

SHRI VISHWAKARMA SKILL UNIVERSITY

ORDINANCE Governing Programmes Leading to Degree of Doctor of Philosophy (Ph.D)



Shri Vishwakarma Skill University

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ORDINANCE-DOCTOR OF PHILOSOPHY

In accordance with UGC (Minimum Standards and Procedure for the Award of Ph.D. Degree) Regulations, 2016

(w.e.f. 2020-21)

1. Preamble

The Ph.D programme is an integral component of the Skill education in the University. All the Skill Faculty will offer Ph.D programmes in identified thrust areas which are based on facilities available and market requirements. Ph.D. programmes of University will pivot around challenges and expectations faced by the industries in terms of creativity, innovation, excellence, enhancement of efficiency and optimization in the domain of – Conceptualization & identification, Designing, Manufacturing, Processing, Operations, Quality, Policy etc. Each year a consolidated list of number of seats available will be prepared by the University for which the admission to be made as per the process laid down in this Ordinance.

- (a) The ordinance conforms to University Grants Commission Gazette (Minimum Standards and Procedure for award of M.Phil/Ph.D Degrees) Regulations, 2016
- (b) If the Ph. D degree is awarded by a foreign university the university considering such a degree shall refer the issue to a standing committee constituted for the purpose of determining the equivalence of the degree awarded by the foreign university
- (c) The University shall not conduct the Ph.D programmes through distance education Mode.
- (d) Part time Ph.D will be allowed provided all the conditions mentioned in the extant Ph.D regulations are met.

2. Definitions

This Ordinance may be called Shri Vishwakarma Skill University Ordinance titled ‘Governing Programmes Leading to Doctor of Philosophy (Ph.D) Degree’.

- (a) “University” shall mean Shri Vishwakarma skill University
- (b) Degree” shall mean the degree of Doctor of Philosophy (Ph.D.)
- (c) “Ph.D.” shall mean Doctor of Philosophy.
- (d) “Dean” shall mean Dean of the concerned Faculty, appointed by the University.
- (e) Faculty” shall mean a skill Faculty of the University.
- (f) “COE” shall mean Controller of Examinations of the University.
- (g) “RAC” shall mean Research Advisory Committee for the Research Scholar of the Faculty
- (h) “SFRC” shall mean a Skill Faculty Research Committee
- (i) “Minimum Registration Period” shall mean the minimum period for which a candidate must be registered, prior to the date of submission of the Thesis.

- (j) “Registration Period” shall mean the length of period commencing with the date of registration at the University and ending on the date of submission of the Thesis, counting out any gaps.
- (k) “Research Scholar” shall mean a person registered for the Ph.D. degree who has got his research plan duly recommended by SFRC and has been and approved by Skill Council and has paid the required fee.
- (l) “Supervisor” shall mean a member of the academic staff of the University approved by Skill Council on the recommendation of SFRC to guide/supervise the research work of the student.
- (m) “Joint Supervisor” shall mean a member of the academic staff of the University/ industry other than the Supervisor, and approved by Skill Council on the recommendation of the SFRC to guide/supervise the research work of the Research Scholar
- (n) “RDC” shall mean Research Degree committee
- (o) “URS” shall mean University Research Scholarship

3. Jurisdiction/Locale

The degree of Doctor of Philosophy (Ph.D.) shall be granted by the SVSU, Dudhola in all four Faculty of University. Subject to general guidelines issued by the Skill Council and overall control of the administration, the research activities for Ph.D. programmes regulated by the various Post-Graduate Boards of Studies and Research

- (a) A department of a faculty or a centre of university can conduct research programmes for the award of Ph.D degree
- (b) The Skill Faculty Research Committee(SFRC) shall supervise all academic matters related to the Ph.D Degree.

The applicants/scholars shall be classified in the following ways: -

On the basis of the time devotion to the Ph.D. programme

- I. Full time
- II. Part-time

On the basis of fellowship/scholarship

- I. A research scholar getting SVSU fellowship/scholarship
- II. A research scholar receiving fellowship/scholarship from outside organizations such as CSIR, UGC, QIP, DST, AICTE etc.
- III. Non fellowship/scholarship

Preference will be given to full time candidates.

4. Composition and Functions of various committees

The two committees namely RAC and SFRC to be constituted as per the constitution mentioned with specific responsibilities

Definitions

“SFRC” shall mean a **Skill Faculty Research Committee** for monitoring all the academic matters related to PhD program

“RAC” shall mean **Research Advisory Committee** for the Research Scholar of the Faculty

4.1 Skill Faculty Research Committee-

Each Skill Faculty/Department and centre offering Ph.D programme shall have a Skill faculty research committee (SFRC). All faculty members of the SFRC must be qualified to be supervisors. The dean of the respective faculty will approve the committee

- (a) Dean of the Faculty/Head of the Department- Chairperson
- (b) One Professor other than Faculty/department (Nominated the Vice Chancellor)
- (c) Two Senior members from Industry with recommendation of Vice Chancellor
- (d) All Professors of the Faculty/Department
- (e) Two Associate Professors of the Faculty by rotation and seniority with a term of two years
- (f) Two Assistant Professors of the Faculty by rotation and seniority with a term of two years

Where Skill Faculty/ departments have strength of less than ten teachers all members who are eligible to be supervisors, will be members of Skill Faculty Research Committee

Provided that where no teacher is eligible to be the Head, the Teacher-in-charge if eligible to be research(Ph.D)supervisor will convene the meetings of the SFRC as its convener, failing which the members of the SFRC will elect one of the members present at the meeting as Chairperson of the committee for the said meeting.

The meetings of the SFRC may be held at least once every 3 months. It may held earlier depending on the urgency of individual cases.

Research Advisory committee (RAC) constitution

The Research Advisory committee (RAC) shall consist of the following:

- (a) Supervisor of the Scholar- Convener of RAC
- (b) Two external expert to be nominated by Vice Chancellor
 - I. One from Industry
 - II. One from Academics

5. Eligibility

5.1 A candidate for admission to the course of Ph.D. program shall have Master's degree or a professional degree declared equivalent to the master's degree by the corresponding statutory regulatory body with at least 55% marks in aggregate or its equivalent grade B in the UGC 7 point scale (or an equivalent grade in a point scale where ever grading system is followed or an equivalent degree from a foreign educational institution accredited by an assessment and accreditation agency which is approved/recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institution. The equivalence of the degree will be decided by the PG Board of Studies in the University.

5.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-able and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

5.3 Candidates who have cleared the M.Phil course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.

5.4 A person whose M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution. The candidates who appeared in regular master's level examination in the current session may also appear in the entrance test. But they must submit the proof of having passed the examination on the pre-designated date before admission to the Pre-Ph.D. course.

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

5.6 The state reservation policy shall be followed in Ph.D. Admission.

5.7 For Skill Faculty of Management : Master's Degree or any other degree recognized equivalent thereto in Business Administration or Economics or Commerce or in allied subjects or Two years Post Graduate Diploma in Management recognized as equivalent to MBA by AICTE/AIU or Graduates having passed their final examination of the Institute of Chartered Accountants of India with 55% marks (50% for SC/ST candidates of Haryana) in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed).

5.8 For any inter-disciplinary research, Ph.D. degree will be awarded by the Faculty of the concerned Department in which the candidate is registered.

5.9 A candidate provisionally registered for Ph.D. shall be required to attend classes for one semester for a Pre-Ph.D. course work.

5.10 The candidates who are awarded fellowship by the university/outside agency to carry out Ph.D. work, shall be required to stay at university headquarter for whole duration of the fellowship. The Dean of the Faculty concerned will certify the stay of the candidate.

6. Additional Eligibility Conditions for Part-Time Ph.D. Admission

- a) The applicant should be an employee of an educational institute/organization/Industry and must produce No Objection Certificate (NOC) from his employer on or before the interview.
- b) The candidate proves to the satisfaction of the SFRC that his/her official duties permit him to devote sufficient time to research.

- c) The candidate proves to the satisfaction of the SFRC that facilities for pursuing research are available at his place of work in the chosen field of research.
- d) He will be required to visit university (on working days) to meet his supervisor in the department at least twice in a month and such visit is to be reported to the chairman- SFRC for record.

7. Rules for Full Time Ph.D.

The full time PhD program will have following three categories of scholars admitted to program

- (a) A research scholar getting University fellowship / scholarship.
- (b) A research scholar receiving fellowship / scholarship from outside organizations such as CSIR, UGC, QIP, DST, AICTE etc.
- (c) **Self-financed-** A scholar who does not receive financial help like scholarship/assistant ship from university, or from any other source during his Ph.D. program.

8. Enrolment

8.1 The enrolment to Ph.D. programmes in the teaching departments shall be made once/twice a year through the entrance test conducted by the Controller of Examination. The cut-off date for this will be decided on year to year basis. The applications in the prescribed form shall be submitted by candidates to the Academic section.

8.2 The number of vacancies in various Faculty will be given on university website and mention of the same will be made in the admission notices for information of the candidates. At the time of notifying the vacancies in newspapers, the number of vacancies for registration shall be indicated course wise.

8.3 The eligible candidate shall apply for admission in the prescribed form downloadable from the university website.

9. Duration of the Programme:

9.1 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.

9.2 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of

Ph.D. for up to 240 days. This period shall not be counted in the total duration for the submission of Ph.D Thesis.

9.3 No candidate shall join any other regular course of study or appear at any examination while conducting research. The Vice-Chancellor may, however, allow a candidate to appear in any examination or to attend a course which is conducive to his or her research and is of minor nature, including improvement of any previous result.

10. Announcements and Application for Ph.D Programme

10.1 The University shall notify well in advance, on the website and through advertisement in at least two (2) newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/ discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information, applications for admission to Ph.D. Programmes of its various faculties, for the benefit of candidates.

10.2 A candidate seeking admission to Ph.D. programme can procure the prescribed application from the University and send the completed form to the University at the address mentioned in the announcement and/or application form. The application form may also be filled on-line if and when so announced and/or advised by the University. The candidate must indicate the faculty to which the admission is being sought. In case a candidate wishes to apply to more than one field(s) of research or faculty, separate choices, preference wise, may be mentioned in application form.

11. Procedure for Admission

The procedure for admission to Ph.D. programme shall consist of the following steps: -

- I. Receipt of applications
- II. Scrutiny of the applications by the concerned Faculty
- III. An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% and 50% shall be subject specific, including skill courses designed as per Qualifications Package of NSQF Level 10. The Entrance test will be of 2 hours' duration having 80 questions of one mark each of concerned discipline / branch. Entrance Test shall be followed by an interview to be organized by the department concerned.
- IV. The candidates who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder or have passed M.Phil. programme will be exempted from appearing in the entrance test for Ph.D. Programme. However, they will have to appear in the interview as per schedule. The candidates who have qualified JRF(valid)/NET

(Valid for two years from the date of issue of certificate) conducted by the UGC/CSIR/DBT/ICMR and ASRB. The condition of validity of duration of two years of issuance of NET certificate will not be applicable on the regular teachers working in State Universities/Central Universities and Govt./Govt. Aided Colleges. Regular teachers of SVSU and Foreign students are also exempted from entrance test

- V. At the time of interview, doctoral candidates are expected to discuss their research interest/area through a presentation before duly constituted SFRC.
- VI. Only the predetermined number of students will be admitted to Ph.D. programme in a Faculty with provisional registration.
- VII. As per UGC Notification on Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees (2nd Amendment) Regulations 2018 dated 16th October 2018, the following should be ensured in the selection process of M.Phil./PhD. for those candidates who qualify in the entrance examination: For the selection of candidates who qualify in the entrance examination, a weightage of 70% to the entrance test and 30% to the performance in the interview/viva-voce shall be given. The provisional admission of candidates shall be made, based on written test (70 marks), followed by interview and presentation (30 marks). The date of written test will be announced through the website of the University. The syllabus of the Entrance Test shall consist of 50% of research methodology and quantitative techniques and 50% shall be subject specific. The Entrance Test shall be qualifying with 50% marks. The entrance test shall be conducted by the examination branch.
- VIII. If number of candidates who qualified the entrance test for admission to Ph.D. programme are less than the seats advertised against respective category of reservation in a Department/School, the condition of qualifying of entrance test by the candidates may be relaxed from 50% to 45% (from 45% to 40% for SC/ST candidates of Haryana) by the Vice-chancellor on the recommendation of respective Chairperson/Director before start of admission of the qualified candidates. In such cases, the Chairperson concerned will notify the change to the candidates well in time before the start of admission.
- IX. Vacant seats for Ph.D. admission due to non-availability of candidates having 50% marks (45% in case of SC/ST candidates of Haryana) in entrance test may be filled up by the Chairperson within week of first/normal counseling for admission as per category merit of the remaining candidates who qualify after relaxation as given in clause (viii) above, if allowed by the Vice-chancellor.

- X. In case the number of applicants who qualify the Entrance Test are more than the number of seats available, then the merit list for admission to Ph.D. Programme shall be prepared by Department/ School according to the following criteria:
- a) 30% weightage of marks in the Master's Degree Examination.
 - b) 20% weightage of marks in the Bachelor's Degree Examination.
 - c) 50% weightage of marks in the Entrance Test.
- XI. The interview/*viva voce* shall also consider the following aspects, viz. whether:
- a. the candidate possesses the competence for the proposed research;
 - b. the research work can be suitably undertaken at the Industry/ Institution/College; the proposed area of research can contribute to new/additional knowledge
- XII. The candidates recommended by the SFRC and approved by Vice Chancellor, shall be admitted to the Ph.D programme of the University. They shall be required to submit the necessary documents for scrutiny and preparation of Registration Return. Upon due processing, the candidates will receive the University enrolment number.
- XIII. The result of Entrance Test will be considered for admission to Ph.D. only during the session in which the test was held and the same will not be considered in the subsequent year(s), that is, if a candidate wants to be considered for admission next year, he/she will have to appear for the entrance test afresh.

12. Fee Deposit

A Research Scholar shall be required to pay the fees in the manner prescribed by the University.

13. Registration

13.1 After the approval of the Research Plan by the SFRC and payment of fees prescribed by the University, a candidate shall be formally registered as a Research Scholar with effect from date on which the Skill Council accorded its approval and the candidate was allotted enrollment number. A Research Scholar shall be required to renew his registration every semester/ year and pay the fees in the manner prescribed by the University.

13.2 After the approval of the skill Council, the provisional admission of the research scholar will be confirmed and he/she will be finally registered for the Ph.D. program. Consequently, the provisional enrolment number allotted to the research scholar shall become his/her Registration Number.

13.3 In case of research scholars with UGC JRF, the date of joining/provisional admission in the department for Ph.D. programme shall be considered as date of registration to upload their master data on UGC portal for the purpose of grant of fellowship.

14. University Research Scholarship (URS)

14.1 Each Faculty will have two scholarships every year. The amount of this scholarship shall be Rs.15,000/- per month. It will be tenable for two years in the first instance. This scholarship may be extended only for a period not exceeding one year i.e. 3rd year by the Vice- Chancellor on the recommendations of the Committee consisting of the Dean, Chairperson of the Department and the Supervisor of the scholar. Each scholar receiving this scholarship shall also receive a contingency grant of Rs. 5000/- per annum. This scholarship will be awarded on the basis of the merit of the qualifying examinations. In addition to the above, three University Research Scholarships or 20% of the allocated URS whichever is higher will be awarded to SC/ST candidate.

14.2 This scholarship shall be awarded on the recommendations of the Selection Committee consisting of the Dean of the Faculty and two members of the Faculty nominated by the Vice-Chancellor.

14.3 This scholarship will be awarded from the date of joining in the Faculty before registration including pre-registration period. However, the amount will be payable after his/her registration in the department. Failure to get registered will disqualify the candidate for this scholarship.

14.4 The scholar will be required to do whole-time research work under approved guidance of his/her supervisor and shall not be allowed to take financial benefit (funds/fellowships) from any other source during this tenure.

14.5 The scholar will be required to submit a certificate of progress and satisfactory work, duly countersigned by his/ her Supervisor and recommended by the concerned Dean to the Registrar every six months. The continuance of the fellowship would be subject to satisfactory progress of work of the Scholars.

14.6 The scholar shall complete the full period of research work. In the event of a scholar discontinuing or giving up his work before the expiry of two years, or before the expiry of the extended period, if extension was allowed, for no valid reason he shall be required to refund to the University the entire amount received by him.

14.7 Provided that in very exceptional cases this condition may be waived by the Vice-Chancellor in consultation with the Dean Academics, the Dean of the Department concerned and the

Supervisor. The scholar shall, execute a Bond with the University in the form prescribed for the purpose giving surety of any of the following: -

- (i) A permanent employee of this University.
- (ii) A person possessing property in the jurisdiction of Faridabad Court (mentioning the details of property).
- (iii) A permanent employee of the Government.

14.8 Provided that the Vice-Chancellor may, on the recommendation of the Dean of the Faculty grant a person who was awarded a University Research Scholarship, leave not exceeding six months and allow him to resume the scholarship on the expiry of this leave to complete the remaining tenure of the scholarship.

14.9 Provided further that the Vice-Chancellor may, in very hard and exceptional cases, allow extension in leave for a period not exceeding three months to a Research Scholar to prosecute academic pursuits only.

14.10 Reports on the satisfactory progress on the work of the scholar shall be submitted to the skill council Dean of Faculty concerned once every six months. The continuance of the Scholarship would depend on the satisfactory progress of work of the Scholars.

- a. Financial assistance shall not be provided where the research scholar is availing paid study leave
- b. Foreign students must show a proof of financial support for the duration of the Ph.D. enrolment

15. Leaves

15.1 Leave for a maximum of 15 days in a year in addition to general holidays may be allowed to a Research Scholar by the Dean of the Faculty on the recommendation of the Supervisor. The scholar will not be entitled to any vacations. No other leave of any kind with scholarship will be admissible to a Research Scholar. This period shall be counted in the total duration for submission of thesis.

15.2 On the recommendation of the supervisor and the SFRC, University may permit the research scholar to be away from the SVSU to pursue research work related to Ph.D work for not more than two semesters after completion of the coursework.

15.3 The supervisor must report absence from research work due to any reason to the SFRC. Negligence of research work or any other acts of indiscipline must be recorded and reported to the concerned SFRC. On receipt of complaint the SFRC may take appropriate action against the research scholar including cancellation of the registration.

16. De-registration

Only in exceptional cases the scholar may be allowed to de-register from the PhD program after successful completion of minimum duration of three years on the recommendation of the SFRC. The research scholar shall be allowed to re register with in a period of three years. The PhD thesis should be submitted within such a period that the period of initial registration and re-registration does not exceed the duration of the Ph.D programme.

17. Contingency Grant

17.1 The contingency grant of Rs. 5000/- per student, per annum may be utilized on apparatus, chemicals, books and journals, Photostat copies, macro films, typing, stationery, postage and field work/ travel needed in connection with the approved research projects with the approval of the Dean of the Faculty on the recommendations of the Supervisor.

17.2 The contingency grant is not intended for making payment of examination and other fees.

17.3 The non-consumable articles purchased out of the contingency grant will be first entered in the accession/ stock register of the Library/ Store of the concerned department and then the articles will be issued to the research scholar (s) so as to ensure that on expiry/ termination/ relinquishment of scholarship, these are returned to the Department

17.4 For all expenditure out of the contingency grant, a certificate from the supervisor duly countersigned by the Dean of the Faculty concerned to the effect that the expenditure incurred is in furtherance of the approved research work will be necessary.

17.5 Travelling allowances for approved field work/ travel in connection with the research work will be admissible according to the rules of the university.

17.6 The unspent balance, if any, out of the contingency grant of the previous year will not be carried forward to the next year at any cost.

17.7 The grant will be released in the instalments in a year i.e. at the rate of Rs. 1500/- half yearly on submission of the bills duly recommended and certified by the Supervisor and the Dean of the Faculty concerned. The bills of each instalment will be accepted in the same period for which the grant has been allocated.

17.8 A full time PhD program may be converted to a part time program at the completion of two years if he/she satisfies the following conditions. No scholarship will be provided on part time conversion.

- (i) The request from the Research Scholar in this regard is made to Dean (Academics) through proper channel and he/she has already passed the prescribed course work.

- (ii) His/her progress reports by his/her supervisor(s) for the previous two years are found satisfactory.
- (iii) In case, he/she has been offered a regular job in some organization, then he/she may obtain a 'no objection certificate' from his/her employer to continue his/her research work as a part-time Research Scholar at SVSU, UST and enclose along with his/her request for the purpose.
- (iv) The Research Scholar may be allowed to register as part-time candidate only after the recommendation of the SFRC and approval of Dean, Supervisor.
- (v) The full-time Research Scholar after conversion to part-time Research Scholar shall not be considered for any scholarship/stipend/contingency/grant teaching assistantship as meant for full-time Research Scholar
- (vi) All rules and regulations-of part-time programme shall be applicable for such Research Scholar Further, once changed to part time candidature; the concerned Research Scholar cannot revert back.

18. Part time Ph.D. for sponsored candidates

A part time Ph.D. program will be for candidates with minimum 15 years of experience in reputed industry / organization having R & D facilities, Govt. R&D Departments / National Research Laboratories / Units of Government / Quasi Government / Public sector etc. Separate guidelines for admission will be issued for these seats whenever these are published/advertised.

19. Course Work, Research Plan and Short Synopsis

19.1 Course Work and Credits

After having admitted, each provisionally registered Ph.D. student shall be required to pass pre-Ph.D. course work of one semester (minimum attendance required is of 75%). The course work shall include a compulsory course on:

- (i) The course work shall be a prerequisite for Ph.D. preparation.
- (ii) All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by Skill Council.
- (iii) The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee (RAC), as stipulated for the research scholar.

- (iv) All candidates admitted to the Ph.D programme shall be required to complete the course work prescribed by the Department during the initial one or two semesters (6 months or 1 year) after joining the university.
- (v) Each course is assigned a total number of credits, which is based on the scientific content and the number of hours of lecture per week.

The course work shall comprise of:

- (i) Research Methodology (3 Credits)
- (ii) Quantitative Methods and Computer Applications / Quantitative Techniques (3 Credits)
- (iii) One or more Elective Subject(s) related to the area of research (3 Credits)
- (iv) Research and Publication Ethics (RPE) (2 Credits)
- (v) Literature Survey (1 Credit).
- (vi) Seminars for Short Synopsis (1 Credit)
- (vii) Seminar for Pre-Ph.D Submission (1 Credit)

19.2 The course work will also include reviewing of published research in the relevant field. The Departments should submit the report in their SFRC in this regard.

19.3 For admission to Pre-Ph.D. course work the candidate will be required to deposit fee as prescribed by the university.

19.4 Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Faculty from the Ph.D. 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.

19.5 A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis.

19.6 Regular classes for Research Methodology and Quantitative Techniques shall be held as per schedule notified by the Dean of the Faculty concerned. However, the third Subject pertaining to the area of research shall be taken by the Supervisor / Joint Supervisor during this period.

20. Cancellation Rules

If the candidate is not able to submit the fees, the accounts section should send his/her name to the respective department and department will issue a letter to the candidate. If the candidate does not

submit fees after two consecutive semesters his/her name may be struck off from the rolls of University after the recommendation of SFRC chairperson and supervisor.

- (i) If the candidate fails to submit his/her progress report after every semester, after two consecutive such semesters, SFRC may recommend the cancellation of admission.
- (ii) In case two consecutive six monthly reports are unsatisfactory, SFRC may recommend for cancellation of the registration.
- (iii) If the supervisor feels that the candidate lacks interest and motivation for research after completion of course work, he can recommend his/her case to the SFRC and SFRC can recommend for cancellation of admission.
- (iv) Finally, the Skill Council, on the recommendation of the SFRC, may cancel the registration of a research scholar.
- (v) The Vice-Chancellor may cancel the registration of a candidate at any time, after the issue of a due show-cause notice, on disciplinary or any other grounds, which are considered to be not in consonance with the dignity and behaviour of a research scholar or non-payment of hostel or any other dues.

21. Allocation of Supervisor/Joint-Supervisor

21.1 Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor with a Ph.D. degree and at least two research publications in refereed journal may be recognized as supervisor. Provided that in areas/discipline where there is no or only a limited number of refereed journal, the SFRC may relax the condition of publication with reasons recorded in writing.

21.2 Only a fulltime regular teacher of the concerned university can act as a supervisor. The external supervisors are not allowed. However joint supervisor can be allowed in inter disciplinary areas from other departments of the same institute or from other related institutions with the approval of the RAC.

21.3 Research Supervisor/Joint-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. Teachers working in SVSU and approved faculty in recognized colleges affiliated to this university with Ph.D. degree and three year post Ph.D. experience with proven research record in the form of 05 research publications shall be permitted to

act as supervisor on the recommendation of skill council. The Vice-Chancellor may permit these limits to exceed marginally on special ground to be recorded. No fresh registration will be allowed by Skill Council to teachers who proceeded on extra ordinary leaves.

21.4 The allocation of research supervisor for a selected research scholar shall be decided by the department concerned depending upon the number of scholars per supervisor, the available specialization among the supervisors and research interest of the scholars as indicated by them at the time of interview/Viva voce.

21.5 In special circumstances viz. in the case of subjects of interdisciplinary/ inter speciality nature, the SFRC may recommend a joint-supervisor who can be from within the University or from other universities/ Industry as well, for reasons to be recorded. The qualifications for a joint supervisor will be the same as prescribed for the single supervisor except in the case of an eminent scholar. The teacher to act as joint-Supervisor is required to submit his consent on the prescribed proforma (Annexure: E) available on the University Website to the Chairperson of the concerned Department at the time of submission of synopsis by the research scholar for consideration of SFRC.

21.6 Scientist/Researchers/Faculty/ Experts from industries working on regular basis in various IIT/NIT/Research Laboratories/Industrial Establishments (which are associated with SVSU) /Central University/ state Govt. University/govt. aided institutions/Directorate of technical Education (DTE) however, be permitted to act as Joint supervisor. The prior consent of the joint-supervisor shall be obtained before registration.

21.7 The faculty member to be appointed as supervisor or co-supervisor shall not be a spouse/blood relation of the research scholar to be registered for Ph.D. course.

21.8 In case of relocation of Ph.D. women scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the university to which the scholar intends to relocate provided all other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from the funding agency. The scholar will however give the credit to the parent guide and the institution for the part of research already done.

21.9 The teacher(s) on extra ordinary leaves may continue to guide the candidates registered for Ph.D. programme under his/her supervision in the university. If the supervisor(s) of a candidate leave(s) the university before the completion of the research work or is/are otherwise unable to see the work through, due to some valid reasons, the Vice-Chancellor may allow change of the supervisor, as

chosen by the candidate, on the recommendation of the RAC and SFRC, if it is considered that the change of supervisor is in the interest of the completion of the work.

21.10 Addition/ deletion/ change of Research Supervisor/ Joint Supervisor would be considered by SKILL COUNCIL on recommendation of Research Advisory Committee(RAC) and SFRC under following circumstances/ reasons, on request obtained from the Research Scholar and / or Supervisor(s):

- a) Death of Supervisor/ Joint Supervisor.
- b) Resignation of the Supervisor / Joint Supervisor from the University.
- c) Attainment of age of seventy years by Supervisor/ Joint Supervisor.
- d) Any other specific reason to the satisfaction of Skill Council.

22. Evaluation and Assessment Methods

22.1 Research Scholar shall submit progress report along with the presentation in every six months before RAC. This Committee shall have the following responsibilities:

- I. To review the research proposal and finalize the topic of research
- II. To guide the research scholar to develop the study design and methodology of research
- III. To periodically review and assist in the progress of the research work of the research scholar.

22.2 The six monthly progress reports shall be submitted by the Research Advisory Committee to office of Dean of the faculty with a copy to the research scholar twice in a year. If the work of a research scholar is found unsatisfactory at any stage as reported by the supervisor(s), the Research Advisory Committee (RAC) shall give him or her an opportunity to explain his/her position and make suitable recommendation including de-registration.

22.3 The evaluation of Pre-Ph.D. examination will be done internally. The result will be declared within one month of Pre-Ph.D. examination. Reappear examination for Pre. Ph.D. course shall be conducted along with the other semester exams. The candidates attaining less than the minimum qualifying CGPA will have to qualify with minimum CGPA requirement for confirmation of registration within two years.

22.4 A student admitted to the Ph.D. Programme shall be required to clear the course work within the first two consecutive semesters. The name of a student admitted to pre-Ph.D./Ph.D. programme may be removed from the roll of the University after two semesters at the recommendation of the concerned SFRC chairperson.

22.5 The presentation of Synopsis by the candidate will be before SFRC of the Faculty as per the schedule decided by the department concerned. In the synopsis student should mention the broad area of research and tentative topic of the research. The final topic of the research will be submitted by the student before six months of submission. The SFRC will consider and approve the synopsis of all candidates and shall confirm the registration by the date of approval by Skill Council.

22.6 The SFRC will adopt the following procedure:

While considering the applications for registration, the SFRC will consider the synopsis submitted by the candidates and shall clearly state whether in its opinion:

- i) The subject proposed for research is suitable or not.
- ii) The supervisor(s) is/are eligible or not.

The SFRC may either reject the synopsis or may suggest suitable changes in the synopsis for reasons to be recorded. The candidate is required to resubmit the revised synopsis after having incorporated the suggested changes within a period of time specified by the SFRC

22.7 Modification in Topic of Research: A candidate may, normally not later than one year after his registration, modify the topic of his/her subject on the recommendations of the SFRC. However, minor modifications may be allowed later on, on the recommendations of the SFRC and with the approval of the Vice Chancellor.

23. Plagiarism Policy

The University shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic unethical practices. Each thesis will go through the plagiarism check that will be verified by the University library before submission. The certificate of verification given by the library has to be submitted along with the thesis at the time of thesis submission in the examination branch. The thesis has to be submitted within 30 days from the date of plagiarism check

The thesis must be a piece of original research work characterized either by the discovery of new facts or by a fresh interpretation of facts or theories. In either case it should show the research scholars

capacity for critical examination and judgment. It must be satisfactory as far as its language and presentation are concerned.

Similarity checks for exclusion from Plagiarism

- (a) All quoted work reproduced with all necessary permission and/or attribution
- (b) All references , bibliography table of content, preface and acknowledgements
- (c) All generic terms laws standard symbols and standard equations
- (d) Note: The research work carried out by the researcher 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**

24. Pre-submission of Thesis

24.1 A Pre-Ph. D submission is an essential requirement to assess the contents of the Thesis before the committee. On completion of the research work and complying with the submission requirements, the candidate shall submit to Supervisor(s), a copy of the extended synopsis (**Annexure A**) of his research work.

24.2 If supervisor(s) is / are satisfied that the research work has been completed as per pre-defined objectives and the research scholar meets the eligibility criteria for Pre-Ph.D. submission including published work (*two research papers in reputed journals and two papers in the conferences/seminars during the period of registration in the form of acceptance letter or the reprint*), he/she/they shall forward the same with the certificate (**Annexure B**) through the supervisor to the dean of the faculty concerned.

24.3 One research paper in any SCI, Scopus, Web of sciences journals and one research paper in a reputed journal in the form of acceptance letter or reprint.

24.4 The type of publication/ presentation shall be in the field/ sphere of topic of Ph.D. Only those research publications, in the Journal / Proceedings of the Conferences, would be considered for scoring system where the name of the Research Scholar is written as an author along with that of Supervisor(s). Only full published papers will be considered for scoring however in case of presentation the scholar shall submit the presentation certificate with SVSU affiliation along with supervisor. The Research Scholar must mention the affiliation to the Shri Vishwakarma Skill University in the research publication. For example, the specification of the Research Scholar as an author in the Research Publication may be as under:

- i. (Name of the Research Scholar), Research Scholar Shri Vishwakarma Skill University, Dudhola, Haryana
- ii. (Designation, Name of the Employer of the Research Scholar) (If applicable)
- iii. Name and Designation of Supervisor(s) and affiliation

24.5 The extended synopsis and other concerned papers of the research scholar shall then be forwarded to Dean of the faculty for verification as per checklist (**Annexure C**). The file would then be routed back within three working days. Dean of faculty concerned would formulate a 3-5 member committee of the concerned department comprising of at least 2 Professors, 1 Associate Professor and 1 Assistant Professor possessing Ph.D. degree for conduct of Pre- PhD presentation.

24.6 Ph.D. presentation, the date and time for the same would be fixed in consultation with supervisor (except on holidays and vacations). Pre-Ph.D. presentation of the research scholar shall be in the presence of faculty members, research scholars and PG students. One external member/ expert may be nominated for the same in case number of cadre is not available in the department. The committee would submit report of the pre Ph.D. presentation as per format (**Annexure D**) to the concerned chairperson along with extended synopsis and submit its recommendations to the dean of faculty as under:

24.7 If the committee is fully satisfied with the research work completed by the research scholar, through SFRC it will recommend to allow the research scholar to write his / her thesis and submit the final draft within 6 months from the date of clearance by SFRC. The thesis can be submitted only after two months from the date of recommendation by SFRC. If a candidate fails to submit the thesis in stipulated period, then extension in submission period can be provided by the Vice-Chancellor on the recommendation of SFRC. If the research scholar even then fails to submit his / her thesis within a stipulated period of 8 months, he / she will have to submit the thesis after making Pre-Ph.D. submission presentation again.

24.8 If committee is not satisfied with the research work done by the research scholar, it will advise the research scholar to make the specific changes / undertake additional research work and resubmit the extended synopsis.

24.9 Notice for Pre-Ph.D. submission presentation must be issued by the office of Dean of the faculty for date in consultation with the concerned chairperson and supervisor, **at least 7 working days in advance**.

24.10 The final report of the committee and all other papers will be submitted to **Dean of Faculty** for records.

25. Submission of Thesis

25.1 When a research scholar is ready to submit his or her thesis for evaluation, he or she shall obtain a certificate from his or her supervisor to this effect and shall apply to the Dean of Faculty.

25.2 A candidate shall submit his/her thesis in English/Hindi medium.

25.3 The Ph.D. candidate shall submit Four hard bound (format given in Annexure A-1) and soft copy (preferably in PDF) stored on CD to the concerned department. Three hard bound copies shall be submitted after the final viva.

25.4 The candidate should also submit to the Dean six copies of the summary of the thesis each indicating how far the thesis embodies the results of his or her own research or observation and in what respect his or her investigations appear to him or her to advance the study of the subject of his or her thesis. The candidate may submit the copies of the summary within 15 days of the meeting of SFRC in which Pre submission seminar presentation was given, so that COE may get the examiners appointed in anticipation of the submission of the thesis. The summary may be sent to the examiners while seeking their consents for evaluation of the thesis.

25.5 The SFRC shall approve a panel of 10 specialists (examiners) of Professors rank either working or retired from Govt. / Govt. aided Institute / Govt. Universities / IITs / NITs/ Central R & D Organization / Govt. Departments/ Industry in the relevant field, out of which 5 specialists (examiners) will be from local states (Haryana, Punjab, Rajasthan and NCR Delhi) and 5 from outside states and country. However, the examiner shall not be from University / Institute of the Supervisor / Candidate and will not be related to them. Member of SFRC shall be avoided as an examiner / evaluator of the thesis. The SFRC is free to include or change the names of the examiners.”

25.6 The Dean of the Faculty shall send this examiner's list (sealed envelope), duly signed by the members of the SFRC, along with the copies of the thesis and summary to the office of controller of examination after verifying the check list (**see Annexure 2**),

25.7 The COE shall forward this examiner's list to the Vice-Chancellor. The Vice-Chancellor shall appoint finally three examiners, out of which at least one should be outside the state and one should be outside the country. The Vice-Chancellor is authorized to appoint examiners from outside the panel forwarded by the SFRC. The examination branch shall seek the consent of the examiners, if any of the examiner(s) show his/her inability to evaluate the thesis then the consent may be obtained from other examiner(s) approved by the Vice-chancellor. If the reply regarding the consent is not

received within a month then the examination branch can communicate with the other examiner after the approval of the Vice-Chancellor.

25.8 If any examiner does not reply even after three months, two reminders should be given to him at the gap of one month by COE and after that the thesis may be sent to the next examiner after the approval of Vice Chancellor. The entire process of evaluation of Ph.D. thesis should be completed within a period of six months from the date of submission of the dissertation/thesis. The evaluator will state categorically whether in his or her opinion:

a. Thesis should be accepted for the award of Ph.D. Degree

OR

b. It should be referred to candidate for presenting it again in revised form;

OR

c. It should be rejected.

25.9 The evaluator shall state reasons for approval or rejection of the thesis. If he or she recommends re-submission /rejection, he or she shall specifically indicate what modifications he or she wants the candidate to effect and incorporate in the thesis. If all the examiners recommend the award of degree, they may also give in their report a set of questions which they would like to put to the candidate at the time of viva-voce. In case two of the examiners rejects the thesis the Vice Chancellor will send the thesis for evaluation to the another examiner. If only one of the examiners recommends re-submission with modification, in that case the candidate shall be asked to modify the thesis and submit the same after having carried out all the modifications within a year with a certificate from the supervisor(s) that all the modifications have been carried out as suggested by the examiner.

25.10 As per the UGC regulations 2016, the public viva voce of the research scholar to defend the thesis shall be conducted only if the evaluation reports of the external examiners on the thesis are satisfactory and include a specific recommendation for conducting the viva- voce examination. If one of the evaluation report of the external examiner is unsatisfactory and does not recommend viva voce the university shall send the thesis to another external examiner out of the approved panel of examiner and viva voce shall be held if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory the thesis shall be rejected and the scholar shall be declared ineligible for the award of the degree

25.11 For the PhD thesis evaluation the corresponding actions suggested in the following table may be followed based on the comment/observations received from the external examiners

Scenario	Examiner 1	Examiner 2	Examiner 3	Suggested action
Event1	Accept	Accept	Accept	Viva Voce
Event2	Accept	Accept	Minor correction	Revise thesis in consultation with supervisor followed by viva voce
Event3	Accept	Accept	Reject	Thesis to be sent to fourth examiner whose decision will be final and binding
Event4	Accept/Resubmission	Reject	Reject	Cancellation of Registration

25.12A re-submitted thesis shall be examined by the examiner(s) who evaluated the original thesis unless any of them is unable or unwilling to do so in which case substitute(s) shall be appointed from the panel by the Vice-Chancellor. The examiner(s) for the revised thesis will only see whether the objections raised have been met or not.

25.13A candidate whose thesis is rejected shall not be registered again for the Ph.D degree with the same topic.

25.14 The examiner for a thesis shall indicate in their report whether the thesis is fit for publication in its original or modified form. In the latter case, he shall make definite suggestions for improvement.

25.15 If all examiners recommend award of the degree, the candidate shall be examined through viva-voce examination by one of the examiners, to be nominated by the Vice-Chancellor. If all the examiners are unable or unwilling to conduct the viva-voce examination another person will be approved for the purpose by the Vice-Chancellor from the panel already approved by PG Board of Studies.

25.16 The viva-voce examination shall be conducted by the external examiner and will be held in the Faculty concerned at SVSU University unless otherwise approved by the Vice-Chancellor. All the teachers including supervisor/ co-supervisor and research scholars will be invited to attend the viva-voce examination. The viva-voce examination will be based on the questions given by all the examiners. The candidate will openly defend the thesis in viva-voce examination. The viva-voce examination of the candidate should be on **any working** day and Saturday in consultation with the examiner and supervisor. Notice for Ph.D. viva must be issued **at least 7 working days in advance.**

25.17 After the viva-voce examination, the reports of all the examiners shall be placed before the research degree committee consisting of the Vice-Chancellor, the Dean of the Faculty concerned, chairperson of the university teaching department and one of the supervisor/co-supervisor. It shall be the function of the committee to consider the reports and to recommend to the Skill Council, whether;

a. **The degree be awarded**

OR

b. **The thesis be revised and resubmitted for re-examination;**

OR

c. **The thesis be rejected**

25.19 Further, provisional degree shall be issued from the date of meeting of research degree committee (RDC) to such students in whose cases the research degree committee has recommended for award of Ph.D. Degree. Along with the degree, the university shall issue a provisional certificate certifying to the effect that the degree has been awarded in accordance with the provisions to the UGC (Minimum Standards and Procedures for the award of Ph.D. Degree) Regulation, 2016.

25.20 Controller of Examination, Dean Academics & Dean of the faculty may also be added in Research Degree Committee (RDC) and COE will act as Member Secretary of this Committee. The Vice Chancellor shall be the chairperson of RDC. Further, COE will issue notification of the candidates whose Ph. D. degree is recommended by RDC within 7 working days of RDC meeting to all concerned.

25.21 After finalization of the award of Ph.D. Degree, one copy will be sent to the University Library and the other to the Departmental Library. The third copy may be returned to be candidate. Further, the university shall submit a soft copy of the Ph.D thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all institutions/universities.

25.22 No thesis shall be published without the prior permission of the university. The research scholar may apply to the chairperson of the department/Dean of Skill Faculty for permission to publish his or her thesis. The chairperson will place the request before the SFRC which shall satisfy itself that the thesis is in publishable form. It will be guided by the reports of the examiners. A certificate will be obtained from the supervisor to the effect that the necessary improvements suggested by him or her and the examiners have been duly carried out. All the published thesis will be put on university website and will include catalogue and abstract of the thesis.

25.23 The Skill Council, on the recommendation of the Vice-Chancellor, shall have the right to withdraw the degree if plagiarism or duplication or any other form of malpractice is detected at any stage and to initiate such further action as it deems fit. Provided that the Vice-Chancellor shall get

the complaint in the matter investigated confidentially and shall give the accused an opportunity to explain before he makes his recommendation on the matter to the Skill Council. There shall be no limitation of time for this action of the Skill Council.

26. Fee Structure:

Fees to be paid by Pre-Ph.D. or Ph.D. candidate during the Ph.D. programme will be as laid down by the University from time to time.

Fee payable at the time of admission in Pre Ph.D. Programme:

- (i) Fee for Pre Ph.D. Course: Rs 10000/-
- (ii) Registration fee: Rs 3000/- one time.
- (iii) Tuition fee: 10000/- per semester.
- (iv) Tuition fee (for University Employees): 5000/- per semester.
- (v) Caution Money (Refundable): 5000/- one time.

Full fee is required to pay for that half year in which thesis is submitted by the scholar. During the registration period, the Ph.D. Scholars are required to deposit their semester & other fees on or before 30th September and March. Otherwise late fee for delayed payment will be as under:

- (i) up to 90 days: 1000/-
- (ii) from 91 days to semester end: 2000/-
- (iii) For more than one semester: 5000/ per semester

Full fee is required to pay for the semester up to pre-submission.

Caution money / fee deposited for Ph.D. programme by the scholars will be refunded by the Accounts Branch of the university as per procedure of UG/PG courses on the recommendations of Chairperson / Director of the department / school/Dean of Faculty concerned.

27. Remuneration

Remuneration payable to each examiner will be 3000/- for evaluation of thesis and 5000/- for viva-voce. Remuneration for expert in pre-submission will be Rs. 2,000/-

Guidelines for Submission of Extended Synopsis

The Extended Synopsis should broadly indicate the work done, objectives proposed and achieved, methodology adopted and outcomes in chapter wise description. In general, the following should be the sequence of Extended Synopsis: -

1. Cover Page
2. Certificate by Supervisor
3. Content Page
4. Summary/Introduction
5. Research Objectives
6. Organization of proposed thesis (chapter wise)
7. Contribution
8. Scope for further work

The Extended Synopsis should typically be 15 to 20 pages (excluding title pages). It should be neatly typed on both sides in Times New Roman Font of size 12 with 1.5 spacing.

The general guidelines are as follows:

1. Synopsis must be unambiguous. Title of the Synopsis must be as approved by RAC/SFRC.
2. The objectives and methodology of the research should be started in bullet form/itemized.
3. The entire text should be grammatical correct and must be at a reasonable language level.
4. The Synopsis must clearly mention the expected outcomes of the research.
5. Synopsis must be accompanied with a Certificate duly signed by Supervisor and countersigned by Chairperson concerned testifying therein that the entire text of the Synopsis has been read thoroughly and it is as per the guidelines.

Certificate from research supervisor(s) stating that

- (i) Two research papers in reputed journals from which one research paper is in any SCI, Scopus, and Web of sciences journals and two papers in the conferences/seminars during the period of registration in the form of acceptance letter or the reprint).
- (ii) There is *prima facie* case for the submission of the thesis/Extended Synopsis and the thesis does not contain any work, which has been previously submitted for the award of any degree anywhere.
- (iii) Undertaking from the candidate as well as research Supervisor(s) shall mention that: “The thesis is based on the individual, original work of the candidate, which is previously unpublished research work”.
- (iv) It shall be ensured by the research supervisor(s) that: the thesis shall not contain any material that infringes the copyright of any other individual or organization and does not hurt the sentiments of any individual(s) or religion(s). The information such as text, tables, equations, diagrams, figures, charts, graphs, and photographs taken from sources such a published work, like research papers, books, periodicals, web Sites or other sources has been cited appropriately. Further, the opinions expressed or implied in the thesis shall be entirely of the candidate.

Check List for Students/Academic Section at the time of pre submission

1. Minimum duration of three years, including course work and a maximum of six years.
2. Research Scholar should submit progress report every six months. Minimum 06 satisfactorily progress report is required for thesis submission. Copy of every progress report should be send periodically to academic section for records.
3. Pre-Ph.D. course work certificate /DMC with a 55% or above marks or its equivalent grade in the UGC 7-point scale.
4. 6 copies of extended synopsis.
5. Two research paper (along with the cover page and contents list of that issue) from which one research paper is in any SCI, Scopus, and Web of sciences journals and two papers in the conferences/seminars during the period of registration. The candidate should be the main author in the paper. The List of Publication out of thesis should be divided into three categories:
 - (i) List of Published papers
 - (ii) List of accepted papers
 - (iii)List of communicated papers

The format of the list is given below

S.No	Title of the paper along with volume, Issue No, year of publication	Publisher	Impact factor	Referred or Non-Referred	Whether you paid any money or not for publication	Remarks

6. Patents, if any

Annexure-D

Pre-submission Seminar Report

Thesis examination is unable to commence until the pre-submission seminar has been completed.

Candidate details:

Name of the candidate

Student Registration No:

Faculty:

Department:

Family Name:

Title:

Supervisor/s:

Date of Registration:

Title of the thesis



Section A: Committee Report

Members of the Committee

S No	Name	Designation and Department
1		
2		
3		
4		
5		

Oral presentation

On what date was the oral presentation given?

Did the candidate provide a satisfactory oral presentation of at least 20 minutes?

Yes

No

Did all members of the review panel attend the oral presentation?

Yes

No

Written submission

Any additional requirements of the faculty and/or Department?

Comments:

Overall feedback (If insufficient space please attach further information to this form) Comment on the quality of the content and delivery of the candidate's written and oral presentation.

Committee shall give specific Recommendation: *Whether the candidate is allowed to submit his/her thesis as per the presentation of the work or modification are required.*

The research work is of high standard, novel and sufficient for the submission of the thesis

Yes/No

Signatures of committee members

SJSU

Shri Vishwakarma Skill University

Dudhola

Faculty of

FORMAT TO BE USED FOR Preparation of Ph.D. Thesis

1. ARRANGEMENT OF CONTENTS:

The sequence in which the thesis material should be arranged and bound should be as follows:

1. Cover page
2. Inner cover page
3. Dedication (optional)
4. Candidate's Declaration
5. Certificate of the supervisor
6. Acknowledgement
7. Abstract
8. Table of contents
9. List of tables
10. List of figures/graphs
11. List of photographs
12. List of abbreviations
13. Body of the thesis
14. References
15. Appendices
16. Brief bio data of the research scholar
17. List of publications out of thesis

2. PAGE DIMENSION, TYPING AND BINDING SPECIFICATIONS

- a. The dimension of the thesis should be in A4 size
- b. The Thesis should be hard bound with cover page printed on it in specified format.
- c. Photographs, if necessary, should be suitably mounted on the same quality paper as the thesis.
- d. The typing of cover page, title page, declaration of candidate, certificate of supervisor and name of chapters should be only on one side of the paper whereas the other printing should be on both sides of the paper.
- e. The chapter numbers should be indicated in Roman.
- f. Three copies of the thesis in soft bound and soft copy stored on CD. In case of candidate being supervised by more than one supervisor, appropriate number of additional copies must be submitted.
- g. The colour of the binding (in hard) would be Red. The cover should have the material indicated in the item 'b' above printed on it and should be written with golden ink
- h. The general text shall be typed in the font style 'Times New Roman' and Font size
12. Use 1.5 spacing between the regular text and quotations.
- i. FONT

REGULAR TEXT – Times Roman 12 pts. And normal print **CHAPTER HEADING**- Times Roman 16 pts., bold print and all capitals **SECTION HEADINGS**- Times Roman 12 pts., bold print and all capitals **SUBSECTION HEADINGS** – Times Roman 12 pts., bold print and leading capitals i.e. only first letter in each word should be in capital. Single line spacing should be used for typing the general text.

- j. The margins for the regular text should as follows:

Front Side - LEFT = 1.50", RIGHT = 1.00", TOP = 1.00", BOTTOM = 1.00" Back
Side - LEFT = 1.00", RIGHT = 1.50", TOP = 1.00", BOTTOM = 1.00"

3. PREPARATION FORMAT

- 3.1 Cover Page - A specimen copy of the cover page of thesis is given in Appendix-1.
- 3.2 Inner Cover Page - A specimen copy of the inner cover page of thesis is given in Appendix-2.
- 3.3 Dedication - A specimen copy is given in Appendix-3.
- 3.4 Candidate's Declaration – A specimen copy of Declaration certificate is given in Appendix-4.

- 3.5 Certificate of the supervisor – A specimen copy of Title page of certificate is given in Appendix-5. The certificate shall carry the supervisor’s signature and shall be followed by the Supervisor’s name, academic designation department etc.
- 3.6 Acknowledgment – A specimen copy of Acknowledgement certificate is given in Appendix-6.
- 3.7 Abstract – Abstract should be one or 2 pages synopsis of the thesis typed in one and a half line spacing, Font Style Times new Roman and Font Size 12. A specimen copy abstract of the thesis is given in Appendix-7.
- 3.8 Table of contents – The table of contents should list all material following it as well as and material which precedes it. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents is given in Appendix-8
- 3.9 List of Tables – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the list of Tables is given in Appendix-9.
- 3.10 List of Figures – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the List of Figures is given in Appendix-10

3.11 List of photographs –A specimen copy of the List of photographs is given in Appendix-11.

3.12 Body of the thesis - The chapters may be broadly divided into 5 parts (i) Introductory chapter including over view of the concerned area and organization of the thesis (ii) Literature review (iii) Scope and objective, methodology of the thesis

(iv) Chapters developing the main theme of the thesis work (v) Conclusion and future scope of work.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- The chapter title is the first-order heading. A chapter may be divided into section each of which has a section title (second-order heading). For example, in Chapter 3, the sections will be numbered 3.1, 3.2, etc. If at all possible, do not further subdivide a section.
- Use subsections (third-order headings) only if unavoidable. For instance, in section 3.2, the subsections will be numbered 3.2.1, 3.2.2, etc. Do not further subdivide beyond this point, for example, subsection 3.2.2 may not be further divided into sub-subsections 3.2.2.1, 3.2.2.2 etc.
- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

3.13 **References** – A specimen copy of Bibliography is given in Appendix 13.

3.14 **Appendices** – A specimen copy of Appendices is given in Appendix 14.

3.15 **Brief bio data of the Ph.D. scholar** – A specimen is given in Appendix 15.

3.16 List of Publications out of thesis –A specimen copy of the list of publication out of thesis is given in Appendix-16.

Check List for Students/R&D Section at the time of submission

1. Minimum duration of three years, including course work and a maximum of six years.
2. Research Scholar should submit progress report every six months. Minimum 06 satisfactorily progress report is required for thesis submission. Copy of every progress report should be send periodically to academic section for records.
3. Pre-Ph.D. course work certificate /DMC with a 55% or above marks or its equivalent grade in the UGC 7-point scale.
4. 6 copies of extended synopsis.
5. Two research paper (along with the cover page and contents list of that issue) from which one research paper is in any SCI, Scopus, and Web of sciences journals and two papers in the conferences/seminars during the period of registration. The candidate should be the main author in the paper. The List of Publication out of thesis should be divided into three categories:
 - (i) List of Published papers
 - (ii) List of accepted papers
 - (iii) List of communicated papers

The format of the list is given below

S.No.	Title of the paper along with volume, Issue No, year of publication	Publisher	Impact factor	Whether Referred or Non- referred	Whether you paid any money or not for publication	Remarks

6. Plagiarism report (not more than 10%) and certificate by supervisor and Chairman.
7. Thesis submission fee of Rs. 3500/-
8. No Dues Certificate from all the concerned departments/sections.

SVSU

TITLE OF THESIS

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THESIS

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submitted in fulfilment of the requirement of the degree of

<Italic>

DOCTOR OF PHILOSOPHY

to

<Italic>

Shri Vishwakarma Skill University

<Italic>

by

<Italic>

NAME OF THE CANDIDATE

Registration No.

Under the Supervision of

<Italic>

NAME OF THE SUPERVISOR

DESIGNATION OF SUPERVISOR

<1.5-line spacing>

logo

Name of the Department

Faculty of _____

Shri Vishwakarma Skill University

Dudhola, Palwal, Haryana, India

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MONTH, YEAR

DEDICATION

Body Text

to

My Parents/.....



(A typical specimen of Acknowledgement)

DECLARATION

Body Text

I hereby declare that this thesis entitled <**TITLE OF THESIS**> by <**NAME OF STUDENT**>, being submitted in fulfilment of the requirements for the Degree of Doctor of Philosophy in <**NAME OF THE BRANCH**> under Faculty of _____ of Shri Vishwakarma Skill University, Dudhola, during the academic year _____, is a bona fide record of my original work carried out under guidance and supervision of **NAME OF SUPERVISOR, DESIGNATION, DEPARTMENT** and has not been presented elsewhere.

I further declare that the thesis does not contain any part of any work which has been submitted for the award of any degree either in this university or in any other university.

(Name of Student)

Registration No. _____

CERTIFICATE

<Font-Style Times New Roman, size – 16>

This is to certify that this Thesis entitled <**TITLE OF THESIS**> <by **NAME OF STUDENT**>, submitted in fulfilment of the requirement for the Degree of Doctor of Philosophy in <**NAME OF THE BRANCH**> under Faculty of _____ of Shri Vishwakarma Skill University, Dudhola, during the academic year _____, is a bonafide record of work carried out under my guidance and supervision.

I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this university or in any other university.

(Signature of Supervisor)

Name of Supervisor

DESIGNATION

Department of _____

Faculty of _____

Dated:

ACKNOWLEDGEMENT

Body Text

I would like to express my sincere gratitude to my Supervisor <**Name of Supervisor**> / Joint Supervisor <**Name of Joint Supervisor**> for giving me the opportunity to work in this area. It would never be possible for me to take this thesis to this level without his/her innovative ideas and his/her relentless support and encouragement.

.....

.....

(Name of Student)

Registration No. _____

ABSTRACT

Body Text

5/5/5

TABLE OF CONTENTS

- a. Candidate's Declaration
- b. Certificate of the supervisor
- c. Acknowledgement
- d. Abstract
- e. Table of Contents
- f. List of Tables
- g. List of Figures
- h. List of Photographs
- i. List of Abbreviations

Contents /Body of Thesis

(Suggested format for chapters, which may be modified as per requirement)

1. Introduction
2. Overview of Area
3. Literature Survey Review
4. Motivation
5. Problem Formulation
6. Objectives of the Thesis
7. Methodology
8. Organization of the Thesis
9. Development of Main Work
10. Result and Discussions
11. Conclusion and scope for future work

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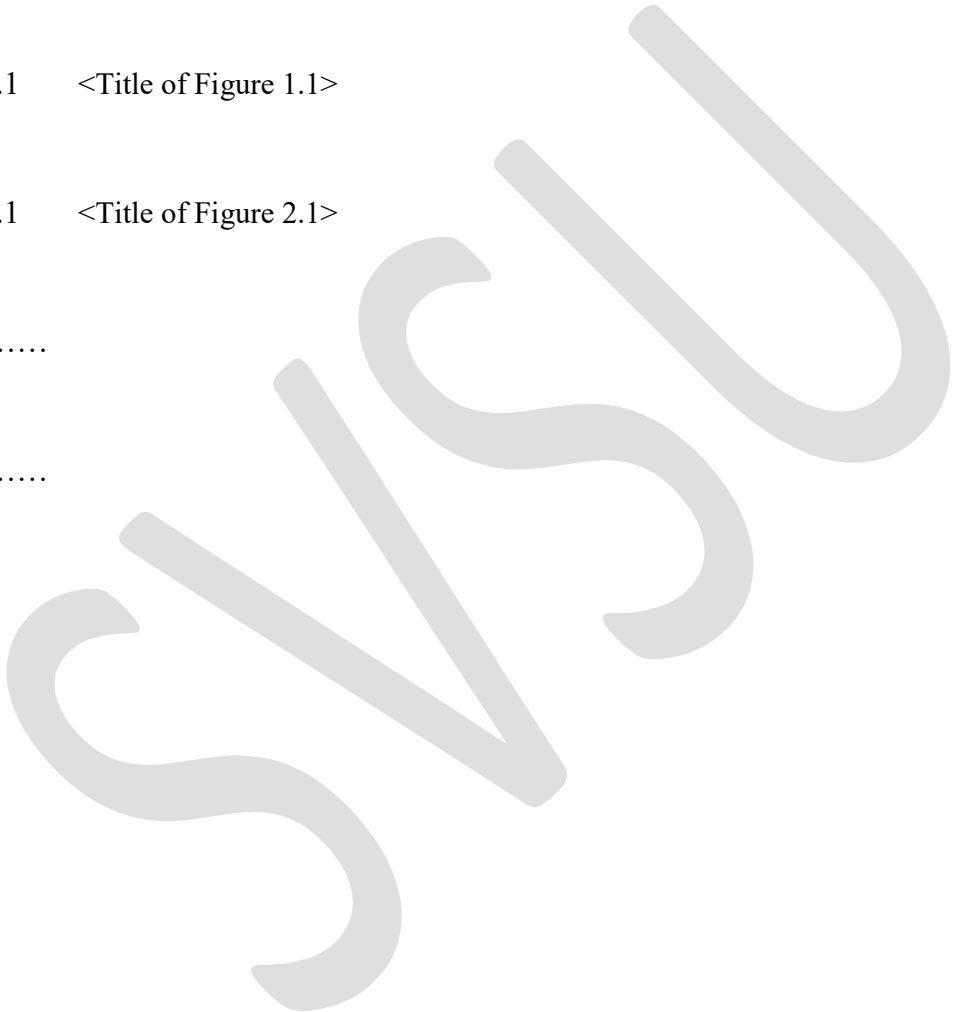
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Photograph 2.1 <Title of Photograph 2.1>

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LIST OF ABBREVIATIONS

S/SU

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APPENDICES

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BRIEF PROFILE OF THE RESEARCH SCHOLAR

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LIST OF PUBLICATIONS OUT OF THESIS

Body Text

List of Published Papers

Sl. No.	Title of Paper	Name of Journal where published	No.	Volume & Issue	Year	Pages
1.						
2.						
3.						
4.						

List of Accepted Papers

Sl. No.	Title of Paper	Name of Journal where accepted	No.	Volume & Issue	Year
5.					

List of Communicated Papers

Sl. No.	Title of the Paper	Name of Journal	Present Status	Year
6.				

Annexure E

Proforma for approval of appointment of Joint-supervisor of a Research Scholar in Ph.D. programme at SVSU.

(To be submitted to the Chairperson of the concerned Department at the time of submission of Synopsis by the Research scholar).

1. Name of Co-supervisor (in capital letters) : _____

2. Designation : _____

3. Department / Discipline : _____

4. Name of Organization/University : _____

5. Academic Qualification : _____

6. Specialization : _____

7. No. of Publications (Attach Bio-Data with : _____

list of publications _____

8. No. of scholars under Supervision / :In GJUS&T: _____ Outside GJUS&T: _____

Co-supervision

9. NOC issued by the Employer : _____

of Co-supervisor (Annexure-1)

10. Name of Research Scholar & Department : _____

11. Topic of Research : _____

(Signature) (Signature).....

Name of supervisor: _____ Name of Co-supervisor: _____

Designation : _____ Designation : _____

Department : _____ Email ID : _____

Email ID : _____ Contact No. : _____

Contact No. : _____

Justification to be given by the Supervisor for appointment of Joint-supervisor :

(In case of shortage of space, attach justification in separate Annexure)

Recommendations of SFRC of the concerned Department Eligible & Recommended stating whether the person is eligible for appointment Not Recommended as Joint-supervisor as per Ph.D. ordinance of SVSU (mark ✓ whichever is applicable)

Signature (Chairperson, SFRC)