recommended to DRC ☐ Not Recommended ☐

S. No.	RAC Member	Signature with Date
1.		
2.		
3.		
4.		

**RESEARCH PROPOSAL EVALUATION
DEPARTMENTAL RESEARCH COMMITTEE (DRC)**

Date:

1. Department :
2. Research Scholar :
3. Enrollment Number :
4. Registration Number : **Reg. Date**
5. Thesis Title :

6. Supervisor Name :
7. Co-Supervisor Name (If any) :
8. Type of Registration : Full-time ☐ Part time Internal ☐ Part time External ☐

9. DRC Recommendations:

(i) Title :

(ii) Objectives :

The above-mentioned title and objectives are approved for the Ph.D. thesis.

YES ☐

NO ☐

(iii) Comments (If not recommended)

S. No.	DRC Member	Signature with Date
1.		
2.		
3.		
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5.		

SYNOPSIS SUBMISISON VERIFICATION

1. Department :
2. Research Scholar :
3. Enrollment Number :
4. Registration Number : Date of Reg.
5. Supervisor Name :
6. Co-Supervisor Name :
7. Type of Registration : Full-time ☐ Part time Internal ☐ Part time External ☐
8. Title of Thesis :
.....

9. Date of Pre-synopsis :

- ☐ Suggestions of RAC/DRC incorporated
- ☐ RAC and DRC recommendation of Pre-Submission
- ☐ Printout of research papers published in Journals (with proof of Indexing) related to the research area – Min. 2 Nos.
- ☐ Printout of research papers/book chapters presented in conference related to the research area with certificate of presentation– Min. 2 Nos.
- ☐ All fee receipts
- ☐ Course work marksheet
- ☐ Residential Certificate (as per type of registration : Full time/Part time)
- ☐ List of Examiners
- ☐ Passport size photograph with white background (Soft Copy) – 1 No.
- ☐ Soft bound hard copy and soft copy (1-CD/Pen drive) of the synopsis – 2 Nos.

Supervisor

HOD

Dean (Research)

For Office Use

All the required documents are received and verified as per the check list.

Ph.D. Coordinator

THESIS SUBMISISON VERIFICATION

1. Department :
2. Research Scholar :
3. Enrollment Number :
4. Registration Number : Date of Reg.
5. Supervisor Name :
6. Co-Supervisor Name :
7. Type of Registration : Full-time ☐ Part time Internal ☐ Part time External ☐
8. Title of Thesis :
.....
9. Date of Submission :

Checklist

- ☐ Synopsis verification form [attach Ph.D. form 6(a)]
- ☐ Soft Bound Hard Copy of Thesis – 2 Copies
- ☐ Soft copy of thesis in CD/ Pendrive (1 Nos.)
- ☐ Thesis submission fee receipt
- ☐ No dues form duly signed
- ☐ Plagiarism Verification Form_7abc (10% or below 10% using Turnitin software)

Supervisor

HOD

Dean (Research)

For Office Use

All the required documents along with the thesis (2 hard copies and 1 CD/Pendrive) are received and verified as per the check list.

Ph.D. Coordinator

PLAGIARISM VERIFICATION REPORT
(All information need to be filled in capital letters)

1. Department :
2. Research Scholar :
3. Enrollment Number :
4. Registration Number :
5. Supervisor Name :
6. Co-Supervisor Name (If any) :
7. Thesis Title :

.....
The above thesis was scanned for similarity using “Turnitin”. The report is as follows:

Date of Scan	
Number of Pages	
Word Count	
Similarity index	

8. The plagiarism report of the above thesis has been reviewed by the undersigned.
☐ The similarity index is below accepted norms.
☐ The similarity index is above accepted norms, because of the following reasons:

9. The thesis is recommended for submission for partial fulfilment of the Ph.D. degree. The software report is attached for reference.

Supervisor

Co-supervisor

HOD

For Office Use Only

The thesis submitted by Mr./Ms.....has been verified and the similarity index is , which is within the permissible limit.

Ph.D. Coordinator

Head (Central Library)

EXCLUSION OF SELF-PLAGIARISM

1. Department :
 2. Research Scholar :
 3. Enrollment Number :
 4. Registration Number :
 5. Supervisor Name :
 6. Co-Supervisor Name :
 7. Title of Thesis :
-

DECLARATION

This is to certify that the contents of the above-mentioned thesis have been published in the following research publications:

S.No.	Title of the Paper	Type (Journal Article/ Book/ Book Chapter/ Conference Proceedings)	Name of Journal and Indexing

This published work has not been submitted for any other degree to any other University/Institute.

Research Scholar

Supervisor

Co-Supervisor

Enclosure: Paper published

SELF-PLAGIARISM CO-AUTHORS CERTIFICATE

1. Research Scholar :
2. Enrollment Number :
3. Registration Number :
4. Supervisor Name :
5. Co-Supervisor Name :
6. Title of Thesis :

Declaration from Co-Authors

- (i) We give our consent to include the following publications in Ph.D. thesis of Mr./Ms.....

S.No.	Title of the Paper	Type (Journal Article/ Book/ Book Chapter/ Conference Proceedings)	Name of Journal and Indexing

- (ii) The above-mentioned articles have not been used by any of us for any degree/ diploma in any other University.
- (iii) We shall be responsible for any legal dispute/case (s) for violation of any provisions of the Copy Right Act.

Co-Author Name				
Affiliation				
Signature				

Examiner's Report – Ph.D. Thesis Evaluation

1. Research Scholar Name :
2. Enrollment Number :
3. Registration Number :
4. Department :
5. Title of Thesis :
.....
6. Thesis Submission Date:
7. Revised Submission Date:

I. Overall Assessment of Thesis

1. Originality of Proposed Research
Unacceptable/ Satisfactory/ Good/ Very Good/ Excellent
2. Quality of the work comparable with that in other universities of repute
Unacceptable/ Satisfactory/ Good/ Very Good/ Excellent
3. Suitability of the topic in context of the proposed research
Unacceptable/ Satisfactory/ Good/ Very Good/ Excellent
4. Introductory background and Literature review
Unacceptable/ Satisfactory/ Good/ Very Good/ Excellent
5. Research Objectives
Unacceptable/ Satisfactory/ Good/ Very Good/ Excellent
6. Appropriateness of Research Design and Methodology
Unacceptable/ Satisfactory/ Good/ Very Good/ Excellent
7. References
Unacceptable/ Satisfactory/ Good/ Very Good/ Excellent
8. Overall Quality of work
Unacceptable/ Satisfactory/ Good/ Very Good/ Excellent

II. Technical Contents of the Thesis *(Please use extra sheets if required)*

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III. Highlights and Strong/Weak points of the Thesis *(Please use extra sheets if required)*

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IV. Recommendations of the Examiner (tick the appropriate one)

- a) I recommend the award of the Ph.D. degree to the candidate.
- b) I recommended the award of Ph.D. Degree to the candidate subjected to his satisfactory clarifications on the following points during his viva-voce examination:
- c) I recommend that the candidate be allowed to resubmit his thesis in a revised form in the light of the following suggestions:
- d) I recommend that the thesis may not be accepted for the award of Ph.D. Degree to the candidate for following reasons:



University of Engineering and Management, Jaipur

(Established by Act of State Govt. & u/s 22 of UGC Act, Ministry of HRD, Govt. of India)

PhD Form_8(b)

Comments: (Please use extra sheets if required)

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Signature of the Examiner

Date.....

Name:

Designation:

Department:

University/ Institution

VIVA-VOCE EVALUATION FORM Departmental Research Committee (DRC)

Date:

1. Department :
2. Research Scholar :
3. Enrollment Number :
4. Registration Number : Date of Reg.
5. Supervisor Name :
6. Co-Supervisor Name :
7. Type of Registration : Full-time ☐ Part time Internal ☐ Part time External ☐
8. Title of Thesis :

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9. Recommendations:

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S. No.	DRC Member/ Examiner(s)	Signature
1.		
2.		
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6.		

SEMESTER REGISTRATION FORM

____/____/____ to ____/____/____

Course: Ph.D. Programme

Department: _____

(IN BLOCK LETTERS)

1. Name of the Student: _____

2. Name of Parents

a) Father's Name: _____

b) Mother's Name: _____

3. Mobile No. : _____ Alternate Mobile No.: _____

4. Email ID: _____

5. (a) Name of the Supervisor: _____

(b) Name of the Co-supervisor and affiliation:

6. Candidature: Full-Time ☐ Part-Time (Internal) ☐ Part-Time (External) ☐

7. Date of Registration: ____/____/____

8. Registration No: _____

9. Enrollment No: _____

10. **Details of Fee Paid*** (in favor of University of Engineering and Management, Jaipur, payable at Jaipur)

Amount Paid: _____

Mode of Payment: _____

Ref. No./DD /Cheque No. : _____

Date: _____

Name of Bank: _____

Signature of the
Student

Verified by the finance section
(Complete Payment/Partial Payment)

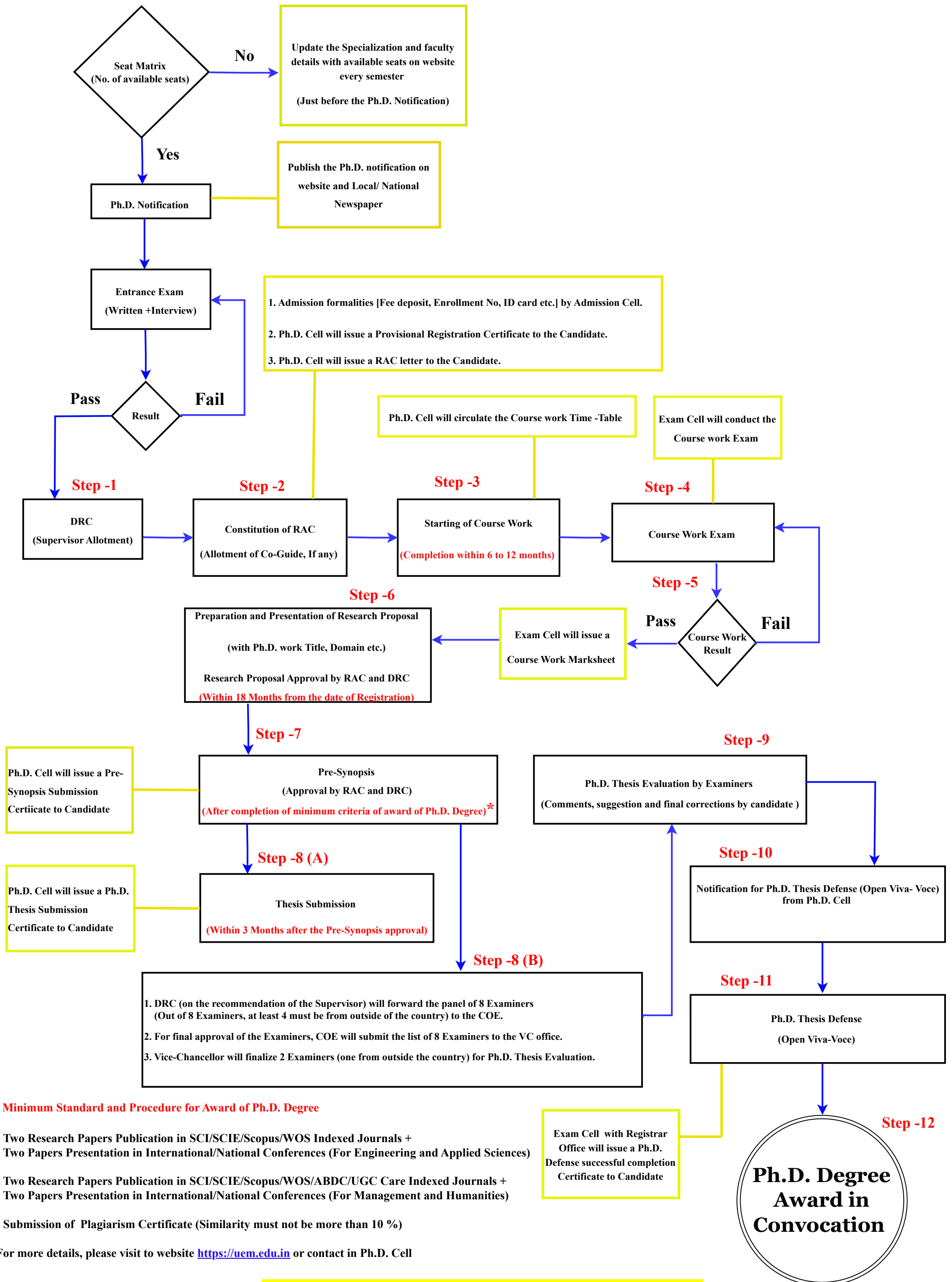
Signature of
Supervisor

Signature of
HOD

Signature of Ph.D.
Coordinator

*Note: Attach the Xerox copy of fees slip.

Ph.D. Flow Chart : University of Engineering and Management, Jaipur



Ph.D. Presentation Attendance List

Name of the Student:

Enrollment No.:

Registration No.:

Name of the Supervisor:

Department:

Name of Examiner/External Member:

Date of Presentation:

Agenda:

☐ 6th Months Progress Report

☐ Research Proposal

☐ Pre-Synopsis

☐ Other

S. No.	Name of Member	Signature of Member
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