



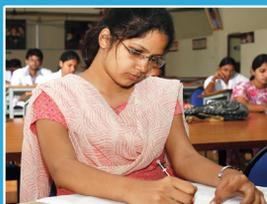
VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University)
(Declared Under Section 3 of the UGC Act, 1956)



REGULATIONS GOVERNING DOCTORAL DEGREE (Ph.D.) PROGRAMME 2016

(Amendment Regulations - 2020)



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Declared Under Section 3 of the UGC Act, 1956

Accredited by NAAC



**REGULATIONS GOVERNING DOCTORAL
DEGREE (Ph.D.) PROGRAMME 2016 (Amendment
Regulations – 2020)**

University Website: www.vinayakamission.com

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

REGULATIONS GOVERNING

DOCTORALDEGREE (Ph.D.) PROGRAMME 2016

**[Updated as per the University Grants Commission Regulations,
2016 & 2018 and subsequent three amendments of VMRF(DU)]**

(Minimum standards and Procedure for the Award of Ph. D. Degrees)

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) here by makes the following regulations in the name of “Doctor of Philosophy (Ph.D.) Regulations for Research at VMRF (DU), which are subject to modifications, from time to time as decided by the Academic Council of this University.

In view of the UGC (Minimum standard & procedure for Ph.D. degree regulations– 2018 Amendment i & ii) & guidelines the VMRF (DU) and VMRF (DU) Academic Council & Board of Management hereby makes the following regulations to amend the “Regulations Governing Research Advisory Degree Programme”

These regulations may be called the “Regulations Governing Research Advisory degree Programme (Amendment) regulations 2020”. These regulations come into force with effect from the year 2020 and are subject to such modifications as may be approved by the apex body of the University from time to time.

2. Preamble

The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate, who, as per these regulations, has submitted a thesis on the basis of original research work done by him/her in any particular discipline or more than one discipline, that makes a contribution to the advancement of knowledge in the filed so as to contribute to the betterment of the community and has had the thesis approved by suitably constituted examiners as required.

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. “Supervisor means any faculty member of the University who has been” recognized by the University to supervise the research scholars.
- iv. “Research Advisory Committee” means a Committee constituted by the University for each Scholar to monitor the progress of his/her research work.
- v. “Research Co-ordinator” means Head of the Institution/Department/Organization of the Part-time (Ext.) scholar where he/she is employed
- vi. “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.
- vii. “Course” means a theory subject/a practical subject of PG programme/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.

4.1. Full-Time Ph.D. Programme

- 4.1.1 All candidates who pursue fulltime research in this University shall belong to this category. Candidates under Full Time shall do research work in this University and shall be available at the assigned department of the University/Institution during the working hours for curricular, co-curricular and related activities and shall sign in an attendance register on all working days of the Institution, subject to availing leave as per the leave provisions that remain in currently for teaching staff of the Institution.
- 4.1.2 Candidates in employment, who want to pursue Full-Time studies should be

sponsored by their employer with leave for the research period and should get formally relieved from their duty to join the research programme.

- 4.1.3 Candidates who are sponsored by the AICTE (under Quality Improvement Programme (QIP) for Teachers of Engineering Colleges, Pharmacy) or by any other Government Agency and who satisfy the eligibility conditions shall be eligible for Full-Time only, in the disciplines as notified in AICTE Supervisor lines.

4.2 Part Time (Internal) Ph.D Programme

- 4.2.1 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)

4.3 Part Time (External) Ph.D Programme

- 4.3.1 Part Time (External) Candidates: The Candidates working outside VMRF (DU), in Industrial units, Government departments, Research organizations or other Institutions preferably PG institutions (In exceptional cases the Vice Chancellor can give special permission to do research in non PG Institutions after getting report /NOC from the Institutions where the candidate employed) / sponsored for pursuing Ph.D. Programmes in this University while continuing to serve in their respective Institutions/ organizations (which are recognized Annexure XIII) as the Research Centers of VMRF (DU) University wherever applicable shall belong to this category. They shall pursue research in their place of employment and /or in this University
- 4.3.2 Further their request to submit the undertaking stating that the having
- a. Sufficient learning resources
 - b. Sufficient laboratory facilities

Note:

During the period of the part time research programme, a minimum period of 180 days of residential attendance as a research scholar will have to be put in by the candidate in respective constituent college of the University. This period of attendance may be at a stretch or on several occasions including weekends. However they should put in a period of at least 45 days in a year.

The Admission in Part Time Ph.D Program from the Non - academic Institutions/ Organizations candidates shall be scrutinized case by case based on the requirement of the area of research

4.4 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.

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

- 5.1 Candidates for admission to the Ph.D. programme shall have a Master’s degree or a Professional degree declared equivalent to the Master’s degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade ‘B’ in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign

educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

- 5.2 Candidates with M.Phil. degree, having with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and a person whose M. Phil. Dissertation has been evaluated and the viva – voce is pending may also be admitted to the Ph.D. programme.
- 5.3 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/ OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures. Whereas, for nursing eligibility criteria being followed as per the INC guidelines, 2020
- 5.4 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme
- 5.5
- i. The candidates with disability (more than 40% disability) may be allowed a relaxation of one year for Ph.D in the maximum duration.
 - ii. In addition, the women candidates may be provided Maternity Leave/ Child care Leave once in the entire duration of M.Phil. / Ph.D. for upto 240 day. However, the candidates shall complete the minimum duration required.

5.6 Guidelines for Interdisciplinary Research

- i) Interdisciplinary Research must be allowed and encouraged.
- ii) Eligibility for admission remains the same
- iii) Registration for Ph.D. cannot be done in another subject
- iv) For registration the candidate must get consent letters from two supervising teachers, one in his/her core subject and the other in the area of the subject in which he/she prefer the choice of subject
- v) Ph.D. Registration in such cases can be given on the recommendation of a Committee consisting of,
 - a) Two supervising teachers
 - b) Deans of both Faculties
 - c) Head of the Department and the head of the proposed Centre of Research if any and
- vi) The recommendation may be approved by the Vice Chancellor for Registration and further action.
- vii) The entrance test for admission can be written in the core subject (PG qualification among the two subjects concerned) of the candidate.
- viii) The Parent department discipline shall be considered from where students admitted for award of degree.

5.7 Part Time mode Ph.D is not allowed who have completed in Open University/ correspondence mode. However they are allowed to pursue in full time mode.

5.8 Transfer of Candidates from other Institution

Scholar intends to relocate shall be allowed to transfer provided all the other conditions in VMRF-DU regulations are fulfilled.

The admission of such candidates can be considered subject to the fulfilling the norms such as submission of NOC and discontinuing certificate from previous University/Institution concerned and sort out of legal and copyright issues.

In such cases Candidates who have cleared the course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC

7-point scale (or an equivalent grade in a point scale wherever grading system is followed) shall be exempted from Research Methodology course work. However, exemption of Paper 2 & 3 shall be decided by the Research Advisory Committee.

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

6. Duration of the Programme

The duration of the programme and the time for submission of the thesis are counted from the date of provisional registration. The minimum and the maximum duration of the programme are given below:

6.1 Full – Time

For all Disciplines except Medicine

Minimum period of 3 years and maximum of 6 Years. (Minimum duration may be reduced by 1 year if the M. Phil Degree relates to the Ph. D. field of Research and candidates are exempted for Research Methodology course work if the M.Phil., Degree is related to the proposed Ph.D field of research to the extent recommended by the Research Advisory Committee.)

Medicine

Minimum of 2 years for M. D / M.S and P. G. Diploma (2 to 3 years as prescribed by NMC) and Three Years for candidates with M.Sc.(Medical Subjects) and maximum of 4 and 6 years respectively.

Nursing

Minimum of 3 years and maximum of 6 years.

II. Part – Time

For all Disciplines except Medicine

Minimum period of 4 years and maximum of 8 years. (Minimum duration may be reduced by 1 year if the M. Phil Degree relates to the Ph. D. field of Research and candidates are exempted for Research Methodology course work if the M .Phil., Degree is related to the proposed Ph.D field of research to the extent recommended by the Research Advisory Committee

Medicine

Minimum of 3 years for M. D/ M.S. / P. G. Diploma (2 to 3 years as prescribed by NMC) and 4 years for candidates with M. Sc. (Medical Subjects) and maximum of 6 and 8 years respectively.

- 6.1.1 If the research scholar fails to submit the thesis within the period of maximum duration, the registration shall automatically stands cancelled without notice to the candidate/ supervisor, unless the candidate applies for an extension with justification along with the recommendation of the supervisor in the prescribed format and the request is complied with.
- 6.1.2 A prerequisite for consideration of such a request is that all fee payable to the university for the period already approved should have been paid.
- 6.1.3 The extension, if approved, will only be provisional to start with, and shall be approved only on payment of fees for the extended period.
- 6.1.4 If the research scholar fails to submit the thesis within the extended period, the registration shall be cancelled automatically without notice to the candidate/ supervisor.

Nursing

Minimum of 5 years and maximum of 7 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 Board of Research Studies/Research Advisory Studies on the recommendations of the guide.

There will be no provision for further extension of the period

6.2 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.

6.3 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.

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

6.4. Extension of Maximum Duration

- 6.4.1 In exceptional circumstances if the Research Advisory Committee

recommends and the Research Board 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.

6.5. Break of study

- 6.5.1 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.
- 6.5.2 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.

7. Place of Research

- 7.1 For full time research scholars, the place of research will be the department and the institution where the supervisor works.
- 7.2 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.

8. Admission

The university will release advertisement in leading dailies and university websites at appropriate time with the number of vacancies. There Shall be normally 2 sessions in a year for registration in April & October subject to vacancies. For Nursing Provisional registration – 1st July every year. 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.

8.1 Admission shall be made through an Entrance Test / Interview conducted at National Level by the university.

passed UGC – NET (including JRF)/ UGC – CSIR NET (including JRF)/SLET/GATE/ holder or equivalent examinations are exempted from the entrance test, but have to appear for the interview. However M.Phil Full Time/Part Time candidates are not exempted from the entrance Examinations.

8.2 The candidates desirous of pursuing Ph.D. degree shall submit the application in the prescribed form through proper channel wherever applicable, on or before the deadline mentioned in each session/quarter of the year to the University. The application form (Annexure I) can be downloaded from university website www.vinayakamission.com.

i. An Entrance Examination shall be with qualifying marks as 50% & a relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-Creamy layers) differently-abled category in the entrance examinations conducted by the University.

Entrance Examination will of two parts

1. Written Examination
 2. Interview
- ii) The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% of subject specific.

In interview the candidates are required to discuss their research interest/area through a presentation before Research Committee, constituted by the Head of the Institution. The interview shall also consider the following aspects, namely whether:

- a. The candidate possesses the competence for the proposed research.
- b. The research work can be suitably undertaken at the Institution/ College.

- c. The proposed area of research can contribute to new/additional knowledge.
 - iii) A Weightage of 70% to the entrance test & 30% to the performance in the interview/Viva Voce shall be given
- 8.3 A Research Board/committee constituted by the university/ constituent colleges shall determine the suitability of such candidates and the admission to the appropriate field, after giving due consideration to the performance in the entrance test, relevant inter – disciplinary fields of research, if any, and the faculty in which the candidate shall be registered, keeping in view the Research Supervisor lines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time. The respective committee will forward the list of selected candidates along with the applications of all the candidates to the Ph.D Section.
- 8.4 The Ph.D. Section will seek the approval of the Vice-Chancellor for the provisional registration of the selected candidates.
- 8.5 The Candidates whose registration has been approved by the Vice Chancellor shall be provisionally admitted to the Ph.D. Programme by the Controller of Examinations (COE) with intimation to the concerned Heads /Deans of the Institution, HOD, supervisor, the candidate, and the sponsoring institution, if any.
- 8.6 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 Research Advisory Committee (RAC) as per the clause 11 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 11 below, get the approval of the Vice-Chancellor and communicate the same to the respective supervisors further action.
- 8.7 The women scholar has to secure the seat in another university through proper admission process. The applicant should obtain a no objection certificate from the parent university through proper channel for getting the research data

transferred and a statement of 'assurance of due credit' from the scholar

9. Recognition of Research Supervisor/ Co-Supervisor

- 9.1 Only a full time regular faculty of the Vinayaka Mission's Research Foundation (Deemed to be University) can act as a supervisor. External supervisors are not allowed.
- 9.2 In Medicine and Alternative Medicine, a Research Supervisor for Ph. D. degree shall have not less than 15 years of teaching experience after obtaining his/her postgraduate degree and shall also have not less than ten years of postgraduate teaching experience as a faculty member with at least 2 publications in a referred / indexed journal (Scopus & Web of Science and UGC Care Journals), even if he/she does not hold a Research Advisory Degree.
- 9.2.1 For Dentistry, Homoeopathy the Research supervisors not possessing Ph.D degree shall have not less than 13 years of teaching experience after obtaining his/her postgraduate degree and shall have not less than 8 years of Post graduate teaching experience as a faculty member with at least two publications in referred/indexed journal(Scopus & Web of Science and UGC Care Journals) in the recent two years.
- 9.2.2 i.) For nursing with 5 years Post Graduate teaching experience with minimum 5 scientific publications in National/International Journals.(Scopus & Web of Science and UGC Care Journals)
ii.) Guide cannot have more than 6 candidates (including being Co-Guide) at any given point of time.
- 9.3 For others, the faculty member should have a Ph.D degree.
- i) Any Professor of the University minimum five research publications in indexed journals preferably with SNIP/ IF > 1 in the last 5 years may be recognized as a research supervisor.
- ii) Associate Professor atleast one year of post Ph.D teaching experience with one post Ph.D Publications indexed Journal.
- iii) Assistant Professor at least one years of post Ph.D teaching experience

with one post Ph.D publications indexed Journal.

- 9.4 Such of the persons who satisfy all the requirements 9.1 to 9.3 shall apply to the university in the prescribed application form (Annexure III) for being recognized as Research Supervisors in their respective disciplines. Recognition as supervisor for guiding research work shall be accorded on the recommendation of the Research Board by the Vice-Chancellor. The research scholar shall be allotted after the probationary period completion or minimum one year of VMRF(DU) service.
- 9.5 In case of topics which are of inter-disciplinary nature where the department concerned feels that the expertise in the department has to be supplemented from outside, the department may appoint a Research Supervisor from the department itself, who shall be known as the Research Supervisor, and a co-supervisor from outside the department/ faculty/college/institution on such terms and conditions as may be specified and agreed upon by the university.
- 9.6 The Co – supervisor may possess a PG degree of the recognized university with minimum 10 years of teaching/research experience after P. G. for Medicine, Dentistry and Alternative Medicine and a Ph.D Degree with 5 years of teaching experiences after P.G for other disciplines and should have at least one research publication in accredited journal for all disciplines
- 9.7 Since the recognized supervisor/co-supervisor for Medicine, Dentistry and Alternative Medicine officiate up to the age of 70 years, he/she shall not enroll new candidates after the age of 67 years. (Undertaken shall be given). Nursing – age 65. For the Research Supervisors in other disciplines In general for the allotment of students the superannuation shall be considered as per the University Service Rules policy (VMRF-DU 60 years). In such case he/she shall not enroll new candidates after the age of 58 for full time and part time the age of 57. Under special circumstances the change in age of supervisors shall be considered case to case subject to the discretionary power of Vice Chancellor. In case of retirement or relieved supervisors permitted to continue the guidance and complete the research and viva of the existing Research Scholars those who

completed minimum period of research.

9.8 Responsibilities of Supervisor / Co-Supervisor

- i) The supervisor / co-supervisor should furnish a letter of consent and no objection certificate obtained from the Dean / Head of the Institution of service for officiating as a supervisor / co-supervisor for the candidate to be registered. (Annexure III a & Annexure III b)
- ii) The supervisor shall sign all the papers, declarations, certifications, authentications, log books and other related documents pertaining to the registration, submission of synopsis and thesis etc. Of the registered candidate.
- iii) The supervisor shall serve also as convener in the matters of interaction with the university connected with all the research activities of the scholar, until the award of the degree.
- iv) The supervisor shall suggest to the university, the members of the Research Advisory Committee and the examiners for the methodology examination & the thesis evaluation.
- v) The supervisor shall also be a member of the public viva - voce examination committee.
- vi) When a co-supervisor is available, the supervisor and co-supervisor shall interact with each other in matters relating to the research work of the scholar.
- vii) When a supervisor will not be available at his / her office for a period exceeding three months, for reasons like illness, foreign trip and any unforeseen reasons, an interim supervisor will be nominated by the university for supervising the research work of the scholar for the interim period, as follows.
 - a) If the period is less than one year and if there is an existing a co-supervisor, the co-supervisor will be the interim supervisor. In special cases if there is no vacancies or non-availability of super visors such period can be considered as independent research to the maximum of four months. In such case Co-supervisor may be allotted to act as

- supervisor for this interim period until the new supervisor allotted.
- b) In other cases an interim supervisor will be nominated for that period by the university, after consulting the Head of the Department / the scholar and on approval by the Research Board.
 - viii) Change of supervisor under any other conditions may be considered under special circumstances with the concurrence from the university and the candidate has to propose a new supervisor in accordance with the regulations for research programme in force.
 - ix) Such change of supervisor is permissible only after the approval of the provisional registration.
 - x) Only one such change of supervisor is permissible in the entire research programme for which the scholar has registered under ordinary circumstances.

10. Number of Candidates (RAC)

At any given point of time, a Research Supervisor/co-supervisor who is a professor, can guide up to a maximum of eight (8) Ph.D. scholars, an associate professor as Research Supervisor can guide up to a maximum six (6) Ph.D. scholars and an assistant professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars. For Nursing Research Supervisor can guide up to a maximum of six (6) Ph.D Scholars.

Approval for guiding additional candidates, under extraordinary circumstances, shall be decided by the Vice-Chancellor based on the merit of such cases.

- 10.1 Restriction in intake of PT & FT candidates as per the university direction from time to time.

11. Research Advisory Committee

- 11.1 There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinance of the university, 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. 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 with in 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.

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.

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.

Institutional ethical committee clearance is to be obtained in case of research in Medicine/ Dentistry/Nursing and Pharmacy area, wherever applicable.

Except the first and pre-synopsis Research Advisory committee meeting the other progress meetings may be conducted through Skype/video conferencing if a RAC member is not able to attend the meeting.

11.2 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 IV. The other half yearly RAC meetings the external expert may be invited through SKYPE or by anyother electronic means. 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 research scholars must submit their six monthly progress reports, Attendance certificate& Minutes shall be submitted in the prescribed format (Annexure IVa& Annexure Vd, Annexure Ve) 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 Vc) with Minutes. In service certificate to be submitted once in every year (Annexure Vf)

11.3 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.

Institutional ethical committee clearance is to be obtained Medicine/ Dentistry/Nursing and Pharmacy wherever it is applicable.

12. Programme Structure

12.1 Course Work & Assessment (For all disciplines)

- i. The research scholars should successfully complete a minimum of three courses (minimum of 09 credits) prescribed by the Research Advisory Committee
- ii. For Nursing from 2021 onwards
 1. Research Methodology & Applied Statics – 4 credits
 2. Nursing Science & Theory Development – 8 credits
 3. Research & Publication ethics – 2 credits
- iii. The courses shall be
 - i. Research methodology for the subject.
 - ii. A back- ground subject related to his/her Ph.D. research
 - iii. An advanced subject in the area of research
- iv. The course work shall be completed within a period of the first two semesters.
- v. Candidates already holding M.Phil. Degree & admitted to the Ph.D Programme or those who have already completed the course work in M.Phil. & have been permitted to proceed to the Ph.D may be exempted for the Research Methodology course work of the M.Phil. degree is related to the proposed Ph.D field of research to the extent recommended by the Research Advisory Committee.
- vi. The research scholar shall submit the prescribed application (Annexure V) and course work completion certificate and IA [Annexure Va&Vb] & fee for attending the final examination. The final examination for the course work is centralized and conducted by the Controller of Examinations along with the end semester examinations of other programmes. A research scholar has to obtain a minimum of 55% marks in the course work in order to continue the research work.
- vii. If the candidate fails to get the minimum of 55% marks, then a grace period of maximum of six months shall be given at the end of which the research scholar shall be re-examined. Then, if found fit, RAC

committee shall submit the minutes of the RAC meeting for the course completion (Annexure Vc) the researchscholar shall be permitted to proceed (Registration Confirmation) with the Research Advisory work. Otherwise, the research scholar's provisional registration shall be cancelled.

12.2 Directed Course

The directed course is done under the guidance of the Supervisor. For the internal evaluation there should be the following two components.

i.	5 Seminars	-	15 Marks
ii.	3 Tests	-	15 Marks
	<u>Total</u>	-	<u>30 Marks</u>

From 2020 onwards (only applicable to research methodology)

i.	5 Seminars	-	15 Marks
ii.	3 Tests	-	15 Marks
iii.	Open access Publishing	-	05 Marks
iv.	Publication Misconduct	-	05 Marks
v.	Databases and Research Metrics	-	10 Marks
	<u>Total</u>	-	<u>50 Marks</u>

The syllabus for the directed course is assigned to the above components in such a way that the entire syllabus is covered. The schedule for the course may be prepared by the Supervisor who teaches the course in the format given below and may be submitted to the Controller of Examination well in advance.

12.3 Course Code & Title: Name of the Supervisor: Department:

S. No.	Component	Syllabus	Date
1	Seminar – 1	From unit 1	
2	Seminar –2	From unit 2	
3	Seminar –3	From unit 3	
4	Seminar –4	From unit 4	
5	Seminar –5	From unit 5	
6	Seminar –6	From unit 6	
7	Seminar –7	From unit 7	
8	Seminar - 8	From unit 8	

For each of the courses, the maximum internal mark awarded is 30 marks. All the candidates have to appear for an external (Semester) examination in each subject conducted by the Controller of examinations for 70 marks. The passing minimum is 35 marks in the semester examination. The overall passing minimum is 55 marks.

From batch 2020 onwards,

For paper I, the maximum internal mark awarded is 50 marks. All the candidates have to appear for an external (Semester) examination in the research methodology subject conducted by the Controller of examinations for 50 marks. The passing minimum is 25 marks in the semester examination. For paper II and III the maximum internal mark awarded is 30 marks. All the candidates have to appear for an external (Semester) examination in each subject conducted by the Controller of examinations for 70 marks. The passing minimum is 35 marks in the semester examination. The overall passing minimum is 55 marks.

For Nursing from - 2021:

The minimum passing is 60 marks

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	55-64
F (Fail)	0	<55 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 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis. A scholar who gets less than C grade in a course work, he/she has to redo that course.

12.4 Comprehensive Examination

- (i) A research scholar shall take a comprehensive examination after the completion of two semesters of his/her research programme and by passing examination for the course work but before the completion of four semesters. The comprehensive examination is mandatory.
- (ii) The comprehensive examination shall be in the form of written and oral as recommended by the Research Advisory Committee.
- (iii) Comprehensive examination shall be conducted by a panel of examiners which consists of the members of the Research Advisory Committee along with one external examiner as recommended by the supervisors and forwarded through proper channel and approved by the Vice Chancellor.
- (iv) The Supervisor shall intimate the research scholar sufficiently in advance, the scope of the examination and other relevant details.
- (v) If the performance of the research scholar in the comprehensive examination is satisfactory, his/her provisional registration shall be confirmed. If the performance is unsatisfactory, he/she shall be given one more opportunity to appear for the examination within six months of the first examination. In case, the research scholar fails to successfully complete the comprehensive examination within the prescribed time limit, his/her provisional registration shall be cancelled by the University.

12.5 Monitoring the Progress of Candidates

- (i) A research scholar shall appear/report 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 as per the above clause 11.2.

12.6 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.

13. 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. Under no circumstances, a request for change in the title be entitles once the synopsis is submitted

14. Submission of Synopsis

- 14.1 On completion of the minimum period of research work, not less than three months before the submission of the thesis, every candidate shall submit, a copy 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.
- 14.2 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.

- 14.3 Prior to the submission of synopsis, the scholar shall make a pre- presentation in the department before the Research Advisory Committee of the institution 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 VIc) shall be submitted during the Synopsis submission.
- 14.4 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) (Annexure VI d). The synopsis (wrapper) may contain the details as shown in the format prescribed by the university (Annexure VIII). Thesis submission is to be done after clearance of the synopsis by the Research Advisory Committee and permitted by the Vice – Chancellor.
- 14.5 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 (Annexure VI e).

15. Submission of Thesis

- 15.1 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
- 15.2 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.

- 15.3 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)
- 15.4 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.
- 15.5 No candidate shall ordinarily be permitted to submit his/her thesis after maximum period mentioned in clause 6. 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.

16. The Act of Plagiarism

- 16.1 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.
- 16.2 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 dt.23.07.2019

17. Evaluation of Thesis

- 17.1 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.
- 17.2 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.
- 17.3 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.
- 17.4 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.
- 17.5 The supervisor shall consolidate the salient features of the reports sent by the examiners and submit to the university.
- 17.6 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.

17.6.1 If both examiners recommended rejection, the thesis shall be rejected and the registration of the research scholar shall stand cancelled.

17.6.2 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 stand cancelled.

17.6.3 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.

18. Public Viva Voce Examination

18.1 The viva - voce examination board shall be constituted by the Vice-Chancellor as follows:

Examiner of the thesis in India or a specialist in the subject from the panel (in the absence of the former)	Member
Supervisor of the candidate in the university	Member- Convenor

If necessary, the Vice-Chancellor may nominate the co-supervisor or a member from outside the panel as an additional member.

18.2 The viva -voce examination shall be conducted as “Open Defence Type” examination.

- 18.3 The results of the viva - voce examination, duly endorsed by the examiners, together with the list of participants, their designation, address and signature shall be forwarded to the university by the supervisor.
- 18.4 If the performance of the research scholar at the public viva - voce Examination is reported by the viva - voce examination Board to be NOT SATISFACTORY, the research scholar may opt to reappear for the viva - voce examination at a later date, not later than six months from the date of the first viva - voce examination. On the second occasion, the viva - voce Examination Board shall include an additional examiner nominated by the Vice-Chancellor.
- 18.5 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 stand cancelled.
- 18.6 On satisfactory completion of the viva - voce examination, the candidate shall submit a copy of the thesis in CD-ROM, certified by the supervisor that all the corrections, if any, have been duly incorporated as suggested by the examiners, for UNIVERSITY ARCHIVES. A soft copy of the final approved thesis shall be sent to the UGC for hosting the same in INFLIBNET so as to make it accessible to all research institutions / universities.

19 Award of Ph.D. Degree

If the report of the public viva - voce Examination Board is SATISFACTORY, the Candidate will be awarded the Ph.D. Degree with the approval of the apex body of the university.

20 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.

ANNEXURE



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 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) Designation: _____ Department _____ Organization _____ Place _____ Dist & State _____ Pincode: _____	Address for communication ----- ----- ----- Place: ----- Dist & State: ----- Pincode: _____
Phone : (with STD Code): ----- Mobile: -----	Phone : (with STD Code) ----- Mobile: -----
E-Mail Id : _____	E-Mail Id: _____

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 (If yes, details with evidence)

If yes M.Phil Degree in _____

16. Are you qualified in UGC – NET/CSIR/SLET/ GATE/ teacher fellowship holder or equivalent/ : Yes / No (If yes, details with evidence)

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. Nojoined the Ph.D. Programme on Part-time / Full Time 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 in BLOCK Letters :
(as entered in the
qualifying degree
certificate)

Affix a
recent
passport size
photograph

2. Designation and present
official address :

.....

.....

.....PIN.....Phone (with area code).....

Mobile.....

3. Permanent address :

.....

.....

.....PIN.....Phone (with area code).....

Mobile.....

4. Address for communication : :

.....

.....

.....PIN.....Phone (with area code).....

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

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 a

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 DC Members			
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 in 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 pro-gress 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 - V

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 - 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 - Vb

DIRECTED COURSE WORK

INTERNAL ASSESSMENT MARKS

Name of the Candidate :

Registration Number :

S. No.	Paper Title	Internal Assessment		
		Paper I (30)*/(50)	Paper II (30)	Paper III (30)
1.				
2.				
3.				

(*July & Oct.19 Batch)

Signature of the Research Supervisor

Date:



ANNEXURE - V 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 held on

.....at A.M/P.M. in the Department of.....

....., 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 b

MINUTES OF THE DOCTORAL COMMITTEE MEETING

The 4th Doctoral Committee Meeting for the Ph.D.
Scholar Mr./Ms Reg.No.....was held on
.....at A.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 – V e

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 – V f

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 - VI
Application for Submission of Synopsis

1. Name of the candidate
(In Block Letters
(as in the PG degree
certificate) :
2. Discipline :
3. Registration No. :
4. Gender : Male / Female / Transgender
5. Age and D.O.B :
6. Address (In Block Letters) :
(with Mobile No. & Email_id)
7. Details of PG / M.Phil Degree

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

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



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 & Word file) 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 A4 size).

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

Bottom edge : 25 to 30 mm

Left side : 35 to 40 mm

Right side : 20 to 25 mm

The synopsis should be prepared on good quality white paper preferably not lower than 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) Foot notes
 - (iv) Multiline captions
 - (v) References
- All quotations 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 30 mm
Bottom edge	: 25 to 30 mm
Left side	: 35 to 40 mm
Right side	: 20 to 25 mm

- 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 lower case 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 Biodata as per enclosed format for the constitution of Board of Examiners to adjudicate the Ph.D. thesis and to conduct the public viva voce.



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)
(Atleast 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 PG Degree Certificate) :
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 THESIS FORMAT

Preparation of Manuscript and Copies

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 side margin 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 greyscales 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 Thesis This 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.Ponnaivaikko and K.S. Prakasa Rao, “Optimal Distribution System Planning”, IEEE Trans. (PAS), June 1981, Vol. 100, PP. 2669-2977.
- K.R.Santhi, M.Ponnaivaikko, 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.Ponnaivaikko, “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 34-354.
- C.Lakshmi & Dr.M.Ponnaivaikko, “Improved kernel Discriminative common vector method for face recognition”, Proceeding of the IEEE International Advances Computing Conference, March 6-7, Tappara University, Patiala, India, published in IEEE Xplore, pp: 239-244.

Books

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

Thesis



- Mrs. Jayam Shakthi, “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 quotations 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 lists 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. Registration No has no due in the following

Departments.

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 Head of the Department
with date & seal

Signature of the Head of the Institution
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	-	Sky blue
Physiotherapy	-	Light green Allied Health
sciences	-	Lime Yellow Education
	-	Black
Physical education	-	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, associateship, fellowship or any other similar titles in this or any other institution of higher learning.

(Signature & official seal of the Co- supervisor)

seal (if any)

(Signature & official of the Research Supervisor)



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 :
- The thesis is : Highly Commended
Commended
- The thesis be revised and resubmitted :
- The thesis be rejected :
- Also I recommend that
- The thesis be published in the present form :
- The thesis published after revision in the light of the report :
- The thesis is not allowed / worth for publication :

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

Date : _____ **Signature of the Adjudicator**



ANNEXURE – XIII

**Eligibility for getting recognized as a
Research Centre of Vinayaka Mission's Research Foundation
for Guiding / Registering Research candidates.**

The aspiring institution for getting recognized as a research centre of VMRF for guide/ registering Ph.D. candidates should have the following facilities and faculties:

1. Minimum two persons with Ph.D. qualifications in the area(s) of research by the department/ institution as approved by the University.
2. Library facilities with adequate books, journals in the area of research literature retrieval facility through CD-ROM/Internet facilities. Laboratories with equipment are required for the discipline of Research for which recognition is sought.
3. Adequate working space for the research students in terms of laboratories, Study rooms, Seminar room facilities etc.
4. Faculty Research Profile of the Department seeking recognition along with the Department/Faculty contributions made in the respective fields.
5. Details of existing infrastructure facilities of the Department/institution.



DIRECTORATE OF RESEARCH

Vinayaka Mission's Research Foundation,
Sankari Main Road (NH-47), Ariyanoor, Salem - 636 308.