

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

Accredited by NAAC



**REGULATIONS GOVERNING DOCTORALDEGREE (Ph.D.)**  
**PROGRAMME (VMRF(DU) Ph.D. Regulations - 2022)**

**University Website**

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

**REGULATIONS GOVERNING**

**DOCTORAL DEGREE (Ph.D.) PROGRAMME**

**Amended as per the University Grants Commission (Minimum standards and  
Procedure for the Award of Ph.D. Degrees), Regulations, 2022**

**1. Title and Commencement**

In exercise of the powers conferred by the Memorandum of Association of Vinayaka Mission's Research Foundation – Deemed to be University (VMRF(DU)), the Academic Council of VMRF(DU) hereby makes the following regulations in the name of “Doctor of Philosophy (Ph.D.) Regulations for Research at VMRF(DU), in line with the UGC (Minimum Standards & Procedure for Award of Ph.D. Degree) Regulations, 2022 which are subject to modifications, from time to time as decided by the Academic Council & Board of Management of this University. These regulations are applicable to all the approved Ph.D. programmes of VMRF (DU) except for Faculty of Nursing\*.

These regulations may be called VMRF(DU) Ph.D. Regulations 2022. These regulations come into force with effect from October 2022 (**with some more newly added amendments**) and are subject to such modifications as may be approved by the apex body of the University from time to time.

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 her/him in any particular discipline or more than one discipline, that makes a contribution to the advancement of knowledge in the field so as to contribute to the betterment of the community and has had the thesis approved by the suitably constituted examiners as required.

*\* The Nursing PhD programme shall be governed by the VMRF(DU) DOCTORAL DEGREE (Ph.D.) NURSING PROGRAMME 2021 Regulations*

## 2. Definitions

In the Regulations, unless the context otherwise requires,

- i. “University” means an institution engaged in higher education and / or research, either established by a University as its constituent unit or is affiliated with it.
- ii. “Programme” means Research Programme leading to the award of Ph.D.
- iii. “Supervisor/Guide” means any faculty member of the University who has been recognized by the University to supervise the research scholars.
- iv. “Faculty” refers to a person who is teaching and/or guiding students enrolled in a HEI in regular capacity.
- v. “Research 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.
- vi. “Research Advisory Committee (RAC)” means a committee constituted by the University for each Research Scholar to monitor the progress of her/his research work.
- vii. “Board of Studies (Research)” means the Board duly constituted by the Vice-Chancellor of the university to oversee the academic research activities of the university.
- viii. “Research Proposal” means a brief write-up giving an outline of the proposed research work which the Ph.D. research scholar shall submit with the approval of respective RAC
- ix. “Course” means a theory subject as prescribed by the Research Advisory Committee for the research scholar to undergo as a part of the Ph.D. programme.
- x. “Course Work” means course of study prescribed by the RAC to be undertaken by a candidate registered for the Ph.D. Degree.
- xi. “Credit” means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit
- xii. “Grade Point” means a numerical weightage allotted to each letter grade on a 10-point scale

- xiii. “Credit Point” means the product of grade point and number of credits for a course.
- xiv. “Cumulative Grade Point Average (CGPA)” means a measure of the overall cumulative performance of a student over all of the semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters to the sum of the total credits of all of the courses in all semesters. It is expressed up to two decimal places.
- xv. . “External examiner” means an academician/researcher with published research work who is not part of the VMRF(DU) where the Ph.D. scholar has registered for the Ph.D. programme and who is appointed to assess the thesis of the research scholar.
- xvi. ‘Open and Distance Learning’ (ODL) means education not through regular mode.
- xvii. “Online mode” means online learning, also known as distance education or e-Learning, refers to the delivery of educational content and instruction through the internet.
- xviii. “Degree” means a degree awarded by a Higher Educational Institution in accordance with the provisions of section 22 (3) of the Act.
- xix. “Foreign Educational Institution” means educational institution established in abroad (outside India).
- xx. “Interdisciplinary Research” means research conducted by a Ph.D. research scholar in two or more academic disciplines.
- xxi. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.

### **3. Eligibility to offer and criteria for admission to Ph.D. Programme**

To offer a PhD programme VMRF (DU) Institution should run Integrated Programme or PG programme with at least two eligible Research Supervisors

#### **The following are eligible to seek admission to the Ph.D. programme**

- 3.1. **Candidates who have completed:** A 1-year/2-semester master's degree program after a 4-year/8-semester bachelor's degree program or a 2-year/4-semester master's degree program after a 3-year bachelor's degree program or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the University from time to time provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree program should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.
- 3.2. **Candidates who have completed the M.Phil. program** with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. program. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled, Economically Weaker



Section (EWS) and other categories of candidates as per the decision of the University from time to time.

#### **4. 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 programmes are given below:

##### **Full-Time**

##### **i. For all Faculties except Medicine**

The PhD programme shall be a minimum period of 3 years including course work and maximum of 6 Years.

##### **ii. For Faculty of Medicine**

Minimum of 2 years for M. D / M.S / DNB or its equivalent qualification and three years for candidates with M.Sc. (Medical subjects) and maximum of 4 and 6 years respectively.

##### **Part – Time**

##### **iii. For all Faculties except Medicine**

Minimum period of 4 years and maximum of 8 years.

##### **iv. For Faculty of Medicine**

Minimum of 3 years for M. D / M.S. / DNB/ or its equivalent qualification and 4 years for candidates with M. Sc. (Medical subjects) and maximum of 6 and 8 years, respectively.

There is no relaxation in the duration and course work of the Ph.D for those who completed M.Phil. degree. With the recommendation of respective Research Advisory Committee(RAC) of the candidate, exemption may be given for appearing for Research Methodology paper alone.

#### **4.1. Re-registration**

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 they 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.

#### **4.2. Extension of Maximum Duration**

In exceptional circumstances if the Research Advisory Committee recommends and the Board of Studies (Research) 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.

#### **4.3. Break of Study**

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

#### **4.4. Cancellation of Registration**

- i. If the research scholar fails to submit the thesis within the period of maximum duration, the registration shall automatically stand 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 if request is complied with.

- ii. 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.
- iii. The extension, if approved, will only be provisional to start with, and shall be approved only on payment of fees for the extended period.
- iv. 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.
- v. 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/or if found guilty for violation of research ethics/ regulations is liable to be cancelled by the University.
- vi. The registration of a research scholar who has not submitted her/his thesis by the end of the prescribed /extended period as provided in the regulations will be cancelled by the University.

#### **4.5. Relaxation**

- i. The candidates with disability (not less 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 Ph.D. for up to 240 days and the minimum and maximum period shall be extended for that period.
- iii. years from the date of admission to the Ph.D Programme.
- iv. A maximum of an additional two (2) years can be given through a process of re-registration as per the statute/ ordinance of the higher educational institution concerned; provided, however, that the total period for completion fo a ph.D programme should not exceed eight(80 years from the date of admission in the Ph.d programme.
- v. Female Ph.D Scholars may be provided Maternity Leave / child care Leave for up to 240 days in the entire duration for the Ph.D Programme

#### **5. Procedure for Admission**

Admission to the Ph.D. programme shall be made using the following methods:

The University will release advertisement in leading dailies/ print media 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 for admission. For Nursing it is once in a year in October session. The application form can be downloaded from the university website [www.vinayakamission.com](http://www.vinayakamission.com). (Annexure I) The filled-in application is to be submitted along with prescribed fee and the relevant certificates based on the advertisement released by the University.

- 5.1. Admission shall be made through an entrance test / interview conducted at National Level by the university. Those who have qualified for fellowship/ Scholarship in UGC – NET / UGC – CSIR NET /GATE/ CEED and similar level national test 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 appearing in the entrance examination but need to attend the interview.
- 5.2. The other 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](http://www.vinayakamission.com).

i. Entrance Examination will of two parts

- |  |          |
|--|----------|
| a. <b>Written Examination</b> (MCQ type) | 70 Marks |
| Part A - Research Methodology - 35 Marks |          |
| Part B – Subject Specific - 35 Marks     |          |
| b. <b>Interview</b>                      | 30 Marks |

- ii. 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)/ EWS (Economically Weaker Section) differently-abled category and other categories candidates as per the notification of UGC from time to time

The syllabus of the entrance test shall consist of 50% of research methodology and 50% of subject specific.

- iii. Candidates who have secured 50 % marks in the entrance test are eligible to be called for the interview.

- iv. The university may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
  - v. A weightage of 70% to the entrance test & 30% to the performance in the interview/Viva Voce shall be given.
  - vi. In interview the candidates are required to discuss their research interest/area through a presentation before a committee, constituted. 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.
- 5.3. The University maintains a list of Ph.D. supervisors, along with the details of Ph.D. scholars admitted under them and shall be uploaded on the university website.
- 5.4. A 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 VMRF(DU) Ph.D guidelines 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 if necessary. The respective committee will forward the list of selected candidates along with the applications of all the candidates to the Ph.D. section.
- 5.5. The Ph.D. section will seek the approval of the Vice-Chancellor for the provisional registration of the selected candidates.
- 5.6. The candidates whose registration has been approved by the Vice Chancellor shall be provisionally admitted to the Ph.D. programme with intimation to the concerned Heads of the Institutions, HODs, research

supervisor, the candidate, and the sponsoring institution, if any.

- 5.7. 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 constituting the Research Advisory Committee (RAC) as per the clause 13 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 13 below, get the approval of the Vice-Chancellor and communicate the same to the respective supervisors for further action.

**6. Eligibility criteria for Recognition of Research Supervisor/ Co-Supervisor/ Number of Ph.D. research scholars permissible per Supervisor, etc.**

- 6.1. Only a Full-Time regular faculty member of the Vinayaka Mission's Research Foundation (Deemed to be University) working in post graduate departments/ constituent colleges/ Schools can act as a supervisor. External supervisors are not allowed. Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- i. In Faculty of Medicine a Research Supervisor shall have not less than 15 years of teaching experience after obtaining her/his postgraduate degree and shall also have not less than ten years of postgraduate teaching experience as a faculty member with at least 3 publications in a referred / indexed journal (\*Scopus & Web of Science and UGC Care Journals), in the recent two years, even if she/he does not hold a Ph.D. Degree.
  - ii. For Dentistry and Homoeopathy the Research supervisors not possessing Ph.D. degree shall have not less than 13 years of teaching experience after obtaining her/his postgraduate degree and shall have not less than 8 years of Post graduate teaching experience as a faculty member with at least 3 publications in referred/indexed journal(\*Scopus & Web of Science and UGC Care Journals) in the recent two years.
  - iii. Faculty members possessing the Ph.D. degree shall follow the below conditions (clause 6.2)

- 6.2. For others, the regular faculty member should have a Ph.D. degree and the following:
- i) Any Professor of the University with minimum five research publications in indexed journals (\*Scopus & Web of Science and UGC Care Journals) in the last 5 years may be recognized as a research supervisor.
  - ii) Associate Professor with at least one year of post Ph.D. teaching experience and minimum of five research publications in indexed Journals (\*Scopus & Web of Science and UGC Care journals) in which one should be post Ph.D. publication in the recent two years.
  - iii) Assistant Professor with at least one year of post Ph.D. teaching experience and minimum of three research publications in indexed Journals (\*Scopus & Web of Science and UGC Care journals) in which one should be post Ph.D. publication in the recent two years.  
*(\*Publications should be under first author or corresponding author)*
- 6.3. At any given point of time, a research supervisor/co-supervisor who is a professor, can guide up to a maximum of eight (8) research scholars, an associate professor as research supervisor can guide up to a maximum six (6) research scholars and an assistant professor as research supervisor can guide up to a maximum of four (4) Ph.D. scholars.
- 6.4. Restriction in intake of PT & FT candidates is as follows.  
**As per the university direction from time to time.**
- 6.5. The faculty members who satisfy all the requirements stated above 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 Board of Studies (Research) (BOS research) and approval of the Vice-Chancellor. For those who are in probationary period and meet the eligibility criteria as supervisor Ph.D. candidate can be allotted after the completion of their probation.

- 6.6. For faculty of Medicine / Dentistry/ Homeopathy the Co-Supervisor shall possess a PG degree from a recognized university with minimum 10 years of teaching/research experience after obtaining P. G. and those who possess a Ph.D. degree with 5 years of teaching experience after obtaining Ph.D. may be permitted with the approval of the Vice-Chancellor.
- 6.7. For other faculties to act as per clause **6.2**.
- 6.8. In case of relocation of a female research scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such research scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- 6.9. As per the VMRF(DU) service rules a recognized supervisor/co-supervisor for Medicine can officiate up to the age of 70 years. Therefore she/he shall not enrol new candidates after the age of 65 years for part time and after the age of 67 years for full time. For other faculties, the supervisors shall officiate up to the age of 60 years. Therefore, she/he shall not enrol new candidates after the age of 58 for full time and after the age of 57 for part timers. Under special circumstances the change in age of supervisors shall be considered case to case subject to the discretionary powers of Vice Chancellor. In case of retirement or if relieved from service, the supervisors shall be permitted to continue the guidance and complete the research and viva voce of the existing research scholars if they have completed minimum period of research.
- 6.10. **Guidelines for Interdisciplinary Research**
- i. Interdisciplinary Research shall be allowed and encouraged.
  - ii. Eligibility for admission remains the same.
  - iii. Registration for Ph.D. shall not be permitted in a subject/discipline in which she/he has not completed her/his PG program, except in the faculty of Interdisciplinary Research.
  - iv. For registration the candidate must obtain consent letters from two



- supervising teachers, one in her/his core subject and the other in the specialized area of the subject in which she/he prefers to conduct the research.
- v. In case of topics which are of inter/multi-disciplinary nature where the department concerned feels that the expertise in the department has to be supplemented from outside, the department may appoint a Research Supervisor from the department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the department/faculty/college/institution on such terms and conditions as may be specified and agreed upon by the consenting institutions/colleges.
  - vi. 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
  - vii. The recommendation may be approved by the Vice Chancellor for registration and further action.
  - viii. The entrance test for admission can be written in the core subject (PG qualification among the two subjects concerned) of the candidate.  
The parent department discipline shall be considered from where students are admitted for award of degree, except in the faculty of Interdisciplinary Research

#### **6.11. Responsibilities of Supervisor / Co-supervisor**

- i. The supervisor / co-supervisor should furnish a letter of consent duly forwarded by the 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 also serve as convener in the matters of interaction with the university connected with all the research activities of the research 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 and convener 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 research scholar.
  - vii. When a supervisor is not available at her/his 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 co-supervisor, the co-supervisor will be the interim supervisor. In such case the co-supervisor may be allotted to act as supervisor for this interim period until the new supervisor is allotted.
    - b. In special cases if there are no vacancies or non availability of supervisors such period can be considered as independent research to the maximum of four months. In such cases an interim supervisor shall be nominated for that period by the university, after consulting the Head of the Department / the research scholar and on approval by the Board of Studies (Research).

Change of supervisor under any other conditions may be considered under special circumstances with the concurrence from the supervisor, HOD & HoI and the university will allocate a new supervisor. In general, only one such change of supervisor is permissible in the entire research programme under ordinary circumstances

**7. Admission of International students in Ph.D. programme**

- i. Only for full-time category.
- ii. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 6.3 above.
- iii. The selection procedure for Ph.D. admission of international students as per the University and keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.

**8. At any point,** the total number of research scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 6.3 and clause 7.ii.

**9. Academic, Research, Administrative, and Infrastructure Requirements to be fulfilled by the University for conducting Ph.D. Programmes**

VMRF(DU) shall be eligible to offer Ph.D program in the faculty wherever it fulfilled the eligibility criteria mentioned in clause (3).

**10. Ph.D. Through Part Time (PT)**

**10.1. *Part-Time (Internal) Candidates:*** All candidates employed as a full-time faculty member 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 only to the regular full-time faculty members 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.

**10.2. *Part-Time (External) Candidates:***

- i. The candidates working outside VMRF (DU), in other institutions preferably PG institutions.

- ii. The candidates from reputed Industries/ Hospitals / other non academic institutions with research inclination can be allowed to apply for the program.
- iii. The committee constituted by the Vice Chancellor shall visit the R&D organization if necessary to verify the availability of adequate facilities and effective monitoring system in place.

### **10.3. Attendance Requirement (Both Internal and External)**

During the period of the part time research programme, a minimum period of 120 days of attendance as a research scholar will have to be put in by the candidate in respective constituent college of the University where the respective supervisor is employed. This period of attendance may be at a stretch or on several occasions including weekends except holidays. However, they should put in a period of at least 30 days in a year. The online contact between Research Supervisor and Research Scholar may be recorded and accounted for providing attendance. Likewise, Participation in seminars/workshops/conferences attended can be accounted for attendance.

**Note: The guidelines for part-time research scholars are available in Annexure XIII.**

### **10.4. Full-Time (F.T) Candidates**

- i. All candidates who pursue full-time 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 for teaching staff of the Institution.
- ii. Candidates in employment, who want to pursue full-time studies may be sponsored by their employer with leave for the research programme period and should get formally relieved from their duty to join the research programme.
- iii. 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 guidelines.

#### **10.5. Attendance Requirement for Full-Time Research Scholars**

Research scholars of Ph.D. (Full-Time) programme have to sign in the attendance register maintained in the department/institution on all working days. Each student is expected to possess a minimum of 85% 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.

*Note: The guidelines for full-time research scholars are available in Annexure XIV.*

### **11. Conversion of registration from Full-Time to Part-Time and Vice-Versa**

#### **11.1. Part-Time to Full-Time**

- i. A student admitted to a part-time programme may be allowed to change her/his registration to full-time studies at the beginning of a semester upon the recommendation of the Research Advisory Committee (RAC) and with the approval of the University if she/he gets relieved from her/his place of work for a period of at-least two years to do research after successful completion of the course work.
- ii. The student will have to submit two No Objection Certificate (NOC) from the respective Head of the Institution/organization,
  - a. From the parent organization/institution where she/he worked stating that she/he would be allowed to work as a full-time research scholar at an institute where the Supervisor is working.
  - b. From the University's constituent PG College/Institute where the research supervisor is working for accessing the available facilities.

- iii. For the purpose of determining the time-period, one half of the period spent as a part-time student will be counted towards full-time studies.
- iv. In the event of research scholars who are unemployed at that moment (wherein they are not able to furnish NOC from the parent institute/organization), the research scholar will have to submit an undertaking to the effect that she/he would work as a full-time research scholar at an institute where the research supervisor is working for at-least a period of two years provided she/he completed the course work.
- v. Application for change of registration from part-time to full-time is permissible only once during the tenure of Ph.D. Programme for candidate.
- vi. No change of discipline/branch/topic will be considered.
- vii. Once the change of registration is permitted all norms/guidelines/rules as prescribed for full-time research scholars are applicable.

### **11.2. Full-Time to Part-Time**

Conversion of registration from full-time to part-time may be permitted if the candidate gets employment in an academic/research/professional/technical institution and fulfil the conditions as stated in clause 10. Concealing factual information to get any of the above conversion is a serious offence, and the candidate stands the risk of cancellation of registration.

**11.3.** The candidates have to pay the prescribed fee for such conversions.

## **12. Programme Structure**

### 12.1. Course work & assessment (For all disciplines)

The research scholars should complete a minimum of following three courses (minimum of 12 credits) prescribed by the Research Advisory Committee

### 12.2. The courses shall be

- i. Research methodology including research and publication ethics (as per

UGC) for the subject.

- ii. A subject specifically related to her/his Ph.D. research.
  - iii. An advanced subject in the area of research
- 12.3. The course work shall be completed within a period of the first two semesters.
- 12.4. 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 university. A research scholar has to obtain a minimum of 55% marks in the course work or its equivalent grade in the 10 point scale to be eligible to continue the programme and submit her/his thesis.
- 12.5. 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 has to submit the minutes of the RAC meeting for the course completion (Annexure Vc) and the research scholar shall be permitted to proceed (Registration Confirmation) with the research work. Otherwise, the research scholar's provisional registration shall be cancelled.
- 12.6. The Research Advisory Committee has to recommend minimum one UGC recognized online course (4 credits) for the completion of Ph.D. programme. This should be completed within one and half years after admission to incorporate the same in the grade sheet as extra credits earned and not be counted for CGPA.
- 12.7. All full time research scholars, irrespective of discipline, shall be required to train in teaching /education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. The research scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- 12.8. Course work

The course is done under the guidance of the supervisor.

For research methodology, the internal assessment (IA) for the course work should be followed with the following components,

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

Whereas, for paper II and III the internal assessment for the course work should be followed with the following components.

i.	5 Seminars	-	15 Marks
ii.	3 Tests	-	15 Marks
			Total
			- 30 Marks

The syllabus for the course is assigned to the above components in such a way that the entire syllabus is covered. The schedule for the course work shall be prepared by the supervisor who teaches the course work and the IA marks should be submitted to the Ph.D section well in advance as per the Annexure Vb.

All the candidates have to appear for an external end semester examination in each course conducted by the university. The end semester examinations marks for research methodology is 50 and for paper II and III 70 for each. The passing minimum is 50% marks in the end semester examination. Whereas the overall passing minimum is 55%.

#### 12.9. 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.

SI. No.	Range of % of Marks	Grade	Grade Point
1	95-100	O(Outstanding)	10
2	90-94	A+(Excellent)	9
3	85-89	A (Very Good)	8
4	75-84	B+ (Good)	7
5	65-74	B (Above Average)	6
6	55-64	C (Average)	5



7	<55 Failure due to insufficient marks in the course	F (Fail)	0
8	Failure due to nonappearance in the examination	Ab (Absent)	0

Research scholar has to obtain a minimum of 55% of marks or its equivalent grade in the 10-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 of the candidate. The candidate who gets less than C grade in a course work, has to redo that course.

### **Conversion formula for converting CGPA to % of Marks**

$$\% \text{ of Marks} = \text{CGPA} \times 10$$

A research scholar shall take a Pre-Ph.D. written examination within the completion of two semesters of her/his research programme and passing examination the course work before the completion of four semesters is compulsory. The Pre-Ph.D. written examination is mandatory.

If the performance of the research scholar in the Pre-Ph.D. written examination is satisfactory, her/his provisional registration shall be confirmed. If the performance is unsatisfactory, she/he shall be given Maximum of two more opportunities to appear for the examination within six months of the first examination. In case, the research scholar fails to successfully complete the Pre-Ph.D. written examination within the prescribed time limit, her/his provisional registration shall be cancelled by the University.

### **13. Research Advisory Committee (RAC)**

- 13.1. There shall be a Research Advisory Committee for similar purpose as defined in the Statutes/Ordinance of the university, for each research 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 recognized higher education institutions/organizations. 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 institution the candidate has registered
  - One external expert from outside VMRF (DU) institutions (preferably within a maximum of 500 kms radius of the Institution)
  - The Research Advisory Committee members shall meet the minimum eligibility criteria prescribed for eligible research supervisors.
- iii. The Co-supervisor, 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 a member of Academic Integrity Panel for Plagiarism.

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

- 13.2. The 1st Research Advisory Committee meeting shall be convened within one month after the constitution of the RAC to discuss about the broad area of research, suggestions by the RAC members about the plan of action for doing research, literature survey to be undertaken, creating awareness to the candidate about the research work. The Minutes of the meeting to be submitted to the Ph.D Section external RAC member has to be present via offline mode for 1<sup>st</sup> RAC

meeting.

- 13.3. The 2<sup>nd</sup> RAC meeting shall be convened within 6 months to propose the title/broad topic and to prescribe the course work (the title and syllabus of paper 2 & 3) to undergo by the candidate. The minutes of meeting shall be submitted as per the Annexure IV.
- 13.4. A research scholar shall appear before the Research Advisory Committee once in six months (from the date of provisional registration) through offline mode only to make a presentation of the progress of her/his work for evaluation and further it is the sole responsibility of the research scholars in consultation with the research supervisor to see that she/he presents himself before RAC as per the time frame in order to send half yearly progress reports in time. There shall not be a room for submitting two successive half yearly progress reports at a time be viewed seriously such lapses, if any. The external member of RAC shall attend only the first RAC meeting & pre-synopsis meeting through offline mode. For remaining meetings, once in six months, external RAC member may attend through online mode or offline mode. During the presentation the candidate is required to submit the prescribed half yearly progress report (HPR) to the RAC for review. The HPR and minutes of the meeting shall be duly signed by the respective RAC members and shall be forwarded by concerned Research Supervisors to the Ph.D Section with a copy marked to the concerned HOD and HOI. With The research scholars must submit their half yearly progress reports until their synopsis submission along with enclosures such as attendance certificate & minutes 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.. In-service certificate shall be submitted once in every year by those who are pursuing Ph.D. in part-time mode (Annexure Vf).
- 13.5. 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 University with specific reasons for cancellation of the registration of the

research scholar.

**13.6. Place of Research**

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

**13.6. Change of Title**

Generally, a student shall complete research work 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. Such 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 she/he need not repeat the same. However, a consent may be received from RAC. Under no circumstances, a request for change in the title shall be entertained once the synopsis is submitted.

**14. Evaluation and Assessment Methods, minimum standards/credits for award of the degree etc.,**

**14.1. Submission of Synopsis**

- i. On completion of the minimum period of research work, not less than three months before the submission of the thesis, every candidate shall submit, a copy of synopsis along with the application (Annexure VI) for submitting the synopsis (Annexure VIa), checklist for synopsis (Annexure

- VIb) and the prescribed fee to the university through the research supervisor is to be taken care.
- ii. The synopsis shall be accepted only when the research scholar has passed the course work examination and has publication of at least two original research papers from the research work carried out by the scholar in indexed journal as 1<sup>st</sup> author & the article/journal must be in the selected repositories (SCOPUS/Web of Science/PubMed/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.
  - iii. Prior to the submission of synopsis, the research scholar shall make a pre-presentation in the department before the Research Advisory Committee of the institution concerned which shall also be open to the faculty members/ other research scholars of the same department. The faculty members/research scholars from other related department can also be invited. 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 meeting Report (Annexure VIc) shall be submitted during the synopsis submission.
  - iv. The synopsis shall be 30 type written 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.
  - v. The research supervisor on approval of the research work by RAC , shall forward three hard copies and one soft copy of the approved synopsis to the Ph.D. section with a panel of at least five examiners from India, and five from abroad (Annexure VI e) to be submitted to the Ph.D section within maximum of 10 days by the research supervisor without fail.

## **14.2 Submission of Thesis**

- i. The thesis shall report, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented etc) and demonstrating a quality as to make a definite contribution to the advancement of knowledge of mankind and the research scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work plainly stated and honestly appraised.
- ii. The candidate should submit the copies of the thesis in bound form (3 - Spiral Binding) and with a softcopy (including scanned certificates) to Ph.D. section at the time of submission for evaluation. Once the thesis is accepted, it is the student's responsibility to get it properly bound 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 only one side about the author's name, abbreviated thesis title (optional), degree, department, and the year. Thesis shall be submitted not earlier than three months and not later than six months, from the approval of the synopsis by the Research Advisory Committee to the university along with application (Annexure VII) & Guidelines for Thesis (Annexure VII a) Check list (Annexure VII b) no dues Certificate (Annexure VII c) along with prescribed fee.
- iii. The thesis shall be prepared strictly following the formats and specifications prescribed. The title page (Annexure VII d), declaration of candidate (Annexure IX ), certificate by the supervisor (Annexure X), quality, size, numbering and titles of diagrams, tables and photographs, if any, list of references, numbering of pages and size of the margins etc shall be as per formats approved by the university. The running matter shall be typed or printed on one side only on A4 size white paper with 1½ line spacing, using font size 12 with Times New Roman font. The wrapper of the

thesis may contain details as shown in the format prescribed by the university (Annexure VIII)

- iv. The research scholar shall adhere to 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) and shall be enclosed at the end of the thesis.
- v. No candidate shall ordinarily be permitted to submit her/his thesis after maximum period mentioned in clause 4, provided that the university may for valid reasons and on the recommendations of her/his supervisor, grant extension of time for not more than one year to the candidate after the normal maximum period. For a candidate, who is not able to submit her/ his thesis even after the grant of extension of one year the registration stands cancelled.

### **15. The Act of Plagiarism**

- i. If the 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 research scholar's registration at this University will be cancelled and she/he will be debarred from registering for any programme with this University any further. The Ph.D. degree, if already awarded, may also be withdrawn, if the nature of the malpractice warrants.
- ii. Penalty in the case of plagiarism shall be imposed as per the VMRF(DU) Academic Integrity and Prevention of Plagiarism Regulations, 2019 in line with UGC Regulations dt.23.07.2019

### **16. Evaluation of Thesis**

- i. The thesis shall be referred to two examiners (one from India and the other from abroad) nominated by the Vice-Chancellor from the panel of examiners. The Vice-Chancellor, if he deems fit, may also nominate the examiners from outside the panel.
- ii. The examiners are expected to send their reports of adjudication in the prescribed format (Annexure XII) within two months from the date of receipt of the thesis.
- iii. The examiner shall include in her/his report an overall assessment placing the thesis in any one of the categories: Highly commended / Commended / Revision required / Rejected.
- iv. 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.
- v. The supervisor shall consolidate the salient features of the reports sent by the examiners and submit to the university.
- vi. If both the examiners have approved 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.
  - a. If both examiners recommend rejection, the thesis shall be rejected and the registration of the research scholar shall stand cancelled.
  - b. 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) 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.
  - c. In case where revision and resubmission of the thesis is



recommended, candidate shall be permitted only once to revise and resubmit the thesis along with plagiarism report within six months and the revised thesis shall be referred to the same examiner preferably.

### 17. Public Viva Voce Examination

- i. The public 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.

- ii. The viva -voce examination shall be conducted as “Open Defence Type” examination.
- iii. The questions to be asked during viva voce examination (as given by the evaluators of the thesis) shall be sent to the Research Supervisor in a closed cover on the day of the viva voce examination through the nominated observer.
- iv. 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.
- v. 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.
- vi. 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.

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/ SHODHGANGA so as to make it accessible to all research institutions / universities

#### **18. Issuing a Provisional Certificate**

Prior to the actual award of the Ph.D. degree, the degree- awarding Higher Educational Institution shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations

#### **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.

#### **21. Depository with INFLIBNET**

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the Higher Educational Institution concerned shall submit an electronic copy of the Ph.D. thesis to INFLIBNET/ SHODHGANGA, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.



# ANNEXURES



**VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM**

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

**Annexure I**  
**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. Name of the Father/Husband :
3. Residence Address :
4. Phone No :
5. Email ID :
6. Details of PG degree Awarded:  
(As per your PG Degree Certificate)  
Faculty :  
Discipline:  
Name of the University :
7. Applying for Ph.D Program (Discipline) : \_\_\_\_\_
8. Date of Birth: Age : Blood Group:
9. Gender : Male  Female
10. Nationality ( copy of Aadhaar to be enclosed) :
11. Nativity (Copy of Nativity certificate to be enclosed)
12. Social Status OC/BC/OBC/OBC (NCL)/SC/ST/PWD  
with Caste Details :  
(Copy of Community Certificate to be enclosed)
13. Blood Group :
14. Mode :  Full Time  Part Time

Affix a recent  
passport size  
photograph

15. If Part-TimeMode submit your current employment details

Designation: \_\_\_\_\_

Department \_\_\_\_\_

Name of the Institution / Organization \_\_\_\_\_  
and address details

Nature of employment : Regular

Scale of pay:

Date from which employed in the present post :

Total teaching experience: Proof to be enclosed :

16. Academic Credits

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

\* UG - Copy of Mark Sheets and Degree Certificate

\* PG - Copy of Mark Sheets and Degree Certificate

S. No	Degree	Year of Passing	College	University	Major Discipline/ Specialization	Duration of the programme	Class Obtained	% of Marks/ Obtained CGPA	Mode of Study Full Time/ Part Time/ Distance
1.									

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

GATE/ teacher fellowship holder or equivalent/ : Yes / No ( If yes, Copy to be enclosed)

NET conducted by AYUSH -

18. Area of Research ( Tentative) :

**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 :

## **CERTIFICATE OF HOD - 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**

### **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 Our Institution offering Post Graduate program** 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/**

**Head of the Organization**

Checklist for Documents to be enclosed - Mandatory(Please put Tick Marks)

#### **Both Part time/Full Time aspirants**

1. UG Degree - Copy of Mark Sheets and Degree Certificate Yes / No
2. PG Degree - Copy of Mark Sheets and Degree Certificate Yes / No
3. Copy of Community Certificate Yes / No
4. Copy of Aadhar Card Yes / No
5. Original copy of Nativity Certificate Yes / No



**ANNEXURE – II**

**UNDERTAKING ON**

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

I,.....,S/oD/o.....

Bearing Registered on ..... the Ph.D. Programme on Part-time / FullTime basis VMRF DU,  
during ..... session

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 :**

---





**ANNEXURE - III**

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

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

Affix a  
recent  
passportsize  
photograph

2. Designation andpresent  
officialaddress : .....

.....

.....

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

Mobile.....

3. Permanentaddress : .....

.....

.....

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

Mobile.....

4. Address for communication : .....

.....

.....

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

Mobile.....



5. a) Date of Birth (DD / MM/YYYY) : ..... b) age : .....  
c) Email id : .....  
d) Date of Joining (VMRF (DU)) : .....  
e). 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 authors	Name of the journal	Scopus/WOS, UGC Care (ISSN 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

**Note: Journal publications should be listed as per proforma below.**

**Proforma For Publication and Conference**





**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.

Signature :

Seal :

---



**ANNEXURE - III b**

**ACCEPTANCE OF RESEARCH CO-SUPERVISOR**

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 :

Signature of the HOI :  
(From Working Institution)

Seal :

Seal :



**ANNEXURE - IV**

**MINUTES OF I<sup>st</sup> RESEARCH ADVISORY COMMITTEE  
MEETING**

The **Research Advisory Committee** 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 (RAC)**

1.		RAC Member
2.		RAC Member
3.		Research Supervisor/ Convener

**Major area of the Research work title:**

---

---





**Proposed Course Work Detail:**

<b>S.No</b>	<b>Papers</b>	<b>Title of the Paper</b>
1	Paper I – Research Methodology	Common
2	Paper II – Area of Research	
3	Paper III - Specialization	

Name:	Name:	Name:
Sign:	Sign:	Sign:
<b>RAC Member</b>	<b>RAC Member</b>	<b>Research Supervisor/ Convenor</b>
Sign:	Sign:	Sign:
<b>Head of the Department</b>	<b>Head of the Institution</b>	<b>Deputy Director Research</b>

---



**Covering Letter to submit the Half yearly progress reports**

From (Official Address)

To  
The Deputy Director (Research),  
Ph.D.Section, VMRF (DU),  
Salem.

**Sub: Submission of report number \_\_\_\_\_ the Half Yearly report for the period from \_\_\_\_\_ to \_\_\_\_\_**

Respected Sir,

Myself \_\_\_\_\_ (Reg.No. \_\_\_\_\_) Part Time/Full Time Ph.D candidate of Vinayaka Missions Research Foundation (Deemed to be University), Salem under the faculty/discipline of \_\_\_\_\_/\_\_\_\_\_ under the Guidance of \_\_\_\_\_ admitted in \_\_\_\_\_ session.

Thanking you,

Yours faithfully,

Place :

Date :

**Enclosures: Please put tick marks**

- |  |        |
|--|--------|
| 1. Hard copy of Half yearly progress report(Annexure IVa)                              | Yes/No |
| 2. Hard copy of Minutes of DC Meeting(Annexure IV b)                                   | Yes/No |
| 3. Attendance Certificate for Half yearly progress period                              | Yes/No |
| 4. In Service Certificate from working institution in letter head (one time in a year) | Yes/No |
| 5. Brief Report of progress made as per protocol/Proposal Submitted                    | Yes/No |
| 6. Participated/Presentation - Conference – /Publication/seminar details               | Yes/No |
| 7. Remuneration Claim Form   | Yes/No |

**Supervisor Recommendation with signature:**

**Co-Supervisor Recommendation with signature (If applicable):**

**HOD signature with Seal:**

**HOI Signature with Seal:**



ANNEXURE - IV a

HALF YEARLY PROGRESS REPORT

(Report Number \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_)

**Please read the following instructions before filling:**

The progress report shall be submitted by the candidate before the Research Advisory Committee. After placing before the Research Advisory Committee constituted for the candidate the hard copy of the report should be submitted to the Ph.D section with Minutes of the meeting(Annexure Vd). Two copies to be retained one for Research Supervisor another for Research Scholar.

**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 with working institution address	
(c) Date of provisional registration as per the Ph.D Provisional Registration communication	
(d) Category of registration	PT/FT Internal/External
2. Particulars of the Research Supervisor	
(a) Name	
(b) Designation with working institution address	
3. (a) Name of the Co-Research Supervisor (if applicable)	
(b) Designation Institution where employed	
4. (a) Name of the Internal Research Advisory Committee Member	
(b) Designation Institution where employed	
(a) Name of the External Research Advisory Committee Member	
(b) Designation Institution where	



employed	
5. Name of Department\Institution where research is conducted	
6. Title of the proposed thesis:	
7. Details of progress of research	
(a) Whether the candidate's report about the work carried out during the period (in about 300words) is enclosed (Mandatory)	
(b) Whether journal have been published (If yes, furnish details)	
(c) Whether seminars/ conferences attended/Progress	
(d) Whether completed the prescribed course work if yes, how many	
8. Has the fee been paid up to date:	
9. Remarks To be filled by the Research Supervisor (Please tick ✓)	
(a) Attendance: Number of days during 6 month period/Yes/No	
(b) Progress Satisfactory:	No, (with reasons)
(c) Whether the Research Supervisor agrees with the scholar's report:	No, (with reasons)
(d)Whether the co- supervisor agrees with the scholar's report:	No, (with reasons)

Signature of the Candidate:

Signature of the Supervisor  
with Seal:

Signature of the Co-Supervisor  
(If applicable) with Seal:

Date:



**MINUTES OF THE RESEARCH ADVISORY COMMITTEE**

The ..... Research Advisory 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. The committee recommended the Half Yearly Progress report (Annexure IVa) for the period from \_\_\_\_\_ to \_\_\_\_\_ submitted by the candidate. Hence the committee and permits the scholar to continue with his /her research work.

**Supervisor**

**Signature & Seal**

**RAC Member 1**

**Signature & Seal**

**RAC Member 2**

**Signature & Seal**

Date:

Place:



**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 during the  
half yearly progress period from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_  
days.

**Signature of the Research Supervisor**

**with seal**

**Head of the Institution**

**with seal**

**Place :**

**Date :**



**(In Service Certificate to be submitted only in the respective working institution Letter Head)**

**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 with seal**



**REMUNERATION CLAIM FOR RAC Meeting & Pre-Synopsis Meeting**

**(First RAC / Every six months (1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> / 7<sup>th</sup> / 8<sup>th</sup>) / Pre-Synopsis)**

(Please note: the remuneration will be settled by cash transfer to your bank account only, so please furnish relevant details here which will be kept confidential. Thanks)

1. Candidate Name/Reg.No :

2. Faculty/Discipline :

3. Date of RAC Meeting :

4. **Supervisor Name & College address :**

Type of Account & A/c No -

Bank Name & Branch Name -

City / Town -

IFSC Code (11 digits) -

Signature of the Supervisor -

5. **External Member Name & College address:**

Type of Account & A/c No -

Bank Name & Branch Name -

City / Town -

IFSC Code (11 digits) -

Signature of the External Member -

6. **Internal Member Name & College address:**

Type of Account & A/c No -

Bank Name & Branch Name -

City / Town -

IFSC Code (11 digits) -

Signature of the Internal Member -

7. 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



**ANNEXURE – V**

**Vinayaka Missions Research Foundadion (Deemed to be University), Salem.**

**Application form for Pre – Ph. D, Examination**

Name of the candidate :  
 Discipline of Research :  
 Register Number :  
 Topic of Research :  
 Name of the Research Supervisor :

<b>Stamp Size photo</b> Affix one here enclose two
---

S.No	Papers	Title of the Paper
1	Paper I – Research Methodology	Common
2	Paper II – Area of Research	
3	Paper III - Specialization	

Details of examination fees paid : Rs.

DD No./NEFT\* : Dated. :

*\*For details refer webste:www.vmrfd.com*

Pre-Ph.D.Exam fee	
A. Medicine, Dentistry, Homoeopathy (3 Papers x Rs.7000/-)	Rs. 21,000/-
B. Nursing, Pharmacy, Physiotherapy, Allied Health Sciences, Rehabilitation Sciences & Management(3 Papers x Rs.6000/-)	Rs. 18,000/-
C. Arts & Sciences, Engineering & Technology (3 Papers x Rs.5000/-)	Rs. 15,000/-

Present Address for communication :

E-mail ID:

Phone No:

Date:

Signature of the Research Supervisor with Seal

Signature of the candidate



**ANNEXURE - Va**

**COURSE WORK COMPLETION CERTIFICATE**

Certified that the candidate Mr/Ms\_\_\_\_\_pursuing Ph. D.  
in Part Time/Full Time at\_\_\_\_\_

of 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 of the Institution  
deemed to be University and completed the Internal Assessment and by putting  
attendance for ..... days in the year\_\_\_\_\_.

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 (50)	Paper II (30)	Paper III (30)
1.				
2.				
3.				

**Signature of the Research Supervisor**

**Date:**



**ANNEXURE - V c**

**MINUTES OF THE RESEARCH ADVISORY COMMITTEE  
MEETING for Registration Confirmation (once after the  
completion of Course Work Examinations)**

The Research Advisory Committee 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 candidate 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**

**RAC Member 1**

**Signature & Seal**

**RAC Member 2**

**Signature & Seal**

**Date:**

**Place:**



**ANNEXURE - VI**  
**Application for Submission of Synopsis**

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

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

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



- (date to be mentioned) :
14. Whether successfully completed the  
Pre. Ph. D written examination : Yes /No  
(Copy of the evidences to be enclosed)
15. Details of the Research Supervisor
- Name:  
Institution where working : Place :
16. Title of the thesis (In Block Letters) :
17. Date of Pre-Synopsis Meeting :  
(Minutes to be enclosed)
18. Synopsis submission fees of Rs.10000/-  
DD.No: payment details : Date:

Signature of the Candidate

Signature of the Research Supervisor :

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

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

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



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**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 Research Advisory Committee have been full filled.

**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 A4size).

The synopsis should have the following page margins

Top edge : 25 to 30mm

Bottom edge : 25 to 30mm

Left side : 35 to 40 mm

Right side : 20 to 25mm

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

#### 6. **Synopsis Preparation**

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

##### ***General Typing Instructions***

- Corrections, interlineations and crossing out of letters or words will not be permitted in any of the copies of the thesis intended for submission. Erasures, if made, should be neatly carried out in all copies.



- A sub-heading at the bottom of a page must have atleast two full lines below it, or else, it should be carried over to the next page.
- The last word of any page should not be split using a hyphen.
- One and a half spacing should be used for typing the general text.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- Single spacing should be used for typing:
  - (i) Long Tables
  - (ii) Long quotations
  - (iii) Footnotes
  - (iv) Multiline captions
  - (v) References
- All quotations exceeding one line should be typed in an indented space-the in dentation being 15mm from either margin.

## 7. Typing Instructions

The synopsis should have the following page margins

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

- Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- The page-numbering for all items 1 to 3 should be done using lowercase Roman numerals and the pages there after should be number educing 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 & XIb.
- 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 3 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 labeling.

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 in Word & PDF (1.No.)  | YES /NO |
| 4.  | Original Minutes of the RAC 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.  | Declaration by the candidate (Annexure VI g)   | YES /NO |
| 10. | IEC – requirement (if yes certificate to be enclosed)  | YES /NO |
| 11. | Any animal studies involved (if yes CPCSEA certificate to be enclosed)   | YES /NO |
| 12. | Photo copy of the journal and Conference Publications/<br>Certificate of the Scholar   | YES /NO |
| 13. | Photo Copy of the Attendance Register (Duly attested)  | YES /NO |
| 14. | Whether the candidate paid the fee and Progress report for all the years till the submission of Synopsis   | YES /NO |
| 15. | Proforma for Journal & conference  | YES /NO |
| 16. | Whether Synopsis submitted within the stipulated time  | YES /NO |
| 17. | If No, Extension of time obtained.   | YES /NO |
| 18. | Copy of the Extension order enclosed, if applicable  | YES /NO |
| 19. | Contact Phone No, Mobile No and E-mail ID of the Supervisor  | YES /NO |
| 20. | Covering letter duly signed by the Supervisor and forwarded<br>Through the HOD   | YES /NO |

**Checked and found correct**

**Signature of the Supervisor**



ANNEXURE - VI c

**PRE SYNOPSIS RESEARCH ADVISORY 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 RAC Member 1 :
- Signature of the RAC 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**  
<Font Size 18><1.5 line spacing>

---

---

**SYNOPSIS OF THE THESIS**  
<Font size 14>

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

---

<Font Size 14><Italic> Submitted by

---

(Candidate's name with initial only) <Font Size 16>

**Under the guidance of**

---

(Research Supervisor's name) <Font Size 16>



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**  
<Font Size 16><1.5 line spacing>

**Month, Year**  
<Font Size 14>



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 vivavoce.



**From Abroad (except Saudi Arabia & Oman)**

S. No.	Name	Designation & Official Address	Qualification & Experience	Broad field of Research	Postal 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.

<b>S. No</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification &amp; Experience</b>	<b>Broad field of Research</b>	<b>Postal Address with official e-mail I.D. and Contact No.</b>
1					
2					
3					
4					
5					

**\*Personal Email ID are not entertained**

**Signature of the Supervisor**  
(with seal)



**External Examiners Bio-data format**

Name :

Designation/Presentposition :

Official Address for communication:

Email I.D. :

MobileNo. :

Qualification :

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

Discipline/Areaofspecialisation :

TeachingExperience/Employmenthistory :

M.Phil./Ph.D.Candidatesguided/awarded :

EditorialActivity/JournalReviewer :

Number ofPublications(International/National) :  
(last five years)

RecentPaperspublished : (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**

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

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

\*Copy of the Certificate to be enclosed



---

**ANNEXURE – VI g**

**DECLARATION BY THE CANDIDATE**

The candidate \_\_\_\_\_ under faculty of \_\_\_\_\_ has completed the Ph.D Programme and course work as per the regulations of VMRF (DU) in line with UGC Ph.D regulations 2016,2020,2022.

**(Signature of the candidate)**

**Place:**

**Date:**

**Certified by**

\_\_\_\_\_

**Research Supervisor**



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

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

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





### ***Page Numbering***

Beginning with the first page of the text in the thesis (chapter1), 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 grayscales 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 (wherein 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.PrakasaRao, “Optimal Distribution System Planning”, IEEETrans. (PAS), June 1981, Vol.100, PP.26692977.
- 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), pp976-981.

### ***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. 711,1999,PaperNo:48,PP34354.



- 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, Tappar University, Patiala, India, published in IEEEExplore, 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. JayamShakthi, “Security Issues in E-Commerce”, Ph.D. Thesis, BITS, Pilani, Rajasthan,2008.

### ***Technical Reports***

- Dr.M.Ponnaivaikko, Dr.K.Parthasarathy, “Distribution 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



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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.





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**ANNEXURE - VII b**

**Checklist While Submitting Ph.D. Thesis**

1.	Proforma for submission of Thesis (download from the website)	YES /NO
2.	3 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.	IEC – requirement(if yes certificate to be enclosed)	YES /NO
6.	Any animal studies involved (if yes CPCSEA certificate to be enclosed)	YES /NO
7.	Whether Thesis submitted within the stipulated time	YES /NO
8.	If No, Extension of time obtained.	YES /NO
9.	Copy of the Extension order enclosed, if applicable	YES /NO
10.	Covering letter duly signed by the Supervisor and forwarded through the HOD	YES /NO
11.	No dues certificate	YES /NO
12.	Plagiarism Report	YES /NO

**Checked and found correct**

**Signature of the Supervisor**



**ANNEXURE - VII c**

**NO DUE CERTIFICATE**

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

Certified that Mr/Ms ..... Department

..... College .....

.....

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

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



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**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 )  
<Font Size 18><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)<Font Size 14><Italic>

*By*

\_\_\_\_\_

(Candidate's name with initial only) <Font Size 16>

**Under the guidance of**

\_\_\_\_\_

(Research Supervisor's name)<Font Size 16>



**VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM  
(Deemed to be University)  
Declared Under Section 3 of the UGC Act, 1956**  
<Font Size 16><1.5 line spacing>

\_\_\_\_\_

(Month & year of submission)  
<Font Size 14>



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**ANNEXURE - VIII**

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

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



**ANNEXURE – IX**

**DECLARATION BY THE CANDIDATE**

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, associate ship, fellowship or any other similar titles in this or any other institution of higher learning

**Place :**

**Date :**

**(Signature of the candidate)**

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ANNEXURE – X

**CERTIFICATE BY THE RESEARCH SUPERVISOR**

Place:

Date:

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(Name & official address of Research Supervisor)

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

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

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(Signature & official seal 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/  
RESEARCH ADVISORY 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**

**Duties and Responsibilities of Part-Time Research Scholars**

1. The part time research scholars shall put in attendance of 30 days per year during their research period till the submission of the final synopsis of the thesis.
2. The part-time research scholars need to publish two papers during their research period in indexed journals.
3. The part-time research scholars are to present about the progress of the research work before Research Advisory Committee (RAC) every six months. The report of the RAC shall be submitted to the Ph.D. section. In any case, two half yearly progress reports should not be submitted simultaneously.
4. The part-time research scholars are required to work effectively towards completion of their Ph.D. programme within the stipulated period.
5. The part time research scholars are required to learn the existing theories, practices, and research methods of the discipline and to apply them in their research work.
6. The part-time research scholars are expected to demonstrate highest integrity and maintain ethical standards in all aspects of their work, especially in the tasks of collecting, analyzing, and presenting research data. Special care should be taken to follow guidelines established by the University.
7. The part-time research scholars should attend and participate in appropriate seminar/ conference/ workshop/ symposium/ colloquium/ training program etc. and must carry the University affiliation in all their research publications, either Individual or Joint.
8. The external part-time research scholars should not be allocated other responsibilities like teaching, invigilation and evaluation of internal assessments in the registered institutions.

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9. The part-time research scholars may undertake Research and Consultancy services jointly with the Research Supervisor.
10. The part-time research scholars should participate in programs such as interaction between institution-industry-society, community development programs of the University, providing research based support to rural communities and other agencies involved in rural development, providing informal education to the community, supporting entrepreneurial activities, dissemination of knowledge and technical support in areas of social relevance.
11. All part-time research scholars must take personal responsibility of being informed and complying with regulations and policies of the University and to complete all required paperwork and other obligations within a stipulated time as prescribed by the University.
12. The part-time research scholars if required shall perform and complete any specific academic activities assigned by the HoIs of the respective Institutions from time to time.

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**ANNEXURE XIV**

**Duties and Responsibilities of Full Time Research Scholars**

1. Full-time research scholars are eligible for Ph.D. fellowships and have additional academic responsibilities as compared to part-time research scholars.
2. The full time research scholars are to put in attendance on all working days at the Institution where the research supervisor is working during their research period. They are expected to fulfill 100% attendance excluding public holidays and Sundays. However, 85% attendance per year is mandatory.
3. The full time research scholars are to present about the progress of the research work before Research Advisory Committee (RAC) every six months. The report of the RAC shall be submitted to the Ph.D. section. In any case, two half yearly progress reports should not be submitted simultaneously.
4. Full-time research scholars shall submit an undertaking to complete the research and submit the thesis after completing the minimum duration of three years. In case the research scholar leaves the Ph.D. program without permission before submission of thesis or completion of three years, she/he shall repay the Ph.D. fellowship/contingency grant received from the University till that date. The University reserves the right to take necessary action against such cases.
5. Full time research scholars are required to publish at least two papers in indexed journal during their research period.
6. The full-time research scholars should assist the faculty in the department in teaching and/ or other academic activities and utilize this experience to enhance her/his own professional efficiency during the first two years per week maximum of 4 to 6 hrs whenever required.

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7. The full-time research scholars may also involve in the development of curriculum and learning resources for UG/ PG programs along with the faculty members of the respective department.
8. The full-time research scholars may help faculty members to prepare a variety of professional and career roles and responsibilities and may also mentor their juniors.
9. The full-time research scholars are required to work effectively towards completion of their Ph.D. programme within the stipulated period and are expected to devote at least 2/3rd of their daily time for Ph.D. research work.
10. The Full-Time Research Scholars are required to learn the existing theories, practices, and research methods of the discipline and to apply them in their research work.
11. The full-time research scholars are expected to demonstrate highest integrity and maintain ethical standards in all aspects of their work, especially in the tasks of collecting, analyzing, and presenting research data. Special care should be taken to follow guidelines established by the University.
12. The full-time research scholars must contribute wherever possible to the co-curricular and extra-curricular activities of the University and engage in scholarly discourse of the discipline through presentations and publications. She/he should attend and participate in appropriate seminar/ conference/ workshop/ symposium/ colloquium/ training program etc. and must carry the University affiliation during the tenure of fellowship in all their research publications, either individually or jointly.
13. No full time research scholar will be allowed to involve in the examination/evaluation related duties.
14. The full-time research scholars shall undertake research and consultancy/research supervising services during the tenure of fellowship either independently or jointly with the faculty member of the respective departments.

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15. The full-time research scholars are expected to understand and learn academic and administrative management of the institution by involving in the design and development of new programs, preparing project proposals for funding etc.
16. The female full-time research scholars are eligible for maternity leave up to 240 days during the minimum period of their research period, without fellowship. The availed maternity leave period shall be extended for calculating their minimum period. The fellowship will be continued after their joining till the minimum period completion.
17. All full-time research scholars must take personal responsibility of being informed and complying with regulations and policies of the University and to complete all required paperwork and other obligations within a stipulated time as prescribed by the University.
18. The full-time research scholars should perform and complete any specific activities assigned by the HoIs of the respective Institutions from time to time.
19. The full-time research scholars should participate in programs such as interaction between institution-industry-society, community development programs of the University, providing research based support to rural communities and other agencies involved in rural development, providing informal education to the community, supporting entrepreneurial activities, dissemination of knowledge and technical support in areas of social relevance.
20. The full-time research scholars may undertake Research and Consultancy services jointly with the Research Supervisor.

**VMRF (DU) - Ph.D. -Revised Fee Structure with Effect on 01.07.2023**

S.No.	Particulars	Fee
1	Application fee for admission	Rs. 1,000/-
2	Registration fee	Rs. 10,000/-
<b>Tuition fee</b>		
3	Full Time	Rs. 50,000 / year
	Part Time ( External Candidates)	Rs. 75,000 / year
	Part Time ( Internal Candidates)	Rs. 25,000 / year (Fee concession of Rs. 50,000 / year)
<b>Pre-Ph.D. Exam fee</b>		
4	A. Medicine, Dentistry, Homoeopathy 3 x 7000	Rs. 21,000/-
	B. Nursing, Pharmacy, Physiotherapy, Allied Health Sciences, Rehabilitation Sciences, Management (3 X 6000)	Rs. 18,000/-
	C. Arts & Sciences, Engineering & Technology 3 x 5000	Rs. 15,000/-
5	Synopsis submission fee	Rs. 10,000/-
6	Thesis submission fee	Rs. 15,000/-
	Thesis Re-submission with Second review	Rs. 10,000/-
7	Viva – Voce examination fee	Rs. 10,000/-
8	Fee for extension of Time	Rs. 10,000/ 6months
9	Fee for Re-registration	Rs. 20,000/-
10	For permitting Change of guide on reasonable grounds as per the request of the student	Rs. 5,000(one time only)
<b>Other fees</b>		
11	Provisional Certificate fees	Rs. 2,000/-
12	Degree Certificate fees	Rs. 2,000/-
13	Transfer Certificate	Rs. 1,000/-
14	Migration Certificate	Rs. 3,000/-
15	Transcript	Rs. 3,000/-
16	Genuiness/ Verification fees	Rs. 5,000/-
17	WES	Rs. 6,000/-
18	WES Transcript	Rs. 6,000/-