

VINAYAKA MISSION'S RESEARCH FOUNDATION
(Deemed to be University)
Declared Under Section 3 of the UGC Act, 1956

Accredited by NAAC



REGULATIONS GOVERNING

DOCTORAL DEGREE (Ph.D.) NURSING PROGRAMME 2021

**(Minimum standards and Procedure for the Award of Ph. D. Degree in
Nursing Programme)**

**[Updated as per the Indian Nursing Council (Guidelines for Starting
Ph.D. in Nursing Program in the Universities approved by the Council),
Regulations, 2020]**

University Website: www.vmrfd.edu.in

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**VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University)**

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**(Minimum standards and Procedure for the Award of Ph. D. Degree in
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Regulations, 2020]**

1. Title and Commencement

In exercise of the powers conferred by the Memorandum of Association of Vinayaka Mission's Research Foundation – Deemed to be University (VMRF (DU)), the Academic Council of VMRF (DU) hereby makes the following regulations in line with “Indian Nursing Council (Guidelines for Starting Ph.D. in Nursing Program in the Universities approved by the Council), Regulations, 2020”, in the name of Doctor of Philosophy (Ph.D) Regulations for Ph.D. in Nursing Program” at VMRF(DU) which are subject to modifications, from time to time as decided by the Academic Council of this University.

These regulations may be called as “VMRF(DU) (Guidelines for Starting Ph.D. in Nursing Program), Regulations, 2021”. These regulations come into force with effect from the year 2021 and are subject to such modifications as may be approved by the apex body of the University from time to time.

2. Preamble (In line with INC Regulations 2020)

NHP 2017 recognizes the key role health research plays in the development of nation's health. The policy aims to strengthen governance systems so that nurses can assume leadership position, improve regulation of practice and strengthen the quality of nursing education. Doctoral education in nursing will prepare more qualified nurses who can meet the country's health and nursing care demand. Many universities in India are recognizing this need and plan to start Ph.D. Program in nursing. This necessitates uniform and standard curriculum and guidelines to run the program effectively and achieve the intended outcomes. Indian Nursing

Council (Council for short) has prepared the Ph.D. curriculum and guidelines that will guide all universities who intend to start and promote doctoral education in nursing in their respective Universities.

NHP 2017 emphasizes the need to prepare nurses to function in specialty and super-specialty areas of tertiary care institutions with the proposed expansion of tertiary care services alongside expansion of medical colleges and starting new AIIMS centres nationwide. There is an acute shortage of nursing faculty in undergraduate and postgraduate nursing programs in India. Doctoral education is essential to prepare nurse scholars to improve the quality of nursing education and practice in India.

Doctoral education builds upon and extends competence acquired at the undergraduate and postgraduate levels, emphasizes theory development and research skills. The function of nurse scholars are to: assume leadership roles in complex healthcare and education systems, develop a theoretical and empirical base for nursing practice in both current and emerging health care systems, conduct nursing research and participate in developing healthcare policies. The entire thrust is on professional preparation in Nursing that could lead to evidence based practice for clinical effectiveness.

Doctoral education is to prepare nurse scholars who will contribute both to the development and application of knowledge in nursing for enhancing quality of nursing education, research, practice and dissemination of nursing knowledge.

Objectives

The doctoral prepared nurse will be able to

- Conduct research relevant to nursing.
- Develop nursing theories and nursing science
- Synthesize knowledge from nursing and other allied sciences to develop and test theory that affects health status.
- Demonstrate the leadership skills in nursing practice, education and research.
- Disseminate the results of theory development and research.

3. Definitions

In the Regulations, unless the context otherwise requires,

- i. “University” means Vinayaka Mission’s Research Foundation (Deemed to be University)

- ii. “Programme” means Research Advisory Programme leading to the award of Ph.D.
- iii. “Research Supervisor/ Guide/ means any faculty member of the University who has been” recognized by the University to supervise the research scholars.
- iv. Board of Research @ “Research Advisory Committee” (RAC) means a Committee constituted by the University for each Scholar to monitor the progress of his/her research work.
- v. Board of Studies (Research) “BoS (R) means the apex body of the University administering the Ph.D Programme
- vi. “Research Co-ordinator” means Head of the Institution/Department/ Organization of the Part-time (Ext.) scholar where he/she is employed
- vii. “Scholar” means any candidate admitted by the University either under Full-time or Part-time category for pursuing research for the award of Ph.D. degree of the University.
- viii. “Course Work” means one of the specified unit which go to comprise a program of study /a directed study prescribed by the Research Advisory Committee for the scholar to undergo as a part of the Ph.D. Programme.

4. Programme Categories

There shall be 3 categories of Ph.D.

- Full time research scholars are those who register for Ph.D. on full time basis and are not employed anywhere.
- Part Time (Internal) Candidates: All candidates employed in VMRF (DU) who pursue part time research in this University shall belong to this category. Provision to pursue Part-time Ph.D. programme is available to full time faculty members & staff of the institutions under the ambit of Vinayaka Mission’s Research Foundation (Deemed to be University) (VMRF(DU)). The non Teaching staffs are not permitted to pursue in part time mode except who possess the academic position (Wherever applicable)
- Part time (External) research scholars are those who are presently employed in any recognised Nursing Colleges other than VMRF(DU)/ Institutes (preferably PG offering)/ within the country.
- The scholars can select the guide from the list of guides recognized by the University (uploaded in the University website from time to time). However the guide allotment shall be done as per the availability of the vacancies and the confirmation will be subject to the recommendation of the committee.

5. Eligibility criteria for admission to Ph.D. Programme:

Applications are invited from eligible scholars who have obtained:—

- (a) M.Phil. (Nursing) or M.Sc. (Nursing) or a Post Graduate degree in Nursing recognized by Council with 3 years teaching or Clinical experience after M.Sc. (Nursing) for enrolment for Ph.D. in Nursing (part-time) under Faculty of Nursing in the respective University.
- (b) The scholars should have passed M.Sc. (Nursing) with a minimum of 60% marks.
- (c) For Part time category candidates Working in Teaching Institutions as a faculty member preferably PG offering institutions within the country.

6. Criteria for Selection

For Nursing Provisional registration – as per the University Ph.D Program regulations the admission will be held every 1st October . The application form can be downloaded from the university website www.vinayakamission.com. (Annexure I) The filled-in application to be submitted along with prescribed fee and the relevant certificates.

The candidate shall furnish the information as detailed below:

- a) Qualification and details of previous study and research, if any, and full particulars of the publications to his/her credit in accredited journals. (attested copies to be furnished)
- b) Name and address of the recognized Guide/Co-Guide under whom the candidate proposes to carry out research.
- c) Name of the department and institution where the candidate proposes to work and to conduct research.
- d) Title and synopsis of the proposed research work.

Candidates in service shall forward application along with the consent of the guide with name, signature & seal and a No objection Certificate from the Head of the Department and Head of the Institution where the candidate is working. (Place of work) while submitting the application along with the documents mentioned under schedule for the candidates.

- (a) All applications received by the University before the stipulated time and date shall be placed before the scrutiny committee. The Committee shall

examine the applications and after screening process shall recommend the eligible candidates to the University for Entrance Examination Selection for the Ph.D. Program will be based on the entrance examinations as stipulated by UGC and INC guidelines.

7. Entrance Examination

- i) University conducts entrance examinations based on the ING Regulations and also in line with UGC regulations.
- ii) Selection for the Ph.D Program will be based on merit either by entrance examination or by M.Sc. (Nursing) (minimum 60% Marks).
- iii) If the University opts to conduct entrance examination then selection for the Ph.D Program of the candidate will be based on
 - a) Entrance test marks obtained out of 90 Marks. (minimum weightage pass marks for entrance will be 60% of 90 i.e.54)
 - b) 5 Marks for candidates possessing M.Phil. in Nursing.
 - c) 5 Marks weightage for publications.

- iv) A committee constituted by the university shall determine the suitability of such candidates and the after giving due consideration to the performance in the entrance test as stipulated above, The list of eligible candidates shall be submitted to the Vice Chancellor for approval.
- v) The Ph.D. Section will obtain the approval of the Vice-Chancellor for the provisional registration of the selected candidates.
- vi) The Candidates whose registration has been approved by the Vice Chancellor shall be provisionally admitted to the Ph.D. Programme by the university Ph.D Section with the intimation to the concerned.
- vii) On receipt of the Provisional registration of the candidates, the supervisors of the students shall recommend a panel of Six names (Internal & External each 3) for forming the Board of Research @ Research Advisory Committee (RAC) as per the clause 20 below for their respective students and send the same to the Ph.D Section. The Ph.D Section shall confirm the Research Advisory Committee as in clause 20 below, get the approval of the Vice-Chancellor and communicate the same to the respective supervisors for further action.
- viii) The reservations shall be followed as per the UGC Regulations

8. Procedure for Registration

Selected Candidates applying for registration shall remit the prescribed fee within the stipulated time along with the necessary documents required. Those candidates shall be issued with the provisional registration letter. No candidate shall, without previous permission of the University join any other course of study or appear for any other examination conducted by the University or by any other University during the period of registration.

9. Duration of the Programme

Full time: Three years, maximum of years.
Part time: Five years.

A candidate can register for Ph.D. course on part time basis.

- (a) A candidate should complete research work and submit the thesis to the University within five years from the date of provisional registration.

- (b) Maximum period for submission of thesis will be Seven years from the date of provisional registration subject to the approval from the Research Advisory Committee (RAC) on the recommendations of the guide. There will be no provision for further extension of the period.

Under extraordinary circumstances, affecting a student warranting extension of period for submission of thesis, the student should submit an application through the guide who will refer the same to the Board of Research @ RAC for its opinion, which will be submitted to Ph.D Section. The decision of the Vice Chancellor in the matter shall be final.

10. Calendar of Events

- Provisional registration – 1st October of every year.
- Submission of half yearly progress report – 15th October every year/15th April every year.
- No two half yearly progress report should be submitted simultaneously.
- Conducting the Pre-Ph.D. examination after the approval of 1st and 2nd half yearly progress reports and completion of one year from the date of provisional registration.
- Exact date of the examination will be notified by the university.
- Confirmation of registration after successfully completing the Pre-Ph.D. examination.
- Submission of ethical clearance certificate within one year after provisional registration.
- Ethical clearance/permission from the Institution/Concerned Authorities should be obtained from where data is being collected.
- Submission of final synopsis of research work leading to Ph.D. degree after approval of all half yearly reports and on permission to submit the synopsis from Ph.D. section.
- Submission of Ph.D. Thesis along with the application within 6 months after the approval of the final synopsis and permission to be sought from the Ph.D. section to submit the thesis.
- Final Viva-Voce examination after the acceptance and approval of Ph.D. thesis by the examiners as prescribed in Section 28 (date to be notified by the University).

11. Conversion of registration from Full –Time to Part – Time and Vice – Versa

- Conversion of registration from Full – Time to Part – Time may be permitted if the candidate gets employment in an academic/research/

professional/technical institution, after getting verification of job from the employer. However the candidates have to pay the prescribed fee for such conversion.

- Similarly, conversion from Part – Time to Full – Time may also be permitted if the candidate so desires, provided he/she ceases to be an employee. In this case, if no request is forthcoming from the Part – Time candidate for conversion from Part – Time to Full – Time, the registration shall be cancelled once he/she ceases to be an employee.
- At the time of granting part time registration to the candidate, it should be ensured that he/she is employed. Concealing factual information to get any of the above conversion is a serious offence, and the candidate stands the risk of cancellation of registration.

12 Reregistration

After the expiry of the maximum period including the extension granted, a candidate will be permitted to Re-register as per the following regulations.

- i) For those candidates who want to re-register under the same supervisor on the same area of research, the earlier Research Advisory Committee and the course works completed will hold good.
- ii) For those candidates who want to re-register with a different supervisor on a different area of research will be subjected to the regulations applicable for the fresh candidates.
- iii) If the area of research is the same, the Research Advisory Committee will decide whether the earlier course works completed can be considered for exemption or not.

13 Attendance Requirement

Research scholars of Ph.D. (Full Time) programme have to sign in the attendance register maintained in the department on all working days. Each student is expected to possess a minimum of 75% attendance (10% relaxation in attendance shall be permitted on valid reasons provided with the concurrence and permission of the Vice - Chancellor of the University on payment of prescribed fee) in each semester / year, failing which the candidate will not be permitted to appear for the examinations.

At the beginning of the course work candidate required to submit undertaking certificate as per the (Annexure II)

14 Extension of Maximum Duration

In exceptional circumstances if the Research Advisory Committee recommends and the BoS (R) deems it fit, a maximum grace period of 1 year beyond the normal maximum period may be granted, by the Vice-Chancellor, six months at a time, to enable the research scholar to submit the thesis. The fees prescribed as from time to time shall be paid beyond the maximum duration.

15 Break of study

- i) Permission for break of study in research programme shall be granted up to a maximum period of one year in spells of 6 months at a time. Such period shall be accounted for the calculation of duration of the programme. The research scholar should remit the programme fee during the break period also.
- ii) The Vice-Chancellor shall permit break of study of the research scholar, on reasons deemed fit and in extraordinary circumstances like medical grounds, and other compelling reasons which warrant his / her absence from the programme. Permission for break of study shall be obtained before the commencement of the break. Likewise, resumption of study after the break must be reported within ten days after resumption.

16. Place of Research

- i) For full time research scholars, the place of research will be the department and the institution where the supervisor works.
- ii) For part time research scholars the place or places of research will be the place of working of the candidate and/or the place of working of the supervisor / co-supervisor subject to the condition that at least one of these places is a PG centre.

17. Recognition of Research Guide / Co-Guide

- Guides can select two scholars only every year but not more than 6 scholars at any given period of time
- Scholars can have co-guide from nursing or other disciplines if necessary
- The Ph.D. doctoral holders who are within health care disciplines can be appointed as co-guides.
- The guide should be a full time faculty member of VMRF(DU)

18. Eligibility Criteria for Research Guide

- i. Ph.D. degree in nursing with 5 years Post Graduate teaching experience with minimum 5 scientific publications in National/International Journals.
- ii. Maximum age to be a guide shall be 65 years.
- iii. Guide cannot have more than 6 candidates (including being Co-Guide) at any given point of time. Restriction in intake of PT & FT candidates as per the university direction from time to time.
- iv. Candidate can have Co-Guide from nursing or other discipline, if necessary.
- v. The Ph.D. doctorate holders who are not formal teachers can be appointed as Co-Guides.
- vi. Such eligible faculty members of VMRF(DU) shall submit the application as prescribed in Annexure III, III a & III b.

19. Change of Guide

Change of guide may be allowed within a period of less than two years. In extraordinary circumstances warranting change of guide, the guide and/or the student should place the facts before the University for consideration. The decision and the recommendations will be placed before the University's Board of Studies (Research) (BOS (R)) . The BOS (R) decision shall be final.

20. Research Advisory Committee

- i) In place of Board of Research mentioned in INC regulations, there shall be a Research Advisory Committee in line with UGC regulations, for each Ph.D. scholar. The supervisor shall furnish for every candidate a panel of 6 experts (3 internal & 3 external) from well versed academia, with Research Advisory qualifications in the field of proposed research, from the faculty of the university.
- ii) The following members shall "constitute the Research Advisory Committee" as approved by the Vice-Chancellor.
 - i) The Research Supervisor (Convener)
 - ii) Two experts selected and approved by the Vice Chancellor of the respective faculty from a panel of six experts(3 Internal & 3 External) recommended by the Research Supervisor

- One Internal Expert from the same department or from other Department of the same institutions the candidate Registered
- One External expert from outside VMRF (DU) institutions(preferably within 500kms radius of the Institution)
- The Research Advisory Committee members shall meet the minimum eligibility criteria prescribed for eligible Research Supervisors

iii) The Co-guide, if any.

iv) The Research Advisory committee shall have the following responsibilities:

- To review the research proposal and finalize the topic of research
- To guide the research scholar in respect of the proposed research work and to identify the course(s) that he / she may have to do.
- To periodically review and assist in the progress of the research work of the research scholar.
- To review the pre synopsis presentation of the research scholar.
- To Act as an Academic Integrity Panel for Plagiarism.

v) A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The committee with external expert shall meet during the 1st Research Advisory committee meeting for course work, title selection and during the pre-synopsis presentation. The 1st Research Advisory Committee shall be convened and the committee shall recommend the proposed title and the course work to the university as per the Annexure IVa. In case of unavoidable circumstances the other half yearly RAC meetings the external expert may be invited through SKYPE or by any other electronic means with the prior permission. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work (Progress in the review of literature, New data acquired or theoretical background/ techniques developed, progress/standardization in research methodology) for evaluation and further guidance. The research scholars must submit their six monthly progress reports, Minutes of the RAC meetings, Attendance certificate & Minutes shall be submitted in the prescribed format (Annexure IV, & Annexure IVa,b,c and V, respectively) through the research supervisors with the Research Advisory committee comments to the Ph.D Section (Deputy Director Research). After the successful course completion every scholar shall submit (Annexure Va) with Minutes. In service certificate to be submitted once in every year (Annexure Vb).

vi) In case the progress of the research scholar is unsatisfactory, the Research

Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar.

21. Programme Structure

Considering the INC regulations and UGC regulations the following course work been followed.

S. No.	Subject
Paper I	Research Methodology & Applied Statistics (6 credits) Contact hrs (60): Self-study: 30 hrs: Total: 90 hrs Research Publication & Ethics (2 credits) Contact hrs (15): Self-study: 15 hrs; Total: 30 hrs Total : 8 credits
Paper II	Nursing Science and Theory Development including Nursing Leadership Contact: 75 hrs; Self-Study: 45 hrs; Total: 120 hrs (8 credits)
	Seminar/Term paper in the area of research (Internal assessment)
	Viva Voce (Proposal defense)*

21.1 Pre-PhD Examination

The provisional registration of the candidate shall be confirmed only after he/she has passed the Pre-Ph.D. examination which shall be conducted after the completion of one year from the date of provisional registration of the candidate. Those who completed the course work shall apply for Pre Ph.D examinations in a prescribed application form (Annexure Vc)

The scheme of Pre-Ph.D. examination to be conducted by the University shall be as follows

S. No.	Subject	Duration	Marks
Paper I	Research Methodology & Applied Statistics and Research Publications & Ethics	3 hours	100
Paper II	Nursing Science & Theory Development	3 hours	100

	Seminar/Term paper in the area of research (Internal assessment)	—	100
	Viva Voce (Proposal defense)*	—	100

* $\geq 60\%$ of marks will be considered as pass.

Note: 70% attendance is compulsory for contact hours. If the student does not have 70%, he/she will not be allowed to appear for the Pre-Ph.D. examination, however they have to make up for the same next academic year.

The syllabi for both the papers shall be as prescribed by the Indian Nursing Council

21.2. Procedure for Pre-Ph.D. Examination

- a) The Research Advisory committee shall prepare a panel of both external & internal examiners and the Controller of Examinations (CoE) will constitute the Board of Examiners for the conduct of the Pre-Ph.D. examination.
- b) The Board of Examiners for the Pre-Ph.D. examination consists of the following
 1. There shall be double valuation of the answer scripts of Paper I and Paper II by the same examiners who have set the question papers or the examiners proposed by the CoE if necessary. The marks list shall be sent by the examiners directly to CoE of the University concerned.
 2. If the difference of the marks in valuation between the two examiners exceeds 15% of the concerned answer scripts, the same will be valued by the third examiner. The marks awarded by the third examiner shall be sent to CoE of the University concerned for the announcement of results.
 3. Term paper in the area of research (Internal assessment) and The Viva-Voce (proposal defense) examination shall be conducted in presence of the Research Advisory Committee appointed by the University. The supervisor shall submit the Proposal defense marks to the Controller of examinations (Annexure Vd)
 - i. The candidate shall be declared as successful in the examination if he/she secured not less than 60% of marks in each paper.
 - ii. In case the candidate is not successful in the Pre-Ph.D. examination in the first attempt he/she may be given two more chances to appear for entire examination after a period of six months. Further, if he/she is unable to attend or appear in the supplementary examination,

then he/she has to appear in the next regular examination, after that he/she will not be permitted to sit in the examination.

- iii. If the candidate is not successful in the Pre-Ph.D. examination, even in the second appearance, his/her provisional registration shall stand cancelled.

21.3 Letter Grades and Grade Points (GP):

Based on the performance in each subject, the student is awarded a final letter grade. The letter grades and the corresponding grade points are as follows.

Letter Grade	Grade Points	Range of Marks
O (Outstanding)	10	95-100
A+ (Excellent)	9	90-94
A (Very Good)	8	85-89
B+ (Good)	7	75-84
B (Above Average)	6	65-74
C (Average)	5	60-64
F (Fail)	0	<60 Failure due to insufficient marks in the course
Ab (Absent)	0	Failure due to nonappearance in the examination

Ph.D. scholar has to obtain a minimum of 60% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis. A scholar who gets less than C grade in a course work, he/she has to redo that course.

22 Cancellation of Registration

- (i) The registration of a research scholar whose progress is not satisfactory or who has not reported in person to the supervisor for any one semester is liable to be cancelled by the University.
- (ii) The registration of a research scholar who has not submitted his/ her thesis by the end of the prescribed /extended period as provided in the Regulations will be cancelled by the University.

23 Change of Title

Normally a student shall complete Research Advisory research on the subject title

approved by Research Advisory Committee (RAC), under the supervision of the research guide. After approval, the change of title cannot be entertained after the course work completion period. Only minor changes such as addition and deletion of words shall be permitted. However, under exceptional circumstances, a student may be permitted, only once, to change the title and objectives of research. The change may necessitate seeking fresh approval from RAC and the Ethics Committee if necessary. In such cases, the student has to work for another minimum essential period (12 more months for full time and 18 months for part time) before being eligible to submit PhD Thesis. If the candidate has already completed the course work or attended the mandatory lectures he/she will not have to repeat the same subject to the recommendation of RAC. Under no circumstances, a request for change in the title be entitles once the synopsis is submitted.

24 Submission of Synopsis

- (i) On completion of the minimum period of research work, not less than three months before the submission of the thesis, every candidate shall submit, 5 copies of synopsis along with the application (Annexure VI) Manual preparation for synopsis (Annexure VI a) checklist for synopsis (Annexure VI b) and the prescribed fee to the university through the Research Supervisor.
- (ii) The synopsis shall be accepted only when the research scholar has passed the course work exams and must have publication of at least two original research papers from the research work carried out by the scholar in indexed journal (SCOPUS/Web of Science/ PubMed/IEEE/UGC CARE LISTED) and two paper presentations in conferences/seminars and evidence to be produced for the same in the form of presentation certificate and / or reprints (Annexure VI f).
- (iii) Prior to the submission of synopsis, the scholar shall make a pre-presentation in the department before the Research Advisory Committee of the supervisor concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft synopsis in consultation with the Research Supervisor. The Pre- synopsis RAC Report (Annexure VI c) shall be submitted during the Synopsis submission.
- (iv) The synopsis shall not exceed 30 typewritten or printed pages (one side only of A4 size – 1 1/2 line spacing using a font size of 12 with Times New Roman font) . The synopsis (wrapper) may contain the details as shown in the format prescribed by the university (Annexure VI d). Thesis submission is to be done after clearance of the synopsis by the Research Advisory Committee and permitted by the Vice – Chancellor.
- (v) The Research Supervisor on approval of the research work reported in the

synopsis, shall forward three hard copies and one soft copy of the approved synopsis to the Ph.D Section along with a panel of at least five examiners from India, and five from abroad recommended by RAC (Annexure VI e).

25 Submission of Thesis

- i) The thesis shall report, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented etc) and demonstrating a quality as to make a definite contribution to the advancement of knowledge of mankind and the research scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work plainly stated and honestly appraised
- ii) The student should submit the copies of the thesis in fully bound form (3 - Spiral Binding) and with a softcopy (including scanned certificates) for Ph.D. at the time of submission for evaluation. Once the thesis is accepted, it is the student's responsibility to get it properly bound before and depositing 4 copies (1. University copy 2. Institution/Library copy 3. Research Supervisor copy 4. Research Scholar copy) at the time of Viva Voce Examination. The front cover of the bound copy should be the same as the title page of the thesis. The front cover should have printing on the side to include the author's name, abbreviated thesis title (optional), degree, department, and the year. Thesis shall be submitted not earlier than three months and not later than six months, from the approval of the synopsis by the Research Advisory Committee to the university along with application (Annexure VII) & Guidelines for Thesis (Annexure VII a) Check list (Annexure VII b) no dues Certificate (Annexure VII c) along with prescribed fee.
- iii) The thesis shall be prepared strictly following the formats and specifications prescribed. The title page (Annexure VII d), declaration of candidate (Annexure IX), certificate by the supervisor (Annexure X), quality, size, numbering and titles of diagrams, tables and photographs, if any, list of references, numbering of pages and size of the margins etc shall be as per formats approved by the university. The running matter shall be typed or printed on one side only on A4 size white paper with 1½ line spacing, using font size 12 with Times New Roman font. The wrapper of the thesis may contain details as shown in the format prescribed by the university (Annexure VIII)
- iv) The Research Scholar Shall Adhere the University VMRF(DU) Academic Integrity and Prevention of Plagiarism Regulations, 2019 in line with UGC Regulations dt.23.07.2019. Plagiarism Certificate shall be obtained from the Institution/Department Academic Integrity Panel (Annexure XI). Shall

be enclosed at the end of the thesis.

- v) No candidate shall ordinarily be permitted to submit his/her thesis after maximum period mentioned in this regulations, provided that the university may for valid reasons and on the recommendations of his supervisor, grant extension of time for not more than one year in all, to the candidate. A candidate, who is not able to submit his/ her thesis even after the grant of extension of one year, shall have his/ her registration cancelled.
- vi) If, however, the thesis submitted has formed in part the basis for the award of previous research degree the candidate shall clearly set forth in a preface or written statement the portion(s) which have formed the basis for the award of the previous degree.

26 The Act of Plagiarism

- (i) If a dissertation / thesis submitted contains material copied, even partially, except quoted for illustration, comparative or literature study or reference, with due acknowledgement, from any published or pre-published paper, journal article, note, dissertation, thesis, book or work based on which a degree, diploma or certificate has been awarded to the scholar or any other, in any hard or soft form, then the dissertation/ thesis so produced will be derecognized and the scholar's registration at this University will be cancelled and the scholar will be debarred from registering for any programme with this University any further. The Ph.D degree, if already awarded, may also be withdrawn, if the nature of the malpractice warrants.
- (ii) Penalty in the case of Plagiarism shall be imposed as per the VMRF(DU) Academic Integrity and Prevention of plagiarism regulations, 2019 in line with UGC Regulations

27. Evaluation of Thesis

- (i) The Thesis shall be referred to two examiners (one from India and the other from abroad) nominated by the Vice-Chancellor from the panel of examiners.. The Vice-Chancellor, if he deems fit, may also nominate the examiners from outside the panel.
- (ii) The examiners are expected to send their reports of adjudication in the prescribed format (Annexure XII) within two months from the date of receipt of the thesis to the CoE. Such reports should include:
- (iii) A critical account of the work of the candidate as embodied in the thesis and the evaluation of the work in term of its contribution to the advancement of knowledge.
- (iv) Details of any questions to be asked or points to be clarified at the Viva-

Voce examination.

- (v) Definite recommendations as to whether the Ph.D. degree should be awarded or not.
- (vi) The examiner shall include in his/her report an overall assessment placing the thesis in any one of the categories. Highly commended / Commended / Revision required / Rejected.
- (vii) For the cases of revision/rejection, the examiner shall mandatorily enclose a report of 200 to 300 words, indicating the nature of revision required and the reasons for rejection, as the case may be.
- (viii) The CoE shall forward the reports to the supervisor for seeking consolidated recommendations of the Board of Examiners appointed by the University.
- (ix) The supervisor shall consolidate the salient features of the reports sent by the examiners and submit to the CoE..
- (x) If both the examiners have either Highly Commended or Commended the research work and recommended the award of the degree, the thesis shall be provisionally accepted. Any minor revision, modification etc., suggested by the examiners shall be brought to the notice of the research scholar and be carried out by the research scholar before the public viva - voce examination is arranged.
- (xi) If both examiners recommended rejection, the thesis shall be rejected and the registration of the research scholar shall stands cancelled.
- (xii) If one examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to a third examiner of the same category (from within India or outside India) to be nominated by the Vice-Chancellor from within or outside the panel. If two of three examiners recommend the award, the thesis shall be provisionally accepted. If two of the examiners recommend rejection, the thesis shall be rejected and the registration of the research scholar shall stands cancelled.
- (xiii) In case where revision and resubmission of the thesis is recommended, candidate shall be permitted only once to revise and resubmit the thesis within six months and the revised thesis shall be referred to the same examiner.
- (xiv) No candidate shall, however, be permitted to submit the thesis more than two times.

28. Public Viva Voce Examination

Viva-Voce examination shall be conducted after the receipt of the satisfactory report, on the thesis from all the examiners. The Viva-Voce examination (Open defense type examination) shall be conducted by a Board constituted as follows:—

- i. Guide/Chairperson
- ii. Guide/Co-Guide (in case Guide is not the Chairperson)
- iii. At least one of the external examiners shall be present at the Viva-Voce examination. However, under extraordinary circumstances, where any external examiner cannot be present at the Viva-Voce examination, the Vice-Chancellor may appoint any external substitute examiner from the panel constituted by the RAC.

Teachers and research scholars of the concerned departments/institutions may be invited as observers only to attend the Viva-Voce examination.

The Viva-Voce examination is primarily designed to test the understanding of the candidate of the subject matter of the thesis including methodology employed and his/her competence in the general field of study. Since the points raised by the examiners of thesis are to be clarified during the Viva-Voce examination, the report of the examiners who adjudicated the thesis will be made available to the Board for Viva-Voce examination. The candidate shall produce all the relevant documents, materials, and preparations etc., concerned with the research project during Viva- Voce examination.

Members of the Board for the Viva-Voce examination shall report specifically on whether the candidate's performance on the examination is satisfactory and therefore be considered as accepted or nor accepted. The results of the viva voce examination, duly endorsed by the examiners, together with the list of participants their designation, address and signature forwarded to the university by the supervisor.

A candidate who is not successful at the Viva-Voce examination may be permitted to undergo the Viva-Voce examination for a second time after a period of three months. On the second occasion the viva voce examination board shall include an additional examiner nominated by the Vice Chancellor. If the performance of the candidate at the viva voce examination on the second occasion is also reported to be not satisfactory the registration shall stands cancelled. No candidate shall be permitted to take the Viva-Voce examination on more than two occasions.

On satisfactory completion of viva voce examination the candidate shall submit a copy of the thesis as a soft copy certified by the supervisor that all the corrections if any have been duly incorporated as suggested by the examiners for university archives and repository.

29. Shodhganga Repository

A soft copy of the final approved thesis shall be sent to the UGC for hosting the

same in INFLIBNET Shodhganga repository so as to make it accessible to all research institutions/universities as open access.

30. Award of Ph.D. Degree

The degree will be awarded by the University, after the candidate successfully completes Viva-Voce examination and based on the evaluation report of the viva voce board of examiners. If the report of the Public Viva Voce board is satisfactory the candidate will be awarded the Ph.D degree with the approval of the Vice Chancellor.

31. Publication of Thesis

Papers arising out of the thesis may be published by the research scholar. However, the thesis as a whole shall not be published by the candidate without the specific written permission from the university.

32. Ph.D Curriculum

S. No.	Subject
Paper I	Research Methodology & Applied Statistics (6 credits) Contact hrs (60): Self-study: 30 hrs: Total: 90 hrs Research Publication & Ethics (2 credits) Contact hrs (15): Self-study: 15 hrs; Total: 30 hrs Total : 8 credits
Paper II	Nursing Science and Theory Development including Nursing Leadership Contact: 75 hrs; Self-Study: 45 hrs; Total: 120 hrs (8 credits)
	Seminar/Term paper in the area of research (Internal assessment)
	Viva Voce (Proposal defense)*

Paper I

RESEARCH METHODOLOGY AND APPLIED STATISTICS INCLUDING RESEARCH ETHICS

Contact hrs:60+15=75hrs

Self-study:30+15=45hrs

Credits: 6+2=8credits

PART A- RESEARCH METHODOLOGY AND APPLIED STATISTICS

Unit –I

1.Introduction: (3hrs)

Methods of acquiring knowledge, problem solving and scientific method. Research – definition, types, characteristics, terminology used in research, purpose, scope and Research & Nursing: Purpose scope and need for Nursing Research, development of research in nursing, areas of nursing research.

2.Research process overview: (5 hrs)

Statement of the problem and research objectives, concepts and constructs, variables assumptions, definitions, hypotheses formulation and its types, delimitation.

3.Review of related literature (5hrs)

Need, purpose and sources: Library, On-line search, retrieval of database from different CD-ROMs and Systematic review.

Unit-II ‘

Research approaches and Designs: (30hrs)

- Historical approaches
- Survey and experimental approaches
- Qualitative research approaches, ethnography and phenomenology
- Longitudinal, cross sectional and cohort studies – advantages and disadvantages
- Experimental designs – Purposes, characteristics, types of design-pre-experimental, quasi and true experimental design, Steps of experimental research.
- Sampling Methods –Population,criteria for sample selection, techniques of sampling, determination of sample size.
- Quantitative Research-Data collection – Tools and techniques, types, purposes, characteristics and uses
- Scale/Construction of tools – Selection/Construction of Scale, testing, validity and reliability.

- Qualitative research-Data collection – Tools and Techniques-observation, focus group discussion, measurement and record analysis and field trips.

Unit – III

1. Qualitative and quantitative analysis using software and Data Management (10hrs)

- Quantitative Analysis- Descriptive and inferential - Parametric and Non parametric tests Advanced statistics- Regression and Multivariate analysis; SPSS Package Qualitative Analysis- Software's used for qualitative data analysis, Theme mapping

2. Communicating research findings (5hrs)

- Research critique
- Project proposal for Grant
- Research utilization and Dissemination

Unit – IV

Ethical considerations in Nursing Research (2 hrs)

- Ethical considerations specific to approaches, design and data collection Procedures
- Ethics Committee – composition, role and importance
- National Guidelines for ethical clearness

PART B- RESEARCH AND PUBLICATION ETHICS

Unit-V

1. Philosophy and Ethics: (3hrs)

- Introduction to philosophy: definition, nature and scope, concept, branches
- Ethics: definition, moral philosophy, nature of moral judgments and reactions.

2. Scientific Conduct: (5hrs)

- Ethics with respect to science and research
- Intellectual honesty and research integrity
- Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP)
- Redundant publications: duplicate and overlapping publications, salami slicing
- Selective reporting and misrepresentation of data

3. Publication Ethics: (7 hrs)

- Publication ethics: definition, introduction and importance
- Best practices / standards setting initiatives and guidelines: COPE, WAME, etc.
- Conflicts of interest

- Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types
- Violation of publication ethics, authorship and contributor ship
- Identification of publication misconduct, complaints and appeals
- Predatory publishers and journals.

RESEARCH AND PUBLICATION ETHICS (PRACTICE)(INTERNAL)

OPEN ACCESS PUBLISHING: (4 Hours) 1. Open access publications and initiatives 2. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies 3. Software tool to identify predatory publications developed by SPPU 4. Journal finder/journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggested, etc.

PUBLICATION MISCONDUCT: (4 Hours)(A) Group Discussions: 1. Subject specific ethical issues, FFP, authorship 2. Conflicts of interest, 3. Complaints and appeals: examples and fraud from India and abroad (B) Software tools: Use of plagiarism software like Turnitin, Original/ Urkund and other open source software tools,

DATABASES AND RESEARCH METRICS: (7 Hours)(A) Databases: 1. Indexing databases 2. Citation databases: Web of Science, Scopus, etc. (B) Research Metrics: 1. Impact Factor of journal as per Journal Citation Report, SNIP, SIR, IPP, Cite Score 2. Metrics: h-index, g index, i10 index, altmetrics.

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PAPER – II**Ph.D. CURRICULUM****Nursing Science and Theory Development including Nursing Leadership**

Contact	: 75 hrs
Self-Study	: 45 hrs
Total hours of instruction	: 120 hrs (8 credits)

1. Nursing Leadership in Health Care Delivery System : Contact hrs (20):
Self-study: 10 hrs (2 credits)
2. Philosophy of Nursing Science and Theoretical Perspectives: Contact hrs (15):
Self-study: 15 hrs (2 credits)
3. Nursing Theories and Theory Development : Contact hrs (40): Self-study: 20
hrs (4 credits)

Part A**1. NURSING LEADERSHIP IN HEALTH CARE DELIVERY
SYSTEM – 20 hrs****Course Overview:**

This course is designed to prepare the doctoral student to identify and utilize the nursing science and leadership roles as a basis for analyzing, developing and implementing national health policy and population policy and development of nursing profession.

Course Objectives:

Upon completion of this course the student will be able to:—

1. analyze the health problems and societal forces, health economics and politics in relation to corresponding national health policy and population policy
2. relate the impact of health policy and population policy to structure, content, distribution and financing of health services in general and nursing services in particular
3. analyse the leadership theories
4. identify the leadership roles necessary for the nursing leaders for developing nursing profession and people's health

Syllabus:**Unit - I**

Current Health Issues and Policies (8 hrs)

1. Analysis of current health problems – national & global
2. Health care delivery system in India
3. National health policy, population policy and alternative systems of medicine
4. Health policy issues relevant to nursing practice – Development of nursing services in health policy
5. The functions and roles of law in health care delivery – Existing legislations related to nursing. Laws for new and emerging roles (e.g.) Nurse practitioner, private practice (nursing homes)
6. Social system and health policy
7. Politics & health policy – Lobbying for development of nursing profession
8. Health economics and health policy (Economics of health care and nursing)
9. Health insurance

Unit - II

Nursing Leadership (8 hrs)

1. Leadership theories
2. Nursing leadership and decision making
3. Nursing leadership and change process
4. Human resource planning and management by nurse leaders
5. Profession building in health care system – Advocacy, Lobbying
6. Nursing ethics
 - Code of ethics, professional conduct for nurses in India
 - Nursing standards, nursing practice, standards and quality assurance
7. Human relations
 - Valuing human being
8. Communication skills

Unit - III

Nursing Informatics (4 hrs)

1. Nursing management information system, networking institutions through literature search
 2. Nursing Universities, Internet, Literature search
 3. Knowledge about basic computers – Review
- OR

1. Overview of Computers and Nursing
2. Computer Systems – Data processing, the internet, a nursing resource
3. Nursing Informatics and health care policy, privacy, confidentiality and security

4. Nursing informatics theory, clinical information systems
5. Applications – Practice applications, Administrative application (information technology for nursing managers), educational applications and Research applications.
6. Consumer use of informatics
7. The future of informatics

Part B

2. PHILOSOPHY OF NURSING SCIENCE AND THEORETICAL PERSPECTIVES – 15 hrs

Course Overview:

This is an introductory course. It begins the students' integrative analysis of the conceptual and empirical base of the domain of nursing. This course enables the student to trace the historical development and current status of nursing science in the context of the philosophy and history of science. (Study of nursing as a scientific discipline)

Course Objectives:

Upon completion of this course, the student will be able to:—

1. analyse the historical roots and current status of contemporary nursing science
2. explicate the paradigms of inquiry which influence the investigation of nursing phenomena
3. explore the impact of scientific issues on the development of nursing science

Syllabus:

Unit – IV

Philosophy of Nursing Science And Theoretical Perspectives (15 Hrs)

1. Introduction to the course, study of philosophy, history of philosophy
2. History and philosophy of nursing science
3. Nursing as a science and a discipline (Evolution and development)
4. Nursing knowledge and development
 - Historical roots
 - Domains of nursing
 - Paradigms in nursing
 - Knowledge development

5. Paradigms that influence approach to nursing science development.
6. Epistemological and ontological assumptions of diverse approaches to knowledge generation in nursing.

3. NURSING THEORIES AND THEORY DEVELOPMENT – 40 hrs

Course Overview:

This course is designed to facilitate the refinement of the critical skills necessary for analyzing and evaluating theoretical formulations, synthesizing theoretical components into conceptual models and developing testable hypotheses. The interrelationships among theory and practice and research in nursing will be examined.

Course Objectives:

Upon completion of this course, the student will be able to:—

1. to describe strategies for concept and theory development
2. to get overview of nursing theories
3. to evaluate theories used in nursing practices
4. demonstrate skill in developing and testing conceptual models that will impact nursing science
5. Examine interrelationship among science, theory, practice and research in nursing.

Syllabus:

Unit – V

Nursing Theories and Theory Development

(40 Hrs)

1. Epistemology (5 hrs)

- Concepts, statements and theories
- Strategies for theory development
- Evaluation of theories
- Meta theory

2. Overview of theory in nursing – 10 hrs

- Overview of theory
- Importance of theory in nursing
- Historical overview
- Classification of theories in nursing

- Issues in theory development in nursing
 - Nursing Theory – an examination of the concept development of nursing theory.
3. Overview of nursing theories – 15 hrs The theorists and the theories
 - On nursing clients
 - On human being - Environment interactions
 - On interactions
 - On nursing therapeutics
 - Other theories (4, 5, 6, 7 = 10 hrs)
 4. Analysis of Nursing theories & evaluation of nursing theories
 5. Nursing theory and practice
 6. Nursing theory and research
 7. Inter relationships between science, theory, practice and research in nursing.

ANNEXURES

Annexure - I**VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM****(Deemed to be University Declared Under Section 3 of the UGC Act, 1956)****APPLICATION FOR Ph.D(FT/PT) ADMISSION**

(Incomplete application will not be considered)

Read the Regulations Governing Doctoral Degree (Ph.D) Program before filling. Wherever a box is provided, place a tick mark (✓) inside to indicate "yes". Strike out whichever is not applicable.

1. Name (in BLOCK letters) :
(As in PG degree Certificate)
2. Faculty of your PG Degree qualification :
3. Discipline of your PG Degree qualification:
4. Name of the University from where PG degree awarded _____
5. Programme for which applying (Discipline) : _____
6. Date of Birth: Age : _____ Blood Group: _____
7. Gender : Male ☐ Female ☐
8. Nationality (copy of Aadhaar to be enclosed) :
9. Social Status OC/BC/OBC/OBC (NCL)/SC/ST/PWD : _____ Caste: _____
10. Blood Group : _____
11. Address for communication

Affix a recent
passport size
photograph

Office(If employed)	Address for communication
Designation: _____	_____
Department _____	_____
Organization _____	_____
Place _____	Place: _____
Dist& State _____	Dist& State: _____
Pincode: _____	Pincode: _____
Phone : (with STD Code): _____	Phone : (with STD Code) _____
Mobile: _____	Mobile: _____

<input type="checkbox"/>	<input type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> E-Mail Id : E-Mail Id: </div>
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12. Mode : Full Time Part Time

If 'Part-Time'

- a) Designation and office of work:
- b) Statement for R' & D facilities available certificate by the employer.

13. Details of current employment (if applicable)

- (a) Name & Address of employer :
- (b) Nature of employment : Regular / Approved Probationer / On Consolidated pay / On Contract / Visiting Faculty / Temporary / Teaching – Research Assistant
- (c) Scale of pay:
- (d) Date from which employed in the present post :
(Attach Certificate from the employer)* (mandatory)
- (e) Total teaching experience: Proof to be enclosed.

14. Academic Credits

(Enclose copies of Degree certificates and Mark Sheets duly attested. Start with the latest degree obtained).

S. No	Degree	Year of Passing	College	University	Major Discipline/ Specialization	Duration of the programme	Class Obtained	% of Marks/ Obtained CGPA	Full Time/ Part Time/ Distance

15. Are you M.Phil Degree holder : Yes / No
evidence)

(If yes, details with

If yes M.Phil Degree in _____

16. Are you qualified in UGC – NET/CSIR/SLET/

GATE/ teacher fellowship holder or equivalent/ : Yes / No
evidence)

(If yes, details with

NET conducted by AYUSH

17. Area of Research (Tentative) :

18. Department and college for Research :

19. Particulars of payment of Application Fee:

Name of the Bank & Branch	Demand Draft No	Date	Amount

Note: Application fee of Rs. 1000/- need to be drawn in favour of “**VMRF(DU) PHD**”, payable at Salem.

20. Declaration by the candidate

This is to certify that the particulars given above are correct and complete to the best of my knowledge and belief. I am aware that any wrong information or suppression of facts may result in punitive action in addition to cancellation of my candidature for admission to the programme irrespective of the status of my research work.

Place :

Date :

Signature of the Candidate

21. Willingness of Supervisor if any :

I am willing to supervise the Ph.D. work of the candidate

Name in CAPITALS :

Mobile No:

Designation and Department :

email id :

College of VMRF where the Supervisor is working:

Signature of Supervisor :

FOR BOTH FULL-TIME and PART-TIME PROGRAMME

The candidate, if selected, will be relieved / permitted to undergo Full-time / Part-time research programme in the College of Vinayaka Mission's Research Foundation. During this period, the candidate will be permitted to be present for discussions with the Supervisor, attending course work, carrying out experimental studies, participating in Seminars/meetings and taking examinations related to the programme.

Place :

Date :

Signature of Head of the Institution
where the candidate intends doing research

Name and Designation:
Seal

FOR PART-TIME PROGRAMME

CERTIFICATE FROM THE ORGANIZATION WHERE THE CANDIDATE IS EMPLOYED

Certified that Mr./Mrs. _____ is employed as

(Designation) _____ in the (Department /Division)

_____ of Institution's Name & Address)

Our Organization having necessary R' & D facilities and adequate learning resources for conducting research and has no objection in forwarding his/her application and in pursuing Ph.D Programme at Vinayaka Mission's Research Foundation.

Place :

Date :

Signature of Head of the Institution

Name and Designation:
Seal



ANNEXURE – II

**UNDERTAKING ON
ATTENDING THEORY CLASSES, RELATED TO COURSEWORK SUBJECTS**

I,.....,S/oD/o.....
bearing Reg.No joined the Ph.D. Programme on Part-time / FullTime basis
VMRF DU, during

I hereby assure that I shall abide by the Rules & Regulations of the Ph.D. Programme
offered by the VMRF DU in all respects.

I also hereby undertake that I will attend the Contact Classes in connection with the
coursework subjects and forthcoming coursework examinations to be held at VMRF DU as a
preliminary part of Ph.D. Programme and maintain minimum 75% of the Attendance to write each
subject, along with recommendations of the Ph.D. Supervisor.

Date :

Signature of the Candidate:

Place :

Reg.No. :



ANNEXURE - III

**APPLICATION FOR RECOGNIZING AS ELIGIBLE
RESEARCH SUPERVISOR
(For Eligibility Refer Ph.D Regulations)**

1. Name inBLOCK Letters :
(as entered in the
qualifying degree
certificate)

Affix a
recent
passportsize
photograph

2. Designation andpresent
officialaddress :

.....

.....

.....PIN.....Phone (with areacode).....

Mobile.....

3. Permanentaddress :

.....

.....

.....PIN.....Phone (with areacode).....

Mobile.....

4. Address for communication :

.....

.....

.....PIN.....Phone (with areacode).....

Mobile.....



5. a) Date of Birth (DD / MM/YYYY) : b) age :

c) Email id :

d) Probable Date of Superannuation :

6. Academic Qualification (Details of all the degrees taken, starting with the highest degree)[Please attach attested copies of all the degree certificates]

Degree	Year	University	Subject	Faculty	Class / Division	Mode: Regular / Dist. Edu / etc...
a) Ph.D.						

7. Teaching experience(Regular) (Enclose the Experience Certificate as mandatory duly signed by the Employers)

Programme	Year(s) (From – To)	Institution	University	Subject
Postgraduate				
Graduate				



8. Research experience (Enclose the Proof)

	Year(s)	Institution	University	Subject	No. of papers published in Referred / indexed journals
Ph.D.					

9. Ph.D.details

University	Subject & title of thesis	Faculty/ Division	Date of Viva - Voce

10. List of publications after the award of the Ph.D. degree, in referred/indexed journal(s) (If needed an additional sheet may be used) (Enclose the latest two publications as Proof)

S. No.	Title of paper	Names of all authors in actual sequence	Name of the journal	Page No.	Vol. No.	Year

11. Subject / Division and Faculty in which supervisorship is presently sought:

Subject(Division) :
Faculty :



12. Particulars of supervisorship held (in this and all other Universities)

S. No.	University	No. of candidates		Remarks (if any, on completion date etc)
		As Supervisor	As Co - Supervisor	

This is to certify that the particulars given above are correct and complete to the best of my knowledge and belief. I am aware that any wrong information or suppression of facts may result in punitive action in addition to cancellation of my candidature.

Date :

Seal

Signature

Forwarded

Head of the Department
Name in BLOCK LETTERS:

Head of the Institution
Name in BLOCK LETTERS:

Date :

Date :

Seal

Seal



ANNEXURE - III a

**ACCEPTANCE OF SUPERVISOR
(For all Internal and External Candidate)**

I, Dr _____ have done my Ph.D. in the area
of _____ from the
department of _____

_____ University. My present work of research

is proceeding in the same area / area of _____ and I
am working as _____ with

following research facilities _____

_____ I consent

to supervise Mr./Ms. _____

working as a _____ at _____

_____ in this area. Currently I am guiding _____ students.

I declare that the said candidate is not my relative.

Encl : (1) Bio-Data
(2) Three recent publications

Signature :

Seal :



ANNEXURE - III b

ACCEPTANCE OF RESEARCH CO-SUPERVISOR

(In case of part-time external candidate those who are employed in other organisation which is recognised as research centre of VMRF DU)

I, Dr _____ have done my Ph.D. in the area of _____
_____ from the
department of _____
_____ University.

My present work of research is proceeding in the same area/area of _____

and I am working as _____ with following
research facilities _____

_____ I consent to co-supervise Mr./Ms. _____

_____ working as a _____ at _____
_____ in this area.

Currently I am guiding _____ students.

Encl : (1) Bio-Data
(2) Three recent publications

Signature :

Seal :



ANNEXURE - IV

HALF YEARLY PROGRESS REPORT
(From _____ To _____)

The progress report shall be submitted by the candidate before the Doctoral Committee accompanied by a report by the candidate about the work carried out during the period of this report (in about 300 words). The same shall be duly signed by the Research Supervisor, co-Research Supervisor (if applicable) and member(s) of the Doctoral Committee.

- (i) One copy is to be retained by the Research Supervisor, one copy by the candidate and one copy to be submitted to the Deputy Director Research once in six months, immediately after placing before the DC constituted for the candidate.

Note: Failure to submit two consecutive six monthly progress reports will entail the cancellation of registration of the candidate by the Vice - Chancellor on a report made by the Research Supervisor and /or the Deputy Director Research in this behalf.

1. Particulars about the candidate:	
(a) Name	
Registration Number	
(b) Designation	
(c) Institution where working	
(d) Period of the report	From: _____ To: _____
(e) Date of provisional registration with university reference	
2. Registration Details:	
(a) Category of registration	PT/FT Internal/External
(b) Has the provisional registration been confirmed	Yes No
(c) If yes, give university approval Reference	
3. Particulars of the Research Supervisor	
(a) Name	
(b) Designation	
(c) Institution where employed	



4. Particulars of the Co-Research Supervisor (if applicable)				
(a) Name				
(b) Designation				
(c) Institution where employed				
5. Particulars of the DCMembers				
1. (a) Name				
(b) Designation				
(c) Institution where employed				
2. (a) Name				
(b) Designation				
(c) Institution where employed				
6. Name of Department\Institution where research is conducted:				
7. Area of work and tentative title of the proposed thesis:				
8. Details of progress of research				
(a) Whether the candidate's report is enclosed (Mandatory)				
(b) Whether report have been published (If yes, furnish details)				
(c) Whether seminars/ conferences attended				
(d) Whether completed the prescribed course work if yes, how many				
9. Has the fee been paid up to date:				
10. Remarks of the Research Supervisor: (Please tick ✓)				
(a) Attendance:	Satisfactory		Not satisfactory	
(b) Progress:	Satisfactory		Not satisfactory	
(c) Expected time of completion of thesis:	Satisfactory		Not satisfactory	

11. Whether the Research Supervisor agrees with the scholar's report: (if no, please give reasons)



12. Whether the co- supervisor agrees with the scholar's report: (if no, please give reasons)

I / we hereby certify that a candidate has put in necessary attendance and shown progress in his/her research and he/she may be permitted to continue research.

Signature of the Research Supervisor
with seal

Signature of the Co-Supervisor
with seal (if any)

Signature of the DC Member
with seal

Signature of the DC Member
with seal

Signature of the Head of the
Department with seal

Signature of the Head of the
Institution with seal

Date:

Signature of candidate

Place:

(To be submitted with covering letter through proper channel)



ANNEXURE - IVa

MINUTES OF IST DC MEETING

The Doctoral Committee meeting was convened on _____ at _____

for Mr./Ms. _____

_____ Faculty _____ /Discipline of

_____ (P.T/F.T)(Internal/External) submitted his/her Ph.D

proposal before the committee. He/ She answered to the questions quite satisfactorily and so it is recommended that the provisional registration may be granted to the candidate.

Members Present (DC)

1.		Member
2.		Member
3.		Research Supervisor/ Convenor

Major area of the Research work title :

Name:	Name:	Name:
Sign:	Sign:	Sign:
Member	Member	Research Supervisor/ Convenor
Sign:	Sign:	
Head of the Department	Deputy Director Research	



ANNEXURE –IV b

**MINUTES OF THE DOCTORAL COMMITTEE MEETING(Pre
Course Work)**

The 4th Doctoral Committee Meeting for the Ph.D.

Scholar Mr./Ms..... Reg.No.....was held on
.....atA.M/P.M.in the Department of.....
....., VMRF(DU).

The following members were present:

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

The research work and the Power Point Presentation done by the candidate are enclosed. The committee evaluated the research work carried out by the scholar and was satisfied with the progress and performance of the scholar. Hence the committee and permits the scholar to continue with his /her research work.

Supervisor

Signature & Seal

DC Member 1

Signature & Seal

DC Member 2

Signature & Seal

Date:

Place:



ANNEXURE - IV c

**MINUTES OF THE DOCTORAL COMMITTEE
MEETING(after the completion of Course Work)**

The nd/ rd Doctoral Committee Meeting for the Ph.D.

Scholar Mr./Ms..... Reg.No.....was heldon
.....atA.M/P.M.in the Departmentof.....
....., VMRF(DU).

The following members were present:

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

Mr./Ms. has successfully completed the course work recommended by the Doctoral Committee.

Hence, candidate clears the course work it is recommended to confirm the provisional registration.She/he has obtained the following grades in the coursework.

Course Code	Course Title	Month & Year of Passing	Grade Obtained
Comprehensive Examination		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	



The research work and the Power Point Presentation done by the candidate are enclosed. The committee evaluated the research work carried out by the scholar and was satisfied with the progress and performance of the scholar. Hence the committee recommends the confirmation of Provisional Registration of the scholar in the faculty of..... and permits the scholar to proceed with his /her research work.

Supervisor

Signature & Seal

DC Member 1

Signature & Seal

DC Member 2

Signature & Seal

Date:

Place



ANNEXURE – V

Attendance Certificate

This is to certify that Mr/Ms._____ with Reg.No._____ admitted in _____ session pursuing Ph.D Full Time/Part Time category as per the attendance register has put his/her residential attendance as a research scholar in our constituent college of the University from _____ to _____ for _____ days.

Signature of the Research Supervisor
with seal

HOD/ Head of the Institution
with seal

Place :

Date :



ANNEXURE - Va

COURSE WORK COMPLETION CERTIFICATE

Certified that the candidate Mr/Ms _____ pursuing Ph.
D.in

_____ at
Vinayaka Mission's Research Foundation (Deemed to be University), Salem,
working under my guidance, has completed the course work by way of completing the
directed course work as per Ph.D regulations vide section 12.2 of the Institution deemed
to be University and completed the Internal Assessment and by putting attendance
for days in the academic year _____ at.

Signature of the Research
Supervisor with address & seal

Signature of the Head
of the Institution with
address & seal

(Enclose the Internal Assessment Marks)



ANNEXURE – V b

Date:

In Service Certificate

This is to certify that _____ joined in this Institution on _____ as _____ continuing as such till date.

During the tenure of his/her services, she/he has been discharging her/his duty to the satisfaction of the institution.

This certificate is issued at the request of the faculty member for the purpose of pursuing her/his Ph.D Program.

HOI/HOD/Reporting Officer
with seal



ANNEXURE – V c

Application form for Pre – Ph. D, Examination

Name of the candidate :

Discipline of Research :

Registration Number :

Topic of Research :

Name of the Research Supervisor :

Name of the co-supervisor (if any) :

Details of Papers to be written in this session :

S.No	Name of The Paper

Details of examination fees paid : DD for Rs. 15,000/-

DD No. : Dated. :

Bank : Branch. :

Present Address for communication :

E-mail ID :

Phone No :

Date :

Signature of the Research Supervisor
with seal

Signature of the candidate

Note : DD to be drawn in the name of "VMRF (DU) Ph.D", payable at Salem.



Annexure V D
VIVA-VOCE (Proposal Defence) Mark Statement

To,

The Controller of Examinations

VMRF (DU)

The Research Advisory Committee convened a Meeting for the candidate Ms./Mr/_____ and Viva Voce (proposal defense) held on dt._____. The Maximum Marks (100) were considered for evaluation by the Research Advisory Committee. The committee unanimously recommended the following marks as prescribed in the regulations for Course Work.

The Minutes of the meeting enclosed as annexure

S.No	Name of the Candidates	Title of the Proposed Topic	Total Marks (100)	Marks Required

(Signature of the Research Supervisor)



ANNEXURE - VI
Application for Submission of Synopsis

1. Name of the candidate
(In BlockLetters
(as in the PG degree
certificate) :
2. Discipline :
3. RegistrationNo. :
4. Gender : Male / Female /Transgender
5. AgeandD.O.B :
6. Address (InBlockLetters) :
(with Mobile No. &Email_id)
7. Details of PG / M.PhilDegree

Degree	Register No.	Month & Year of passing	Degree	Discipline
P.G.				
M.Phil				

8. Date of theprovisional registration :
9. Faculty and Department in which the
Research was undertaken bythe candidate :
- 10 . a. Category at the time of Registration (FT/PT) :
11. b. Change of category, if any:
12. Date of Completion ofmaximumperiod :



13. Extension of period approved
(date to be mentioned) :
14. Whether successfully completed the
Pre. Ph. D written examination : Yes / No
(Copy of the evidences to be enclosed)
15. Details of the Research Supervisor
- Name:
Institution where working : Place :
16. Title of the thesis (In Block Letters) :
17. Date of Pre-Synopsis Meeting :

(Minutes to be enclosed)
18. Synopsis submission fees of Rs.10000/-
DD.No: payment details : Date:

Signature of the Candidate

Signature of the Research Supervisor :

Signature of the Head of the Department where the
candidate / Research Supervisor is working :

Signature of the Head of the Institution
/ Principal / Dean, where the candidate
/ Research Supervisor is working for the Ph.D. degree :

Note : DD to be drawn in the name of “VMRF (DU) Ph.D” payable at Salem.

ANNEXURE - VI a

Manual Preparation of Ph.D Synopsis (Prescribed Format and Specification)

1. GENERAL

The synopsis is to be considered a detailed summary of the work with important results highlighting the original contributions in the thesis to be submitted. It should give an outline of the thesis. The review of earlier work is to be minimized just enough to highlight the contributions in the research work to be reported in the thesis. It is expected that at the time of submission of the synopsis, no work is yet to be completed except writing the thesis and all other academic requirements such as coursework, comprehensive examinations and the suggestions and directions given by members of the Doctoral Committee have been fulfilled.

2. NUMBER OF COPIES TO BE SUBMITTED

Three hard copies and one soft copy (PDF & Wordfile) in a properly labelled CD are to be submitted to the University.

3. SIZE OF SYNOPSIS

The size of synopsis should be <30 pages of 1½ spacing on A4 size good quality white paper preferably not lower than 80 gsm.

4. ARRANGEMENT OF CONTENTS OF THE SYNOPSIS

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

1. Cover Page & Title page
2. Declaration
3. Bonafide Certificate
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols and Abbreviations
10. Chapters



11. References
12. Appendices
13. List of Publications
14. Vitae

The Tables and Figures shall be introduced in the appropriate places.

5. **PAGE DIMENSIONS AND MARGIN:**

The dimensions of the final bound copies of the thesis report should be 297mm×210mm (Standard A4size).

The synopsis should have the following page margins Top edge: 25 to 30mm

- | | |
|-------------|---------------|
| Bottom edge | : 25 to 30mm |
| Left side | : 35 to 40 mm |
| Right side | : 20 to 25mm |

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

6. **SYNOPSIS PREPARATION**

The Scholar shall submit a typed copy of the manuscript to the supervisor for the purpose of approval. In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final thesis. Upon approval of the manuscript by the supervisor, the final synopsis should be prepared according to the specification outlined in this section as well as in the following sections.

General Typing Instructions

- Corrections, interlineations and crossing out of letters or words will not be permitted in any of the copies of the thesis intended for submission. Erasures, if made, should be neatly carried out in all copies.
- A sub-heading at the bottom of a page must have at least two full lines below it, or else, it should be carried over to the next page.
- The last word of any page should not be split using a hyphen.
- One and a half spacing should be used for typing the general text.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- Single spacing should be used for typing:

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

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

7. TYPING INSTRUCTIONS

The synopsis should have the following page margins

- Top edge : 25 to 30mm
- Bottom edge : 25 to 30 mm
- Left side : 35 to 40mm
- Right side : 20 to 25mm

- Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- The page-numbering for all items 1 to 3 should be done using lowercase Roman numerals and the pages thereafter should be numbered using Arabic numerals.
- General formatting can be similar to that of the thesis (see format for Ph. D thesis). However, figures and equations are to be numbered using running numbers. References can be numbered as 1, 2, 3 etc in the order in which they are referred to in the body of the synopsis. Only those, which are cited in the synopsis, need be given in the list of references.
- Cover Page & Title Page: A specimen copy of the Cover page & Title page for synopsis is given in Annexure X & XI b.
- Declaration : A specimen copy of the Declaration by the candidate is given in Annexure XI(c) and that by the Guide/Co-Guide in Annexure XI(d).
- Table of Contents : The table of contents should list all material following it (divisions and subdivisions of body of the synopsis) and the formatting shall be similar to that of the thesis (see format for Ph. D thesis)

8. SPECIFICATIONS FOR BINDING

Each of the 6 copies of the synopsis should be sewn and bound using flexible



cover of thick white art paper. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

9. SUBMISSION OF SYNOPSIS

Six softbound copies of the synopsis are to be submitted along with a soft copy of the synopsis (PDF file) on a CD with proper labelling.

The candidate has to submit the Thesis within six months from the date of submission of the synopsis.



ANNEXURE - VI b

CHECKLIST WHILE SUBMITTING PH.D. SYNOPSIS

1.	Proforma for submission of Synopsis (download from the website)	YES / NO
2.	3 copies of the Synopsis as per the norms of University Regulations	YES / NO
3.	Soft copy of the Synopsis in CD (1 No.)	YES / NO
4.	Original Minutes of the Doctoral Committee signed by all the members,	YES / NO
5.	Panel of Examiners (both Indian and Foreign) with complete and correct postal address including Phone No, Mobile No, Fax No and correct E-mail ID (typed only) in a closed cover as per the prescribed proforma.	YES / NO
6.	Copy of the University communication for registration	YES / NO
7.	Copy of the PG / Qualifying Degree Certificate	YES / NO
8.	Synopsis fee Proof (DD)	YES / NO
9.	Photo copy of the journal and Conference Publications / Certificate of the Scholar	YES / NO
10.	Whether the candidate paid the fee and Progress report for all the years till the submission of Synopsis	YES / NO
11.	Proforma for Journal & conference	YES / NO
12.	Whether Synopsis submitted within the stipulated time	YES / NO
13.	If No, Extension of time obtained.	YES / NO
14.	Copy of the Extension order enclosed, if applicable	YES / NO
15.	Contact Phone No, Mobile No and E-mail ID of the Supervisor	YES / NO
16.	Covering letter duly signed by the Supervisor and forwarded through the HOD	YES / NO

Checked and found correct

Signature of the Supervisor



ANNEXURE - VI c

PRE SYNOPSIS DOCTORAL COMMITTEE REPORT

NAME OF THE CANDIDATE :

NAME OF THE SUPERVISOR :

FACULTY & DISCIPLINE :

TITLE OF THE SYNOPSIS/THESIS :

The doctoral committee meeting was convened at _____

on _____ at _____

Mr./Ms. _____ Presented his/her Ph.D synopsis before the committee. He/She answered to the questions quite satisfactorily and so it is recommended that the synopsis may be accepted.

Enclose separate report including suggestions/ comments along with participants attendance during the presentation

- Signature of the Supervisor :
- Signature of the DC Member 1 :
- Signature of the DC Member 2 :
- Signature of the Head of the Department
where the candidate / Research Supervisor is working :
- Signature of the Head of the Institution
/ Principal / Dean, where the candidate
/ Research Supervisor is working for the Ph.D. degree :



ANNEXURE – VI d

MODEL FOR COVER AND TITLE PAGE OF Ph.D. SYNOPSIS

Title of the Synopsis
<1.5 line spacing>

SYNOPSIS OF THE THESIS

**A Synopsis submitted
In Partial Fulfillment of the Requirements
For the Degree of**

<Italic> Submitted by

(Candidate's name with initial only)

Under the guidance of

(Research Supervisor's name)



Department of _____
Faculty of _____

Vinayaka Mission's Research Foundation, (Deemed to be University)
Sankari Main Road (NH-47), Ariyanoor, Salem - 636 308.
Tamil Nadu, India
<1.5 line spacing>

Month, Year



ANNEXURE – VI e

PROFORMA FOR PANEL OF EXAMINERS

Institution	
Department	
Name of the Student	
Broad field of Research (if applicable)	
Title of the Thesis	
Name and Designation of the Supervisor	
Address and Contact No. of the Supervisor	

Date:

Signature of the Supervisor
(with seal)

INSTRUCTIONS: The supervisor should give a panel of Examiners (*who are currently working as Associate Professor/Professor/Scientist- E/F/G*) with their complete Biodataas *per enclosed format* for the constitution of Board of Examiners to adjudicate the Ph.D. thesis and to conduct the public vivavoce.



ANNEXURE – VI e...

From Abroad

S. No.	Name	Designation & Experience	Qualification & Experience	Broad field of Research	Mailing Address with official e-mail I.D. and Contact No.
1					
2					
3					
4					
5					

***Personal Email ID are not entertained**

Signature of the Supervisor
(with seal)



(ADJUDICATION OF THESIS AND TO CONDUCT VIVA-VOCE EXAMINATION)

Five Indian Examiners 3 from Tamilnadu& Pondicherry and 2 from outside preferable adjacent states.

S. No .	Name	Designation	Qualification & Experience	Broad field of Research	PostalAddress with e-mail I.D. and Contact No.
1					
2					
3					
4					
5					

***Personal Email ID are not entertained**

Signature of the Supervisor
(with seal)



External Examiners Bio-data format

Name :

Designation/Present position :

Official Address for communication:

Email I.D. :

Mobile No. :

Qualification :

Degree	Subject	Institution	Year
Ph.D.			
M.Phil			
PG			
UG			

Discipline/Area of specialisation :

Teaching Experience/Employment history :

M.Phil./Ph.D. Candidates guided/awarded :

Editorial Activity/Journal Reviewer :

Number of Publications (International/National) :
(last five years)

Recent Papers published : (Authors name, Journal name, Vol., year, pages)
(At least three required)

Signature of the Supervisor
(with seal)

Note: Please enclosed a detailed CV from the examiner.



ANNEXURE - VI f

Proforma For Publication and Conference

Name of the Candidate											
Registration No											
Title of the Thesis											
Journal Publication Details						Indexed Journal					
S.NO	Name of the Authors	Title of the Paper	Name of the Journal	Publication Details (Volume / Issue Page Number) if Book / Chapters ISSN No.	Month / Year	SCOPUS	Web of Science	PUBMED	IEEE	UGC	URL Link
1											
2											
3											
4											
5											
*Copy of the Reprint to be Enclosed											

Conference/ Seminar /Presentation on Research Work				
S.No	Name of the Conference / Seminar	Organised by	Date	Title of the Presentation
1				
2				
3				
4				
5				

*Copy of the Certificate to be enclosed



ANNEXURE - VII

Application Form for Submission of Thesis

1. Name of the Candidate
(In Block Letters as in
the PGDegreeCertificate) :
2. Department & Register Number :
3. Address, Mobile. No., email address
(For communication) :
4. Title of the Thesis :
5. Date of submission of synopsis :
6. Name, Designation and full address of
Research Supervisor with
email id and mobile no. :
7. Name of the Co-Supervisor if any :
8. Thesis submission fees (Rs.15,000/-)
payment details : Amount: D. D. No. : Date :

Signature of the Candidate

Signature of the Co-supervisor
(if any) with seal

Signature of the Research Supervisor
with seal

Signature of the Head of the
Department with seal

Signature of the Head of the
Institution with seal

Note : DD to be drawn in the name of “VMRF(DU) Ph.D”, payable at Salem.



ANNEXURE - VII a

GUIDELINES FOR THESIS PREPARATION

1. INTRODUCTION

Purpose

This document, herein after referred to as ‘Thesis Guide’, lists the general and specific requirements governing thesis preparation, including guidelines for structuring the contents.

Thesis Submission

Besides various requirements for thesis submission such as submission of a list of examiners, additional copies of synopsis / abstract, and payment of thesis examination fees (for Ph.D. only), the students and their thesis supervisors should ensure that the guide- lines are adhered to. while submitting the thesis.

2. SPECIFICATIONS FOR THESISFORMAT

Preparation of Manuscript andCopies

The thesis needs to be prepared using a standard text-processing software and must be printed in black text (color for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman or Sans Serif font).

The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality



white paper of 75 gsm or more.

Thesis should be free from typographical errors.

Size and Margins

A4 is the recommended thesis size.

The top, bottom and right side margins should be 25mm, whereas the left sidemargin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages. Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.

A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page. All tables and figures should conform to the same requirements as text. Color may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original) and /or folded just once to flush with the thesis margin (if the page size does not exceed 250x360 mm).

Students may choose to submit printed thesis copies either in the standard size (as in 2.2.1) or in a book format that is roughly half of A4. If the book format is adopted for submission, it should be ensured that all textual and illustrative material is distinct and legible. Students should also submit the thesis in soft form (PDF) for storage and archival.

Page Numbering

Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices. Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.

All page numbers should be placed without punctuation in the upper right hand corner, 12 mm from the top edge and with the last digit even with the right-hand margin.

Multi-Volume Thesis

A thesis may be in two or more volumes, if required. The volume separation should come at the end(s) of major division(s). Volume I should comprise the preliminary pages prior to chapter 1, except the title page.

Line Spacing

The general text of the manuscript should be in 1.5 spacing (3 lines per inch). Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in 12 points (Times New Roman).

Tables, Figures and Equations

All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close

to the textual reference as possible.

Tables, figures and equations should be numbered sequentially either throughout the thesis or chapter-wise using Arabic numerals. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 17, Figure 24, Equation (33), or Table 5.3, Figure 3.11, Equation (4.16), etc.

If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size for text should be the same as for the general text.

Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.

Images, Photographs, etc. must be scanned in resolution exceeding 200dpi with 256 greyscale for the monochrome images and 24 bit per pixel for the colour images.

Binding

The student should submit the copies of the thesis in fully bound form (3-Spiral Binding) for Ph.D. at the time of submission for evaluation. Once the thesis is accepted, it is the student's responsibility to get it properly bound before depositing 4 copies (1. University copy 2. Institution/Library copy 3. Research Supervisor copy 4. Research Scholar copy) at the time of Viva Voce Examination. The front cover of the bound copy should be the same as the title page of the thesis. The front cover should have printing on the side to include the author's name, abbreviated thesis title (optional), degree,



department, and the year.

3. GUIDELINES FOR STRUCTURING CONTENTS

Sequence of Contents

The following sequence for the thesis organization should be followed:

- (i) Preliminaries
 - (a) Title Page as per the format given at the end of the Regulation
 - (b) Certificate by the guide at the end of the Thesis
 - (c) Declaration by the candidate
 - (d) Acknowledgement and/ or Dedication
 - (e) Table of Contents
 - List of Figures, Tables, Illustrations, Symbols, etc (wherever applicable)
- (ii) Text of Thesis
 - Introduction
 - The body of the thesis, summary and conclusions
- (iii) Reference Material
 - List of References, Bibliography (where included)
- (iv) Appendices (if included)
- (v) Index (if included)

All the headings are centered (without punctuation) 25mm down the top edge of

the page. The subsequent type-setting begins four spaces below the heading.

Preliminaries Synopsis/Abstract

- (i) A Ph.D. thesis should contain an abstract/synopsis not exceeding 1000 words (about four pages) in double spacing.
- (ii) Synopsis/abstract shall be printed in double space with the heading “SYNOPSIS/ABSTRACT” in uppercase followed by certain preliminary information and the text.
- (iii) Synopsis/Abstract should be self-complete and contain no citations for which the thesis has to be referred.

Table of contents

- (i) The table of contents lists all material that follows it. No preceding material is listed. Chapter titles, sections, first and second order sub-divisions, etc must be listed in it.
- (ii) Tables, figures, nomenclature, if used in the thesis, are listed under separate headings.

The Text of the Thesis Introduction :

Introduction may be the first chapter or its first major division. In either case, it should contain a brief statement of the problem investigated. It should outline the scope, aim, general character of the research and the reasons for the student's interest in the problem. The body of the thesis is the substance of the dissertation inclusive of all



divisions sub-divisions, tables, figures, etc.

Summary and conclusions

If required, these are given as the last major division (chapter) of the text. A

further and final sub-division titled “Scope for Further Work” may follow.

Reference material

The list of references should appear as a consolidated list with references listed either alphabetically or sequentially as they appear in the text of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General References. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references.

Reference Format

For referencing an article in a scientific journal the suggested format should contain the following information: authors, title, name of journal, volume number, page numbers and year.

For referencing an article published in a book, the suggested format should contain, authors, the title of the book, editors, publisher, year, page number of the article in the book being referred to.

For referencing a thesis the suggested format should contain, author, the title of thesis, where thesis was submitted or awarded, and year.

A few examples of formats of references are given below and the student should be consistent in following the style.

Journals

- M.Ponnavaikko and K.S.Prakasa Rao, “Optimal Distribution System Planning”, IEEE Trans.(PAS), June 1981, Vol.100, PP.2669-2977.
- K.R.Santhi, M.Ponnavaikko, and N.Gangatharan, “ A comparative Study of Stability Testing of 2-D Recursive Digital Filters,” Journal of Computer Science, 2008, ISSN 1549-3636, Vol.4(12), pp 976-981.

Conference Proceedings

- T.Thiagarajan, J.Shanmugham and M.Ponnavaikko, “Artificial Neural Network based on Fuzzification models for air heat systems”, proceedings of the International conference on Trends in Industrial Measurements and Automation, TIMA 99, MIT, Chennai (India), Jan. 7-11, 1999, Paper No: 48, PP 343-54.
- C.Lakshmi & Dr.M.Ponnavaikko, “Improved kernel Discriminative common vector method for face recognition”, Proceeding of the IEEE International Advances Computing Conference, March 6-7, Tappar University, Patiala, India, published in IEEE Xplore, pp: 239-244.

Books

- ‘Computer Science - Tools’, Text Book authored by Dr.M.Ponnavaikko, for Higher Secondary - Second year. 2006, Tamil-



Nadu Text Book Corporation.

Thesis

- Mrs. JayamShakthi, “Security Issues in E-Commerce”, Ph.D. Thesis, BITS, Pilani, Rajasthan, 2008.

Technical Reports

- Dr.M.Ponnaivaikko, Dr.K.Parthasarathy, “ D i s t r i b u t i o n network planning for the Delhi Metropolitan City upto 1980” A Report on the Project sponsored by the Delhi Development Authority. I.I.Sc., Bangalore, 1976,.

Patents

- Dr.M.Ponnaivaikko, Principal Investigator, Dr.G.P.Dubey, et.al, Inter Disciplinary School of Indian System of Medicine (ISISM), SRM University, “Herbal formulation for the prevention and management of Type-2 diabetes mellitus and vascular complications associated with diabetes”, US Patent No. US 8,337,911B2, 2012.

Appendix or Appendices

- (i) Supplementary illustrative material, original data, and quotation too lengthy for inclusion in the text or which is not immediately essential to an understanding of the subject can be presented in Appendix or Appendices (as Appendix A, Appendix B, etc.)



- (ii) Each appendix with its title should be listed separately in the table of contents. Like wise, tables and figures contained in the Appendices are to be included in the list of tables and figures, respectively.

4. CONCLUDING REMARKS

This Thesis Guide lists only the basic requirements for preparing the thesis. Over and above the aforementioned points, a thesis should be reader-friendly in both its appearance and presentation. Several aspects of thesis preparation, particularly style of writing and presentation, have not been discussed in great detail. The student should follow appropriate ideas from standard literature of his/ her area of research, and adopt a uniform style and format throughout the thesis, such as in the structural divisions/subdivisions of the thesis, in the mode of citing references and footnotes in the text, in using dimensions, units and notations, and in preparing tables and figures, etc.



ANNEXURE - VII b

Checklist While Submitting Ph.D. Thesis

1.	Proforma for submission of Thesis (download from the website)	YES /NO
2.	4 copies of the Thesis as per the norms of University Regulations	YES /NO
3.	Soft copy of the Thesis in CD (1 No.)	YES /NO
4.	Thesis fee Proof (DD)	YES /NO
5.	Whether Thesis submitted within the stipulated time	YES /NO
6.	If No, Extension of time obtained.	YES /NO
7.	Copy of the Extension order enclosed, if applicable	YES /NO
8.	Covering letter duly signed by the Supervisor and forwarded through the HOD	YES /NO
9.	No dues certificate	YES /NO
10.	Plagiarism Report	YES /NO

Checked and found correct

Signature of the Supervisor



ANNEXURE - VII c

NO DUE CERTIFICATE

(All Ph.D. candidates have to submit the
no due certificate before submission of the Thesis)

Certified that Mr/Ms Department

..... College

.....

.....Ph.D.RegistrationNo has no due in the

followingDepartments.

S.No	Department	Remarks	Name and Signature
1	Library		
2	Laboratory		
3	Accounts		

Dated:

Forwarded to Ph.D Section

Signature of the Research Supervisor
with date & seal

Signature of the HeadoftheDepartment
with date&seal

SignatureoftheHeadoftheInstitution
with date &seal



ANNEXURE - VII d

MODEL FOR COVER AND TITLE PAGE OF Ph.D. THESIS,

(Title of the thesis as approved by the University - First letter of each word in capital)
<1.5 line spacing>

**Thesis submitted in partial fulfillment for the award of
degree of Doctor of Philosophy in _____**
(In small letters in two lines)<Italic>

By

(Candidate's name with initial only)

Under the guidance of

(Research Supervisor's name)



VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University)
Declared Under Section 3 of the UGC Act, 1956
<1.5 line spacing>

(Month & year of submission)



ANNEXURE - VIII

The Wrapper Colour of the Ph. D. Thesis Faculty wise

Medicine	-	Yellow
Engineering&Technology	-	Pink
Commerce&Management	-	Dark green Homeopathy
	-	Gold
Nursing	-	White
Pharmacy	-	Skyblue
Physiotherapy	-	Light green
AlliedHealthsciences	-	Lime Yellow Education
	-	Black
Physicaleducation	-	Orange
Humanities&Arts	-	Brown
Science	-	Violet
Dentistry	-	Red



ANNEXURE - IX

DECLARATION BY THE CANDIDATE

DECLARATION

I, _____ (name of the candidate) declare that the synopsis / thesis (as applicable) entitled “..__” (Title of the synopsis / thesis) submitted by me for the award of Degree of Doctor of Philosophy is the record of research work carried out by me during the period _____ (month & year of commencement & completion) under the guidance of Dr. _____ (name of the Research Supervisor) and that has not formed the basis for the award of any other degree, diploma, associateship, fellowship or any other similar titles in this or any other institution of higher learning

Place :

Date :

(Signature of the candidate)



ANNEXURE – X

CERTIFICATE BY THE RESEARCH SUPERVISOR

Place:

Date:

(Name & official address of Research Supervisor)

I, Dr. _____ certify that the synopsis/thesis entitled “_____” submitted by Mr./Ms. _____, for the award of the degree of Doctor of Philosophy in the department of - _____ is the record of research work carried out by him / her during the period _____ under my guidance and supervision and that this has not formed the basis for the award of any other degree, diploma, associate ship, fellowship or any other similar titles in this or any other institution of higher learning.

(Signature & official seal of the Co- supervisor) (Signature & official of the Research Supervisor)
seal (if any)



ANNEXURE – XI

Format for plagiarism check certificate

CERTIFICATE OF PLAGIARISM CHECK

1	Name of the Research Scholar/Student	
2	Title of the Thesis / Dissertation	
3	Name of the Supervisor	
4	Department/ Institution/ Research Centre	
5	Similar content (%) identified	
6	Acceptable Maximum Limit	10%
7	Software Used	
8	Date of Verification	

*Report on plagiarism check, specify included/excluded item with % of similarity to be attached at the end of the Thesis.

Check by (with Name, designation & Signature):

Research Co- Ordinator of the Institution (URKUND Expert)

Name & Signature of the Researcher :

Name & Signature of the Supervisor :



Certificate for Plagiarism

It is certified that PhD Thesis Titled _____
_____ by

_____ has been examined by us. We undertake the follows:

- a. Thesis has significant new work/knowledge as compared already published or are under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
- b. The work presented is original and own work of the author (i.e. there is no plagiarism). No ideas, processes, results or words of others have been presented as Author own work.
- c. There is no fabrication of data or results which have been compiled/analyzed.
- d. There is no falsification by manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- e. The thesis has been checked using URKUND (copy of originality report attached) and found within limits as per University plagiarism Policy and instructions issued from time to time.

**NAME & SIGNATURES OF THE DEPARTMENT ACADEMIC INTEGRITY
PANEL/DOCTORAL COMMITTEE***

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

Note: In the case of Languages like Malayalam, Tamil, etc. On which no software is available for plagiarism check, a manual check shall be made by the Doctoral Committee, for which an additional certificate has to be attached



ANNEXURE – XII

Ph.D., THESIS ADJUDICATION REPORT

1. Name of the candidate :
2. Discipline :
3. Title of the Thesis : _____

_____ "
4. Adjudicator's Name and Address : _____

Pin code : _____
Phone No : _____ Mobile No : _____ E-mail ID : _____

Please enclose the detailed report on **the strengths and weaknesses** of the thesis. (200 – 300 words-mandatory)

Final Recommendation

I recommend that

- | | | | |
|--|---|--------------------------|--------------------------|
| The thesis be accepted in the present form | : | <input type="checkbox"/> | |
| The thesis is | : | Highly Commended | <input type="checkbox"/> |
| | | Commended | <input type="checkbox"/> |
| The thesis be revised and resubmitted | : | <input type="checkbox"/> | |
| The thesis be rejected | : | <input type="checkbox"/> | |
| Also I recommend that | | | |
| The thesis be published in the present form | : | <input type="checkbox"/> | |
| The thesis published after revision in the light of the report | : | <input type="checkbox"/> | |
| The thesis is not allowed / worth for publication | : | <input type="checkbox"/> | |

**List of questions to be asked at the public viva-voce : examination
(to be enclosed-mandatory)**

Date :

Signature of the Adjudicator