



GURU KASHI UNIVERSITY

TALWANDI SABO, DISTT. BATHINDA

Established by Punjab Govt. Act No. 37 of 2011 & Approved by UGC & NCTE

North

INDIA'S
Topmost & Fastest
Growing University



Ph.D

Regulations Programme

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PREAMBLE

Guru Kashi University, Talwandi Sabo, has been established by Punjab Legislation Act 37 of 2011 and approved by UGC, to provide education at all levels in all disciplines of higher education (including Professional, Medical, Technical, and General Education) through all modes of education.

In pursuance of the powers and functions of the university and as per the provisions contained in UGC (Minimum Standards and Procedures for award of M. Phil./Ph.D. degree) Regulations, 2016, GKU offers academic programme leading to the award of **Ph.D.** degree through its different departments.

The award of **Ph.D.** degree shall be in recognition of high academic achievements, independent and original research, characterized either by the discovery of facts or by fresh approach towards the interpretation and application of existing theories and facts or development of innovative products, techniques and technologies for its application to the solution of problems in Engineering & Technology, Science, Humanities, Education, Physical Education, Agriculture, Social Sciences, Commerce and Management. It shall represent significant contribution to the existing knowledge.

The academic programme leading to the award of **Ph.D.** degree includes a mandatory course work, research work, academic presentations, research publications and submission of research thesis.



GURU KASHI UNIVERSITY

Talwandi Sabo

REGULATIONS FOR DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAMME

(Applicable for Batch January 2017 onwards)

1. ELIGIBILITY CRITERIA FOR ADMISSION TO Ph.D. PROGRAMME

1.1. Candidates for admission to the Ph. D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale 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.

1.2. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the 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.

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

1.4. A person of **Guru Kashi University** whose M.Phil. dissertation has been evaluated and the Viva-Voce is pending shall be eligible for admission to the **Ph.D.** programme of the university.

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

2. DURATION OF THE PROGRAMME

2.1. Ph.D. programme shall be for a minimum duration of **Three** years, including course work and a maximum of **six** years.

2.2. The minimum period required for submission of thesis is **Three years** and maximum period is **Six years** from the date of admission/enrolment, subject to submission of satisfactory **Six Monthly Progress Reports for each academic year** and successful completion of the course work.

2.3. However, **after six years**, a candidate may seek extension within one month, for seventh year by

paying prescribed fee with approval of the Vice Chancellor.

- 2.4. If at the **end of seventh year**, the research scholar is found to have completed a substantial part of his/her thesis and has published research papers in refereed journals, s/he may apply for extension for one more year, within a month, by paying the prescribed fees. Vice Chancellor may allow this extension.
- 2.5. No further extension shall be allowed beyond a total period of **eight years**.
- 2.6. The women candidates and Persons with Disability (more than 40% disability) may, however, be allowed an additional relaxation of two years in the maximum duration of eight years on payment of prescribed fee with the approval of Vice Chancellor. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.
- 2.7. Registration of candidates, who fail to submit their thesis within the **stipulated period of six years** and also fail to apply for grant of extension within stipulated period, would automatically stand cancelled.

3. **PROCEDURE FOR ADMISSION (PROVISIONAL REGISTRATION)**

3.1. **Application for Admission**

- 3.1.1. Notification for admission shall be given 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**.
- 3.1.2. A candidate who wishes to get admission in the Ph.D. programme shall have to follow the prescribed procedure and schedule for submission of application form, taking of entrance test and depositing of prescribed fee as per details given in the advertisement for admission
- 3.1.3. The format of Sample Application Form for Admission to the Doctor of Philosophy (Ph.D.) programme is attached at **Annexure-1**

3.2. **Reservation of Seats**

- 3.2.1. 25% seats are reserved for SC/ST/OBC (non creamy layer) and 3% seats are reserved for Differently Abled-candidates. The guidelines of the UGC and directions of the MHRD as applicable from time to time in regard to reservation for SC/ST/ OBC (non creamy layer), Differently-abled categories etc. for Ph. D. admissions shall be applicable.
- 3.2.2. If the candidates of these reserved categories are not available, vacant seats shall be filled from the **General** category candidates.
- 3.2.3. For filling of reserved seats, preference shall be given to Category A (see Para 3.3.2 (i) below) suitable candidates.

3.3. **Selection Criteria for Admission/Provisional Registration**

- 3.3.1. Admission to the Ph. D. programme shall generally be through two stage process i.e. entrance test and interview.
- 3.3.2. Candidates seeking admission to the Ph.D. programme shall be considered in either Category (A) or Category (B) as per details given below:

(i) **Category (A) Candidates**

- Candidates, who have already qualified UGC-NET (including JRF) /UGC-CSIR (including JRF)/SLET/GATE/GPAT/, INSPIRE/Teacher Fellowship awardees (AICTE/UGC/MHRD) and those sponsored by Government (State, Union/UT)/Public

recognized research laboratories, shall be exempted from entrance test.

- Candidates falling under this category shall be admitted first and their merit shall be based as per provision of Clause 3.6.1.
- However, all test exempted candidates shall have to appear for the subsequent interview for admission.

(ii) **Category (B) Candidates**

- Eligible candidates who have applied for admission and do not fall under category (A) i.e. Clause 3.2.2 (i) above, fall under this category.
- After filling the vacant seats with category (A) candidates, remaining vacant seats shall be filled up from the list of candidates who have applied for admission as per procedure given in Clause 3.4 below.

3.4. **Entrance Test for Admission of Category (B) Candidates**

- 3.4.1. Eligible candidates, who fall under category (B), have to appear in the Ph.D. entrance test to be conducted by GKU.
- 3.4.2. The entrance test for admission to Ph.D. Programme shall be conducted once or twice a year on the basis of available vacant seats. The exact date of this test shall be notified through University website and newspapers.
- 3.4.3. The syllabus for the entrance test question paper(s) shall consist of 50% of Research Methodology/Aptitude and 50% shall be subject specific which shall be same as that of the qualifying Post Graduate Degree examination for the relevant subject/discipline.
- 3.4.4. Separate question papers shall be set for candidates of different disciplines/streams.
- 3.4.5. The question papers shall be objective type.
- 3.4.6. The minimum qualifying marks percentage is 50.
- 3.4.7. The validity of the Ph.D. entrance test score shall be one Academic year.

3.5. **Interview For Admission (Category A and B Candidates)**

- 3.5.1. All the eligible candidates shall have to appear before the interview panel constituted to assess their suitability for admission to Ph. D. programme.
- 3.5.2. In the interview for the admission, the candidates are required to discuss their research interest/area through a presentation before a Department Research Committee/Interview Board.
- 3.5.3. In the interview for admission the following aspects shall be considered, viz. whether:
 - The candidate possesses the competence for the proposed research
 - The research work can be suitably undertaken at the university
 - The proposed area of research can contribute to new/additional knowledge

3.6. **Interview for Admission of Category (A) Candidates:** All candidates under this Category shall be called for interview mentioned as per sub Clause 3.5.

- 3.6.1. The inter-se merit of a candidate of Category A for admission shall be made on the basis of merit as per the following criteria:
 - Weightage to marks of Masters Degree : 80%
 - Weightage to marks in Interview : 20%

3.7. Interview for Admission of Category (B) Candidates

- 3.7.1. Suitable number of candidates, maximum three times of the available seats, from the list of candidates who qualify the entrance test, shall be called for admission interview to be conducted by the university, depending upon the number of vacant seats available for candidates in each discipline/subject.
- 3.7.2. The inter-se merit of candidates of **Category B** for admission shall be made on the basis of merit as per the following criteria:
 - Weightage to marks in Master's Degree : 40%
 - Weightage to marks in Entrance Test : 40%
 - Weightage to marks in Interview : 20%
- 3.7.3. The merit list of the candidates of **Category B**, belonging to Scheduled Caste (SC)/Scheduled Tribe (ST)/OBC(non creamy layer, Differently Abled etc. (As per State Govt. Reservation policy) shall be prepared separately for admission against reserved seats (after deducting reserved seats given to category A candidates as per clause 3.2).

3.8. Admission/Provisional Registration

- 3.8.1. List of candidates selected for admission under categories **A** and **B** shall be uploaded on the University Website.
- 3.8.2. The selected Candidates shall submit all the original documents (to be returned after verification) and pay the full prescribed admission fee to the University for **Provisional Registration/ Admission**, on or before the stipulated date.
- 3.8.3. The candidate shall also submit one-page summary regarding the research area, in which s/he intends to work for his/her Ph.D. degree, to the office of Dean Research.
- 3.8.4. If a candidate fails to pay the prescribed fee and submit the original documents by the specified date, the offer of admission shall stand withdrawn and admission shall be offered to the next candidate in the waiting list.

4. REGISTRATION AND PAYMENT OF FEES

- 4.1. Each Research Scholar is required to follow the instructions given below for registration in every semester till successful completion of the programme and submission of thesis as the case may be:
 - 4.1.1. S/he is required to register himself/herself (in person) on the scheduled dates of registration. There shall not be any provision of deputing any representative by him/her for registration purposes. Further, s/he shall be required to register as per schedule in all subsequent semesters till the submission of Ph.D. thesis.
 - 4.1.2. S/he shall deposit the requisite fee and any other pending dues, within a week of the start of 2nd and subsequent semesters.
 - 4.1.3. In case of failure to pay the prescribed fee as per the schedule, a late fee shall be charged. Non-payment of the prescribed fee beyond the extended date shall lead to the cancellation of admission without any prior notice to the candidate.
 - 4.1.4. S/he is required to fill the registration form (Sample format given at *Annexure-2*) and deposit it with the concerned department through his/her supervisor(s), during start of each semester and as per university registration schedule.
 - 4.1.5. S/he shall be allowed to register for the subsequent semester(s), if his/her progress report by his/her supervisor(s)/HOD during the previous semester(s) is found satisfactory.

- 4.2. The act of non-depositing the fee or not-completing the registration process as mentioned above on the scheduled dates shall be treated as the “Voluntary Discontinuation” of studies by the Research Scholar. In such case, s/he shall cease to be a bonafide Ph.D. student with immediate effect.
- 4.3. Candidates pursuing Ph.D. at GKU, shall not be allowed to register simultaneously for any other degree anywhere.
- 4.4. During Ph.D. studies, additional fee has to be paid for the following activities, apart from the semester fee:

I Synopsis Fee	II Research Topic Modification Fee
III Re-enrolment Fee	IV Late submission/Re-submission of Synopsis Fee
V Half yearly Progress Report Submission Fee	VI Pre-Submission of Thesis/ Seminar Fee
VII Thesis Submission Fee	VIII Thesis Viva-Voce Examination Fee
IX Extension of Period for Submission of Thesis Fee	X Thesis Re-submission Fee

5. DEPARTMENTAL RESEARCH COMMITTEE (DRC)

5.1. Constitution of DRC

- 5.1.1. Departmental Research Committee for each department shall be constituted by the concerned Dean, with Dean of the concerned college as Chairman, Head of the concerned department, two senior faculty members of the department having Ph D qualification and Supervisor/Co- Supervisor of the candidate as members.
- 5.1.2. In a case, where sufficient number of senior faculty members having Ph. D. qualification is not available in a department, two senior faculty members of the allied subjects/discipline may be included in this committee.
- 5.1.3. Constitution of DRC shall be approved by the Vice Chancellor.

5.2. Functions of DRC

- 5.2.1. DRC is constituted for:
 - 5.2.1.1. Recommending the names of Supervisor/Co-Supervisor for research scholars.
 - 5.2.1.2. Guiding the research scholar to develop the study design and methodology of research.
 - 5.2.1.3. Reviewing the research proposal/synopsis submitted by the candidate (after the successful completion of Pre-Ph.D. course-work) for open presentation of the research proposal as per Clause 9.1 of these rules.
 - 5.2.1.4. Scrutinizing the progress reports submitted by the candidate, monitoring the candidate's research progress and recommending suggestive measures, if any, to improve the candidate's research work. Its recommendations shall be submitted to the office of Dean Research as per Clause 12 of these rules. Copy of the progress reports shall be retained by Supervisor (s).
 - 5.2.1.5. Scrutinizing and critically analyzing the thesis pre-submission seminar, other mandatory requirements as per approved Ph.D. regulations and conducting an open seminar by the candidate before recommending for the Thesis submission process.

5.2.1.6. Any other administrative matter pertaining to candidate's programme as specified in Ph.D. rules and regulations

6. ALLOCATION OF RESEARCH SUPERVISOR(S), ELIGIBILITY CRITERIA AND NUMBER OF SCHOLARS PERMISSIBLE PER SUPERVISOR.

6.1. Allocation of Research Supervisor(s)

- 6.1.1. Every scholar shall be assigned one or more supervisor(s)/co-supervisor(s) by the university to supervise his/her Ph.D. work.
- 6.1.2. Department Research Committee (DRC) shall recommend the name of Supervisor(s) for every scholar, depending on the number of scholars per research supervisor, the available specialization among the supervisors, research interests of the scholars and consent of the supervisors.
- 6.1.3. Head of the concerned department shall act as supervisor till the scholar is not attached to supervisor(s).

6.2. Eligibility Criteria for Ph.D. Supervisor(s)

- 6.2.1. Only such **faculty** members of GKU shall be proposed as Supervisor or Co-Supervisor, who are holding a Ph.D. degree or equivalent degree or research work equivalent to Ph. D. as per the UGC equivalence rules in the related field and are not below the rank of Assistant Professor.
- 6.2.2. All the supervisors shall apply for approval to be a supervisor/co-supervisor as per format given at *Annexure-3*.
- 6.2.3. Provided further that a relative of the candidate (such as wife, husband, son, daughter, sister, brother, wife's or husband's brother and sister, brother's son and daughter, sister's son and daughter, first cousin, nephew, grand-son, grand-daughter, or such other person as may be deemed a close relation by the Vice-Chancellor) shall not be appointed as Supervisor/Co-Supervisor. A certificate on specified format attached at *Annexure-4* to this effect shall be given by the Supervisor/Co-supervisor.

6.3. Co-Supervisor(s)

- 6.3.1. Co-Supervisor can be allowed from other related institutions with the recommendation of the DRC and approval of the Vice Chancellor, based on an application (as per format given at *Annexure-3*), from individuals who are interested to act as a Co-supervisor.
- 6.3.2. In case of topics which are 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 Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
- 6.3.3. Co-supervisor may be assigned with approval of Vice Chancellor.

6.4. Maximum Number of Candidates

- 6.4.1. Maximum number of candidates, who can be registered for admission to Ph.D. programme under a Supervisor/Co-Supervisor is as follows:
 - (i) Assistant Professor : 4
 - (ii) Associate Professor : 6
 - (iii) Professor : 8
- 6.4.2. The upper limit of number of candidates includes all full time research scholars, put

together under a Supervisor or Co-Supervisor. A certificate in this regard shall be given by the Supervisor/Co-supervisor (*on prescribed format* attached at (*Annexure-5*).

- 6.4.3. In case of joint supervision, while calculating the number of candidates, the load should be equally divided among the Supervisors/*Co-supervisors*, e.g. in case of one supervisor and one co-supervisor allotted to a candidate, the load of each supervisor shall be 0.5.

6.5. **Change of the Supervisor**

- 6.5.1. If a candidate wants to change the Supervisor(s), it shall be done with the approval of Vice Chancellor. For this purpose the candidate shall apply in the prescribed format (*Annexure-6*) to Dean Research. The application from the candidate for change of supervisor(s) shall be endorsed by the existing Supervisor/Co-Supervisor.
- 6.5.2. The letters of No Objection from both, old and proposed supervisors shall be submitted.
- 6.5.3. Request for change of supervisor shall be considered, under the following circumstances only:
- (i) In case, the Supervisor has left the service of the University.
 - (ii) In case of extreme hardship.
 - (iii) If the supervisor proceeds on long leave for three or more than three years, s/he may not be allowed to act as Supervisor. However, Ph.D. scholars, who are already registered prior to proceeding of the supervisor on long leave, may be allowed to continue provided an additional supervisor is also appointed to facilitate the work of the candidate.
- 6.5.4. This request shall be considered by a committee consisting of the following members :
- a) Dean Research
 - b) Dean of the concerned college
 - c) Head of the concerned department
 - d) Nominee of the Vice Chancellor
- 6.5.5. In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution from any funding agency. The scholar shall however give due credit to the parent guide and the institution for the part of research already done.

7. **COURSE WORK**

- 7.1. The course work shall be treated as prerequisite for Ph.D. preparation. The credits assigned to the Ph.D. course work shall be around 12 credits, which shall consist of the study of at least four courses/subjects, as per details give in below:
- 7.1.1. First course shall be on Research Methodology which is compulsory for all the Ph.D. students except those who give the proof of having passed this subject during their M. Phil. program of this university.
- 7.1.2. The Second course shall be as per prescribed scheme of studies, depending upon the broad research area of the candidate.

- 7.1.3. The Third course shall be Seminar course which may be based on the topic/area of research of research scholar.
- 7.1.4. The Fourth course shall be on Computer Applications in Research.
- 7.2. The Syllabi of these courses shall be designed by the respective Board of Studies, subject to the approval of the Academic Council of the University.
- 7.3. Generally the examination for these courses shall be held twice a year. The conduct of these examinations, declarations of results and preparation of marks lists etc. shall be carried out by the office of the Controller of Examinations.
- 7.4. **Attendance Requirement in the Course Work:**
- 7.4.1. The University desires 100% attendance in the course work with a provision for 25% absence due to unavoidable circumstances. Attending of at least 75% of Scheduled lectures in a course is compulsory for appearing in theory examination. If attendance in a course is less than 75%, the research scholar shall not be permitted to appear in the examination of that course.
- 7.4.2. The course teacher shall consolidate the attendance record for the course from the beginning of the semester up to the end of the Semester.
- 7.4.3. If the candidates do not have the required minimum % of attendance in any subject, they shall be **detained** in that subject, and shall have to attend the class-work in that subject again, as and when it is offered. S/he shall maintain the required attendance and appear for the mid-semester and end-semester examinations, during repeat of subject in which s/he was detained.
- 7.4.4. Detained candidate shall be permitted to repeat the course with succeeding batch provided:
- a) S/he registers for that semester after clearing all dues.
 - b) Pays such additional fee as prescribed for the same purpose.
- 7.5. **Evaluation pattern in mid semester and end semester examinations**
- 7.5.1. Evaluation pattern in mid semester exams and end semester examinations shall be as per the succeeding instructions.
- 7.5.2. The candidate must obtain minimum **50%** marks, in **internal** as well as in **external** examinations separately with an aggregate of **55%** marks in each course.
- 7.5.3. If the candidate fails in any of the subject(s), s/he shall have to reappear for the examination of that subject, as and when offered, as per the Academic Regulations. S/he need not attend class-work again, provided s/he has maintained the minimum attendance requirements and has passed in internal assessment earlier.
- 7.5.4. The candidates, who are not detained but have failed in internal assessment, shall have to improve the same by appearing in mid-semester tests and submitting course assignments.
- 7.5.5. Grading of the course work will be as per 'Choice Based Credit System' (CBCS) followed by the university.
- 7.6. **Completion of the Course Work**
- 7.6.1. All candidates enrolled to the Ph.D. course work shall be required to complete the course work prescribed by the Department during the initial two/three semesters. However in extreme cases, Vice Chancellor can give six month extension for completion of course work on

payment of prescribed late fee. Non completion of the courses within stipulated time period shall lead to cancellation of admission.

- 7.6.2. All the courses shall have to be cleared by the Ph.D. student, before submission of synopsis.
 - 7.6.3. A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.
 - 7.6.4. The Controller of Examination shall issue detailed marks certificate (DMC) indicating grades obtained by the candidate.
- 7.7. No degree shall be awarded for passing Ph. D. course work only.

8. RESEARCH AWARD COMMITTEE

- 8.1. **Research Award Committee** shall be constituted to streamline the Ph.D. program of the university and to ensure high quality research work by the research scholars.
- 8.2. **Research Award Committee** shall be the highest research body of the University for directing research work of research scholars and interpreting any kind of dispute pertaining to University Ph.D. Regulations. In addition, this committee shall propose and issue amendments/addendum to these regulations as per the need and to comply with UGC guidelines from time to time.
- 8.3. **Research Award Committee** shall consist of the following members:
 - i. Vice Chancellor (Chairman)
 - ii. Dean Academics
 - iii. Dean Research
 - iv. Dean of the Concerned College
 - v. Two Deans of constituent colleges of Guru Kashi University
(By Rotation every two years, to be appointed by the Vice Chancellor)
 - vi. Concerned Supervisor/ Co - Supervisor of the candidate
 - vii. Registrar (Member Secretary)

9. SYNOPSIS OF PROPOSED RESEARCH WORK

- 9.1. On **successful** completion of course work, the candidate shall submit the synopsis of his proposed research work, within a period of **24 months** from the date of admission, through the supervisor and DRC, to the office of Dean Research.
- 9.2. If a candidate doesn't submit the synopsis within this stipulated period, his/her provisional registration shall stand cancelled. However, the candidate can be given **six (6) months** extension for submitting synopsis with written approval of Vice Chancellor, on payment of extra fee, @ rupees 500/- per month of delay. Further, 6 months extension can be given by Vice Chancellor with extra fee of rupees 1000/- per month. No further extension shall be given for submitting synopsis and the admission/provisional registration shall be deemed to have been cancelled. Synopsis will be considered as submitted when it reaches Dean Research Office.
- 9.3. The candidate shall submit **6 hard copies** and a **soft copy** of the synopsis indicating the purpose/objective of the research, brief review of literature, general approach and/or research

methodology to be used, tentative plan of work/chapter scheme, bibliography/references etc (As per guidelines attached at *Annexure-7*).

- 9.4. The supervisor shall recommend the submission of synopsis and forward it to Dean Research for approval by Synopsis Evaluation Committee as per format given at *Annexure-9* along with the recommendations of DRC as per format given at *Annexure-8*.
- 9.5. **Synopsis Evaluation Committee** shall consist of the following members:
 - i. Dean Research or his nominee
 - ii. Dean of the Concerned College
 - iii. Head of the Concerned Department/One senior faculty member of the Concerned Department
 - iv. Thesis Supervisor(s)
 - v. One External Expert (To be appointed by the Vice Chancellor from the panel *)

***(Panel of minimum eight external experts, with complete address, contact numbers and e-mail IDs, to be submitted by the Supervisor, out of which, the Vice Chancellor shall appoint one expert.)**

- 9.6. Copies of the synopsis shall be provided to Synopsis Evaluation Committee members at least **two weeks** earlier than the date of meeting of Synopsis Evaluation Committee. The candidate shall be required to present a seminar pertaining to synopsis of proposed research work before this committee, to which other faculty members of the university shall also be invited. All the deficiencies/improvements to be made in the synopsis shall be discussed and finalized in the meeting of Synopsis Evaluation Committee.
- 9.7. The quorum for holding the Synopsis Evaluation Committee meeting shall be **three members** (Dean Research or his Nominee, supervisor and one external expert).
- 9.8. Synopsis Evaluation Committee shall submit its report as per format given at *Annexure-10*.
- 9.9. If this committee is satisfied with the proposed synopsis, accepts it but suggests **minor modifications/changes** in the synopsis, the candidate shall make these changes **within a month** and submit the modified synopsis, **duly checked and verified** by the thesis supervisor.
- 9.10. In case the Synopsis Evaluation Committee **does not** approve the topic or suggests modifications in the title, field of work, research methodology etc., the candidate may avail within **six months**, one more opportunity with prior permission of Dean Research to resubmit the synopsis, after incorporation of suggestions made by this committee and depositing the synopsis resubmission fee.
- 9.11. In case synopsis is rejected second time, the candidate shall have the option to apply for fresh registration on a new topic. Evaluation procedure shall be same but with repayment of requisite fee.
- 9.12. If this committee approves the synopsis, his/her provisional registration/admission shall be considered as confirmed.
- 9.13. Letter of confirmed registration shall be issued by the office of Dean Research to the candidate, provided the candidate meets all other prescribed requirements.

10. CANCELLATION OF ADMISSION

- 10.1. Admission of a research scholar shall be cancelled, if:

- 10.1.1. The candidate does not enroll for course work in the first semester of his/her admission to Ph.D. programme, without specifying any reason.
- 10.1.2. The candidate does not clear course work (**Clause 7.4 and 7.5** of these rules) within 18 months of admissions. (with in 24 months if extension of 6 months is approved by Vice-Chancellor)
- 10.1.3. The candidate fails to submit the synopsis of proposed research work within the stipulated period (**Clause 9.2** of these rules).
- 10.1.4. The progress of the research scholar is found unsatisfactory by the supervisor and DRC (**Clause 12.5** of these rules).
- 10.1.5. The candidate does not pay the fee/dues in time and even in extended period with late fee, as applicable.
- 10.1.6. The candidate intentionally commits plagiarism or unethical practices in research.
- 10.1.7. The candidate indulges in activities of indiscipline.

11. TOPIC MODIFICATION

- 11.1. If a research scholar wants to change/modify the topic, title of his/her research work, s/he can do it, with the recommendation of the supervisor and approval of Vice Chancellor. However, it has to be ratified by Synopsis Evaluation Committee.
- 11.2. The research scholar has to apply for topic modification as per prescribed format given at *Annexure-11*

12. PROGRESS MONITORING

- 12.1. For the purpose of monitoring the progress of research work, the candidate shall have to submit **Half Yearly Progress Report** on prescribed format attached at (*Annexure-12*), to the Dean Research through the Supervisor twice a year in the months of July (for preceding even semester) and January (for preceding odd semester), depending upon the date of his/her admission.
- 12.2. The report shall include all the progress aspects, such as surveys, tours, publications, research work etc.
- 12.3. The supervisor of the candidate and DRC members shall endorse the progress of the candidate.
- 12.4. In case of non-receipt of a progress report or irregular or unsatisfactory reports, the matter shall be put by the supervisor to the Vice Chancellor through Dean Research, for cancellation of his/her registration.
- 12.5. The report and further recommendations shall be kept in the personal file of the research scholar.
- 12.6. Research scholar shall retain a copy of the report.

13. THESIS PRE-SUBMISSION PRESENTATION/SEMINAR EVALUATION

- 13.1. When the thesis supervisor is satisfied that the research work of the research scholar is in final stages of completion, including mandatory research papers publication requirement, the research scholar shall apply on a prescribed proforma (*Annexure-13*) for giving Thesis Pre-Submission Presentation/Seminar along with recommendation of DRC (*Annexure-14*)
- 13.2. The supervisor shall give his/her recommendations, as per (*Annexure-15*), along with a panel of eight external examiners as per (*Annexure-16*), to the Dean Research for carrying out the evaluation process.

- 13.3. The candidate shall also submit Five copies of Extended Abstract of the thesis highlighting original/ significant contributions made in the research work.
- 13.4. The Candidate shall produce rough draft of thesis at the time of this presentation.
- 13.5. There shall be an open presentation of the work done by the candidate that may be open to all faculty members and research scholars, for getting feedback and comments, which may be suitably incorporated in to the draft thesis under the advice of the supervisor. The Thesis Pre-submission Presentation/Seminar Evaluation committee shall examine and evaluate the candidate's research contributions and accomplishment of proposed research objectives.
- 13.6. Thesis Pre-submission Evaluation Committee will consist of the following members:
- a) Dean Research or his nominee
 - b) Dean of Concerned College
 - c) Thesis Supervisor
 - d) Two Experts (minimum one)
 - e) One Professor from the concerned/ Allied Department.
- 13.7. This committee shall submit its report as per format given at (*Annexure-17*).

14. ANTIPLAGIARISM POLICY

University follows the anti-plagiarism policy for ethical conduct in research by all research scholars of the university. Claiming the work, research data, text of someone else from published or unpublished work, available on internet or in any other media source, as the candidate's own, for attainment of a degree, without proper citation, acknowledgment or reference, shall be termed as **plagiarism**.

- 14.1. After successful completion of Pre Thesis Submission Presentation/Seminar, a soft copy of thesis in Word/PDF format should be brought along in person to the office of Dean Research and have it checked for anti-plagiarism before spiral binding and sending it for evaluation
- 14.2. For ensuring originality of submitted content, the thesis shall be checked by a committee which shall use an **Anti Plagiarism Software** for checking the plagiarism in the thesis as a whole as well as chapter wise. Maximum of **20% plagiarism** in the thesis may be allowed for all subjects except Humanities for which this **limit is 30%**.
- 14.3. The revised soft copy of the thesis after removing the plagiarism material must be submitted by the research scholar for subsequent verification within **one month** itself.
- 14.4. If any text strings/figures are found to be copied or without proper acknowledgment of the source, the thesis shall have to be thoroughly revised.
- 14.5. Candidate may be permitted to submit the thesis only after obtaining clearance from the **Anti-Plagiarism Committee**.

15. THESIS SUBMISSION

- 15.1. A candidate must submit **six copies** of the Ph.D. thesis (*with both sides of a page printed*) in a spiral bound form or with a soft cover (additional copies depending upon the number of co-supervisors), as per the university guidelines for thesis format given at (*Annexure-18*) and also a soft copy (PDF file) on a CD /pen drive to the office of Dean Research, within **three months** from

the date of successful presentation of Pre- Thesis Submission Seminar.

- 15.2. The supervisor shall recommend the evaluation of Ph.D. thesis by the external experts as per format given at (*Annexure-19*).
- 15.3. At the time of submission of thesis/Re-submission of thesis 'NO DUES' certificate from the accounts section, on standard format given at (*Annexure-20*) shall be submitted by Research Scholars to the office of Dean Research.
- 15.4. In case of non-submission of thesis within the stipulated period as mentioned above, the candidate can seek extension of further three months on the recommendation of thesis supervisor(s) and DRC, from the Dean Research on payment of the prescribed late fee.

16. THESIS REQUIREMENTS

- 16.1. Thesis submitted by the candidate must be a part of original research work characterized either by the discovery of new facts or by fresh interpretation of facts or theories or should consist of applied work, such as developing and fabricating special instruments or apparatus and should show the candidate's capacity for critical examination, judgment and lucid presentation.
- 16.2. The candidate shall not be permitted to submit his/her thesis for the degree unless his/her supervisor is satisfied that the thesis presented is worthy of consideration for the award of the Ph.D. degree.
- 16.3. The thesis shall be submitted only upon the positive recommendations of the respective DRC.
- 16.4. Title/Cover page of the thesis should be as per format given at *Annexure-21*. The thesis shall include a certificate from the supervisor(s) and a declaration from the candidate, as per format given at (*Annexure-22*) that it incorporates the candidate's bonafide research and it has not been submitted for award of any other degree to this or any other university or any institute of learning and the work of other researchers wherever referred has been properly cited and fully acknowledged.
- 16.5. The candidate may incorporate in his/her thesis, the contents of any work, which s/he may have published on the subject and shall inform the examiners, if s/he has done so; but s/he shall not submit his/her thesis on any work, for which a degree has already been conferred on him/her by this or any other University. The candidate may, however, incorporate in his Ph.D. thesis, any work from his/her M.Phil. dissertation with due reference to the thesis and acknowledgment to the Supervisor.
- 16.6. In case the work was done through collaboration, a certificate duly signed by all collaborators and countersigned by the supervisor concerned, to the effect that none of the collaborators has made or shall make use of the joint work (published/unpublished) incorporated in this thesis for the award of any degree/diploma of any University/Institution, shall be furnished along with the thesis. Also, s/he has to submit No Objection Certificate (NOC) from the collaborating organization.
- 16.7. At the time of submission of thesis, a candidate shall produce evidence in the form of reprints, of having published **two research papers** (relating to the research topic on which s/he has been registered for Ph.D. Degree and the academic work included in the thesis) in refereed Journals, having impact factor equal to or more than one.
- 16.8. Out of these two research papers, one research paper must be in peer reviewed International Journal included in SCI or included in list of journals approved by UGC from time to time. However, for Ph.D. thesis related to the disciplines of Social Sciences and Humanities, SSCI/AHCI (Thomson Reuter) Journals along with the UGC approved list of Journals shall also be considered.
- 16.9. At the time of submission of thesis, a candidate shall also produce evidence in the form of

presentation certificates, of having made two research paper presentations (relating to the research topic on which s/he has been registered for Ph.D. Degree and the academic work included in the thesis) in International Conferences/Seminars

- 16.10. The Affiliation of GKU must be written on these research publications. In the Journal papers and Conference papers, the research scholar's name must be as the **First Author**.
- 16.11. At the time of submission of thesis, it is responsibility of the research scholar to ensure that the thesis meets the laid down plagiarism limits and the candidate shall give a certificate on the prescribed form that there is no word to word copy of matter from any other script or document in the present thesis.
- 16.12. **Six** copies of synopsis of the thesis must accompany the thesis.

17. EVALUATION OF THESIS

17.1. Submission of Expert Panel for Thesis Evaluation

- 17.1.1. Supervisor through Dean of the concerned college shall submit a panel of minimum **eight examiners** as per (*Annexure-23*), for the evaluation of thesis.
- 17.1.2. In the panel of examiners at least half of the examiners shall be from outside Punjab.
- 17.1.3. Willingness of the external experts evaluate the thesis shall be obtained telephonically / the rough image.
- 17.1.4. The panel of examiners shall include the full particulars, containing full name, designation, area of specialization, complete address, email ID, and contact number etc. of examiners.
- 17.1.5. In case of retired persons, their last designation should be indicated.
- 17.1.6. The examiners shall preferably be from the broad area of student's research work and whose research work is referred to by the candidate in his/her research work .
- 17.1.7. Subject experts from the organization to which the Supervisor/Co-Supervisor belongs and persons related to the candidate shall not be included in the Panel of Examiners.
- 17.1.8. Any person related to the candidate or supervisor(s) should not appear in the panel of examiners (to be declared by the supervisor(s) while submitting the panel).

17.2. Appointment of Examiners for Evaluation of Thesis

- 17.2.1. Vice-Chancellor shall appoint two examiners from the panel of eight examiners submitted by the thesis supervisor for Thesis Evaluation and at least one of them shall be from outside Punjab. The persons recommended for the evaluation of the thesis shall invariably be of minimum Associate Professor or equivalent rank.
- 17.2.2. Vice-Chancellor shall also be free to select the examiners either from the list of subject experts of the UGC or on his/her own initiative.
- 17.2.3. Willingness of the external experts to evaluate the thesis shall be obtained telephonically or through E-Mail.
- 17.2.4. The secrecy of examiner's identity shall be ensured.
- 17.2.5. The thesis shall be sent to external examiners by the office of Dean Research through university dispatch section.

17.3. Thesis Reports

- 17.3.1. Examiners appointed by the Vice Chancellor shall examine the thesis individually with a view to judge the suitability of the thesis as a piece of research work worth awarding Ph.D. degree. Each examiner shall send detailed comments on the research work to the office of

Dean Research along with a clear recommendation on the prescribed proforma as per (*Annexure-24*).

17.3.2. The examiner shall be free to seek clarifications on any matter from candidate's supervisor through Dean Research.

17.3.3. The examiners are required to:

17.3.3.1. Outline the Main Features of the Thesis.

17.3.3.2. Critically evaluate the thesis and send a report about the quality of thesis in not less than 500 words.

17.3.3.3. Give a list of questions/queries that s/he would like the candidate to answer in the Viva-Voce examination.

17.3.4. Each Examiner shall state in his/her report:

17.3.4.1. Whether he/she recommends the award of the degree to the candidate without any change in the thesis, however, subject to the satisfactory compliance to the queries raised by the examiners during the final viva-voce examination/oral defense of thesis.

17.3.4.2. Whether s/he recommends re-submission of the thesis after revision. In case an examiner recommends revision of the thesis, s/he shall also indicate the nature of revision/changes.

17.3.4.3. Whether s/he recommends rejection of thesis.

17.4. **Processing of Thesis Reports**

17.4.1. In the event of an examiner making recommendations for revision/modification of the thesis, the candidate shall be free to defend his/her point of view through his/her supervisor, if s/he so desires. However, if the examiner is not satisfied with the candidate's defense, the candidate shall be required to carry out necessary revision/modification as finally suggested by the examiner, before his/her case is processed further. It may be added that one examiner can recommend revision of thesis only once.

17.4.2. The candidate, who is required to resubmit the thesis, must do so within **one year** from the date of receipt of comments of the examiner conveyed to him/her by the University, irrespective of his/her submission of defense unless extension is specially given by the Vice-Chancellor. A resubmitted thesis shall be examined by the examiner, who has recommended re-submission. If this examiner declines to evaluate the resubmitted thesis, another examiner shall be appointed.

17.4.3. In the event of one of the examiners recommending the award of the degree and the second examiner recommending rejection of the thesis, the thesis shall be referred to a third examiner with the approval of the Vice-Chancellor.

17.4.4. The third examiner shall be appointed by the Vice-Chancellor out of the original panel of examiners and he shall not be informed of the recommendations of the two examiners. The recommendations of the third examiner shall be final.

17.4.5. This procedure shall also be followed if the examiner, who has suggested modification, rejects the revised thesis, whereas other examiner has recommended the award of degree.

17.4.6. Each examiner shall be given **two months** time for the evaluation of thesis.

17.4.7. In case report from him/her is not received within two months, s/he may be reminded through e-mail and/or other means. After the total period of three months, if no report is received, a new examiner may be appointed. The first examiner shall be requested to send the thesis back to University and if the report is received from the first examiner after three months and the thesis has already been sent to the new examiner, the delayed report shall not be considered.

18. VIVA-VOCE EXAMINATION/ORAL DEFENCE OF THESIS

18.1. On receipt of satisfactory evaluation reports from the external examiners, these shall be laid before Dean Research. If Dean Research is satisfied that the reports of the examiners are satisfactory and definite, the candidate shall be required to undergo a Viva-Voce examination.

Vice-Chancellor will nominate one out of two external examiners who have evaluated thesis as expert for final Viva-Voce examination.

18.1.1. The Viva-Voce Board shall be appointed by the Vice Chancellor and it shall consist of:

- (i) Vice Chancellor or his nominee
- (ii) Dean Research or his Nominee (If Dean Research is out of station)
- (iii) Dean of the Concerned College
- (iv) Head of the Concerned Department/one senior faculty member of the concerned or allied department
- (v) One of the two external examiners, who have evaluated the thesis.
- (vi) Thesis Supervisor(s)

18.1.2. Each member of the Viva-Voce Board shall be given a copy of the thesis along with the entire technical correspondence with the external examiners of thesis.

18.1.3. The Viva-Voce Board shall:

- (i) Examine the thesis reports
- (ii) Examine if necessary modifications suggested by the thesis examiners have been incorporated
- (iii) Elicit the candidate's replies to the questions raised by the thesis examiners
- (iv) Judge if the presentation of the work by the research scholar and the answers to the questions asked have been satisfactory, and give a report of the Viva-Voce examination

18.1.4. The report about the performance of the candidate in the Viva-Voce examination shall be recorded by the Supervisor(s) and External Examiner (s) only as per format at *(Annexure-25)*.

18.1.5. The Viva-Voce examination shall be of at least **45 minutes** duration and shall be compulsory for all the candidates.

18.1.6. Holding of Viva-Voce Examination shall be widely notified to enable the interested persons to attend it.

18.2. In case both external examiners communicate that they are unable to conduct a Viva-Voce, the Vice Chancellor shall appoint another external examiner from panel of examiners as member of Viva-Voce Board and a copy of the thesis shall be sent to him.

18.3. If the performance of the candidate is found unsatisfactory in defense of his/her thesis, then he

shall get another chance for defense of his/her thesis, within **6 months** on payment of prescribed fees.

18.4. If the performance of the candidate is found unsatisfactory in **2nd chance** also, then he shall get one more chance within **6 months** to defend his thesis with approval of Vice Chancellor along with payment of prescribed fees.

18.5. Failure in **3rd chance** shall lead to automatic cancellation of admission of the candidate.

19. AWARD OF DEGREE: The degree shall be awarded by the GKU, provided that:

19.1. Two external examiners of the thesis have recommended the award of the degree without or with suggested modifications, additions or deletions in the thesis and the Seminar/Viva-Voce Board is satisfied that the suggested modifications have been made (wherever applicable) and performance of the candidate in the oral examination is satisfactory.

19.2. All necessary/corrections/modifications listed by the Viva-Voce Board have been incorporated in the thesis.

19.3. The Candidate produces a Final No Dues Certificate in the prescribed format, given at **(Annexure-26)**

19.4. The candidate has submitted one soft and six hard cover copies of the thesis as per details given at **(Annexure-27)**

19.5. Research Award Committee shall recommend the award of the Ph.D Degree.

19.6. The award of the degree shall be approved by Vice Chancellor as per format at **(Annexure-28)**

19.7. Notification/Provisional degree certificate can be issued at this stage by the Registrar.

19.8. Degree shall be issued during convocation.

20. DEPOSITORY WITH UGC

After the successful completion of the evaluation process and announcement of the award of Ph.D. degree, the university shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for posting it in INFLIBNET, so that it is accessible to all the Universities/ Institutions.

21. REDRESSAL OF GRIEVANCES/QUERIES

21.1. The concerned department shall exercise disciplinary and general control over the research scholars and their work.

21.2. All grievances/queries shall be referred to the competent authority through thesis supervisor/DRC.

21.3. Response to all such communications is expected at the earliest but not later than four weeks.

22. INTERPRETATION AND AMENDMENT OF RULES

22.1. Regarding any doubt or dispute about interpretation of these rules the decision of Vice Chancellor shall be final in all cases.

22.2. These rules can be amended by the University depending upon the academic requirements of the University from time to time and/or as per directions issued by UGC/Punjab Govt. from time to time.

23. GKU Website

The candidates are advised to see the GKU website www.gurukashiuniversity.in regularly for instructions from time to time.

(Refer to Clause 3.1.3 of Ph.D. Regulations)



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

Sample Application Form for Admission (Provisional Registration) to the Degree of Doctor of Philosophy (PhD)

1. Name (in Block Letters).....
2. Date of Birth
3. (a)Father's Name.....
(b)Mother's Name
4. Present Official Address
5. Present Home Address
6. Address of Institution / Organisation in which employed
7. Post being held (if any).....
8. Category
(GEN/SC/ST/OBC/PH).....
9. Mobile No.....Phone No.....
10. Email-ID
11. Academic Qualifications (Matric Onwards)

Self Attested
Photograph
should be
attached here

Degree	Name of College/Institute	Name of University/ Board	Year of Passing	% of Aggregate Marks/ CGPA or Overall Grade				Mode of Education
				Marks Obtained	Max Marks	Total % of marks	CGPA	

12. Area of Proposed Research.....
13. Any other Competitive Test Cleared (GATE/NET/UGC/CSIR/SLET etc.).....
- (a) Year.....
- (b) Roll No.....
- (c) Rank.....
- (d) Score.....
14. Experience
- (a) Total Experience in Years.....
- (b) Teaching Experience.....
- (c) Research Experience.....
- (d) Industrial Experience.....

Declaration by the Candidate

I hereby declare that the information given above is complete and accurate. I understand and agree that misrepresentation, omission or suppression of facts will justify the denial/cancellation of admission.

I shall abide by all the Rules and Regulations of Guru Kashi University, Talwandi Sabo.

(Signature of Candidate)

Contact Number:

Email ID:

Date

Hard copies of the following certificates to be submitted by the candidates along with Admission Form.

- 1) Matriculation/All India Secondary School Examination (for equivalent qualification) certificate.
12th and graduate degree certificates.
- 2) Qualifying Master's Degree Certificate
- 3) Reserved Category Certificate (If any)
- 4) Result card of competitive examination cleared (If any)
- 5) M.Phil. Certificates(If any)
- 6) Any other relevant document



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

Application form for approval as a Supervisor/Co-Supervisor for Ph.D. Degree

1. Name of Supervisor/Co-Supervisor.....
2. Address
3. Discipline
4. Specialization
5. Academic Qualifications.....

Degree	Year of Passing	Area of Specialization	University
M.E / M.Tech/ M.Sc./or equivalent			
Ph.D.			

6. No. of M.Tech /Ph.D. Thesis Guided
7. Major Publications:
(a) Total number of Major Publications:
- (b) Details of Major Publications (Attach a separate list, with following information)

S.No.	Names of Authors	Title of Paper	Year of Publication	Name of Journal, Volume No

8. Teaching Experience:

	Period		Subjects Taught	Department/College /University
	From	To		
Under Graduate				
Post Graduate				

9. Industrial Experience/ Research Experience.....

Date:

(Signature of Supervisor/Co-Supervisor)

To be forwarded by the Dean of the College

(Signature of the Dean of the College)

FOR OFFICE USE ONLY

Sh. is recommended as the Research Supervisor / Co-Supervisor of to guide Doctoral Research (Ph.D.) in the area of

(Dean Research)

(Vice Chancellor)

CERTIFICATE-I (BY THE SUPERVISOR/CO-SUPERVISOR)

It is certified that the candidate S/D/o
who is being enrolled for Ph.D. degree under me is not my close relative as specified in Clause
6.2.3 of Regulations for degree of Ph.D. of Guru Kashi University, Talwandi Sabo.

- (i) Name of Supervisor/Co-Supervisor
- (ii) Designation.....
- (iii) Address.....
.....

(Signature of Supervisor/Co-Supervisor)

CERTIFICATE-II (BY THE SUPERVISOR/CO-SUPERVISOR)

It is certified that the number of Candidates (including this applicant) who are registered for Ph.D.
Degree under me is within the limit laid down in Clause 6.4 of regulations for degree of Ph.D. of
Guru Kashi University, Talwandi Sabo.

- (i) Name
- (ii) Designation.....
- (iii) Address.....
.....

(Signature of Supervisor/Co-Supervisor)



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

APPLICATION FOR CHANGE OF SUPERVISOR/CO-SUPERVISOR

1. Name of the Research Scholar : _____
2. Address with Tel. No.& Email-id : _____
3. Date of Admission : _____
4. Department in which Candidate is Registered : _____
5. Name of the Present Supervisor/Co-supervisor (to be changed) with Designation, Address, Tel. No., Email-Id: _____

6. Name of the New (proposed) Supervisor/New(proposed) Co-Supervisor with, Designation, Address, Tel. No., Email-Id: _____

7. Brief details of progress of Research Work:
(Attach separate sheet describing the works done so far, signed by the Present & Proposed Supervisor Present & Proposed Co-Supervisor, as the case may be)
8. Reasons for Change of Supervisor/Co-Supervisor _____
 - (a) From the Research Scholar _____
 - (b) Reasons and Comments from Supervisor/Co-Supervisor duly signed, with Date.

9. I hereby accept to work under the New Supervisor/Co-Supervisor and I understand that any further request for change of Supervisor/Co-supervisor will not be permitted by the University.

Date :.....

(Signature of the Research Scholar)

* I have No Objection for change of Supervisor

*I accept to act as Supervisor

(Signature of Present Supervisor)

(Signature of New Supervisor)

* I have No Objection for change of Co-supervisor

* I accept to act as Co-Supervisor

Signature of Present Co-Supervisor)

* **Delete whichever is not applicable**

(Signature of New Co-Supervisor)

- Note:**
- 1) Details of Items 7 and 8 must be submitted on separate sheets.
 - 2) Two Separate Hard Copies of all the enclosures must be submitted.



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

GUIDELINES FOR WRITING SYNOPSIS FOR PROPOSED Ph.D. RESEARCH WORK

To enter a Ph.D. program you are required to submit a research proposal. The proposal should establish the area of the research project and the methods to be employed.

It is important to remember that the principal criterion for the award of a Ph. D. degree is that a candidate makes *an original contribution to knowledge*. To establish your project in these terms you need to determine the field into which you are contributing.

Having established the field of inquiry you, then, need to demonstrate how your thesis will add something original and significant to the field. It may do this in a variety of ways - for example, by redressing a bias in the existing literature, or by applying a new method to yield new insights to an established field, or by simply being the first to systematically study an important phenomenon.

Think about how your work is innovative and important in terms of a technical breakthrough or conceptual development and try to articulate this clearly, making reference to other significant research.

A research proposal for Ph.D. registration should include certain basic components, in which a number of questions need to be addressed. Why research on the proposed topic be undertaken? What has been done previously in this or related areas? What are the objectives of this study? Are the facilities required for doing the proposed research available?

Structure of the Proposal/Synopsis

1. Title Page

A title page of the synopsis should include title of the research project, name of the student, name of the supervisor(s), place of work and date (month and year) of submission.

2. Topic

The topic for research should be selected carefully. It should be specific and worded to show the nature of work involved as far as possible.

3. Introduction

It should provide a brief description to introduce the area of the proposed research work. Establish why it is a significant topic and what contribution your work will make.

4. Review of Literature and Relevant Practice

The 'literature review' is a major part of a proposal. In order to demonstrate that your project makes a significant contribution to the field, you need to show that you are aware of 'state of the art' research in that field.

It should be focused and evaluative, rather than general descriptions. Try to focus on key concepts from earlier work and be aware of the way in which these have already been applied in your area. Indicate where the earlier works both theoretical and practical - have taken us and what remains to be done.

The proposal should demonstrate that you have a grasp of existing work and that you know enough about the field.

The purpose of a review of the field is to establish not just innovation but significance. Use the literature review to define the parameters of your field. Do not, however, willfully ignore work that relates to your own.

The information given in the review should be supported by references.

5. Justification and Likely Benefits

It is important to provide justification for undertaking the proposed research, perhaps in the light of previous work done. It should be possible in most cases to anticipate the specific and general benefits likely to be achieved as a result of completion of the proposed research.

6. Objectives

Broad objectives as visualized to be achieved should be clearly outlined and these should be itemized. These objectives will indicate the major aspects of the study to be undertaken.

7. Plan of Work and Methodology

A plan of work describing the various aspects of the study in a logical sequence along with the methodologies to be employed, is the most important aspect of any research. Sufficient details to demonstrate that the researcher has a fairly good idea about the nature of work likely to be involved should be provided. In the case of experimental sciences, it should be mentioned which equipments and experimental procedures will be used to obtain the results; in the case of social sciences what resource materials will be used; whether the required information will be obtained from primary or secondary sources, etc. A time schedule for the various aspects of the proposed research may be provided wherever possible.

Outline how you will approach your topic. Your aim should be to demonstrate that your chosen method or approach will serve to advance your thesis. Explain how the works you plan uncover the best way of solving a complex problem.

If you need to gather data, describe how you will go about this. This might involve archival research, interviews with stakeholders, or various forms of fieldwork.

There are many established research 'methodologies'. However, in an initial proposal you need to give some indication of how your project will be realized. If your approach is experimental or comparative, outline how this approach will yield results.

8. Place of Work and Facilities Available

In order to complete the proposed research some specialized facilities may be required. For example in case of experimental sciences different equipments may be involved or in the case of, may be, a study on a scholar, the relevant literature may be available in a foreign country. Therefore it is important to identify the place where the research work will be undertaken and whether the resources and facilities required for doing the research are available there.

9. References and Bibliography

List all publications cited in your proposal. The best course is to get into the habit of using a standard referencing system so that material can be transferred into your thesis. Do not cite from memory without referencing. (refer annexure 18, clause 3.4)

10. Length of synopsis

It is difficult to define an overall length for a synopsis for Ph.D. research in varied fields of study. Whereas it should be concise as far as possible and avoid repetitions, it should also provide sufficient details on the various aspects mentioned above to show that the research involved has been well understood and planned and it is of an acceptable academic merit. The total length of a synopsis may run from 1,500 to a 3,000 words.

**Proforma For Recommendations of Department Research Committee (DRC) regarding
submission of Ph.D. Research Proposal**



GURU KASHI UNIVERSITY
Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

Ref. No.:

Date:

**Subject: - Recommendations of Department Research Committee (DRC) in the
discipline of _____**

Mr/Ms....., Roll No....., Ph.D. student in the discipline of working
under the supervision of Dr. _____, gave a presentation of his/her proposed research
work to be carried out by him/her on the topic: "....."

on, 20..... before DRC.

Following members of DRC were present:

1.

2

-

DRC is satisfied with the objectives and scope and research methodology of his/her proposed research
work and recommends that his/her research proposal may be considered for approval by the Synopsis
Evaluation Committee.

(DRC member)

(DRC member)

(DRC member)

(Supervisor)

(Dean of the College)

PROFORMA FOR SUBMISSION OF SYNOPSIS OF PROPOSED Ph. D. RESEARCH WORK



GURU KASHI UNIVERSITY
Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

To

Dean Research
Guru Kashi University

Subject: Evaluation of Synopsis of proposed Ph.D. research work of Ph.D. Student(s) of (Name of Deptt.)

Sir

Following student(s) working under my supervision has/have submitted synopsis regarding the proposed Ph. D. research work to be carried out by them.

S. No.	Name (s) of Student (s)	Roll No.	Title of Synopsis
1			

- (i) Recommendations of DRC as per format at **Annexure 8** are attached herewith.
- (ii) These students have deposited the synopsis fee and no dues are pending against them.
- (iii) Synopses of these students are to be evaluated by Synopsis Evaluation Committee.
- (iv) Following Panel of eight experts is suggested for the evaluation of the synopsis.

S. No.	Name of Expert	Designation and Complete Address	Area of Research	E-Mail Address	Contact No.
1					
2					
3					
4					
5					
6					
7					
8					

It is requested that the synopsis may kindly be got evaluated by the Synopsis Evaluation Committee..

(Name & Signature of Thesis Supervisor)

(Signature of Dean of College)



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

DEPARTMENT OF RESEARCH

SYNOPSIS EVALUATION COMMITTEE REPORT

(Ph.D. Research Proposal/Synopsis)

Date :.....

Name of Student: _____

Father's Name: _____

University Roll No: _____

Discipline: _____

Name of Supervisor: _____

Topic of Proposed Research: _____

The Ph.D. Synopsis Presentation of above said student has been held on _____.

The committee is **Satisfied/Not Satisfied** with the proposed synopsis and hence it is **Accepted/Rejected**.

Any other Suggestions/ Recommendations:

(Attach separate sheet, if required)

(Name & Signature of Supervisor(s))

(Name & Signature of External Examiner-1)

(Name & Signature of Dean of College)



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

APPLICATION FOR CHANGE OF TOPIC/AREA OF RESEARCH

1. Name of the Research Scholar : _____
2. Address with Tel. No.& mail-id : _____
3. Date of Admission : _____
4. Department in which Candidate Registered : _____
5. Name of the Supervisor with Designation, Address, Tel.No., E- mail-Id:

6. Name of the Co-supervisor with Designation, Address, Tel.No., E-mail-Id:

7. Name of the Present Area of Research (TOPIC) (at the time of Registration) :

8. Brief details of progress of Research Work:
(Attach separate sheet bulleting the works done and Quantum/percentage of work done so far. The sheet to be signed by the Supervisor & Co-supervisor):

9. Name of the proposed Area of Research /TOPIC :

10. Abstract of proposed Research work (proposed) is enclosed and is duly signed by the Supervisor/
Co-Supervisor: YES/NO

11. I hereby understand that any further request for change of Topic/Title will not be permitted by the
University.

12. Reasons for Change of Area of Research (TOPIC):

Date :..... (Signature of the Research Scholar) (Signature of the Supervisor)

Note: Two Separate Hard Copies of all the enclosures must be submitted.



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

HALF YEARLY PROGRESS REPORT OF Ph.D. STUDENT(S)

1. Name of the Student (in block letters).....
2. Registration No/ Univ Roll No.....
- 3.. Name of Supervisor/Co-Supervisor.....
4. Discipline.....
5. Period of the Progress Report.....
6. Title of Research Proposal/Thesis.....
7. Extension in period availed, if any.....
8. Specify the Research Activities performed in the last one year.....
 - a. Course work in progress
 - b. Course work completed
 - c. Synopsis submitted
 - d. Synopsis defended
 - e. Pre abstract submitted
 - f. Pre abstract defended
 - g. Thesis Submitted
9. Research papers published in the referred journals in last one year with impact factor. (Give title of paper, Name of Journal, Vol. No., Page No. etc.)
 - 1.....
 - 2.....
10. Research papers published in the conference proceedings in last one year. (Give title of paper, Name of Conference, Venue., dates etc.)
 - 1.....
 - 2.....

11. Conferences/Seminars/Workshops attended in the last one year

1.....

2.....

12. Any other achievements/research work carried out

.....

.....

It is certified that all information given above in the Annual progress report is correct.

Date:.....

(Signature of Student)

13. Comments by Supervisor:

(Signature of the Supervisor)

14. Comments by DRC members:

(DRC member)

(DRC member)

(DRC member)

Comments by Dean of Concerned College:

(Signature of Dean of Concerned College)



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

Request for Pre Submission Seminar (Ph.D. Thesis) (To be filled by the student)

1. Name of Student: _____
2. Roll No.: _____ Date of Admission _____
3. Title of Thesis: _____

4. Area/ Discipline of Research _____
5. Names of courses/subjects completed: _____

6. Date of approval of synopsis : _____
7. List of Research Papers published in Reputed International Journals related to the research topic
(Give the Names of Authors, Title of the paper, Name of Research Journal, Month/Year of
Publication, Page Numbers) (**Minimum Two**)
- **Attach list along with the reprints of papers and acceptance letters**
8. Number of Progress Reports submitted : _____
9. Number of copies of Extended Abstracts of thesis attached: _____

It is certified that the research work carried out by me and being submitted for the Ph.D. Degree is my original work. I have not copied any part of my proposed thesis from any source and there is no plagiarism from any other script or document in my thesis. I have published two original research papers in International Journals of repute.

It is requested that my Pre- submission seminar may kindly be arranged.

(Name and Signature of Candidate)



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

Proforma for Recommendations of Department Research Committee (DRC) Regarding Evaluation of Extended Abstract of Thesis

Ref. No.:

Date : _____

**Subject:- Recommendations of Department Research Committee(DRC) in the
discipline of _____**

Mr/Ms....., Roll No....., Ph.D. student in the discipline of
.....gave a presentation of the original research work carried out by him/her
on the topic" " on, 20....
atin the University College of _____ .

Following members of DRC were present:

- 1.
- 2
-
-

DRC is satisfied with the level of his/her research publications/ conference presentations and the quality of today's presentation.

It recommends that the **Extended Abstracts of the research work** carried out by him/her be sent to the experts for further processing.

(Supervisor)

(DRC member)

(DRC member)

(DRC member)
(Dean of the College)



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

Proforma for Recommendation for Pre-Submission Seminar

(To be submitted by the Supervisor)

1. Name of Student: _____
2. Roll No.: _____ Date of Admission _____
3. Title of Thesis: _____

4. Area/ Discipline of Research : _____
5. Names of courses/subjects completed: _____

6. Date of approval of Synopsis: _____

List of Research Papers* published in Reputed International Journals related to the research topic after Ph.D. enrolment (Give the Names of Authors, Title of the Paper, Name of Research Journal, Month/ Year of Publication, Page Numbers) is attached.

***A candidate will produce evidence of having published two research papers (relating to the research topic on which he/she has been registered for Ph.D. Degree and the academic work included in the thesis) in refereed Journals , having impact factor equal to or more than one.**

Out of these two, one research paper must be in peer reviewed International Journal included in SCI/UGC approved list. However, for Ph.D. thesis related to the disciplines of Social Sciences and Humanities, SSCI/AHCI(Thomson Reuter) Journals along with UGC approved list of Journals, shall also be considered.

- Attach list along with the reprints of papers/ acceptance letters

7. List of books published _____
8. Number of Half Yearly Progress Reports submitted: _____
9. Number of copies of Extended Abstracts of thesis attached: _____
10. Any other information related to research _____

- Attach Departmental Research Committee (DRC) recommendations regarding its approval for submission of extended abstracts for pre submission seminar evaluation.

It is certified that the research work being submitted by Mr./Ms. _____
Roll No. _____ for the award of Ph.D. in _____ is his/ her
original work and I am satisfied that it is worthy of consideration for the award of Ph.D. Degree.
S/he has published two research papers in International Journals of repute. It is recommended that
his/her pre-submission seminar be arranged.

(Signature of Thesis Supervisor)
(Name of Supervisor)



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

Proforma for submission of Panel of External Experts for Pre Submission Presentation Evaluation (Ph.D. Thesis)

(To be filled by the Supervisor/Dean of the college)

Ms/Mr _____ Roll No. _____, a Ph.D.
student, in the discipline/subject of _____, has completed her/his
research work for the submission of Ph.D. thesis.

S/he has to give a pre-thesis submission Presentation, titled as: "-----
-----" which is to be evaluated by external experts.

Panel of Eight External Experts with their complete address, contact numbers and e-mail ID's who are
working in the **relevant field** of research of the candidate (preferably whose work has been referred by the
research scholar in his/her thesis) and are of minimum **Associate Professor Rank**, is given below:

S.No	Name	Designation and Address of Expert	Area of Research	Ph. No	E-mail ID
1					
2					
3					
4					
5					
6					
7					
8					

It is requested that names of two external experts kindly be got approved from the Vice Chancellor
for the evaluation of pre submission seminar.

(Name and Signature of Supervisor)

(Name and Signature of Dean of College)



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

EXTERNAL EVALUATION REPORT FOR Ph.D. Pre- Submission Presentation/ Extended Abstract

College: _____

Course: _____ Branch/Discipline: _____ Batch: _____

Name of Candidate: _____

University Roll No.: _____

Title of Dissertation: _____

REPORT OF EXTERNAL EXAMINER

Sr. No.	Attributes	Max Marks (400)	Marks Obtained	Remarks
1.	Originality in Research Work/ Contribution to Literature in the area of Research	100		
2.	Approach (Objective (s), Methodology, Analysis, Interpretation Conclusion, Design)	150		
3.	Quality of Presentation and viva	150		
	Total	400		

Recommendations

Candidate may be:

- (i) Allowed to submit the Ph.D. thesis without any further additions/ modifications.
- (ii) Allowed to submit the Ph.D. thesis with the incorporation of the following improvements/ Suggestions/ Corrections. (Attach extra sheet if required).

Name & Signature of Internal Examiner

Name & Signature of External Examiner

Date: _____

Address: _____



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

GUIDELINES FOR PREPARATION OF THESIS

1. The thesis must represent a coherent body of original work by the student. It must display a scholarly approach and thorough knowledge of the subject.
2. Plagiarism in any form is completely unacceptable.

3.1 General Guidelines

- a) **Language:** English will be used for all subjects except Hindi and Punjabi. The thesis of Hindi and Punjabi shall be written in Hindi and Punjabi languages respectively.
- b) **Style:** A style appropriate to the subject matter should be followed consistently. American or British spelling is acceptable, but the same form must be used consistently throughout the thesis.
- c) **Paper:** A4 size, portrait (vertical) orientation. The thesis must be printed on good quality white paper (20-40 lb. bond or 80 gsm) on both sides of the paper with all the figures and tables in line with the text. In a way, the thesis shall look like a book. Oversize or undersize pages (e.g., maps) can be included but should not be bound into the thesis, they may be placed in a pocket at the back of the thesis.
- d) **Margins:** For copying and binding purposes, the margins of every page of thesis must be kept within the following:

Top:	$\frac{3}{4}$ - 1"	Right:	0.75" - 1"
Bottom:	$\frac{3}{4}$ - 1"	Left:	1.25" - 1.5"

All manuscript materials must fit within these margin requirements (including tables, headers and footers, figures, graphs and page numbers). When full-page prints of photographs are desired, the image area of the print must conform to the same margins as the text.

- e) **Font:** For the main body of the text, a standard, easily legible, 12-point, **Times New Roman** font is preferred. Footnotes can be 10 or 12-point font. The thesis must be printed in black ink and the printer should be a laser printer or letter quality Printer. The title of the thesis must be in Title Case or ALL CAPS. The title of all entries in the Table of Contents must be in Title Case.
- f) **Page Numbers:** All pages must be numbered in sequence. There must be no missing, blank, or duplicate pages. Specific page number formats, where ever applicable, are indicated below. Minimum font size is 10-point and must be consistent throughout the text. Chapter 1 must start on page 1.

g) **Line Spacing:** 1.5

h) **Order of Items in Entire Thesis:** The following order of items is common to both Standard and Publication thesis formats. Please note which items are optional.

Preliminary Pages (Numbered with lower case Roman Numerals):

Title Page

Certificates

Abstract

Dedication Page (optional) Acknowledgements

Table of Contents

List of Figures

List of Tables

List of Publications from the thesis

List of Abbreviations and Symbols Used (optional) Glossary (optional)

Main Pages (Numbered with Arabic Numerals):

Body of Text Divided into Chapters

Final Pages (Continuation of Arabic Numerals):

Endnotes (optional) Bibliography/References

Appendices (optional)* (*Final Entry in Table of Contents*)

Author's Bio-Data

3.2 Preliminary Pages

a) **Page Numbers:** The page numbers in the preliminary material are to be in lower case Roman numerals, centered at the bottom of the page, except for the title page, which is not numbered

b) **Title Page:** This must be in standard format. There is no page number written on this page, but it is considered to be page one (i).

c) **Certificates** (page ii): This must be in standard format. The original copy must bear original signatures.

d) **Dedication Page** (if applicable): The content and format of this page is up to the student.

e) **Table of Contents:** For clarity, use 12 point font. All Chapter titles, headings and subheadings should appear in the Table of Contents. Insert the word "Chapter" in front of chapter numbers in the table of contents and in the main body of text. Chapter 1 should be entitled **Introduction**, for example, 'Chapter 1: Introduction' and the last chapter entitled **Conclusions** (or **Discussion**). Line spacing of 1.5 should be maintained between entries.

Text within the titles must not hang over the Table of Content's page numbers; the 'column' of page numbers must be free of any text from the titles. Right align page numbers. Each appendix (if applicable) should be listed separately in the Table of Contents.

f) **List of Tables and List of Figures** (if applicable): line spacing of 1.5 should be maintained

between entries. Text within the titles must not hang over the page numbers; the 'column' of page numbers must be free of any text from the titles. The lists should include any material inserted in a back pocket. When listing the Tables and Figures make sure that text within the titles must not hang over the page numbers, Figures and Tables must be numbered separately.

For example: “Figure 1. Database contexts”, “Table 1. Input data”. Figure captions are to be written below the figures. Table titles are to be written above the tables. Do not put the figures and tables at the end of the document. A figure/table should appear at or near the place where it is referred to in the text for the first time.

- g) **Abstract:** This part of the thesis will be the most widely published and most read because it will be published in Dissertation Abstracts International. Better if it is written towards the end, but not at the very last minute because you will probably need several drafts. It should be a distillation of the thesis; a concise description of the problem(s) addressed and your method of solving it/them, your results and conclusions. An abstract must be self-contained. Usually an abstract does not contain references. When a reference is necessary, its details should be included in the text of the abstract. The number of words may be limited to 2000 not exceeding four pages of spacing 1.5 and font type Times New Roman with size 12.
- h) **List of Abbreviations and Symbols Used** (if applicable).
- i) **Glossary** (if applicable).
- j) **Acknowledgements** (if applicable): The author of the thesis can acknowledge the help and guidance received from different persons in this section. Any financial support received from funding agencies in the preparation of the thesis should definitely be stated here.

3.4 Main Pages (Body of Text) Standard format

- a) **General:** The thesis should be organized as Chapters, and should follow the general guidelines and order of items listed in section 3.1. Chapter 1 must start on page 1 and subsequent chapters should start from the right hand side page as the thesis is opened.
- b) **Page Numbers:** All pages must be numbered in sequence. Minimum font size is 10-point. It is normal practice for the page numbers in the main body of the text to appear in **bottom centre**, although **lower right** or the **upper right corners** are also acceptable. Page numbers must be at least 0.5 inches (1.3 cm) from the bottom of the page and centered.
- c) **Line Spacing:** 1.5, except where indicated otherwise. Short sections (e.g., quotations, equations, footnotes) may require more or less than this.
- d) **Chapter Titles, Headings, and Sub-headings:** All chapter titles, headings, and sub-headings must appear in the table of contents. For each level of title or heading, consistent format in font size and style, numbering or lettering, and placement should be maintained throughout the thesis text. Each chapter should begin on a new page. Chapter **title should be Arial, 16 point Boldface Uppercase**.

First-order headings: Times 14-point boldface, upper case, flush left, with one blank line before, and one blank line after. Use a period (“.”) after the heading number, not a colon.

Second-order headings: As in this heading, they should be Times 14-point boldface, initially capitalized, flush left, with one blank line before, and one after.

Third-order headings: Third-order headings are discouraged. However, if you must use them, use 12-point Times, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

e) Tables and Figures:

- (i) **General:** The content, placement, and format of figures and tables are determined by the concerned discipline practice. Sources of any figures or tables not original to the thesis must be cited. Lettering in tables and figures should be legible at the scale of reproduction in the thesis. Figures may be in color or grey-scale, as appropriate to the subject matter. **Figure and table should be embedded in the text.**
- (ii) **Captions:** Captions may be directly placed above the table and below the figure. Captions can be in sentence form, without capitalizing all major words and should be self contained in all respects.
- (iii) **Page Setup:** Figures, tables, and captions may be embedded in the text or appear on separate pages as appropriate. Landscape or portrait orientation is acceptable, although the page itself must appear in portrait (vertical) orientation. Margin width and page number placement should be consistent with the rest of text.
- (iv) **Numbering:** All figures and tables are to be listed at the beginning of the thesis except those appearing in the appendices. Numbering or lettering style (if any) should be in accordance with discipline practice, and consistent throughout the thesis.
- (v) **Other:** Oversize tables, charts, maps, or diagrams are to be inserted into a back inside pocket; these should be included in the list of illustrations or tables.
- (vi) **Header:** Header may be placed at the top of the page and formatting should be consistent throughout the thesis.

3.4 Final Pages (Endnotes/References/Appendices)

- a) **Endnotes:** If used, must be placed before the Bibliography and Appendix.
- b) **References/Reference List:** All cited references must be listed at the end of the thesis. The thesis must contain a complete reference list or bibliography, citing all the literature and other sources referred to in the thesis and appendices, including websites. Format and placement of reference citations should be consistent throughout the thesis, and should conform to a scholarly style consistent with discipline practice. References in the text should be written this way:
 - (i) Active citation: 'Johnson (1982)'. Example: "as discussed in Johnson (1982)".
 - (ii) Passive citation: '(Johnson (1982))'. Example: "as discussed in the literature (Johnson, 1982)"

Reference to journal articles and papers in serial publications should include:

- Last name of each author followed by their initials
- Year of publication
- Full title of the cited article in quotes, title capitalization
- Full name of the publication in which it appears
- Volume number (if any) in boldface (Do not include the abbreviation, "Vol.")

- Issue number (if any) in parentheses (Do not include the abbreviation, “No.”)
- Include page numbers of the cited article (include “pp”)

Reference to textbooks and monographs should include:

- Last name of each author followed by their initials
- Year of publication
- Full title of the publication in italics
- Publisher
- City of publication
- Include page numbers of the work being cited (include “pp”.)
- Chapter number (if any) at the end of the citation following the abbreviation, “Chap”.

Reference to individual conference papers, papers in compiled conference proceedings, or any other collection of works by numerous authors should include:

- Last name of each author followed by their initials
- Year of publication
- Full title of the cited paper in quotes, title capitalization
- Individual paper number (if any)
- Full title of the publication in italics
- Initials followed by last name of editors (if any), followed by the abbreviation, “eds”.
- Publisher
- City of publication
- Volume number (if any) in boldface if a single number, include, “Vol.” if part of larger identifier (e.g., “PVP-Vol. 254”)
- Include page numbers of the work being cited (include “pp”.)

Reference to theses and technical reports should include:

- Last name of each author followed by their initials
- Year of publication
- Full title in quotes, title capitalization
- Report number (if any)
- Publisher or institution name, city

Online References

- Name of Author
- Name of Article
- Name of website
- Date of Access of Website

Sample References:

- [1] Ning, X., and Lovell, M. R., (2002), “On the Sliding Friction Characterizes of Unidirectional Continuous FRP Composites,” ASME J. Tribol., 124(1), pp. 5-13.

- [2] Barnes, M., (2001), —Stresses in Solenoids, *J. Appl. Phys.*, 48(5), pp. 20002008.
- [3] Jones, J., (2000), *Contact Mechanics*, Cambridge University Press, Cambridge, UK, Chap. 6.
- [4] Lee, Y., Korpela, S. A., and Horne, R. N., (1982), "Structure of Multi-Cellular Natural Convection in a Tall Vertical Annulus", *Proc. 7th International Heat Transfer Conference*, U. Grigul et al., eds., Hemisphere, Washington, DC, 2, pp. 221226.
- [5] Watson, D. W., (1997), "Thermodynamic Analysis", ASME Paper No. 97-GT-288.
- [6] Tung, C. Y., (1982), "Evaporative Heat Transfer in the Contact Line of a Mixture", Ph.D. thesis, Rensselaer Polytechnic Institute, Troy, NY.
- [7] Smith, R., (2002), "Conformal Lubricated Contact of Cylindrical Surfaces Involved in a Non-Steady Motion," from web site
<http://www.cas.phys.unm.edu/rsmith/homepage.html> accessed on 12/08/2007.

c) **Appendices:** Each appendix should be listed separately in the Table of Contents.

(i) **General:** Appendices may include data tables, source codes, analytical procedures, survey forms, or any other supplementary material approved by the supervisory committee. Content and format should be in accordance with discipline practice.

(ii) **Copyright Permission:** Where a thesis includes copyrighted material (e.g., publications), copyright permission letters should be included as a separate appendix. Reprints may be included in the appendices, provided copyright permission is obtained.

d) **Paging:** Pages should be numbered in sequence with the rest of the thesis.

e) **Line Spacing:** spacing between entries should be 1.5. Individual reference entries must not be split over two pages.

f) **Font Size:** Font size for both endnotes and cited references should be consistent with the rest of the thesis text. Other details of format (italics, punctuation, etc.) Should be compatible with discipline practice and should be consistent through the entire list.

3.5 Supplementary Material (Included in Thesis)

a) **Electronic supplements:** read-only CD/DVD-ROM (in hard case) labeled with student name, thesis title, institution, and date, for back pocket of the thesis, written description of electronic supplements (if any), oversize pages for back pockets.

b) **Copyright agreement letters** (if applicable to be included in an appendix)

3.6 Electronic Formats

a) **General:** candidates may include supplementary material in electronic format. A CD-ROM or DVD-ROM (read-only) containing this material should be submitted in a hard case and will go in the back pocket of the thesis. A description of the supplementary material, including file names, formats, and a brief description of the contents, should be included as an appendix in the paper copy of the thesis and as a "read-me" file on the CD/DVD-ROM.

b) **Labeling:** The CD/DVD-ROM must include both electronic and physical labels that list the thesis title, author, institution, and date.

3.7 The thesis shall be hard bound with cover page in **maroon background and golden text** color. The name of the candidate, degree (specifying the specialization), year of submission, name of the University including college name shall be printed in black on the cover.



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

Ph.D. Thesis Submission Proforma

Ref. No.

Date.....

To

Dean Research

Subject: Submission of Ph.D. Thesis

Mr/Ms.S/D/O....., University Roll No.....,

has submitted his/her Ph.D. Thesis titled as"

....." in the discipline of

It is certified that:

1. Title of the thesis is as per synopsis submitted by the candidate and which has been duly approved by the Evaluation Committee.
2. The candidate has submitted all Annual Progress Reports, which are satisfactory.
3. The candidate has completed the Ph.D. course work requirements.
4. The candidate has published two original research papers in International Journals of repute (SCI/SSCI/AHCI/Thomson Reuter/UGC approved) having an impact factor ofList of original research publications is attached.
5. Pre-Submission presentation of the candidate has been evaluated and has been found satisfactory.
6. The recommendations given by the experts have been incorporated in the thesis.
7. The thesis has been got checked by me for plagiarism. There is no plagiarism and relevant Anti-Plagiarism Check reports are attached.
8. Thesis has been written as per guidelines given in Ph.D. rules of GKU.
9. Six spiral bound copies of the thesis and its soft copy are being submitted.
10. The candidate has deposited the thesis submission, evaluation and viva-voce fees.
11. No dues certificate from the account branch is attached herewith.
12. Panel of 08 experts of minimum Associate Professor rank, out of which 04 are from outside of Punjab state (along with their complete addresses, e-mail ID and phone numbers) for evaluation of thesis, is attached herewith.

You are requested to kindly get the thesis evaluated.

(Name and Signature of thesis Supervisor)

(Name and Signature of Member DRC)

(Name and Signature of Member DRC)

Date:.....

(Signature and Stamp of the Dean of the College)



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

**PROFORMA FOR NO-DUES CERTIFICATE
(TO BE SUBMITTED AT THE TIME OF Ph.D. THESIS SUBMISSION)**

This is to certify that Mr/Ms.....S/O, D/O.....,
University Roll No., Ph.D. student in the discipline
of

- a. has paid the thesis submission, evaluation and viva-voce fee
- b. nothing is due against the candidate.

Date:.....

(Name and Signature of Accounts officer)

FORMAT FOR TITLE PAGE OF THESIS

(TITLE OF THESIS) <bold>

A Thesis

*Submitted in Fulfilment of the Requirements for the Award of
the degree of*

DOCTOR OF PHILOSOPHY

IN

(NAME OF DISCIPLINE)

BY

(NAME OF STUDENT)

(UNIVERSITY ROLL NO.)

SUPERVISOR (S)



(NAME OF COLLEGE)

GURU KASHI UNIVERSITY

TALWANDI SABO (PUNJAB), INDIA

(YEAR) (Font size=12)



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

CANDIDATE'S DECLARATION

I hereby declare that the work which is being presented in the thesis, entitled
“.....”
.....” in fulfillment of the requirements
for the award of the degree of **Doctor of Philosophy** in **Faculty of Engineering/ Management/
Computer Application/ Others (specify)** and submitted in Guru Kashi University, Talwandi Sabo is an
authentic record of my own work carried out during the period from tounder
the supervision of Dr. _____ and Dr. _____.

The matter embodied in this thesis has not been submitted by me for the award of any other degree of this
or any other University/Institute.

(Name & Signature of Student)

Univ. Roll No.:.....

This is to certify that the above statement made by the candidate is correct to the best of my/
our knowledge.

(Supervisor)

(Co-Supervisor)

The Ph.D. Viva-Voce examination of Ms./Mr..... has been held on.....and
accepted for the award of Ph.D. Degree.

External Examiner

Supervisor

Co.-Supervisor



GURU KASHI UNIVERSITY

Sardulgarh Road, Talwandi Sabo, (Bathinda) Punjab - 151302

PROFORMA FOR PANEL OF EXPERTS FOR Ph.D. THESIS EVALUATION

(To be filled by the Supervisor/Dean of the College)

Ms/Mr _____ Roll No. _____, a PhD student, in the discipline/subject of _____, has completed her/his research work for the submission of Ph.D. thesis.

Title of the thesis is: _____

Panel of eight External Experts (Four experts are from outside Punjab State) ,with their complete address, contact numbers and e-mail ID's who are working in the **relevant field** of research of the candidate and are of minimum **Associate Professor rank** is given below:

S. No.	Name	Designation and Address of Expert	Area of Research	Ph. No.	E-Mail Id
1					
2					
3					
-					
-					
8					

It is requested that names of two external experts kindly be got approved from the Vice Chancellor for the evaluation of the thesis.

(Name and Signature of Supervisor)

(Name and Signature of Dean of College)



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Proforma for Evaluation of Ph.D. Thesis

1. Name of the Student : _____
2. Title of the Thesis : _____
3. Discipline/Subject : _____
4. Thesis Evaluation Report : _____

S. No.	Evaluation Criteria	Satisfied (Y/N)	Comments (if any)
I	Introduction -Significance of the study in terms of contribution to the body of knowledge and application, well defined scope and objectives.		
II	Literature Review -Depth of review in terms of thoroughness, the extent of support of previous studies on the present research.		
III	Methodology -Clarity and applicability of concept (s) used.		
IV	Analysis -Recognition of future areas of study. Identification of limitations of the study.		
V	Research Contribution/Originality		
VI	Written Expression -Use of proper format for referencing.		
VII	Is Quality of research papers published good for the award of Ph.D. degree?		
VIII	Is standard of International Journals in which the candidate has published research papers good?		
IX	Does the thesis meet the Ph.D. standards prescribed by UGC?		

- 5.1** I recommend the **acceptance of this thesis** as fulfillment of partial requirement for the award of Ph.D. degree, subject to the following:
- I. Without any change in the thesis
 - II Satisfactory compliance to the queries raised by the examiners during the final viva-voce examination/ oral defense of thesis

5.2 I recommend **resubmission of thesis** after revision; subject to the following major corrections/ revisions/ additional research work to be done to the satisfaction of the supervisor (s) and examiners.

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

5.3. I recommend the rejection of this thesis for the award of Ph.D. degree due to the following reasons:

.....
.....

6. Following questions may be asked from the student at the time of viva voce examination:

Q1.
Q2.
Q.

7. Any other directions to the student for carrying out the corrections. (if any)

.....
.....

8. Please give brief summary of the original contributions made by the student and main features of the thesis in not less than 500 words.

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

Note: Please attach extra sheets wherever required.

Date:.....

(Name and Signature of the Examiner)

Address of the Examiner :

Contact Number :

E-Mail :



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Ph.D. THESIS VIVA-VOCE REPORT

Name of College: _____

Course: Ph.D. _____ Branch/Discipline: _____ Batch: _____

Name of Candidate: _____

University Roll No.: _____

Title of Dissertation: _____

The Ph.D. Viva-Voce evaluation of the student has been held on _____

Recommendations:

The Viva-Voce board has:

- Examined the thesis reports,
- Modification suggested by the thesis examiners have been incorporated

A. The committee is **satisfied** with the performance of the student in the oral examination.

Candidate may be:

- (i) Allowed to submit the six hard copies of Ph.D. thesis without any further additions/ modifications.
- (ii) Allowed to submit the six hard copies of Ph.D. thesis with the incorporation of the following improvements/Suggestions/ Corrections. (Attach extra sheet if required).

B. The committee is **Not satisfied** with the performance of the student in the oral examination.

Student may be given another chance for the defense of his/her thesis.

(Names & Signatures of Supervisor(s))

(Name & Signature of External Examiner)

(Signature of Dean of Concerned College)

(Signature of Dean Academics)

(Signature of Dean Research)



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Final No Dues Certificate for Ph.D. Students

(Students are advised to keep Xerox of No Due Certificate with them and submit the original in the office)

Mr./Ms. _____ Roll No. _____ in the discipline
of _____ will be completing the requirement for the award of
Ph.D. during the year _____. Please intimate the Office if anything is due against the
above student.

1. Concerned Department _____
2. Library _____
3. Computer Center _____
4. Chief Warden _____
5. Dean Students' Welfare _____
6. Director Sports _____
7. I-Card (To be submitted) _____
8. Accounts Section _____

(Please enclose Xerox copies of DMC of Course Work)

Correspondence Address

Name of student

Signature of student

Academic Section



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**Thesis submission receipt to be submitted by the candidate before
the _____ declaration of result**

Final Viva Voce Examination of Mr./Ms. _____

Roll No. _____, Ph.D. student in the Department of
_____ was held on _____.

The copy of dissertation/thesis duly signed by Board of Examiners has been submitted to the following:

S. No.	Name/Official	Copy of Dissertation/ Thesis Received (Name and Signature of recipient)
1.	HOD for Departmental Library	
2.	Supervisor (s)	
3.	University Librarian(Hard Copy and Soft Copy)	
4.	Research Section(One hard copy & One soft copy for (UGC)	
5.	Concerned Student	

Date : _____



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Proforma for Approval for the award of Ph.D. Degree /Issue of Provisional Certificate

Name of College: _____

Course: Ph.D. _____ Branch/Discipline: _____ Batch: _____

Name of Candidate: _____

University Roll No.: _____

Title of Dissertation: _____

The Ph.D. Viva-Voce evaluation of the student has been held on _____

- The Viva-Voce Board is satisfied with the performance of the candidate in the oral examination
- The student has submitted a No Dues certificate in the prescribed format given at **Annexure 25**.
- The student has submitted one soft and six hard cover copies of the thesis.
- The student has made all necessary corrections/modifications listed/suggested by the Viva-Voce Board.

It is recommended that Hon'ble Vice Chancellor approve the Award of the Ph.D. Degree to the student.

(Names & Signatures of Supervisor(s))

(Signature of Dean of Concerned College)

(Signature of HOD)

(Signature of Dean Research)

(Signature of Dean Academics)

(Vice Chancellor)



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