



NETAJI SUBHAS UNIVERSITY

JAMSHEDPUR

(A Unit of Sitwanto Devi Mahila Kalyan Sansthan)

Estd. Under Jharkhand State Private University Act, 2018

Approved by UGC under Section 2(f), AICTE, PCI, BCI, NCTE, INC & JNRC

Ref. No. :

NSU/22/2025

Date :

17/01/2025

Academic Section

NOTIFICATION

The Board of Management at its meeting held on 13/12/24 with resolution No. 04, approved the recommendations made in the meeting of the Academic Council held on 07/12/24. The Academic Council has recommended the changes in existing Ph.D. Ordinance (based upon UGC Ph.D. Regulations, 2016) to Netaji Subhas University (NSU) Ph.D. Regulations based upon UGC (Minimum Standard and Procedure for award of Ph.D. degree) Regulation 2022 for the Scholars admitted in Academic year 2022-23 and onwards. The necessary amendments made are appended here with.

These regulations shall be implemented with immediate effect for the Scholars admitted in 2022-23 & onwards.


Registrar
Registrar
Netaji Subhas University
Jamshedpur, Jharkhand

Copy to:

1. Chancellor/Vice-Chancellor/Pro -Vice Chancellor of NSU
2. All officers/Deans/HoD's of all Departments
3. Research Cell
4. University Website
5. Guard File





Netaji Subhas University
Rules and Regulations for Ph. D. Programme
Effect from Academic Year 2022-23
[As per University Grants Commission (Minimum Standards and Procedures
for Award of Ph.D. Degree) Regulations, 2022]



Approved by the Academic Council Meeting held on
07th December, 2024

Netaji Subhas University
Pokhari, Jamshedpur – 831012
Dist. East Singhbhum.
JHARKHAND
(INDIA)

Website: www.nsuniv.ac.in

10/12/24
17/01
VICE CHANCELLOR
NETAJI SUBHAS UNIVERSITY
JAMSHEDPUR, JHARKHAND

[Signature]
Registrar
Netaji Subhas University
Jamshedpur, Jharkhand



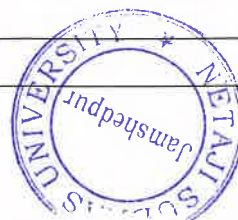


NETAJI SUBHAS UNIVERSITY

Rules and Regulations for Ph. D. Programme Effective from November-2022

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R. 0. Short title, Application, and Commencement:

In supersession of the “Ordinance for the Degree of Doctor of Philosophy (Ph. D)” of Netaji Subhas University, Jamshedpur as per UGC (Minimum Standards and Procedure for Awards of M.Phil. /Ph.D. Degree) Regulations, 2016 and its amendments, the Netaji Subhas University, Jamshedpur hereby makes the following Regulations, namely: -

These Regulations may be called “Netaji Subhas University Doctor of Philosophy (Ph. D.) Regulation” based upon ‘University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022’.

They shall come into force from the Academic year 2022-23.

R. 1. Definitions:

In these Regulations, unless the context otherwise requires, -

- 1.1 “Adjunct Faculty” means a part-time or contingent instructor, but not full-time faculty member hired to teach by the Netaji Subhas University (NSU), Jamshedpur;
- 1.2 “Cumulative Grade Point Average (CGPA)” means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
- 1.3 “Credit” means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
- 1.4 “Course” means one of the specified units which go to comprise a programme of study;
- 1.5 “Course Work” means courses of study prescribed by the School/Department to be undertaken by a student registered for the Ph.D. Degree;
- 1.6 “Degree” means a degree awarded by the Netaji Subhas University, Jamshedpur in accordance with the provisions of section 22 (3) of the UGC Act;
- 1.7 “External examiner” means an academician/researcher with published research work who is not part of the NSU where the Ph.D. scholar has registered for the Ph.D. programme;
- 1.8 “Foreign Educational Institution” means– (i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;





- 1.9 “Grade Point” means a numerical weight allotted to each letter grade on a 10-point scale;
- 1.10 “Guide/Research Supervisor” means an academician/researcher recognized by Higher Educational Institution to supervise the Ph.D. scholar for his/her research;
- 1.11 “Higher Educational Institution” means a university or institution specified under these Regulations;
- 1.12 “Interdisciplinary Research” means research conducted by a Ph.D. scholar in two or more academic disciplines;
- 1.13 “Open and Distance Learning Mode” shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- 1.14 “Online Mode” shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- 1.15 “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own;
- 1.16 “Programme” means a higher education programme pursued for a degree specified by the Commission under sub-section (3) of section 22 of the UGC Act;
- 1.17 “Prospectus” means any document, whether in print or otherwise, issued for providing fair and transparent information relating to the Netaji Subhas University, Jamshedpur and programmes, to the general public (including to those seeking admission in NSU) by the Netaji Subhas University, Jamshedpur;
- 1.18 “Research Proposal” or “Synopsis” means a brief write-up giving an outline of the proposed research work which the Ph. D. scholar shall submit along with the application for registration for Ph. D. programme;
- 1.19 “University” means the Netaji Subhas University, Jamshedpur established or incorporated by or under Jharkhand State Private Universities Act.

R. 2. Eligibility Criteria for Recognition as Ph. D. Guide:

- 2.1 Only a full-time regular teacher (with qualification and cadre prescribed by UGC) of Netaji Subhas University / National or state funded research institutions having made an MOU wherein mutual research collaboration is specified with Netaji Subhas University, holding a Ph. D. degree in the relevant subject, having five (for Professor/ Associate Professor) / Three (for Assistant Professor) research publications (excluding those from the Ph. D. thesis) in peer reviewed journals / referred journals with ISSN at the time of application for Ph. D. guideship shall only be eligible for recognition as Ph. D. Guide. Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the Hon’ble Vice-chancellor





- 2.2 Any regular Professor of Netaji Subhas University / scientists at the professor cadre of National or State funded research institutions having made an MOU wherein mutual research collaboration is specified with Netaji Subhas University shall be automatically recognized as Research Guide for Ph. D.
- 2.3 In areas/disciplines where there is no or only a limited number of refereed journals are published, the University may relax the above condition of publications for recognition of a person as Ph. D. Guide with reasons recorded in writing.
- 2.4 A full-time regular teacher (with qualification prescribed by UGC) with at least ten years of teaching/research experience shall be allowed to work independently for Ph. D. degree, if there is no recognised Ph. D. Guide available in the University for a subject area in which he/she desires to do research work for a Ph. D. degree.
- 2.5 A person recognized as a Ph. D. Guide by other UGC recognised universities upon joining this University, shall be automatically recognised as a Ph. D. Guide in this university by making an application for recognition in a prescribed format which can be approved by Hon'ble Vice Chancellor.
- 2.6 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/University may be appointed.
- 2.7 The University shall constitute "University Research Committee" (URC) for recommending Recognition as Ph. D. Guide with the following as members to evaluate the application with regard to the fulfilment of the above criteria before recommending recognition of a teacher as a Ph. D. Guide: (1) Vice-chancellor of the University (Chairman) (2) Head of the concerned University Department (Convener); (3) Dean of the faculty concerned; (4) Chairman of the Board of Studies; (5) One expert in the relevant subject from other university (Optional) and (6) Two senior teachers of the related subject/ faculty in the University Department/ recognized research centres affiliated to Netaji Subhas University who are active researchers. All the members of this committee shall hold a Ph. D. Degree and be recognised Ph. D. Guides. Registrar will be the Secretary of the Committee. This committee shall hold office for three years. It shall meet at least twice a year: (i) to consider applications for recommending recognition as Ph. D. Guide on each case individually on merit, considering the criteria stated above, and (ii) to consider the recommendation of Departmental Research Advisory Committee (DRAC) regarding final approval of title of the topics and to notify the title of the topics in detail after approval of Vice-chancellor. A minimum number of four members must be present to have the quorum to conduct the meeting.
- 2.8 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 the age of 70 years.





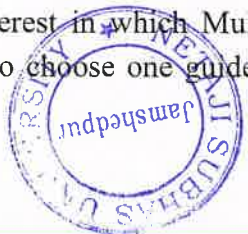
R. 3. Eligibility Criteria for Admission to Ph. D. Programme:

Any applicant who fulfils the conditions stipulated in these Regulations is eligible to seek admission to the Ph. D. Programme:

- 3.1 A Master's degree holder who has secured 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), 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 shall be eligible to apply for admission to the Ph. D. programme in this University.
- 3.2 Applicants who hold a Postgraduate Degree from an approved University/Institutions or a Course recognized by the UGC/AICTE/DEC and MHRD, Government of India and those with a Postgraduate Degree or a Professional degree/course like CA/CS/ICWA are considered to be equivalent to an approved master degree programme in concerned subject. However, he/she has to appear in the Ph. D. entrance test in the discipline concerned.
- 3.3 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 rules of UGC 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.
- 3.4 A candidate of a University whose M. Phil. dissertation has been evaluated and the viva voce is pending may be permitted to apply to the Ph. D. programme. He/she must submit final notification of M.Phil. degree at the time of counselling.
- 3.5 There shall be special provision of supernumerary Ph. D. seats not exceeding 10% of the total seats available in a subject, if there are no vacant seats available with the eligible supervisors in the subject concerned, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph. D. Degree.
- 3.6 For admission to Multidisciplinary Subjects:

A Candidate eligible for admission to Ph. D. as per R. 3.1 above can apply for Multidisciplinary subjects.

In this case, he/she has to choose two subjects, one of his/her own specialization and other subject of his/her own interest in which Multidisciplinary research to be carried out. In this case, the student will have to choose one guide from his/her own specialization and second from another





subject chosen.

The Departmental Research Advisory Committee (DRAC) in such a case will be a joint DRAC consisting of members from both the subjects.

R. 4. Duration of Ph. D. Programme:

- 4.1 Full-time Ph. D. Programme shall be for a minimum duration of three years, including course work and a maximum of six years. Part-time Ph. D. Programme shall be for a minimum duration of four years including course work and a maximum of eight years.
- 4.2 A fulltime registered Ph. D. Candidate shall be allowed to submit draft thesis after completion of a minimum period of four terms / two years (after registration/ course work for Ph.D.) and a part time candidate shall be allowed to submit draft thesis after completion of five terms / two and half years (after registration/ coursework for Ph. D.). However, submission of six copies of hard-bound Ph. D. thesis & its abstracts/ summary shall be allowed as per the minimum duration of the Ph. D. programme specified in R. 4.1 after successful completion of contacts / interactions with the guide and the pre-submission defense before “Departmental Research Advisory Committee” (DRAC) related to research work. A record of the same must be kept at the respective Department & at the Research Cell and thesis of the same should be forwarded through the guide, Head of the Department concerned & Dean of Faculty concerned shall be appended with the Abstracts / summary.
- 4.3 A Ph. D. candidate with M. Phil. Degree in the same research area shall get a relaxation of one semester for submitting thesis over the period mentioned in R. 4.1.
- 4.4 Only one-year Extension beyond the allowed period post submission of the draft thesis may be given for the submission of the thesis if recommended by the DRAC and approved by the Vice Chancellor. Beyond which no further extension is permissible in any case.
- 4.5 Women candidates and Persons with Disability (more than 40% disability) may be allowed relaxation of two years for Ph. D. in the maximum duration. In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph. D. for up to 240 days, as recommended by the DRAC.





R. 5. Procedure for Admission:

- 5.1 The DRAC for the concerned subject shall admit Ph. D. scholars as per the eligibility criteria for admission to Ph. D programme (R. 3). Admissions shall be offered preferably in July/August every year in available subject discipline. Applicants who have qualified UGC-NET / NET-JRF / UGC-CSIR NET /GSET /GATE/GPAT/ICAR/INSPIRE fellowship/ Teacher fellowship/ have passed M. Phil. (who has admitted through University entrance test) in the respective faculty as per the UGC Rules and Regulations in force shall be exempted from the Ph. D. Entrance Test.
- 5.2 University Departments/ national or state level research Institutions having made an MOU with Netaji Subhas University which are allowed to conduct Ph. D. Programme shall:
- 5.2.1 Decide on session basis through their DRAC a predetermined and manageable number of Ph. D. scholars to be admitted depending on the number of available Ph. D. Guides and other academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio, laboratory, library and such other facilities;
- 5.2.2 Notify well in advance on the University website and through advertisement in at least two (2) national 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 for the benefit of the candidates;
- 5.3 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and considering the reservation policy of the Central/State Government from time to time.
- 5.4 The DRAC of the respective subjects shall admit applicants for admission through a two-stage process through an entrance test at the first stage with qualifying marks as 50%. A relaxation of 5% marks will be given to SC/ST/OBC (non-creamy layer) / differently- abled candidates on production of relevant valid documents. The syllabus of the Entrance Test shall cover (a) 50% of research methodology; and (b) 50% shall be subjected specific. Qualifying Students in the entrance test are eligible to be called for the interview.
- 5.5 The syllabus prescribed at the level of Master's degree in the subject-discipline concerned of Netaji Subhas University. The syllabus for the Ph. D. entrance test shall be prepared by the DRAC and shall cover the contents of the core courses only offered in the respective subject-discipline at the Master's level at Netaji Subhas University. The university shall upload it on the website. The Entrance Test shall be conducted by the university. A certificate showing marks obtained shall be issued by the university to the Entrance Test qualified candidates.
- 5.5.1 The list of entrance qualified candidates shall be prepared by the University as per merit and shall be uploaded on the University website. The fulfilment of this qualification alone shall not be a secured admission to the Ph. D. programme.
- 5.5.2 The eligibility of the candidate who qualified the Entrance Test is forever. However, he/she has to apply for the admission whenever he/she desires.





- 5.5.3 At the second stage, an interview during the counselling for admission shall be arranged by DRAC. The candidate is required to discuss his/her research interest/area through a presentation before DRAC. The Dean of the respective faculty shall be invited during the counselling.
- 5.5.4 The interview during the counselling for admission 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 University P. G. Department/Research Institution/Colleges (c) the proposed area of research can contribute to new/additional knowledge etc.
- 5.5.5 Admissions for Ph. D. shall be finalized after interview during the counselling for admission with the Department Research Advisory Committee, including the research Guide, based on a set of criteria including research area, availability of vacancy and a Research Guide in a proposed subject area, a good research proposal of minimum one page and presentation.
- 5.5.6 For selection of candidates from the entrance test category, a weightage of 70% to the entrance test and 30% to the performance in the interview/ viva- voce/presentation during the counselling shall be adopted.
- 5.6 Advance course related to the research work will be decided before the commencement of the coursework by DRC and reported to Research Cell.

Tentative Coursework for Ph. D. Course Work:

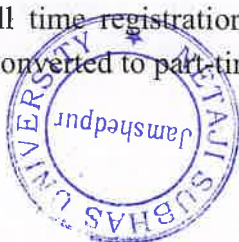
Sl. No.	Course	Paper code	Credit	Contact Hours	Marks
1	Research Methodology & Subject specified Computational Technique	PDC - 101	04 CREDITS	60	100
2	Research & Publication Ethics (RPE) – Compulsory by UGC (Including Thesis Preparation)	PDC - 102	02 CREDITS	30	50
3	Review of Literature And Computer Application	PDC - 103	02 CREDITS	30	50
4	Elective I (Respective Subject)	PDE - 104	04 CREDITS	60	100
5	Elective II (Respective Subject)	PDE - 105	04 CREDITS	60	100
	Total Credit		16 CREDITS	240	400

The question paper-cum-answer book shall contain questions with adequate space provided under



each of the test items for candidates to write answers to the questions.

- 5.7 In case a candidate seek admission for Ph. D. in a subject other than the one offered by him/her at the Master's degree but in the same faculty, he/she may be admitted to Ph. D. programme provided the DRAC in the subject with a specially invited expert in the subject area of the candidate's Master's degree approves it.
- 5.8 A candidate seeking admission to Ph. D. in a subject falling in a faculty other than the faculty in which he/she had obtained his/her Master's degree may be considered for admission to Ph. D., provided a **Special committee** consisting of (a) Deans of the two faculties involved; (b) The DRAC of the subject concerned in which the admission is being sought; (c) proposed Research Guide; and (d) a subject expert appointed by the Vice Chancellor, recommends for admission of an applicant who desires to undertake interdisciplinary research leading to Ph. D. In case of candidate having M. Phil degree, the University Research Committee shall decide whether he/she would need to do course work or be given exemption from it.
- 5.9 A full time employed candidate will be admitted as a part-time Research Scholar upon the production of no-objection certificate from the employer. However, a part-time or temporarily employed candidate shall be considered for admission as a either Part time scholar or Full time scholar through the recommendation of DRAC.
- 5.10 The DRAC in the concerned subject shall submit the list of admitted candidates along with name of allocated Ph. D. Guides to the university for admission followed by registration to the pre-Ph. D. course work within one month from the date of counselling. The admission and allotment of guides to the candidate by DRAC shall be final and binding to all concerned. If the candidate does not join and register for pre-Ph. D. Course work after admission without any valid reason, she/he shall forfeit the admission.
- 5.11 The University Research Cell shall maintain/display the list of all the candidates registered for the pre-Ph. D. Course work on its website session-wise for the academic year. The list shall include the name of the candidate, topic of his/her research, name of his/her Guide, Co-Guide (if any) pre-Ph. D. course work registration number and date.
- 5.12 No candidate shall be allowed to register simultaneously for any other degree/diploma programme after registering for Ph. D. If, at any point of time, it is found to be otherwise, his/her admission shall ipso facto stand cancelled, and all the fees and deposits paid by the candidate shall stand forfeited. The university shall take legal and/or disciplinary action or both, as it may deem fit, in such cases.
- 5.13 The University Research Cell shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school), along with the details of Ph. D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list every academic year.
- 5.14 After full time registration, if a candidate is employed full time anywhere, his/her registration will be converted to part-time scholar through the recommendation of DRAC.





- 5.15 A part time scholar may be converted to full time scholar; however, he/she shall be allowed to submit thesis as per the rules for part time scholar.
- 5.16 The University shall adhere to the Jharkhand State-level reservation policy.

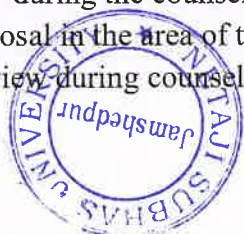
R. 6. Special Provisions for Admissions for Select Groups:

A. International Scholars

- 6.1 International scholars shall be exempted from taking the Ph. D. Entrance Test as they cannot be admitted without a valid Research Visa endorsed in favour of a given University as per the guidelines issued by Government of India. The admission letter issued by a given university forms the basis for our embassy/high commission abroad to issue them a valid Research Visa endorsed in favour of such a University for the entire duration of their Ph. D. Programme. It applies also to International students possessing a foreign passport who has obtained a Master degree from any of the UGC recognized Indian Universities.
- 6.2 Any recognized Ph. D. Guide in the subject-discipline in which an International Scholar has applied for admission shall be allowed to take International Scholar applicants against 15% supernumerary seats in addition to the prescribed number of scholars in R. 7.4. on the basis of directive from the Government of India.
- 6.3 No International Scholar admitted to Ph. D. programme in Netaji Subhas University shall be admitted unless he/she has a Research Visa endorsed in favour of this University.
- 6.4 An International Scholar admitted and registered for the pre-Ph D course work as a part-time scholar in this University who does not reside on the campus shall be required to stay on the campus for at least three months in parts: for ten days to complete the process of admission, and shall attend the course work during the first year of admission. However, if a candidate is unable to attend the course work offline due to technical reasons, then as a special case the candidate may be allowed to attend the course work online up on an application citing the reasons. After registration to the Ph D programme, the candidate shall be required to stay on campus at least a month every year for fulfilling other requirements outlined in these rules. Before submitting the thesis, the candidate shall present the work done through a seminar before the DRAC. The research scholar's Guide and the Department concerned shall keep a record of his/her attendance and submit the same to the University time to time.
- 6.5 International Students admitted through ICCR, Ministry of External Affairs, Government of India are allowed to register for the course without waiting for the payment of fees by ICCR as such payments are done in the end of respective financial year. Except for the special provisions made for the admission of International Scholars, all the other rules applicable to Ph. D. Scholars of this University shall also be applicable to the International Scholars.

B. Professionals/Civil Servants:

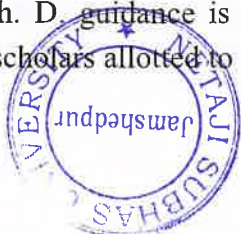
- 6.6 In case of professionals from corporate bodies/scientists from National level research institutes funded by Govt. of India or State Govt./civil servant with a minimum of 5 years' experience and at least one publication in refereed journal with ISSN /books with ISBN, shall be exempted from the Ph. D. Entrance Test.
- 6.7 The interview during the counselling for admission to Ph. D. programme shall consist of (i) a research proposal in the area of the research interest submitted and presented before DRAC at the time of interview during counselling for admission.





R. 7. Allocation of Ph. D. Guides:

- 7.1 The DRAC in the concerned subject shall, in a formal manner, decides on the allotment of a Ph. D. Guide for each of the selected research scholars, depending on the number of scholars per Ph. D. Guide, the available specializations with the Ph. D. Guides, and the research interest of the research scholar as indicated by his/her during counselling-cum-interview session. The allotment of a Ph. D. Guide shall, in no case, be left to the individual scholar or the guide.
- 7.2 At the time of counselling for Ph. D. admission, preference shall be given to a Ph. D. Guide, who has proven research experience through at least two research publications of repute / having applied for research projects (minor/major) during the preceding three years of the current admission, to have allotment of Ph.D. student under his/her guide ship. The decision of the DRAC shall be binding to all concerned.
- 7.3 In case of topics of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside the Department may appoint a Research Guide from the Department itself, who shall be known as the Research Guide, and a Co-Guide from outside the Department/Faculty/College/Research Institutions on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges. Co-Guide from outside the University may be appointed provided he/she fulfils all the terms and conditions set for Ph. D. Guide of this University.
- 7.4 A Ph. D. Guide who is a Professor shall not guide more than eight (8) Ph. D. scholars; an Associate Professor shall not guide more than six (6) Ph. D. scholars; and an Assistant Professor shall not guide more than four (4) Ph. D. scholars at any given point of time.
- 7.5 A seat shall be considered to be vacant only after a registered research scholar submits his/her thesis for Ph. D.
- 7.6 The DRAC concerned shall take a binding from every Research Guide belonging to the University at the time of the allocation during the counselling for admission that the candidate allotted to him for the Ph. D. guidance is not a close family relative and he/she would continue to guide the research scholars allotted to him/her if he/she moves to another Institutions.
- 7.7 If a Ph. D. Guide leaves the University, the Ph. D. Scholar shall be transferred to another Ph. D. guide in same subject discipline of the same research institutions. If there is no Ph. D. guide available in the subject concerned in that institution, the DRAC shall transfer the scholar to a guide of the inter-disciplinary subject in the university Department. Such transferred scholar shall be counted as supernumerary over the total allowed number of Ph. D students of the respective category. The issues related to the fee structure in such cases shall be resolved in consultation with the Vice Chancellor.
- 7.8 No Ph. D student shall be allowed to register under a Ph. D. Guide who is having less than three years for his / her superannuation. However, he/she can continue to be a co- Guide.
- 7.9 The DRAC concerned shall take a binding from every Research Guide belonging to the University at the time of the allocation during the counselling for admission that the candidate allotted to him for the Ph. D. guidance is not a close family relative and he/she would continue to guide the research scholars allotted to him/her if he/she moves to another Institutions.





- 7.10 If a Ph. D. Guide leaves the University, the Ph. D. Scholar shall be transferred to another Ph. D. guide in same subject discipline of the same research institutions. If there is no Ph. D. guide available in the subject concerned in that institution, the DRAC shall transfer the scholar to a guide of the inter-disciplinary subject in the university Department. Such transferred scholar shall be counted as supernumerary over the total allowed number of Ph. D students of the respective category. The issues related to the fee structure in such cases shall be resolved in consultation with the Vice Chancellor.
- 7.11 No Ph. D student shall be allowed to register under a Ph. D. Guide who is having less than three years for his / her superannuation. However, he/she can continue to be a co- Guide.
- 7.12 In case a Ph. D. Guide leaves the University/ Institution due to superannuation / resignation, a research student registered under him/her shall be transferred, through the DRAC, to another Ph. D. guide in preferably same subject having same specialization, if the scholar does not submit his/her synopsis within six months from the date of the original guide's departure. However, the original guide shall be allowed to continue as co-guide until such time as the Ph. D. Scholar submits his/her thesis for the Ph. D. degree.
- 7.13 The university shall, on the recommendation of the DRAC, transfer the scholars registered under a Ph. D. Guide to another Ph. D. Guide in the same subject discipline within six months if the original Ph. D. Guide is unable to provide guidance due to unavoidable circumstances.

R. 8. Matters Related to Fee:

A research scholar admitted to any of the Ph. D. Programmes in the University shall pay fee as

- 8.1 A research scholar admitted to any of the Ph. D. Programmes in the University shall pay fee as decided by the University from time to time. Failure to pay fee for two consecutive terms shall lead to automatic cancellation of Ph D registration.
- 8.2 A registered Research Scholar shall submit his/her thesis within stipulated time, failing which he/she has to take extension as per R. 4. and he/she shall be required to pay fees up to the time he/she submits his/her thesis along with penalty fee decided by the university as per rules.
- 8.3 In case of a Ph. D. research scholar failing to submit his/her thesis within the stipulated time after submission of his/her synopsis failing which he/she has to take extension as per R. 12.3 and he/she shall be required to pay the term fee with penalty decided by the university as per rules.
- 8.4 Fees once paid shall not be refunded in any case.

R. 9. Course Work Details:

- 9.1 Once a research scholar is registered for the pre-Ph. D. course work, he/she shall be required to undertake course work as under:



A four credits Research Methodology course is mandatory for all the research scholars across the faculties as part of their Pre-Ph. D. course work.



The course shall include quantitative methods, ICT applications and review of published research works etc. The mode of conducting this course shall be notified by the University time to time.

- 9.1.2 A four credits Advance subject related course is mandatory for all the research scholars across the faculties as part of their Pre-Ph. D. course work. The mode of conducting this course shall be notified by the University time to time.
- 9.1.3 Two other courses each of two credits which include advanced level course materials related to the subject area relevant to the research topics prepared and approved by the DRAC shall be conducted by the respective department where the student is admitted.
- 9.1.4 If a research scholar is admitted in a Multidisciplinary subject, he/she should undergo additional courses in the branch other than his/her specialization. Those courses may be the courses taught at regular PG Programme of the concerned subject.
- 9.2 All courses prescribed for Ph. D. course work shall be approved by concerned academic bodies of the university. Implementation and Assessment of the course work shall be done as per guidelines prescribed by this university for the course work (**Appendix - 1**)
- 9.3 Research Scholar has to clear these courses within the first two terms from the date of admission. Women candidates shall be given a relaxation of two more terms in case of maternity.
- 9.4 The DRAC shall maintain proper records of teaching and evaluation. The final results of the course work shall be submitted to the University.
- 9.5 The candidate has to score a minimum of 50% of marks (in each course) as the passing standard of the course work. Passing of the Pre-Ph. D. course work shall be mandatory for Ph. D. registration.
- 9.6 Grades in the courses shall be finalized by the DRAC and the final grades shall be communicated to the University. Based on the result submitted by the DRAC, University shall issue a mark sheet of the Ph. D. course work to the candidate.
- 9.7 A copy of the Pre-Ph. D. course work passing certificate issued by the University must be attached along with the Ph. D. registration form.
- 9.8 In case a candidate fails to clear the pre-Ph. D. course work as per R. 9.5, the concerned DRAC shall allow the candidate to register for a supplementary exam of those papers of the pre-Ph. D. course work based on a request letter forwarded through and recommended by the guide. On further failure in clearing the course work, his/her Ph. D. admission stands cancelled automatically.
- 9.9 Such candidates (those who wish to rejoin the Ph. D. programme of the University) have to





follow the admission procedure as per R. 5.

- 9.10 Candidates already holding M. Phil. degree (as per UGC Minimum Standards and Procedures for Awards of M.Phil. Degree) and admitted to the Ph. D. Programme shall be exempted from the Ph. D. course work and shall be allowed to register for Ph. D.

R. 10. The Departmental Research Advisory Committee (DRAC) and its Functions:

The Departmental Research Advisory Committee (DRAC) shall be constituted by the Dean of the concerned faculty as Chairperson & Head of a University Department as Co-chairperson and consist of at least three senior members from the faculty of the University Department in the subject and/or discipline concerned with all the members of the committee being recognized Ph. D. Guides and active researchers. External subject expert (optional) may be nominated by the Vice-Chancellor and may be invited to the DRAC as and when required. Supervisor Concerned shall be treated as “CONVENOR”

- 10.1 In case of recognized Research Institutes / P. G. Departments affiliated to this University which run exclusively certain programmes not offered in any of the P. G. Departments of the University, the DRAC shall be constituted by the Vice Chancellor consisting of (a) The Dean of the concerned faculty (Chairman of the committee); (b) three senior faculty members in the subject concerned and (c) two Heads of the university P. G. Departments.

- 10.2 The DRAC shall have the following responsibilities:

- (i) Admission and allotment of research guides to the qualified students;
- (ii) To review the research proposals and advice to fine-tune the research proposal to the University Research Committee;
- (iii) Facilitate the research scholar to develop the study design and methodology of research and helps to identify/select the course(s) that he/she needs to do;
- (iv) To conduct and evaluate the respective Ph. D. course work and submit the course work (paper wise) results of the registered students to the University;
- (v) To review periodically and assist in the progress of the research work of the research scholar and
- (vi) To implement and monitor the Ph. D. rules and regulations in letter and spirit.
- (vii) To ensure and assure high quality research by providing encouragement and support for research publications only in the journals of high standard (Referred / Peer reviewed journals / Journals listed from time to time in the UGC – Care list) and take steps to prevent research publications in any sub-standard journals.



- (viii) To make sure all the theses recommended by DRAC for its final submission to



the University for Evaluation are within the allowed limit of the similarity index as per the regulations for academic integrity and prevention of Plagiarism updated time to time by the University.

- 10.3 A committee of examiners constituted time to time by the Hon. Vice Chancellor which may include Professors of the Department and external subject experts shall set the question paper for the entrance test, provide solutions to the test paper and assess the answer sheets.
- 10.4 If a scholar is scheduled to make a presentation before the committee on issues related to her/his course work or progress or any other matter related to Ph. D. work, her/his Ph. D. guide shall be invited if the Committee desires during the time of presentation.
- 10.5 Each semester, a Ph. D. scholar shall appear before the Departmental Research Advisory Committee (DRAC) to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The DRAC shall submit its recommendations along with a copy of Ph. D. scholar's progress report to the Research Cell / Examination Cell of NSU. A copy of such recommendations shall also be provided to the Ph. D. scholar.
- 10.6 In case the progress of the Ph. D. scholar is unsatisfactory, the DRAC shall record the reasons for the same and suggest corrective measures. If the Ph. D. scholar fails to implement these corrective measures, DRAC may recommend, with specific reasons, the cancellation of the registration of the Ph. D. scholar from the Ph. D. programme.
- 10.7 The DRAC constituted by the University at the respective PG Departments shall only conduct counseling, allotment of guide, research proposal finalization, review of six-monthly progress, pre-Ph. D. presentation etc. for all the students pursuing for the Ph. D. programme of the University.

R. 11. Post-Admission Procedures:

- 11.1 Upon satisfactory completion of course work, and registered for Ph.D., the Research Scholar shall be required to produce a draft thesis within a reasonable time as per R. 4
- 11.2 A research scholar shall appear before the DRAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the DRAC to the Research Cell of the University with a copy to the research scholar.
- 11.3 In case the progress of the research scholar is unsatisfactory, the DRAC shall record the reasons for the same and suggest corrective measures in consultation with the respective guide. If the research scholar fails to implement these corrective measures within the next term, the DRAC may recommend to the University with specific reasons for the cancellation of the registration of the research scholar.
- 11.4 In case of relocation of a Ph. D. woman scholar due to marriage or otherwise, the research data generated or collected by the candidate shall be allowed to be transferred





to the University to which the scholar intends to relocate on mutual agreement signed by the respective guides and endorsed by the concerned heads of the two institutes, provided all the other conditions of these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent Institutions / Guide from any funding agency. The scholar will however give due credit to the parent Guide and the Institute for the part of research work already done and the IPR related to the part of research data shall be owned by the original institute.

R. 12. Submission of Thesis:

- 12.1 The Ph. D. scholar must have at least two (2) research papers (published/ accepted for publication) from the Ph. D. work carried out in Refereed journal / Peer-reviewed journal / journal listed in the UGC recognized research journals with ISSN, **or** out of which at least one need to be in Refereed journal / Peer-reviewed journal / journal listed in the UGC recognized research journals with ISSN and make two paper presentations in conferences / seminars based on his/her Ph. D. work and produce evidence for the same in the form of presentation certificates and/or reprints before submission of the thesis for adjudication.
- 12.2 Prior to the submission of the thesis, the scholar shall make a presentation of the work to be included in his/her thesis before the DRAC which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the DRAC.
- 12.3 If a Research Scholar has submitted his/her synopsis, but fails to submit his/her thesis within the maximum stipulated time of one year, then he/she shall apply through the respective guide to the concerned DRAC which may consider it and take appropriate decision with due justification and recommend for just a single term extension. This shall be approved by the Vice Chancellor.
- 12.4 Ph. D. scholars shall write their theses in either English or Hindi, exception being those who are registered for Ph. D. in languages. However, the thesis written in Languages other than English shall necessarily include a summary of the thesis in English.
- 12.5 The thesis shall contain certificate of originality as given in **Annexure – I**.
- 12.6 The thesis shall be put through plagiarism / similarity detection tool and if the similarity index falls within 20% then the report be put before the respective DRAC for follow up action before the final submission of the thesis for evaluation. DRAC has to make sure that the draft thesis similarity index falls within the allowed limit i.e. 10% before recommending the draft thesis for submission. For those cases of similarity index above 20% the report be sent to the University for Further Action as per the regulations for academic integrity and prevention of Plagiarism updated time to time by the University. The necessary certificates mentioned in the Guidelines on





Plagiarism (**Annexure-IV to Annexure - VIII**) shall be included in the draft thesis. The policy for the plagiarism will be followed as per the University Regulations for Academic Integrity and Prevention of Plagiarism adopted as per the UGC Guidelines on curbing of Plagiarism as given in **Appendix – II**.

- 12.7 A Ph. D. Scholar shall submit four copies of the draft thesis to the university within prescribed time limit for evaluation. The draft shall be printed on both sides of the paper and can be submitted in spiral bound form so that the changes / modifications suggested by the referees can be incorporated before submitting the hard-bound copies of the thesis. Two hard bound copies of the thesis printed on both sides of the paper along with a soft copy for electronic depository on the INFLIBNET shall be submitted just after the conduct of the Viva Voce examination. University shall issue the notification of the award of Ph. D. only after the receipt of hard bound copies along with the soft copy.
- 12.8 The degree of Ph. D. shall not be conferred as an addendum degree.

R. 13. Evaluation and Assessment Methods:

- 13.1 Upon satisfactory completion of course work and obtaining the marks/grade prescribed in clause (3) of Regulation 9 above, the Ph. D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.
- 13.2 Before submitting the dissertation/thesis, the Ph. D. scholar shall make a presentation before the Departmental Research Advisory Committee of the NSU, which shall also be open to all faculty members and other research scholars/students.
- 13.3 The NSU shall have a mechanism using well-developed software applications to detect Plagiarism in research work and the research integrity shall be an integral part of all the research activities leading to the award of a Ph. D. degree.
- 13.4 A Ph. D. scholar shall submit the thesis for evaluation, along with (a) an undertaking from the Ph. D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.
- 13.5 The Ph. D. thesis submitted by a Ph. D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the Higher Educational Institution concerned. Such examiner(s) should be academics with a good record of scholarly publications in the field. One of the external examiners should be chosen from outside the State of Jharkhand / outside India (wherever possible). The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online in case of necessity. The viva-voce shall be open to the members of the Departmental Research Advisory Committee/faculty members/research scholars,





and students.

- 13.6 The viva-voce of the Ph. D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the Examination Department of NSU shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph. D. scholar shall be declared ineligible for the award of a Ph. D.
- 13.7 The Controller of Examination of NSU with the approval of Vice-chancellor shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.
- 13.8 A panel of at least six referees (three from other universities within the state and other three from outside the state or foreign countries) shall be submitted by the Ph. D. Guide in respective subject to the Research Cell Coordinator / Controller of examination for its approval, the Vice Chancellor will select two external referees (one from the state and one from outside the state) from the panel. The referees shall examine the thesis and submit individual report to the Research Cell Coordinator / Controller of examination whether there is a prima facie case for the acceptance or the rejection of the thesis.
- 13.9 The Ph. D. Thesis submitted by a research scholar shall be evaluated by his/her Ph. D. Guide and at least two external referees as R. 13.1 above.
- 13.10 If both the external referees consider the thesis unsuitable for the award of the degree, no further process shall be done and the reports shall be placed before the Vice Chancellor for final decision.
- 13.11 In case of difference of opinion between the two external referees, the Vice Chancellor shall appoint a third external referee from the panel of referees of the thesis. If the third external referee reports that the thesis is unsuitable for the award of the degree, his report shall be placed before the Vice Chancellor for a final decision.
- 13.12 If any of the referees has suggested corrections, the candidate shall be required to incorporate it in the final draft of the thesis and need to submit a corrected version of the thesis before / during the viva voce examination.
- 13.13 A work that has been rejected shall be resubmitted with due revision only after a period of six months and subject to the payment of necessary fees.





R. 14. Viva Voce Examination:

- 14.1 If two external referees agree that there is a prima facie case for the award of the degree, an open viva-voce examination of the Ph. D. scholar to defend the thesis shall be conducted by DRAC before a board of examiners for Ph. D. viva, consisting of the internal guide, at least one external referee and two external members in the subject area nominated by the Vice Chancellor. The viva Voce will be conducted in medium of either in English or Hindi only (even in the case of foreign students with no translator appointed) except for the students who have registered in the literature subjects such as Hindi, Sanskrit etc. After the open Viva, the board shall submit a report jointly to the University whether the thesis is accepted for the award of the degree or not.
- 14.2 The viva-voce programme shall be notified on the departmental notice board and may be circulated to related departments through the Head of the Department.

R. 15. Provisions Exclusively applicable to the Faculty of Medicine

Note: All provisions for Ph. D. applicable for admission to Ph. D. programme in other faculties, except for the following provisions exclusively applicable to the Faculty of Medicine in this University, shall also be applicable to the Faculty of Medicine.

R. 15.1 Eligibility Criteria for Recognition as Ph. D. Supervisor:

- 15.1.1 A faculty member who holds a Ph. D. degree or MS/MD/DM/MCh (recognized by MCI) in the subject or in a related discipline is eligible to apply for recognition as a Research Supervisor. He/she shall apply for recognition as Research Supervisor for Ph. D. in prescribed format available on the University Website.
- 15.1.2 He/she should have a minimum of five publications in a peer reviewed national/international journal with ISSN (as prescribed by this University/ UGC/MCI); or be a Postgraduate Supervisor with at least Supervised 3 (three) MD/MS theses to his/her credit.
- 15.1.3 Ph. D. Research proposals from other teachers with the Faculty of Medicine who wish to undertake interdisciplinary research, the Research Advisory Committee may appoint a Co-Supervisor from the Faculty of Medicine depending on the nature of the Research Proposal.
- 15.1.4 Ph. D. Research proposals of interdisciplinary nature made by the teachers in paramedical disciplines (Physiotherapy, Nursing, Medical Technology) to the Faculty of Medicine, teachers with Ph. D. /MD/MS/MCh/DM qualification from the related subject/s from the faculty of Medicine, may be appointed as a Ph. D. Supervisor. A Co-Supervisor of the related Medical subject of the Ph. D. Research may be appointed at the discretion of the Research Advisory Committee even when a recognized Ph. D. Supervisor is available in the said paramedical field, depending on the nature of the





Research Proposal.

15.1.5 In case of subjects and the Ph. D. Supervisor, coming under the purview of MCI (Medical Council of India, i.e. MD/MS/P. G. Medical Diploma/MSc (Medical), the Ph. D. Supervisor shall have not less than fifteen years teaching experience after obtaining his postgraduate qualification of which the Ph. D. Supervisor must have, not less than ten years postgraduate teaching experience, in MCI recognized Institutions/s. For the other subjects (those not under the purview of MCI i.e. MSc (MLT)/MSc (MT)/MPT and MSc Nursing), the Ph. D. Supervisor shall have not less than 10 years of teaching experience after obtaining Post graduation, of which, the Ph. D. Supervisor must have at least 5 years teaching experience as Post Graduate teacher.

R. 15.2 Eligibility Criteria for admission to Ph. D. Programme:

15.2.1 Candidates, who possess MD / MS /P. G. Medical Diploma / MPT / MSc (Medical) / MSc (MLT) / MSc (MT) / MDS and MSc (Nursing), are eligible to apply for Ph. D. under the Faculty of Medicine.

15.2.2 Ph. D. shall be awarded in the concerned/Allied subject under the recognized Supervisor. Candidates doing Ph. D. in the Allied Medical subjects like Physiotherapy, Nursing and Medical Technology, the Ph. D. shall be awarded as Ph. D. Physiotherapy/Ph. D. Nursing/Ph. D. Medical Technology, respectively.

15.2.3 The period of training for Ph. D. shall not be less than two (2) years for candidates who possess MD/MS and P. G. Medical diploma and shall not be less than three (3) years for candidates with MSc (Medical)/MSc (MLT)/MSc (MT)/MPT and MSc Nursing.

R. 15.3 Eligibility Criteria for Research Guide:

15.3.1 A recognized P. G. Supervisor shall register a P. G. scholar for MD/MS/Diploma as per the latest guidelines of the MCI in vogue. However, he/she shall be allowed to take a maximum of Ph. D. Scholars as follows at any given point in time: (a) Professor – Four (4); (b) Associate Professor – Two (2); and (c) Assistant Professor – One (1)

15.3.2 However, for subjects and the Ph. D. Supervisor who do not come under the purview of MCI (Medical Council of India), a P. G. Supervisor may be allowed to register a maximum of Ph. D. Scholars as follows at any given point in time: Professor – Six (6); Associate Professor – Three (3); and Assistant Professor – One (1).

15.3.3 A seat shall be considered to be vacant only after a registered research scholar submits his/her Synopsis for Ph. D.

R. 15.4 Departmental Research Advisory Committee and its Functions:

In case of the Faculty of Medicine, the Research Advisory Committee of the Faculty of Medicine shall be constituted of the following members:

Dean, Faculty of Medicine (Chairperson); (2) Dean/Principal, Medical College; (3) Heads of the concerned Departments; (4) Convener, P. G. Cell of a Medical College;





and (5) One expert of the relevant subject from outside the Department.

R. 16. Award of Ph. D. Degree and Notification:

- 16.1 Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016. Nothing in these Regulations shall impact the M.Phil. degree programmes commencing prior to the enactment of these Regulations
- 16.2 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 the prevailing UGC Regulations.

R. 17. Depository on the INFLIBNET:

Following 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 Universities/Institutions/Colleges.

R. 18. Adjudication of any Conflict:

The decision of the Vice-Chancellor shall be final and binding for all in the interpretation of any provision contained in these rules and regulations.





Appendix -1

Netaji Subhas University
Pokhari, Jamshedpur

Implementation and Assessments of the Pre-Ph. D. coursework

1. The Research Scholar who are admitted to the Ph. D. programme of the University have to register for the Pre-Ph. D. course work as per R. 9.
2. The two credits course on Research and Publication Ethics (RPE) (a mandatory course by UGC) and the four credits Research Methodology course shall be Conducted and Evaluated centrally for all the admitted Research Scholars by the University as per R. 09.1.1.
3. As per R. 09.1.2, two subject specific Pre-Ph. D. courses of four credits each approved by the concerned DRAC shall be Conducted and Evaluated by the respective DRAC where the students are admitted for the Ph. D. programme.
4. The course details (syllabi as approved by the concerned DRAC and the Univ.) and the timetable of the course work shall be displayed on the notice board of the PG Department where the students are admitted for the Ph. D. programme. The Concerned P.G. Department will inform the time table and syllabus to the students and respective guide.
5. Contact hour per credit is 15 hrs (which may include lectures, group discussions, seminars, tutorials etc.).
6. The attendance of the Ph D scholar for each course shall be 80%. The Concerned P.G. Department will maintain the attendance records of the student for each course work.
7. The evaluation of each of the course work shall have the following components:

- i) A Written Examination OR Written Assignment Submission (400 marks)
The topics for assignment shall be from the syllabus of the respective courses as approved by the concerned DRAC.
If the number of students is large, written examination may be conducted.
The written examination / the Assignment topics shall cover the full content of the syllabus of the respective courses.

- ii) Review presentation and viva voce (100 marks)

The research scholar shall prepare a power point presentation on a topic (different from the assignment) related to the experimental / theoretical methodology and the techniques for data analysis with chosen illustrative case relevant to the field of the research proposal and approved by the guide and the DRAC.

The Ph D guide of the research scholar, the allotted teacher of the course and the at least one of the DRAC member shall remain present and shall evaluate during the presentation cum viva. The marks awarded must be signed by all the above and shall submit to the DRAC chairman.

8. The respective PG Department where the students are appearing for the pre-Ph. D. course work shall submit the entire records viz. time table, syllabi, attendance, marks awarded / scored, the copy of the written exam paper or the assignments, copy of the ppt presentation etc of the research scholar to the respective DRAC.

9. The DRAC chairman shall submit the marks /result of the course work to the University for Declaration. (as per following table)

No.	Student's Name	Course-2			Course-3			Attendance fulfill Yes/No
		Obtained Marks	Out of Marks	Result	Obtained Marks	Out of Marks	Result	

10. On passing the course work (as per R 9.6), the university shall issue a passing certificate to the research scholar and advice the research scholar to complete the Ph D registration.





Appendix -2

**NETAJI SUBHAS UNIVERSITY
Pokhari, Jamshedpur**

Regulations for Academic Integrity and Prevention of Plagiarism (AIPP) (December, 2020)

To inculcate and implement strictly the ethical and moral values in the academic pursuit of students and faculty members of the higher education institutions, the University Grants Commission has issued a notification through “Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions - Regulations, 2018 published in Gazette of India (REGD. NO. D. L.-33004/99). The main objectives as stated in the UGC regulations 2018 are as under:

1. Objectives

- 1.1 To create awareness about responsible conduct of research, thesis/dissertation preparations, promotion of academic integrity and prevention of misconduct including plagiarism (similarity) in academic writing among student, faculty, researcher and staff.
- 1.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis/dissertation writing and reporting, promotion of academic integrity and deterrence from plagiarism.
- 1.3 To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish student, faculty researcher or staff of the higher education institution committing the act of plagiarism.

In compliance of these Regulations, Netaji Subhas University, Vallabh Vidyanagar has in principle agreed to adopt the regulations by establishing mechanisms as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

2. Definition of Plagiarism

‘Plagiarism’ is the unacknowledged use of another person’s work as one’s (their) own work. It involves copying of phrases, clauses, sentences paragraph or longer extracts, data and figures from published or unpublished work including those from other sources and own published works without acknowledgement of the source.

3. Instances of Plagiarism

- 3.1 Copying directly another person’s original idea, abstract, phrases, data, illustrations, tables, conclusions etc. without permission / acknowledgement of the sources.
- 3.2 Copying a section of the book / article / report / monograph / dissertation / thesis without proper citation.
- 3.3 Buying, stealing or borrowing assignments, experiments / results, cutting and pasting from online sources and submitting as one’s (their) own without necessary permission and /or attribution.

4. Self-Plagiarism (as per UGC notification N F 1-1/2020 (SECY) 20th April 2020

Reproduction, in part or whole of one’s own previously published work without adequate citation and proper acknowledgement and claiming the most recent work as new and original for any academic advantage amounts to ‘text-recycling’ also known as self-plagiarism and is not acceptable.





Self-Plagiarism includes:

- 4.1 Republishing the same paper already published elsewhere without due and full citation.
- 4.2 Publishing smaller/excerpted work from a longer and previous published work without due and full citations in order to show a larger number of publications.
- 4.3 Reusing data already used in a published work or communicated for publication in another work without due and full citation.
- 4.4 Breaking up a longer /larger study into smaller sections and publishing them as altogether new work without due and full citation.
- 4.5 Paraphrasing one's own previously published work without due and full citation of the original.

5. Mechanisms to Implement the Regulations

5.1 Formation of Departmental Academic Integrity Panel (DAIP)

The **Departmental Academic Integrity Panel (DAIP)** as per the UGC regulations shall be constituted as per the following composition.

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

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

5.1.1 Role of DAIP

- i. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University.
- ii. The DAIP shall have the power to assess level of plagiarism and recommend penalty(ies) accordingly.
- iii. The DAIP can co-opt a faculty member from the Department who is familiar with the subject area for which the plagiarism report is under consideration.
- iii. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint initiation of the proceedings.
- iv. If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document pertaining to a Department, he or she shall report it to the concerned Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the UAIP.

5.2 Formation of the University Academic Integrity Panel (UAIP)

The **University Academic Integrity Panel (UAIP)** as per the UGC regulation, shall be constituted as per the following composition.

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





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

5.2.1 Role of UAIP

- i. The UAIP shall consider the recommendations of DAIP.
- ii. The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iii. The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University.
- iv. The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of the proceedings.
- v. The authorities of the University can also take *suo moto* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the UAIP.
- vi. The UAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- viii. The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

6. Awareness Programs and Trainings:

- (a) The University shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source. For instance, give due credit to the original work /author(s) and provide proper citation and reference. If one need to quote part of text in verbatim, put them in inverted commas.
- (b) The University shall conduct sensitization seminars / awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) The University shall:
 - i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/ Postgraduate (PG)/ Master's degree etc. as a compulsory course work/module.
 - ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module in the pre-Ph. D. course work on research methodology Research Scholars.
 - iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the University.
 - iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
 - v. Establish facility equipped with modern technologies for detection of plagiarism.
 - vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

Note: Any synopsis/Dissertation submission occurring after the date of implementation of these regulations must follow the procedure laid down in this regulation.





7. Curbing Plagiarism

- 7.1 The University shall declare and implement the technology-based mechanism using appropriate software recognized/recommended by the UGC time to time (presently URKUND) so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- 7.2 The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- 7.3 Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- 7.4 The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.
- 7.5 The University shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the University website.
- 7.6 Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- 7.7 The University shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- 7.8 The University shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

NOTE: In case of any need, additional plagiarism detection software may be considered with the recommendation of the UAIP.

8. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- 8.1 All quoted work reproduced with all necessary permission and /or attribution.
- 8.2 All references, bibliography, table of content, preface and acknowledgements.
- 8.3 All generic terms, laws, standard symbols, common phrases and standard equations.
- 8.4 Name and address of Institutions, Departments and common mandatory phrases or sentence.

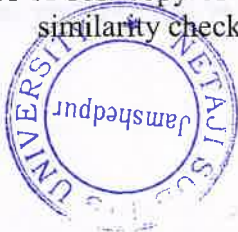
9. Similarity checks for inclusion for Plagiarism

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, objectives, hypothesis, observations, results, summary, 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.

10. Procedure for submission of Documents /Scripts for Plagiarism check

The documents / Scripts include research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of the University; however, this shall exclude assignments / term papers / project reports / course work/ Essays and answer scripts etc.

- 10.1 A soft copy of the different components / sections as mentioned in the list for inclusion for similarity checks must be submitted prior to the final submission.





10.2 It shall run through a UGC recognized/recommended plagiarism detection software (PDS: URKUND: presently Drill-bit) as per 7.1. The report generated shall be submitted to chairman, DAIP for follow up action.

11. Levels of Plagiarism

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

- 11.1 Level 0: Similarities up to 10% - Minor similarities, no penalty
- 11.2 Level 1: Similarities above 10% to 40%
- 11.3 Level 2: Similarities above 40% to 60%
- 11.4 Level 3: Similarities above 60%

12. Reconciliation/Handling of Plagiarism Reports

In case of plagiarism (above the Level 0) found in the report generated by the plagiarism checking software, then the chairman DAIP shall call a meeting of DAIP to consider the report and shall summon the candidate to hear the candidate's view/justification. On hearing the candidate, DAIP shall verify the genuineness of the candidates view/justification and recommend to rerun the PDS with proper consideration of all the exclusion part as stated in 8. For this DAIP may consult the DRAC. Following which the student may be allowed to rerun the PDS and submit the fresh similarity report to DAIP forwarded through DRAC. A student can avail this opportunity only once.

13. Penalties

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

13.1 Penalties in case of plagiarism in submission of thesis and dissertations

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

- i. **Level 0:** Similarities up to 10% - Minor Similarities, no penalty.
- ii. **Level 1:** Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **Level 2:** Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3:** Similarities above 60% -Such student registration for that programme shall be cancelled.

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

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the UAIP and approved by the Head of the Institution.

13.2 Penalties in case of plagiarism in academic and research publications

- i. **Level 0:** Similarities up to 10% - Minor similarities, no penalty.
- ii. **Level 1:** Similarities above 10% to 40% - Shall be asked to withdraw manuscript.
- iii. **Level 2:** Similarities above 40% to 60%





- a) Shall be asked to withdraw manuscript.
 - b) Shall be denied a right to one annual increment.
 - c) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student / scholar for a period of two years.
- iv. **Level 3:** Similarities above 60%
- a) Shall be asked to withdraw manuscript.
 - b) Shall be denied a right to two successive annual increments.
 - c) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

13.3 Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

13.4 Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by UAIP and approved by the Head of the Institution.

14. The University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

15. If there is any complaint of plagiarism against the Head of the University, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

16. If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent Authority.

If there is any complaint of plagiarism against any member of DAIP or UAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

17. Removal of Difficulty

University reserves the right to remove difficulty / difficulties in the course of implementations of these regulations (AIPP) in consultation with the UGC.





Appendix -3

GUIDELINES FOR THE PREPARATION OF SYNOPSIS

Synopsis should outline the research problem, the methodology used for tackling it and the summary of the findings. **The size of Synopsis should not exceed 15 pages of typed matter reckoned from the first page to the last page including the List of Publications.** The sequence in which the Synopsis should be arranged is as follows with References and List of Publications in separate pages:

1. Cover Page and Title page (as shown in the Annexure II)
2. Text divided into suitable Headings (numbered consecutively)
3. References (not more than 15) (Alphabetical order)
4. List of Publications (those published/accepted for publication in Journals. Mention Impact Factor of the Journal).

Standard A4 size (297mm x 210mm) bond paper may be used for preparing the copies. The Synopsis should have the following page margins:

Top edge: 30 to 35 mm

Bottom edge: 25 to 30 mm

Left side: 35 to 40 mm

Right side: 20 to 25 mm

The Synopsis should be prepared on good quality white paper preferably not lower than 80GSM. One and a half line spacing should be used for typing the general text. The general text shall be typed in Font Style Times New Roman and Font Size 13. One or two Tables/ Figures may be included at appropriate places in the text and they should conform to the margin specifications. All page numbers (Arabic numbers) should be typed without punctuation on the upper right-hand corner 20 mm from top with the last digit in line with the right-hand margin. Synopsis should be bound with black calico cloth and using flexible cover of thick white art paper. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.





REFERENCES

1 Journal Article: with Single Author

Waldron, S 2008, 'Generalized Welch bound equality sequences are tight frames', IEEE Transactions on Information Theory, vol. 49, no. 9, pp. 2307-2309.

2 Journal Article: with Two Authors

Conley, TG & Galeson, DW 1998, 'Nativity and wealth in mid-nineteenth century cities', Journal of Economic History, vol. 58, no. 2, pp. 468-493.

3 Journal Article: with more than two Authors

Alishahi, K, Marvasti, F, Aref, VA & Pad, P 2009, 'Bounds on the sum capacity of synchronous binary CDMA channels', Journal of Chemical Education, vol. 55, no. 8, pp. 3577-3593.

4 Books

Holt, DH 1997, Management Principles and Practices, Prentice-Hall, Sydney.

5 E-book

Aghion, P & Durlauf, S (eds.) 2005, Handbook of Economic Growth, Elsevier, Amsterdam. Available from: Elsevier books. [4 November 2004].

6 Conference Proceeding Paper with editors

Riley, D 1992, 'Industrial relations in Australian education', in Contemporary Australasian industrial relations: proceedings of the sixth AIRAANZ conference, ed. D. Blackmur, AIRAANZ, Sydney, pp. 124-140.

7 Conference Proceeding Paper without editors

Fan, W, Gordon, MD & Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', Proceedings of the twenty-first international conference on information systems, pp. 20-34.

8 Website

Australian Securities Exchange 2009, Market Information. Available from: <[http://www.asx.com.au/professionals/market information/index.htm](http://www.asx.com.au/professionals/market%20information/index.htm)>. [5 July 2009].

9 Patent

Cookson, AH 1985, Particle trap for compressed gas insulated transmission systems, US Patent 4554399.

10 Thesis: Unpublished

Hos, JP 2005, Mechanochemically synthesized nanomaterials for intermediate temperature solid oxide fuel cell membranes. Ph.D. thesis, University of Western Australia.

11 Newspaper: Print

Ionesco, J 2001, 'Federal election: new Chip in politics', The Advertiser 23 October, p. 10.





Appendix -4

GUIDELINES FOR THE PREPARATION OF THESIS

The scholars are expected to read carefully the Guidelines given in the sequel and meticulously follow them in the preparation of the Thesis. Non-compliance with any of these instructions may lead to the rejection of the Thesis submitted.

1 GENERAL

The manual is intended to provide broad guidelines to the research scholars in the preparation of the Thesis. In general, the Thesis shall report, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented, etc.). Thesis shall demonstrate a quality as to make a definite contribution to the advancement of knowledge and the research scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work.

2 SIZE OF THESIS

The size of the Thesis shall be normally between 100 and 400 pages of typed matter reckoned from the first page of Chapter 1 to the last page of the thesis excluding reference section.

3 ARRANGEMENT OF THE CONTENTS OF THE THESIS

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

1. Cover Page and Title page (as shown in **Annexure III**)
2. Certificate (as shown in **Annexure IV**)
3. Abstract
4. Acknowledgement (one page only)
5. Table of Contents
6. List of Tables
7. List of Figures
8. List of Symbols and Abbreviations
9. Chapters
10. Appendices





11. References (Alphabetical order)

12. List of Publications

The Tables and Figures should be included subsequently after referring them in the text of the Thesis.

The thesis from Chapters may be printed on both sides.

4 PAGE DIMENSIONS AND MARGIN

Standard A4 Size (297 mm x 210 mm) bond paper may be used for preparing the copies. The dimensions of the final bound Thesis (6 copies) report should be 290 mm x 205 mm.

The final Thesis (at the time of submission) should have the following page margins:

Top edge: 30 to 35 mm

Bottom edge: 25 to 30 mm

Left side: 35 to 40 mm

Right side: 20 to 25 mm

The Thesis should be prepared on good quality white paper preferably not lower than 80GSM. Tables and Figures should conform to the margin specifications. Large size Figures should be photographically or otherwise reduced to the appropriate size before insertion.

5 MANUSCRIPT PREPARATION

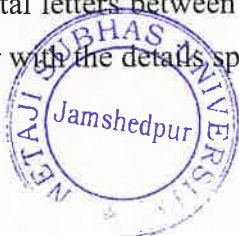
In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final Thesis. Hence some of the information required for the final typing of the Thesis is also included in this section.

The headings of all items from 2 to 12 listed in section 3 should be typed in capital letters without punctuation and centered 50 mm below the top of the page. The text should commence 4 spaces below this heading. The page numbering for all items from 1 to 8 should be done using lower case Roman numerals and the pages thereafter should be numbered using Arabic numerals.

5.1 Cover Page & Title Page - A specimen copy of the Cover page and Title page for the Thesis is given in **Annexure III**.

5.2 Bonafide Certificate - The Certificate shall be typed in double line spacing using Font

Style Times New Roman and Font Size 13 as per the format shown in Annexure IV. The certificate shall carry the Supervisor's signature and shall be followed by the Supervisor's name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the Supervisor has guided the research scholar. The term 'SUPERVISOR' must be typed in capital letters between the Supervisor's name and academic designation. Signature of the Joint Supervisor with the details specified as above should be included wherever it is applicable.





- 5.3 Abstract** - Abstract should be an essay type of narration not exceeding four pages outlining the research problem, methodology used for tackling it and a summary of the findings. This shall be typed in one and a half line spacing using Font Style Times New Roman and Font Size 13.
- 5.4 Acknowledgement** – It should be brief and should not exceed one page when typed in one and a half line spacing. The scholar's signature shall be made at the bottom right end above his/her name typed in capitals.
- 5.5 Table of Contents** - The Table of contents should list all captions following it as well as any caption which precedes it. The title page, Certificate and Acknowledgment will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half line spacing should be adopted for typing the matter under this head.
- 5.6 List of Table** - The list should use exactly the same captions as they appear above the Tables in the text. One and a half line spacing should be adopted for typing the matter under this head.
- 5.7 List of Figures** - The list should use exactly the same captions as they appear below the Figures in the text. One and a half line spacing should be adopted for typing the matter under this head.
- 5.8 List of Symbols and Abbreviations** - One and half line spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations, etc. should be used. **The list should be arranged alphabetically with respect to the contents on the right side.**
- 5.9 Chapters** - The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the Thesis and (iii) Results, Discussion and Conclusion. The main text shall be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.
- Each chapter should be given an appropriate title.
 - 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.
- 5.10 Appendices** - Appendices are provided to give supplementary information, which if included in the main text may serve as a distraction and cloud the central theme under





discussion.

- Appendices should be numbered using Arabic numerals, e.g. **Appendix 1**, **Appendix 2**, etc.
- Appendices, Tables and references appearing in appendices should be numbered and referred to appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be included in the Table of Contents page.

5.11 List of References - Any works of other researchers, if used either directly or indirectly, the origin of the material thus referred to at appropriate places in the Thesis should be indicated. The author's publications during the period of research should not be included in the references and can be separately mentioned as in 5.10. A paper, a monograph or a book may be designated by the name of the first author followed by the year of publication, placed inside brackets at the appropriate places in the Thesis. The citation may assume any one of the following forms.

How to cite

- The structure of a citation is the author's surname and year of publication.
- Single author is cited as "Jones (2001)".
- Two authors are cited using "&" (Deane & Jones 1991) or Smith *et. al.* (1992)
- More than two authors are cited using "*et. al.*" (Smith *et al.* 1992) or Smith *et. al.* (1992).
- In case the information being discussed has been written in several different sources then cite them all in one set of brackets in chronological order of publication (Midgley 1994; Smith 1994; Philip 2002).
- If an author published several papers in 2005, the year of the first publication (in the alphabetic order of the references) is cited and referenced as 2005a, the second as 2005b and so on.
- A citation is placed wherever appropriate in or after the sentence. If it is at the end of a sentence, it is placed before the full stop.





- Complete citations and Source shall be provided in alphabetical order in reference section.
- All citations shall be in the same font as the main text.
- All figures and charts etc., taken from other sources shall be cited beneath within brackets, author name, source followed by, year in Times New Roman, Normal, font-size: 11 points, as “(Source: Jones, *et al.* 2001)”. If it is sourced from Web pages the citation style shall be as “(Source: www.abc.com)” and the complete URL shall be given in the reference section.

Examples of Citation

- (i) An improved algorithm has been adopted in the literature (Waldron 2008).
- (ii) Conley & Galeson (1998) have dealt at length this principle.
- (iii) The problem of mechanical manipulators has been studied by Alishahi et al (2009)

The listing should be typed 4 spaces below the heading “REFERENCES” in single spacing. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the other details and year. A typical illustrative list given below relates to the citation example quoted above.

REFERENCES

1 Journal Article: with Single Author

Waldron, S 2008, ‘Generalized Welch bound equality sequences are tight frames’, IEEE Transactions on Information Theory, vol. 49, no. 9, pp. 2307-2309.

2 Journal Article: with Two Authors

Conley, TG & Galeson, DW 1998, ‘Nativity and wealth in mid-nineteenth century cities’, Journal of Economic History, vol. 58, no. 2, pp. 468-493.

3 Journal Article: with more than two Authors

Alishahi, K, Marvasti, F, Aref, VA & Pad, P 2009, ‘Bounds on the sum capacity of synchronous binary CDMA channels’, Journal of Chemical Education, vol. 55, no. 8, pp. 3577-3593.

4 Books

Holt, DH 1997, Management Principles and Practices, Prentice-Hall, Sydney.

5 E-book

Aghion, P & Durlauf, S (eds.) 2005, Handbook of Economic Growth, Elsevier, Amsterdam. Available from: Elsevier books. [4 November 2004].

6 Conference Proceeding Paper with editors





Riley, D 1992, 'Industrial relations in Australian education', in Contemporary Australasian industrial relations: proceedings of the sixth AIRAANZ conference, ed. D. Blackmur, AIRAANZ, Sydney, pp. 124-140.

7 Conference Proceeding Paper without editors

Fan, W, Gordon, MD & Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', Proceedings of the twenty-first international conference on information systems, pp. 20-34.

8 Website

Australian Securities Exchange 2009, Market Information. Available from: <http://www.asx.com.au/professionals/market_information/index.htm>. [5 July 2009].

9 Patent

Cookson, AH 1985, Particle trap for compressed gas insulated transmission systems, US Patent 4554399.

10 Thesis: Unpublished

Hos, JP 2005, Mechanochemically synthesized nanomaterials for intermediate temperature solid oxide fuel cell membranes. Ph.D. thesis, University of Western Australia.

11 Newspaper: Print

Ionesco, J 2001, 'Federal election: new Chip in politics', The Advertiser 23 October, p. 10.

5.12 List of Publications - The list of publications (those already published/accepted for publication in Journals and papers presented in Conferences/Symposia) made by research scholar during the period of research shall be reported in the Table of Contents. Mention Impact Factor of the Journal (if applicable).

5.13 Tables and Figures – "Table" means tabulated numerical data in the body of the Thesis as well as in the appendices. All other non-verbal material used in the body of the Thesis and appendices such as charts, graphs, maps, photographs and diagrams may be designated as Figures.

- A Table or Figure including caption should be accommodated within the prescribed margin limits and appear on the page following the page where their first reference is made.
- Tables and Figures on half page or less in length may appear on the same page along with the text. However, they should be separated from the text both above and below by triple spacing.

All Tables and Figures should be prepared on the same paper or material used for the preparation of the rest of the Thesis.

Two or more small Tables or Figures may be grouped if necessary in a single page.





- Wherever possible, the photograph(s) shall be reproduced on a full sheet of photographic paper or standard A4 size paper.
- More than one photograph can be included in a page.
- Samples of Fabric, Leather, etc., if absolutely necessary may be attached evenly in a page and fixed/pasted suitably and should be treated as Figures.

6. TYPING INSTRUCTIONS

6.1 General

This section includes additional information for final typing of the Thesis. The impressions on the typed/printed copies should be black in colour.

A sub-heading at the bottom of a page must have atleast two full lines below it or else it should be carried over to the next page.

The last word of any page should not be split using a hyphen. One and a half line spacing should be used for typing the general text. The general text shall be typed in Font Style Times New Roman and Font Size 13. Single spacing should be used for typing:

- (i) Long Tables
- (ii) Long quotations
- (iii) Foot notes
- (iv) Multiline captions
- (v) References

All quotations exceeding one line should be typed in an indented space - the indentation being 15 mm from either side of the margin.

6.2 Chapters

The format for typing Chapter headings, Division headings and Sub-division headings are explained by the following illustrative examples.

Chapter heading : CHAPTER 1 INTRODUCTION

Division heading : 1.1 OUTLINE OF THESIS

Sub-division heading : 1.1.1 Literature Review

1.1.1.1 Synthetic aperture radars on satellites

The word CHAPTER without punctuation should be centered 50 mm down from the top of the page. Two spaces below the title of the chapter should be typed centrally in capital letters. The text should commence 4 spaces below this title, the first letter of the text starting 20 mm inside from the left-hand





margin.

The division and sub-division captions along with their numberings should be left justified. The typed material directly below division or sub-division heading should commence 2 spaces below it and should be offset 20 mm from the left-hand margin. Within a division or sub-division paragraphs are permitted. Even paragraph should commence 3 spaces below the last line of the preceding paragraph, the first letter in the paragraph being offset from the left-hand margin by 20 mm.

7. NUMBERING INSTRUCTIONS

7.1 Page Numbering

All page numbers (whether it is in Roman or Arabic numbers) should be typed without punctuation on the upper right-hand corner 20 mm from the top with the last digit in line with the right hand margin. The preliminary pages of the Thesis (such as Title page, Acknowledgement, Table of Contents, etc.) should be numbered in lower case Roman numerals. The title page will be numbered as (i) but this should not be typed. The page immediately following the title page shall be numbered as (ii) and it should appear at the top right-hand corner as already specified. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals.

7.2 Numbering of Chapters, Divisions and Sub-Divisions

The numbering of chapters, divisions and sub-divisions should be done using Arabic numerals only and further decimal notation should be used for numbering the divisions and sub-divisions within a chapter. For example, sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4. The caption for the sub-division should immediately follow the number assigned to it.

Every chapter beginning with the first chapter should be serially numbered using Arabic numerals. Appendices, included if any, should also be numbered in an identical manner starting with **Appendix 1**.

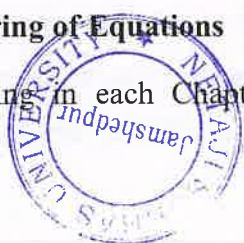
7.3 Numbering of Tables and Figures

Tables and Figures appearing anywhere in the Thesis should bear appropriate numbers. The rule for assigning such numbers is illustrated by an example. Thus, if a Figure in Chapter 3, happens to be the fourth then assign 3.4 to that Figure.

Identical rules apply for Tables except that the word Figure is replaced by the word Table. If Figures (or Tables) appear in appendices then Figure 3 in Appendix 2 will be designated as Figure A 2.3. If a table to be continued into the next page this may be done, with unfinished Table, continued into the next page, with title Table 2.1 (continued) placed centrally.

7.4 Numbering of Equations

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering





should commence afresh for each Chapter or Appendix. Thus, for example, an equation appearing in Chapter 4, if it happens to be the eighth equation in that Chapter should be numbered as (4.8) thus:

$$\left[\frac{\partial}{\partial x} \left[\frac{p^2}{h} \right] + \frac{\partial}{\partial y} \left[\frac{pq}{h} \right] = -gh \frac{\partial \eta}{\partial x} - k \frac{\sqrt{p^2 + q^2}}{h^2} p + \frac{l}{\rho_w} \left[\frac{\partial}{\partial x} (h \tau_{xy}) + \frac{\partial}{\partial y} (h \tau_{yx}) \right] \right] \quad (4.8)$$

While referring to this equation in the body of the Thesis it should be referred to as Equation (4.8).

8. BINDING SPECIFICATIONS

- Thesis (6 copies) side pinning/stitching, covered with wrapper printed on 300 gsm white art card and outer side gloss laminated, adhesive binding. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

9. ONLINE SUBMISSION OF THESIS

- Before final viva-voce examination the final version of the thesis needs to be prepared by incorporating all corrections suggested by the examiners and the same shall be uploaded through the scholar login available in the web page of Centre for Research.
- The final version of the thesis copy should contain a certificate given in Annexure VI and a scanned copy of the minutes of the oral examination board. These two items should be placed in between the title page and certificate.





Annexure - I

CERTIFICATE

Certified that the work incorporated in this Thesis entitled “_____”

_____” submitted by me comprises the result of independent and original investigations that I carried out. The materials obtained from other sources and used in the thesis have been acknowledged appropriately. The work contained in this thesis has not been submitted for the award of any other degree/diploma anywhere.

Place: _____

Date: _____

Name and Signature of the Research Scholar

Registration No.: _____

Date: _____

Certified that the work mentioned above was carried out under my/our guidance.

Place: _____

Name and Signature of the Guide(s)

Institutional address

Date: _____

Forwarded through the Head/ Chairperson DRACS





ANNEXURE II

A typical Specimen of Cover Page and Title Page

**MANAGEMENT OF PROFITABILITY: A
CASE STUDY OF AB COMPANY**

 <1.5 line spacing>

A SYNOPSIS

Submitted by

 <Italic>

ABC KUMAR

in partial fulfillment of the requirements for the degree of

 <Italic> <1.5 line spacing>

DOCTOR OF PHILOSOPHY



FACULTY OF

NETAJI SUBHAS UNIVERSITY

JAMSHEDPUR 831012

<1.5 line spacing>

JANUARY 2023





MANAGEMENT OF PROFITABILITY: A CASE STUDY OF AB COMPANY

A SYNOPSIS

Submitted by

ABC KUMAR

in partial fulfillment of the requirements for the degree of
DOCTOR OF PHILOSOPHY



FACULTY OF COMMERCE & MANAGEMENT

NETAJI SUBHAS UNIVERSITY

JAMSHEDPUR

831012

JANUARY 2023





ANNEXURE III

A typical Specimen of Cover Page and Title Page

MANAGEMENT OF PROFITABILITY: A CASE STUDY OF AB COMPANY

 <1.5 line spacing>

A THESIS

Submitted by

 <Italic>

ABC KUMAR

*in partial fulfillment of the requirements for the degree of
DOCTOR OF PHILOSOPHY*



FACULTY OF COMMERCE & MANAGEMENT

NETAJI SUBHAS UNIVERSITY

JAMSHEDPUR 831012

<1.5 line spacing>

JANUARY 2023





**MANAGEMENT OF PROFITABILITY: A
CASE STUDY OF AB COMPANY**

A THESIS

Submitted by

ABC KUMAR

in partial fulfillment of the requirements for the degree of
DOCTOR OF PHILOSOPHY



FACULTY OF COMMERCE & MANAGEMENT

NETAJI SUBHAS UNIVERSITY

JAMSHEDPUR

831012

JANUARY 2023





ANNEXURE IV

A typical Specimen of Certificate

**NETAJI SUBHAS UNIVERSITY
JAMSHEDPUR 831012**

<1.5 line spacing>

BONAFIDE CERTIFICATE

The research work embodied in the present Thesis entitled **“MANAGEMENT OF PROFITABILITY: A CASE STUDY OF AB COMPANY”** has been carried out in the <<Name of the Supervisor's Department>>, <<Name of the College/ Department>>,<<Place>>. The work reported herein is original and does not form part of any other thesis or dissertation on the basis of which a degree or award was conferred on an earlier occasion or to any other scholar.

I understand the University's policy on plagiarism and declare that the thesis and publications are my own work, except where specifically acknowledged and has not been copied from other sources or been previously submitted for award or assessment.

<<Signature of the Scholar>>

<<Name>>

Counter signed by

<<Signature of the Joint Supervisor>>

<<Signature of the Supervisor>>

<<Name>>

<<Name>>

JOINT SUPERVISOR (If applicable)

SUPERVISOR

<<Designation & Address >>

<<Designation & Address >>





**NETAJI SUBHAS UNIVERSITY
Pokhari, Jamshedpur**

Verification Report

1. Name of Researcher/Student:
2. Title of the Thesis/ dissertation/Research Paper:
3. Name of the Department /Faculty:
4. Name of Supervisor:
5. Official Designation & Address:

The above thesis/ dissertation was scanned for similarity detection. The report is as follows:

Software used..... Date:

Similarity Index:..... Total word count:

The report is attached for the review by the Supervisor

Sign. of Researcher

- The plagiarism report of the above thesis/ dissertation has been reviewed by the undersigned.
- The similarity index is below accepted norms.
- This is certified that the thesis/dissertation is plagiarism free/ the similarity content is below accepted norms and does not affect the originality of research work. Therefore, the thesis may be considered for submission to the University. The software report is attached.

Sign. of Researcher

**Sign. of Supervisor
With Seal**





UNDERTAKING
(To be submitted on a RS. 50/- Non-Judicial Stamp Paper)

I,..... S/D of Shri,
aged years, the resident of
....., Mobile No do hereby take
oath and state:

(i) That, I am registered for the Ph. D/Masters programme on the topic titled.....
..... in the Faculty of of -----
University. My Registration no. is

(ii) That, the contents of my thesis/ dissertation submitted to the University for the award of Ph. D
are original and my own work, and is free from plagiarism. I have checked the
thesis/dissertation through a Plagiarism detection tool approved by
the university.

(iii) That, if, after checking my thesis for plagiarism by any standard plagiarism checking software,
are found copied or come under plagiarism, I will be solely responsible for it and University
shall have sole right to cancel my research work ab-initio.

(iv) That, this work has not been submitted by me for the award of any other Degree/Diploma in
any other University/ Institute.

(v) That, I shall be responsible for any legal dispute/case(s) for violation of any provisions of the
Copyright Act relating to my thesis.

Date:

DEPONENT

Place:





**NETAJI SUBHAS UNIVERSITY
Pokhari, Jamshedpur
Self-Plagiarism Exclusion Certificate from Supervisor**

The content of the chapters.....has been published in

- 1.
- 2.
- 3.
- 4.

This published work has been included in the thesis and has not been submitted for any degree to any University / nstitute.

Signature of the Candidate

Signature of the Supervisor





NETAJI SUBHAS UNIVERSITY
Pokhari, Jamshedpur
Self-Plagiarism Co-authors Certificate

We have published the following articles jointly:

Title of the Article	Details of the publications (Journal / Books etc. ISSN/ISBN)

The above research paper (s) have not been used by any of us for any degree / Diploma in any other University.

We give our consent to Mr./Ms to make use of these articles for inclusion in his / her thesis/dissertation.

We shall be responsible for any legal dispute/ case(s) for violation of any provisions of the Copy Right Act.

Signature of Co-author

Signature of Co-author

Signature of Co-author

Name:

Name:

Name:

Address:

Address:

Address:

Signature of the Candidate

Name:

Registration No.:





Annexure -IX

**Ph. D. REGISTRATION /
ENROLMENT FORM**

Recent passport size
photograph with
signature of the
candidate across the
photograph

REGISTRATION NO:

(To be filled by the office)

Registration Fee Details

Demand Draft No..... Date of Issue:

Amount: Rs:Issuing Bank: Branch:

(The Demand Draft should be in favour of **Netaji Subhas University** payable at
Jamshedpur.)

Important: Read the form carefully before filling and attach the required documents.

1. **FACULTY:**
(see the list)

2. **FIELD :**
(see the list)

3. **DATE OF REGISTRATION:**
(Date of Interview Result)

Date	

Month	

Year			

4. **NAME OF CANDIDATE :**

(in Hindi)	
(in English)	

5. **DATE OF BIRTH:**

Date	

Month	

Year			

6. **FATHER'S NAME:**

(in English)	
(in Hindi)	





7. MOTHER'S NAME:

(in English)	
(in Hindi)	

8. PERMANENT ADDRESS:

9. MAILING ADDRESS:

10. TELEPHONE NUMBERS:

Mob. (1)		Mob. (2)		Landline	
----------	--	----------	--	----------	--

11. E-MAIL:

1.		2.	
----	--	----	--

12. CATEGORY(Tick the appropriate box):

SC	ST	OBC	GEN
----	----	-----	-----

13. GENDER(Tick the appropriate box):

Male	Female
------	--------

14. RELIGION (optional):

15. DETAILS OF QUALIFYING EXAMINATION(S) (Attested copies MUST be attached):

Qualifying Examination	Subjects/Group/ Branch of Engg.	University	Year	%Marks /CGPA	Division

16. DETAILS OF EMPLOYMENT (updated):(if applicable) in chronological order

Organization	From	To	Designation	Nature of Responsibilities

17. DETAILS OF RESEARCH PUBLICATIONS(updated):(if any) (Attach the reprints)

Author(s)	Title of the Paper	Journal/Conference	Volume, No. Page(s)	Year





DETAILS ABOUT PROPOSED RESEARCH AND SUPERVISOR(S)

PROPOSED RESEARCH TOPIC: (Attach synopsis duly signed by supervisor(s)):

.....
.....
.....

NAME(s) of SUPERVISORS(s) & CO-SUPERVISOR (IF ANY)(Attach complete biodata):

1. Name:
Qualifications:.....
Designation :..... Exp.....
Institute Name:.....
..... PIN :.....
Mobile No..... email:.....

(Supervisor Sign)

2. Name:
Qualifications:.....
Designation :..... Exp.....
Institute Name:.....
..... PIN :.....
Mobile No..... email:.....

(Co-Supervisor Sign) ○

18. **PROPOSED PLACE OF WORK:**(Attach NOC duly signed by Director/Principal):

.....
.....
.....

Signature
(Director/Principal of Proposed Place of Research Work)

Name:

Seal:





DECLARATION BY THE CANDIDATE

1. I declare that I have read the rules, the relevant Ph. D. Ordinance and undertake to abide by them and will not claim any benefit out of some error or mistake on the part of University Office.
2. I declare that I am not approaching any other University nor I have simultaneously registered for any other certificate, diploma or degree at any other University nor I am appearing at any examination of this University or any other University.
3. I hereby declare that the entries furnished in the form and enclosures are true to the best of my knowledge and belief. In case any entry in this form is found to be false, I will have no objection if the University disqualifies me from the programme and/or debars me from seeking admission in any programme of the University even at a later stage.
4. I hereby declare that I shall abide by the rules and regulations of the University issued from time to time.

Place: Full Signature of Candidate.....
 Date:..

ENCLOSURES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Full Signature of Candidate:.....

Name:.....





A SAMPLE PROPOSAL OF A PRE-Ph D COURSE

1. **Course No. :**
2. **Course Title : RESEARCH METHODOLOGY**
3. **Philosophy of the Course:** Doctoral research journey presents challenges and opportunities to develop critical thinking skills and capability for making sense of myriads of facts, figures, data and information. Experience shows that there is no substitute for doing and personal involvement in producing a comprehensive and citable dissertation at the end of the journey. Knowledge of research methodology provides the scholar with the general background needed for doing research in a domain. This course offers an opportunity to the scholars to be self-dependent and confident in selecting and applying research method appropriate to the research problem under investigation.
4. **Course Objectives:** The major objective of the course is to refresh the knowledgebase in qualitative and quantitative research methodologies. The course will help in reviving and updating the knowledge on various research methods through lecture sessions, peer interaction, classroom learning and exercises with the recent computer software
5. **Course Credits (Enclosed)**
6. **Course Evaluation Scheme (enclosed)**

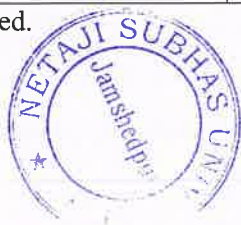
Sl.No	SUBJECT	SUBJECT CODE	CREDI T	TOTAL MARKS	END SEMESTER	INTERNAL	
						Assignment	Presentation
1	Research Methodology	PDC-101	4	100	70	20	10
2	Research and Publication Ethics	PDC-102	2	50	30	10	10
3	Review of Literature And Computer Application	PDC-103	2	50	30	10	10
4	Elective I (Respective Subject)	PDE-104	4	100	70	20	10
5	Elective II (Respective Subject)	PDE-105	4	100	70	20	10
6	Total		16	400	270	80	50

*Note- One credit is equal to 15 hours.

Grading of Performance/Assessment:-

Percentage of Marks (%)	Letter	Grade Points	Performance
90.00 and above	O/A+	10	Outstanding
80.00 – 89.99	A	9	Excellent
70.00 – 79.99	B	8	Very Good
60.00 – 69.99	C	7	Good
50.00 – 59.99	D	6	Fair
40.00 – 49.99	E	5	Average
Less than 40.00	F	0	Fail

Note:-Details Enclosed.





SGPI/ CGPI Calculation:

Calculation of SGPI:

The Performance of a learner in a semester is indicated by a number called Semester Grade Performance Index (SGPI). The SGPI is the weighted average of the grade points obtained in all the courses by the learner during the semester. For example, if a learner passes five courses (Theory/Labs/Projects/ Seminar) in a semester with credits C1, C2, C3, C4 and C5 and learners grade points in these courses are G1, G2, G3, G4 and G5 respectively, then learners' SGPI is equal to:

$$SGPI = (C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5) / (C_1 + C_2 + C_3 + C_4 + C_5)$$

The SGPI is calculated to two decimal places. The SGPI for any semester will take into consideration the "F or AB" grade awarded in that semester. For example if a learner has failed in course 4, the SGPI will then be computed as:

$$SGPI = (C_1G_1 + C_2G_2 + C_3G_3 + C_4 * Zero + C_5G_5) / (C_1 + C_2 + C_3 + C_4 + C_5)$$

Calculation of CGPI:

An up to date assessment of the overall Performance of a learner from the time he/she enrolled in the University is obtained by calculating a number called the Cumulative Grade Performance Index (CGPI), in a manner similar to the calculation of SGPI. The CGPI therefore considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the degree learner have enrolled for. The CGPI is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards.

The CGPI will reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPI will only reflect the new grade and not the fail grades earned earlier. Example: Up to semester r a learner has registered for n courses, among which he/she has "F" grade in 1st course. The semester grade report at the end of semester r therefore will contain a CGPI calculated as:

$$CGPI = (C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_i * Zero + \dots + C_nG_n) / (C_1 + C_2 + C_3 + \dots + C_i + \dots + C_n)$$

Even if a learner has failed in a course more than once, the course will figure only once in the numerator as well as the denominator. At the end of semester r+1 he/she has appeared for examination for k number of courses including the ith backlog course and has cleared all the courses including the backlog course, the CGPI at the end of this semester is calculated as,

$$CGPI = (C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_nG_n) / (C_1 + C_2 + C_3 + \dots + C_n)$$

There will also be a final CGPI calculated which considers all the credits earned by the learner specified for a particular programme

7. Signatures with Date

(Research Scholar)

(Ph D Course Coordinator)



Chairman, DRAC



Annexure -XI

PROGRESS REPORT OF A PRE-Ph D COURSE

- 1. Name of Candidate:
- 2. Enrollment No. :
- 3. Faculty and Field:.....
- 4. Date of Starting the Course::.....
- 5. Title of the Course (as approved by the DRAC)

6. Plan of Completing the Course: Tick the already approved option.

- [A] Regular Course (of a recognized Institution /University)
- [B] Short Term Course (conducted by a recognized Institution /University)
- [C] Through a Mentor (conducted by a recognized Institution /University)

7. Course Details

- (i) Course No. and Title:.....
- (ii) Credit/Units Total Contact Hours :.....

8. Course Progress Details (use the following format)

Unit	Contents Completed	Contact Hours	Duration From To
.....			
.....			

9. Course Evaluation (use the following format)

	Contents Covered	Dates	Marks Obtained
Assignment			
Test			

10. Evaluation Report

- The candidate has completed approximately % of the total course contents and marks obtained through various evaluation schemes are out of
- The candidate has completed the course covering all the proposed contents and marks obtained through various evaluation schemes are out of 100.

11. Comments (Feed back on the course)

Enclosures : • Copies of Assignments pages

- Copies of the Test Papers pages
- List of Experiments/practical sessions conducted

(Please send the report in a sealed envelope)

(Instructor/Course Coordinator)

Chairman, DRAC





Annexure –XII

Ph.D. PROGRESS REVIEW AND MONITORING REPORT

Meeting No.....

Date of DRAC Meeting:.....

FACULTY:

FIELD

1. Name of Candidate
2. Registration/Enrollment No. :
3. Research Topic (as at present):
4. Research Place :
5. Supervisor's Name:
6. Co-Supervisor 's Name:

MONITORING REPORT

Signature of DRAC Members





Annexure –XI11

PROPOSAL OF CHANGE / SUBSTITUTION OF Ph D SUPERVISOR

1. Name of Candidate :
2. Enrollment No. :
3. Faculty and Field:
4. Date of Admission: :.....

DETAILS OF EXISTING Ph . D. SUPERVISOR(S)

List of Existing Supervisors:

Name of Substitute Supervisor:

1. Qualifications :

Degree	Discipline	Board/College/University	Year	Division
Bachelors				
Masters				
Doctoral				
Any Other				

2. Fields of Specialization:

3. Total Experience (yrs.): (i) Teaching:(ii) Research :

4. Publications: Refereed Journals (i) International: (ii) National :
Conference Proceedings (i) International: (ii) National :.....





5. **Total Number of Supervision: Ph. D.:** **Masters:**
6. **No. of research candidates already enrolled in**
(i) **Netaji Subhas University:** (ii) **Other University:**
7. **Are you already an Approved Ph. D. Thesis Supervisor of Netaji Subhas University, Jamshedpur, Jharkhand?** (If not, kindly enclose a copy of your detailed curriculum vitae)

Enclosures:

(Thesis Supervisor (Existing)) Thesis Supervisor(New) (Thesis Supervisor (other, if any))

Recommendation of DRAC:

Approval of Vice Chancellor:





Annexure –XIV

PROPOSAL FOR INDUCTION OF AN ADDITIONAL Ph. D. THESIS SUPERVISOR

- 1. Name of Candidate:
- 2. Enrollment No. :
- 3. Faculty and Field :
- 4. Date of Admission:

DETAILS OF EXISTING Ph. D. THESIS SUPERVISOR(S)

List of Existing Supervisors:

- (1)
- (2)
- (3)

DETAILS OF THE NEW Ph. D. THESIS SUPERVISOR

- (a) Name:
- (b) Present Designation :
- (c) Institution/University/Organization where working :.....
.....
- (d) Address for Correspondence:
- PIN:.....
- Phone No.(.....).....Mobile No. email :
- (e) Qualifications :

Degree	Discipline	Board/College/University	Year	Division
Bachelors				
Masters				
Doctoral				
Any Other				





(f) **Fields of Specialization:**

(g) **Total Experience (yrs.):** (i) Teaching:(ii) Research :

(h) **Publications:** Refereed Journals (i) International: (ii) National:

Conference Proceedings (i) International: (ii) National:.....

(i) **Total Number of Supervision:** Ph. D. : Masters:

(j) **No. of research candidates already enrolled in**

(i) Netaji Subhas University: (ii) Other University:

(k) Are you already an **Approved Ph. D. Thesis Supervisor of Netaji Subhas University?** (If not, kindly enclose a copy of your detailed curriculum vitae)

Space
13/01
VICE CHANCELLOR
NETAJI SUBHAS UNIVERSITY
JAMSHEDPUR, JHARKHAND

[Signature]
Registrar
Netaji Subhas University
Jamshedpur, Jharkhand

Approval of Dean PG



