

# **GIET UNIVERSITY GUNUPUR-765022, ODISHA, INDIA**

**(Accredited by NBA/Accredited by NAAC with 'A' grade) with 3.28 CGPA**

**(CSE,CHEM,MECH,AEIE,EEE)**

## **M. Phil. & Ph.D. Programme Regulations**

**(Effective from April 2019)**

**APPROVED BY ACADEMIC COUNCIL GIET-UNIVERSITY ON 19/01/2019**



# **GIET UNIVERSITY GUNUPUR-765022, ODISHA, INDIA**

**(Accredited by NBA/Accredited by NAAC with 'A' grade) with 3.28 CGPA**

**(CSE,CHEM,MECH,AEIE,EEE)**

**APRIL-2019**

| <b>Table of Contents</b>  | <b>Page</b> |
|---|-------------|
| <b>1. Introduction.....</b>   | <b>3</b>    |
| <b>1.1 Short Title, Application &amp; Commencement.....</b>               | <b>3</b>    |
| <b>1.2 Ammendment of Rules.....</b>                                       | <b>3</b>    |
| <b>1.3 Award of Degree.....</b>   | <b>3</b>    |
| <b>1.4 Medium of Communication .....</b>                                  | <b>3</b>    |
| <b>1.5 Research Centre.....</b>   | <b>3</b>    |
| <b>2. Definitions.....</b>  | <b>3</b>    |
| <b>2.1 Course Work.....</b>   | <b>3</b>    |
| <b>2.2. Entrance Test .....</b>   | <b>3</b>    |
| <b>2.3 Fees.....</b>  | <b>3</b>    |
| <b>2.4 Full Time .....</b>  | <b>3</b>    |
| <b>2.5 Indexed Journal.....</b>   | <b>3</b>    |
| <b>2.6 School of Studies.....</b>   | <b>3</b>    |
| <b>2.7 Part Time.....</b>   | <b>3</b>    |
| <b>2.8 Programme.....</b>   | <b>3</b>    |
| <b>2.9 Research Committees.....</b>                                       | <b>3</b>    |
| <b>2.10. Research Supervisor.....</b>                                     | <b>4</b>    |
| <b>2.11. Co-Supervisor.....</b>   | <b>4</b>    |
| <b>2.12. Synopsis.....</b>  | <b>4</b>    |
| <b>3. Categories of Admission.....</b>                                    | <b>4</b>    |
| <b>4. Eligibility Criteria for admission to the M.Phil programme.....</b> | <b>4</b>    |
| <b>5. Eligibility Criteria for admission to the Ph.D programme.....</b>   | <b>4</b>    |
| <b>6. Duration of the programme.....</b>                                  | <b>5</b>    |
| <b>7. Admission Procedure .....</b>                                       | <b>5</b>    |
| <b>8. Details of Entrance Test.....</b>                                   | <b>5</b>    |
| <b>9. Interview/Viva-Voce.....</b>  | <b>6</b>    |
| <b>10. Allocation of Research Supervisor.....</b>                         | <b>6</b>    |
| <b>11. Maximum Guidance of the Supervisors.....</b>                       | <b>6</b>    |
| <b>12. Course Work.....</b>   | <b>7</b>    |
| <b>13. Credit Points.....</b>   | <b>7</b>    |
| <b>14. The Scheme of the Course Work.....</b>                             | <b>7</b>    |
| <b>15. Period for Completion of the Degree.....</b>                       | <b>7</b>    |
| <b>16. Setting of the Question Paper.....</b>                             | <b>8</b>    |
| <b>17. Grading System Table-3.....</b>                                    | <b>8</b>    |
| <b>18. Change of Research Supervisor.....</b>                             | <b>8</b>    |
| <b>19. Submission of M.Phil Dissertation /Ph.D Thesis.....</b>            | <b>8</b>    |
| <b>20. Pre-Thesis Submission Colloquium.....</b>                          | <b>8</b>    |
| <b>21. Evaluation and Assessments Methods.....</b>                        | <b>8</b>    |
| <b>22. Award of M.Phil Degree.....</b>                                    | <b>10</b>   |
| <b>23. Ph.D Thesis preparation and submission process.....</b>            | <b>10</b>   |
| <b>24. Fees.....</b>  | <b>11</b>   |
| <b>25. Thesis Evaluation Recommendation Process.....</b>                  | <b>11</b>   |
| <b>26. Appiontment of Examiner.....</b>                                   | <b>11</b>   |
| <b>27. Vice-Voce of Ph.D Degree.....</b>                                  | <b>12</b>   |
| <b>28. Award of Ph.D Degree.....</b>                                      | <b>12</b>   |
| <b>29. List of Committees.....</b>  | <b>12</b>   |
| <b>30. Depository with UGC-INFLIBNET.....</b>                             | <b>13</b>   |
| <b>31. Discretionary Power.....</b>                                       | <b>13</b>   |
| <b>32. Guidelines for preparation of Synopsis.....</b>                    | <b>13</b>   |
| <b>33. Proforma for the Synopsis .....</b>                                | <b>13</b>   |
| <b>34. Thesis Specifications.....</b>                                     | <b>14</b>   |
| <b>35. Abstract/Preface.....</b>  | <b>15</b>   |
| <b>36. Appendixes.....</b>  | <b>15</b>   |

**GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY, UNIVERSITY,  
GUNUPUR**

**(Minimum standards and procedure for award of M.Phil/Ph.D Degrees) Regulations- 2016**

**1. Introduction**

**1.1 Short Title, Application & Commencement:**

These Regulations may be called Gandhi Institute of Engineering and Technology University (GIETU) M.Phil/Ph.D Degree Regulations-2016” for award of the Degree of Master of Philosophy (M.Phil) and Doctor of Philosophy (Ph.D).

They shall apply to every candidate applying for admission, registration, conduct and conferment of degree of M.Phil and Ph.D of this university.

**1.2** The Vice- chancellors may, on recommendation of the Academic Council, may amend any or all parts of the Regulations at any time.

**1.3** The Degree shall be awarded to a candidate on the basis of original research work of merit incorporated in a thesis, recommended by a Board of Examiners and successfully defended by the candidate in a open Viva-voce examination.

**1.4** The medium of communication, instruction, examination, seminars and the defence of Ph.D thesis will be in English.

**1.5 Research Centre**

Post Graduate Department of the university/ research laboratories of Govt. of India/State Govt. with at least two Ph.D qualified teachers/Scientists/other academic ( or research ) staff in the concerned field along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations shall be considered eligible to offer Ph.D programmes.

**2. Definitions:**

In these Regulations, unless the context requires otherwise or it is specifically so defined.

**2.1 Course Work:** means the courses prescribed as a part of M. Phil. or Ph. D programme and in which the candidate has to qualify as a pre-requisite for submission of the dissertation/thesis

**2.2 Entrance Test:** means the test conducted by the University for admission into M.Phil / Ph.D programme.

**2.3 Fee:** means the amount prescribed by the University for Registration in the concerned programme.

**2.4. Full Time:** means candidates registered for M.Phil or Ph..D programme pursuing research full time leading to attainment of the Degree, without any other assignment.

**2.5. Indexed Journal:** means a journal indexed by Scopus/Web of Science/SCI/Thomson Reuters Indian citation index.

**2.6 School of Study:** means the respective school where the candidates are registered for M.Phil/Ph.D programs.

**2.7. Part-Time :**means candidates registered for the M.Phil or Ph.D programme who devote part of their time towards pursuing research for the attainment for the Degree, while discharging the official/professional obligations at inside or outside of the campus.

**2.8. Programme:** means the degree of Master of Philosophy (M.Phil.) / Degree of Doctor of Philosophy (Ph.D) to be awarded as per Regulations

**2.9. Research Committees:** means

- **Board of Research Studies (BRS):** The Board constituted by the University to monitor research activities in the University.
- **Board of Studies (BoS):** The Board constituted by the University to monitor the curricular aspects of the respective department.
- **Common Board of Studies:** The Board constituted by the University to monitor the curricular aspects related to common courses offered by different departments.

- **Departmental Research Committee (DRC):** The committee constituted by the University to monitor the research activities in an academic department.
- **Research Advisory Committee (RAC):** The committee comprising of the Research supervisor, co-supervisor ( if any) and two subject experts allotted by DRC.

**2.10 Research Supervisors:** means a recognized full time faculty of this university to guide the candidates for M.Phil. and Ph.D programmes.

**2.11 Co-Supervisor :**means a recognized Research Supervisor to guide inter –disciplinary areas either from a department other than the parent department of the university or from the other outside organizations

**2.12. Synopsis :**means the summary of the research work to be submitted as a pre requisite for submission of the Ph.D thesis.

### **3. Categories of Admission: Full time/Part time**

Candidates seeking admission into M.Phil or Ph.D programme can pursue research under Full Time, Part-Time categories, subject to eligibility criteria stipulated below

### **4. Eligibility criteria for admission to the M. Phil Programme:**

**4.1** Candidates for admission to the M.Phil programme shall have a Master’s degree or a professional degree declared equivalent to the Master’s degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade ‘B’ in the UGC-7 point scale ( or an equivalent grade in a point scale wherever grading system followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under law in its home country or any other statutory in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

**4.2** A relaxation of 5% of marks, from 55% to 50% or an equivalent relaxation of grade,may be allowed for those belonging to SC/ST/OBC ( non-creamy layer)/Differently –Abled and other categories of candidates as per the decision of the University Grants Commission (UGC) from time to time, or for those who had obtained their Master’s degree prior to 19<sup>th</sup> September,1991.The eligibility marks of 55% ( or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

### **5 .Eligibility criteria for admission to the Ph.D programme:**

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D programme:

**5.1** Master’s Degree holders satisfying with at least 60% marks in aggregate in engineering streams and with at least 55% marks in aggregate in Science & Humanities or its equivalent grade ‘B’ in the UGC-7 point scale ( or an equivalent grade in a point scale wherever grading system followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under law in its home country or any other statutory in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions

**5.2** Candidates who have cleared M.Phil .Course work with at least 55% marks in aggregate or its equivalent grade “B” in the UGC-7 point scale ( or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil Degree shall be eligible to proceed to do research work leading to the Ph.D Degree in the same Institution in an integrated programme. A relaxation of 5% marks from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC ( non-creamy layer)/differently –abled and other categories of candidates as per the decision of the Commission from time to time.

**5.3** A person whose M.Phil dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D programme of the same Institution.

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

#### **6. Duration of the Programme:**

6.1 M.Phil programme shall be for a minimum duration of two (2) consecutive semesters/one year and a maximum of four (4) consecutive semesters/two years.

6.2 Ph.D programme shall be for a minimum duration of three years including course work and a maximum of six years.

6.3 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the individual institution concerned.

6.4 The Women candidates and Persons with Disability ( more than 40% disability ) may be allowed a relaxation of one year for M.Phil and two years for Ph.D in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D for up to 240 days.

#### **7. Admission Procedure:**

Candidates seeking admission into M.Phil. or Ph.D Programme except those mentioned below, have to appear for an Entrance Test conducted by the University.

(a) Candidates who qualify in UGC-NET ( including JRF)/UGC-CSIR NET (including JRF)/ICMR/GATE/GPAT/SLET/Faculty Fellowship and M.Phil. Degree holders, recognized young Researcher by DST/UGC/CSIR and project Fellows working in the projects sponsored by national funding agencies, with a minimum of one year experience. Similar approach for M.Phil programme.

7.1. **Admission to M.Phil. and Ph.D programme** ( Full time & part time) is through an Entrance Test. The Director of Admissions shall issue a Notification in the News Papers and GIETU Website inviting applications for admission to research programs, with the discipline-wise intake and the statutory reservations as applicable to the University Candidates satisfying the eligibility criteria can apply.

7.2 For admission to M.Phil programme, the reservation policy of the government/UGC will be adhered to.

#### **8. Details of the Entrance test**

##### **Written Examination:**

Written examination will consist of 100 multiple choice questions (MCQ), carrying 1mark each i.e 100 marks

Written test will be followed by interview at GIET University main campus.

PhD entrance test comprises of objective type multiple choice questions.

Qualifying mark in entrance test is 50% (Scaled down to 70 ie 35 marks) in written  
30 marks Interview

Syllabus for the Entrance Examination will be that of

UGC NET for the subjects for which UGC is conducting NET.

CSIR-NET Syllabus for Sciences.

GATE Syllabus for Engineering.

**TABLE-1**

| S.No | Subjects                     | No of Questions | Marks | Time    |
|------|------------------------------|-----------------|-------|---------|
| 1    | Technical                    | 70              | 70    | 2 hours |
| 2    | English Communication Skills | 15              | 15    |         |
| 3    | Statistics and Probability   | 15              | 15    |         |
|      | Total Questions              | 100             | 100   |         |

**9. Interview/Viva-Voce**

9.1 Interview will be conducted for 30% marks.(30 marks)

9.2 The final merit list for admission shall be prepared on the basis of marks obtained in the Entrance test and interview together.

9.3 Admission shall be carried out by the respective Schools of Heads.

9.4 The selected candidates have to register by paying the requisite fee as per the schedule.

9.5 The date of issue of the proceedings shall be considered as the date of registration.

9.6 All the provisionally registered candidates shall complete the course work within the stipulated time frame.

**10. Allocation of Research Supervisor-**

Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of M.Phil/Ph.D. Scholars permissible per Supervisor etc.

10.1 Any regular professor of the university with at least five research publications in refereed journal and any regular Associate/Assistant Professor of the university with a Ph.D degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

10.2 Only a full time regular teacher of the concerned University can act as a supervisor. The external supervisors are not allowed. However, Co-supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

10.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the respective BOS depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.

10.4 In case of topics which are inter disciplinary nature where the university feels that the Expertise in the Department has to be supplemented from outside, the university may appoint Research Supervisor from the university itself, who shall be known as the Research supervisor, and a Co-Supervisor from outside the university on such terms and conditions as may be Specified and agreed upon by the university.

**11.** A Research Supervisor/Co-Supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil and (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil and four (4) Ph.D scholars.

11.1 In case of relocation of an M.Phil/Ph.D woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

**12. Course Work-Credit Requirements** number, duration, syllabus, minimum standards for completion, etc.

12.1 The credit assigned to the M.Phil or Ph.D course work shall be 10 credits.

12.2 The course work shall be treated as prerequisite for M.Phil/Ph.D preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer application, research ethics and review of published research in the relevant field, training, field work etc. Other Courses shall be advanced level courses preparing the students for M.Phil/Ph.D degree.

12.3 All course prescribed for M.Phil and Ph.D course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved academic bodies.

12.4 The University shall prescribe the courses(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated below, of the research scholar.

12.5 All candidates admitted to the M.Phil and Ph.D programmes shall be required to complete the course work prescribed by the Department during the initial one or two semester.

12.6 Candidate already holding M.Phil degree and admitted to the Ph.D programme, or those who have already completed the course work in M.Phil and have been permitted to proceed to the Ph.D in integrated course, may be exempted by the University from the Ph.D course work. All other candidates admitted to the Ph.D programme shall be required to complete the Ph.D course work prescribed by the University.

12.7 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the University and the final grades shall be communicated to the respective schools.

**13.** A M.Phil/Ph.D scholar has to obtain a minimum of 55% of marks of its equivalent grade in the UGC 7 points scale ( or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

The course work comprises the following:

|            |   |                     |
|------------|---|---------------------|
| Course-I : | Research Methodology                    | 100 marks-4 credits |
| Course-II  | Advanced topics in the Area of Research | 100 marks-4 credits |
| Course-III | Comprehensive Viva-voce                 | 50 marks -2 credits |

Each course shall have 60 contact hours, Classes for Course-I shall be arranged by the institute, and that of Course-II by the concerned Research Supervisor.

Syllabus for Course-I shall be given by the DRC and approved by Common BOS and that of Course-II shall be given by Research Supervisor and approved by BOS.

**14. The Scheme of the Course Work (TABLE-2)**

| Sl No | Course Code | Course Title                            | C |
|-------|-------------|---|---|
| 1     | XXXXXX      | Research Methodology                    | 4 |
| 2     | XXXXXX      | Advanced topics in the area of research | 4 |
| 3     | XXXXXX      | Comprehensive Viva-Voce                 | 2 |

**15.** M. Phil candidates have to qualify in the prescribed courses within 6 months and the Ph.D candidates within 12 months from the date of registration.

15.1 Candidates have to secure at least a “B” -7 scales in each of all the three courses simultaneously to be declared to have completed the course work.

15.2 Unsuccessful candidates shall be provided only two more chances to complete the course work.

15.3 The registration of the candidates who could not complete even after reappearance stands cancelled and they have to re-register for the programme.

15.4 Candidates whose registration is cancelled for any reason can submit a request to the Registrar through the RAC and DRC for re-registration.

15.5 Candidates have to pay the prescribed fee at the time of re-registration.

**16. Setting of Questions Papers:**

**Paper Setting:** The Vice-Chancellor will nominate the paper setters for Course-I from the panel submitted by the BOS, and for Course-II, from the panel nominated by the members of RAC.

**Evaluation:** The evaluation of Course-I and Course-II shall be carried out by an examiner nominated by the Vice-Chancellor from the panel of examiners recommended by BOS. The Comprehensive Viva-Voce shall be conducted and assessed by the RAC

**17. Grading System (TABLE-3)**

| GRADE   |             | SCORE ON 100% POINTS | GRADE POINT |
|---------|-------------|----------------------|-------------|
| O       | Outstanding | 90 and above         | 10          |
| E       | Excellent   | 80 to 89             | 9           |
| A       | Very good   | 70 to 79             | 8           |
| B       | Good        | 60 to 69             | 7           |
| P       | Pass        | 55 to 59             | 5           |
| F(Fail) | Fail        | <55                  | 0           |
| Ab.     | Absent      | -----                | 0           |

**18. Change of Research Supervisor:**

Normally, change of Research Supervisor shall not be entertained. Change of Research Supervisor can be considered under exceptional circumstances such as death or disability on health grounds or transfer or resignation or retirement of the Research Supervisor, on the request of the

Candidate/Research Supervisor, with recommendation by the DRC. However, in such cases, candidates are permitted to submit their thesis only after one year from the date of change. In case, where the Research Supervisor leaves the University after the submission of the thesis, he/she shall be permitted to continue as a Research Supervisor till the award of the degree. The Convener, DRC will act as the convener for the Viva-Voce Committee.

**19. Submission of M. Phil. Dissertation/ Ph. D Thesis.**

19.1 Candidates have to qualify in the course work as above to be eligible for submission.

19.2 Candidates have to submit half yearly progress report after the completion of the course work. In case of unsatisfactory progress or failure to submit the progress reports the University shall take appropriate action on the recommendations of RAC.

19.3 Candidates shall publish at least one research paper in an indexed journal before the submission of the thesis.

19.4 Candidates have to submit ten (10) copies of synopsis and a draft copy of the thesis in the prescribed form as per Annexure II & III to the Department through the Research Supervisor.

**20. Pre- Thesis Submission Colloquium:**

20.1 He shall organize a meeting of the Doctoral Committee within fifteen days on receipt of the Synopsis to conduct the Pre-registration Colloquium.

20.2 Candidates shall give pre-submission Seminar before the members of both DRC and RAC.

20.3 Upon approval by the DRC/RAC, the candidates shall submit the synopsis to the Research Supervisor. The Research Supervisor shall circulate the synopsis among twenty external subject experts and the members of the DRC to suggest the names of experts to be included in the panel of adjudicators.

Based on the inputs, the Research Supervisor, in consultation with the Convener, DRC shall prepare the panel of adjudicators.

Candidates shall submit the approved copy of the thesis as per the guidelines in Annexure III to the Department before the due date, failing which candidates have to pay the relevant prescribed fee for the next academic year also in order to obtain no dues certificate.

The Convener, DRC shall forward the copy of the approved thesis along with the documents



specified in Annexure IV to the university through the Head of the department (HoD) before the due date.

The HoD shall issue the “ Thesis Submission Certificate” to Candidates after the approval of DRC.

## **21. Evaluation and Assessments Methods, minimum standards/credits for award of the degree, etc.**

**21.1** The overall minimum credit requirement including credit for the course work ,for the award of M. Phil degree will be 24 credits as follows.

|              |            |
|--------------|------------|
| Paper-1      | 4 Credits  |
| Paper-II     | 4 Credits  |
| Seminar      | 2 Credits  |
| Dissertation | 14 Credits |

21.2 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in clauses 8 above, as the case may be, the M. Phil / Ph. D scholar shall be required to undertake research work and produce a draft dissertation/ thesis as decided by the supervisor.

21.3 Prior to submission of the dissertation / thesis , the scholar shall make a presentation in the respective schools before the Research Advisory Committee of the university concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/ thesis in consultation with the Research Advisory Committee.

21.4 M.Phil scholars shall present at least one (1) research paper in a conference/seminar and Ph.D scholars must publish at least one (1) research paper in refereed journal and make two paper presentation in conference / seminars before the submission of the dissertation / thesis for adjudication and produce evidence for the same in the form of presentation certificates and / or reprints.

21.5 The M.Phil dissertation submitted by a research scholar shall be evaluated by his /her Research Supervisor and at least one external examiner who is not in the employment of the university. The viva-voce examinations ,based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.

21.6 The Ph.D thesis submitted by a research scholar shall be evaluated by her/her Research Supervisor and at least two external examiners, who are not in employment of the university, of whom one examiner may be from outside the country. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the respective schools other research scholars and other interested experts/researchers.

21.7 The public viva-voce of the research scholar to defend the dissertation / thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation / thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examinations. If the evaluation report of the external examiner in case of M.Phil dissertation or one of the evaluation reports of the external examiner in case of Ph.D thesis, is unsatisfactory and does not recommend viva-voce, the university shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation. Thesis shall be rejected and the research scholar shall be declared in eligible for the

award of the degree.

The dissertation will be subjected to plagiarism check by a panel nominated by the Vice-Chancellor. The overall plagiarized content should not exceed 30% overall and 3% from a single source. The dissertation shall be evaluated by one external examiner, which will be of 100 marks ..

**TABLE-4**

| Sl no | Course Code | Course Title | C  |
|-------|-------------|--------------|----|
| 1     | XXXXXXXX    | Dissertation | 14 |

Dissertation of the Candidates should to be “ Recommended eligible to face Viva-Voce. Otherwise, the candidate can submit the revised Dissertation after three months. The Dissertation will be sent to new examiners for evaluation and once the candidate dissertation “Recommended “ the Viva-Voce will be conducted.

The Viva-Voce shall be conducted by a Committee constituted by the University comprising of the following.

- |    |  |          |
|----|--|----------|
| 1. | Head of the Department                               | Member   |
| 2. | One subject expert nominated by the Vice- Chancellor | Member   |
| 3. | Research Supervisor                                  | Convener |

## 22. Award of M.Phil. Degree

After the successful completion of the Viva-Voce, the Convener of the Viva-Voce committee shall send a Report in the prescribed proforma ( Annexure-V) along with a brief report on the thesis and photograph of the candidate to the Registrar for the award of the Degree.

M.Phil Scholars shall be declared as passed and the class is declared based on the Cumulative Grade Point Average (CGPA) secured.

**TABLE-5**

| CGPA required for award of Class |               |
|----------------------------------|---------------|
| Class                            | CGPA Required |
| First Class with Distinction     | >8.0          |
| First Class                      | >7.0          |
| Second Class                     | >6.0          |
| Pass Class                       | >5.5          |

M.Phil scholars shall be issued a Consolidated Grade Sheet.

## The University issues a Notification of declaring the award of the Degree and a Provisional Certificate.

The scholar shall submit three hard copies and a soft copy of the dissertation to the University after incorporating the suggestions if any, by the adjudicators into the thesis for keeping in in the University Library.

## 23. Ph.D Thesis Preparation and Submission Process:

23.1 A candidate may apply to have the thesis examined anytime after the minimum registration period of 24 months provided the candidate has successfully completed the prescribed course work & other requirements prescribed by the DSC, if any, 24 months will be counted from the date of allotment of the permanent registration number. A candidate can register as a scholar after he/she qualifies in the entrance examinations.

23.2 A candidate is eligible to submit after two years of registration subject to acceptance and approval of the abstract by the DSC and RCU.

23.3 A candidate is eligible to appear pre-submission Seminar after two years of registration subject to publication/acceptance of two journal papers peer reviewed Thomson Reuter index. However, referred publications in IEEE.IET, Elsevier, Springer , ASME/ASCE/ACI/Taylor & Francis/Wiley international will also be accepted.

23.4 An abstract in five copies (not exceeding 1000 words) shall be submitted by the candidate

before submission of the thesis and a presentation will be made to DSC. The thesis needs to be submitted within a maximum period of six months from the date of acceptance of the abstract by the RAC.

23.5 The thesis should be in the proper format ( Appendix-V) and to be submitted in 4 copies ( or 5 copies in case of a co-supervisor) including one hard bound copy to the Controller of Examinations/Registrar along with a forwarding letter duly endorsed by the Chairman, DSC.

23.6 At the time of submission of the thesis, the candidate must submit the following documents and shall pay the prescribed fees along with other documents as specified in Appendix\_:

**24. FEES:** The fees for registration of M.Phil & Ph.D will be decided by the university from time to time.

## 25. Thesis Evaluation and Recommendation Process

**25.1** For evaluation Ph.D thesis, the Supervisor and the Co-supervisor ( in case of joint guidance) with due approval of the Chairman, Board of Studies shall forward a panel of 10 experts to the Registrar/Controller of Examination for evaluation of the thesis after successful presentation at the pre-submission thesis ( i.e acceptance of the abstract). The experts shall be from Universities/Institutions/R & D organizations/industries of repute like IITs, IISc, NITs, NIPER, IISER/NISER/SPA etc. The examiners must be of the rank of Professor/Associate Professors of IITs/IISc or its equivalent organizations out of ten experts at least 50% from outside the state.

## 26. Appointment of Examiners:

**26.1** The Vice Chancellor, out of the panel of ten members, shall appoint any three examiners to adjudicate the thesis.

**26.2** The Supervisor and / or the Co-supervisor shall be the internal examiner(s) of the thesis. The supervisor will act as Chairman, Board of Examiners and fix the date of viva voce in consultation with the outside experts/appointed by the Vice-Chancellor for the purpose.

**26.3** The Controller of Examinations/Registrar shall mail the abstract to both external examiners immediately to obtain their consent. In case the examiner (s) express their inability/do not respond, the Controller of Examinations/Registrar resubmit the panel list to vice chancellor for further approval of the new expert(s) . The Process will continue till receipt of consent from two examiners.

**26.4** On receipt of consent and receiving the thesis from the students, the thesis should be send to examiners ( external as well as internal ) within 2 weeks.

The adjudicators shall send specific recommendations in the prescribed format along with a summary report, possible questions to be asked / clarifications to be sought during the Viva-Voce.

The following table depicts suitable action to be taken in this regard

**TABLE-6**

| Case | Examiner-I | Examiner-II | Examiner-III | Action to be initiated  |
|------|------------|-------------|--------------|---|
| 1    | A          | A           | A            | Conduct Viva-Voce   |
| 2    | A          | A           | M            | The candidate has to resubmit the thesis and it is to be sent to the same examiner for revaluation  |
| 3    | A          | M           | M            | The candidate has to resubmit the thesis after three months and it is to be sent to the same examiners for revaluation  |
| 4    | M          | M           | M            |   |
| 5    | A          | A           | R            | The examiner(s) who reject the thesis shall be replaced with new examiner(s).The candidate has to re submit the thesis after six months. The adjudication process. Continues as per regular procedure |
| 6    | A          | R           | M            |   |
| 7    | A          | R           | R            |   |
| 8    | R          | M           | M            | Appointment of new examiner(s) from the original panel. The candidate has to resubmit in the thesis after one year. The adjudication process continues as per regular procedure.                      |
| 9    | R          | R           | M            |   |
| 10   | R          | R           | R            | Registration gets cancelled   |

A- Approved, M- To be Modified, R- Rejected

**27. Viva-Voce for Ph.D Degree:**

On the receipt of satisfactory reports from the adjudicators an open viva-voce shall be conducted by Viva-Voce committee comprising the following.

- |   |          |
|---|----------|
| 1. Head of the Department   | Member   |
| 2. BOS, Chairperson   | Member   |
| 3. One of the adjudicators nominated by the Vice-Chancellor               | Member   |
| 4. Two subject experts of the University nominated by the Vice-Chancellor | Member   |
| 5. Co-supervisor ( if any)  | Member   |
| 6. Research supervisor  | Convener |

The Viva-voce shall be open to faculty members of the concerned and allied departments, members of the RAC, PG students, research scholars and other interested experts/researchers.

Candidates have to successfully defend their thesis work and to give a power point presentation during the Viva-Voce. In case BOE does not satisfied with the performance, he has to reappear another Viva-Voce with in a period of three months.

In case the Research Supervisor left the University after submission of the thesis, the HoD shall act as a convener of the committee to conduct the viva-voce.

The quorum of the viva voce committee is four .

**M.PHIL**

For evaluation of the M.Phil Dissertation the guide will submit a panel of three names not below the rank of Associate Professor duly recommended and forwarded by the Chairman, BOS. The Vice Chancellor out of the said panel shall appoint an expert to evaluate the dissertation

**28. Award of Ph.D Degree**

After the successful completion of the Viva- Voce, the Convener of the Viva-Voce committee shall send a Report in the prescribed proforma ( Annexure-V) along with a brief report on the thesis and a photograph of the candidate to the Registrar for the award of the Degree.

The University issues a notification declaring the award of the Degree and a Provisional Certificate to the candidate.

The candidate shall submit one hard copy and a soft copy of the thesis to the University after incorporating the suggestions if any, by the adjudicators for keeping it in the University Library.

The scholar shall receive the Degree ( in the format given at Annexure-VII) either in a following Convocation of the University or by applying to the University.

**29.. List of Committees**

**Academic Council**

- |   |             |
|---|-------------|
| 1. Vice- Chancellor   | Chairperson |
| 2. Pro Vice-Chancellor(s)/Directors/Principal   | Member      |
| 3. Dean(s) of Faculties   | Member      |
| 4. Heads of the Departments   | Member      |
| 5. All professors other than the Heads of the Departments (by rotation of seniority)  | Member      |
| 6. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority                     | Member      |
| 7. Two Assistant Professors from the Departments by rotation of Seniority   | Member      |
| 8. Three persons from amongst educational lists of repute or persons From any other field related to the activities of the University | Member      |
| 9. Three persons who are not members of the teaching staff co-opted By the academic council for their specialized knowledge.          | Member      |
| 10. The Registrar, who shall be the Secretary of the Academic Council   | Member      |

### **Board of Research Studies**

- |  |             |
|--|-------------|
| 1. Vice- Chancellor  | Chairperson |
| 2. Pro Vice- Chancellor(s)                                 | Member      |
| 3. All Directors/Principals of the University Institutions | Members     |
| 4. All Faculty Deans                                       | Members     |
| 5. Registrar   | Member      |
| 6. Director-Academic Affairs                               | Member      |

### **Department Research Committee**

- |  |          |
|--|----------|
| 1. Head of the Department                          | Convener |
| 2. Faculty Dean                                    | Member   |
| 3. The Board of Studies Chairman in the Department | Member   |
| 4. Two Senior Professors in the Department         | Members  |
| 5. One Associate Professor                         | Member   |
| 6. One Assistant Professor                         | Member   |

### **Board of Studies**

- |   |             |
|---|-------------|
| 1. Dean of Faculty/Head of the Department   | Chairperson |
| 2. All Professors of the faculty/Department   | Member      |
| 3. Two Associate Professors of the faculty/Department by rotation of Seniority  | Member      |
| 4. two Assistant Professor of the faculty/Department by rotation of Seniority   | Member      |
| 5. Not more than 2 person to be co-opted for their expert knowledge including Those belonging to the profession or industry concerned | Member      |

### **Research Advisory Committee**

- |  |          |
|--|----------|
| 1. Research Supervisor                     | Convener |
| 2. Two Subject Experts in the related area | Members  |
- Fee structure will be as per the recommendations of GIET University BRS Advisory Committee from time to time.

### **30.. Depository with UGC- INFLIBNET**

After the announcement of the award of Degree, the University shall host the Ph.D thesis in INFLIBNET.

### **31.. Discretionary Power**

The Vice Chancellor's decision is final and binding on any interpretation/issue related to these Regulations

### **32. Guidelines for Preparation of Synopsis**

1. Synopsis shall be limited to 10 to 15 pages (excluding cover page)
2. A4 (210mmx297mm) paper size only shall be used.
3. Synopsis shall be tape bound.
4. Tables and figures should not be included in the synopsis.

### **33. Proforma for the Synopsis**

1. Cover page of synopsis shall be as per the sample cover page given in page no24
2. The synopsis shall contain :
  - i) Introduction
  - ii) Objectives and scope of the research work.
  - iii) Thesis organization: chapter-wise description of the titles of the thesis.
  - iv) References

Journal papers: the references shall be presented in the APA style ( American Psychological Association)

Example:

Van der Geer, J., Hanraads, J.A.J. Lupton, R.A,2010. The art of writing a scientific article.J.Sci.Commun.163,51-59

Text book:

Strunk Jr.,W.,White,E.B,2000.The Elements of Style, fourthed. Longman, New York.

3. List of publications from Ph.D work.

**Note:** All citations in the body of the thesis shall be in following style:

- a. The author's name shall be mentioned without initials. Eg.Mettam,2009
- b. Single author: the author's name and they year of publication; eg.Allan,1999
- c. Two authors: both author's names and the year of publication ; eg: Allan and Jones,1999
- d. Three or more authors: first author's name followed by 'etal.,' and the year of publication, eg Kramer etal.,2010
- e. More than one reference from the same author(s) in the same year must be identified by the letters 'a','b','c', etc., placed after the year of publication. Eg: Allan, 2000a;Allan ,2000b.

### **34. Thesis Specifications**

#### **34.1 Thesis Size**

i. A thesis should be preferably not exceeding 175 pages ( not considering the prefacing materials of the thesis that are paginated in small Roman numerals ; see the section on Page Numbering).

#### **34.2 Paper**

- i. A4 (210mmx297mm) bond un-ruled paper(80GSM) shall be used.
- ii. The thesis shall be printed on one side of the paper only.

#### **34.3 Binding**

iv.. The thesis shall be hard bound and the spine of the thesis shall be provided with title, the year of submission and the name of the candidate.

#### **34.4 Format for the Thesis Font**

v.The font type shall be Arial, Cambria, Tahoma, Times New Roman or use fonts that look similar .

vi. The font size of the regular text in the thesis shall be 12 point.

vii.. The font size for chapter headings shall be 15 point and bold print and all upper case.

viii. The front size for section headings shall be 12 point and bold print and all uppercase.

ix. The font size for subsection headings shall be 12 point and bold print and sentence case.

#### **34.5 Line Spacing**

x. Spacing between the lines shall be 1.5

xi..The space between consecutive paragraphs shall be 2.0

xii. All paragraphs in the thesis must be left justified.

xiii. Double space shall be given between Chapter title and first sentence of a Chapter, and Last line of a section/sub-section and the title of the next section/sub-section.

xiv.Use single space between the title of the table/figure and the table/figure.

xv..Use two spaces between the table/caption of the figure and the next paragraph.

xvi.Use single space for footnotes and end notes for text and explanatory notes for tables and figures.

xvii .Use one and half space in reference and double space between reference .See sample page 10

#### **34.6 Margins**

xviii.A margin of 3.75cm(11/2inch) is to be given on the binding edge while on the other sides it is to be 2.5 cm ( I inch). The text of the thesis, including headings, figures, tables, and notes, but excluding page numbers, must be accommodated with the page area.

### **Tables, Figures and Equations**

xix. All tables ( tabulated data) and figures ( charts,graphs,maps,images, diagram,etc.) should be prepared, wherever possible, on the same paper used of type the text and confirm to the

specifications outlined earlier. They should be inserted as close to the textual reference as possible. See sample pages 8 & 9 .If borrowed from others, it should back knowledge below the table, map, chart, figure, diagram etc.

xx. Table, 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)

xxi.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 title text should be the same as for the general text.

xxii. 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 gray scales for the monochrome images and 24 bit per pixel for the color images.

### **34.7 Page Numbering**

xxiii. Page numbers for the preface/acknowledgements materials of the thesis shall be in a small Roman numerals and should be centered at the bottom of the pages.24

Page numbers for the body of the thesis should be in Arabic numerals and should be centered at the bottom of the pages. The pagination should start with the first page of Chapter I and should continue throughout the text (including tables, figures, and appendices)

Preparatory Material

Acknowledgements

**xxiv. Acknowledgements** should be limited to a maximum of one page

### **35. Abstract / Preface**

xxiv. The Abstract/Preface of the thesis should be limited to one to two pages ( a requirement for its inclusion in the Dissertation Abstracts ,International ).A list of key words should follow the abstract.

xxv. The thesis should be written in either British or American English, not in a mixed mode, However ,because of increasing acceptance of both styles and blurring of the distinction between the two, what is important is that consistency should be maintained throughout the text. However, use of standard dictionaries like Oxford chambers dictionary/Oxford learners dictionary is suggested for spellings, symbols,quotations, punctuation etc.

xxvi. Each chapter should be numbered in Roman numerals and should be written as Chapter 1 ,Chapter-II,etc and should be followed by its title (e.g.Introduction,etc.). The chapter title shall be printed bold and in 15-point font.(see sample page7).

xxvii. Units should be in International system of Units (SI) format.References (See page 10)

xxviii . Author-year style of referencing is preferred for a PhD thesis of the University. See sample page 10.Foot note must be given at the bottom of the page. It should not be combined with reference. All references cited in a chapter may be given at the end of each chapter/at the end of the all chapters.

30. References (see page 10)-All research sources including those not mentioned in the body of the thesis have to be given.

### **36. Appendices/Annexure**

xxix. Each Appendices /annexure should be labeled ( e.g. Appendices A, Appendices B etc.)

xxx. It should also have a title.

xxxi. Appendices/Annexure should be listed in the contents



THE TITLE OF THE THESIS SHALL LOOK EXACTLY LIKE THIS TITLE

(Font: Times New Roman-16-point size- Bold-Centred)

Thesis submitted to the GIET University in Partial  
fulfillment of the requirements for award of Degree of Doctor of  
Philosophy in -----

(Faculty)

( Font: Time New Roman -12 point size-Italics)

(Name of the Scholar)

(10 lines gap)-‘Times New Roman’-14-point size-Bold-Centered

(3 lines gap)- Square Logo of GIET University-1.5 inch side

FACULTY OF -----

SCHOOL OF -----

GIET, UNIVERSITY, GUNUPUR

MONTH, YEAR

(1 line gap)-‘Times New Roman’-14 point size – Bold-centered.



Appendices -----

### DECLARATION

I declare that the research work contained in the thesis is original and it has been done by me under the Guidance of ----- (name of the Research Supervisor, with Designation). The work has not been submitted to any other University for the award of any Degree or diploma

Date:

Signature of the Scholar

Name:

Appendices -----

**CERTIFICATE**

This is to certify that the thesis entitled -----, submitted by Mr./Ms. ---  
-----in the School of -----GIET University for  
the award of the degree of Doctor of Philosophy in the Faculty of -----

Is a record of bonafide research work carried out under my (our) Guidance and supervision.

Date:

Signature of the Supervisor(s)

Name: Designation:

Appendices -----

## CONTENTS

|  |   |
|--|---|
| a. Title page (mandatory)                              | without page number                                     |
| b. Declaration page ( mandatory)                       | without page number<br>(lower case roman numeral no.i)  |
| c. Certificates (mandatory)                            | without page number<br>(lower case roman numeral no.ii) |
| d. Acknowledgements (optional)                         | with page number<br>(lower case roman numeral no.iii)   |
| e. Table of contents (mandatory)                       | with page number<br>( numbering to continue)            |
| f. List of tables, list of figures (mandatory)         | with page number<br>( numbering to continue)            |
| g. List of appendices (mandatory)                      | with page number<br>( numbering to continue)            |
| h. List of abbreviations, acronyms, symbols (optional) | with page number<br>( numbering to continue)            |
| i. Preface/Abstract of the thesis                      | with page number<br>( numbering to continue)            |
| Chapter 1 : Introduction                               |   |
| Section  |   |
| Section  |   |
| Section  |   |
| On Chapter 2 : Literature                              |   |
| Review   |   |
| Section  |   |
| Section  |   |
| Chapter 3  |   |
| Chapter 4  | Result analysis on present investigation Chapter 5,     |
| Etc  |   |
| Chapter 6  | Summary, Findings and Suggestions Reference             |
| Appendix A: Title of Appendices A Appendices           |   |
| B : Title of Appendices B Appendices C: Title of       |   |
| Appendices - C etc.                                    |   |
| List of Research Publications as part of the study.    |   |

**List of documents to be enclosed along with the copy of the thesis**

- 1) Ph.D Thesis submission application form duly filled in.
- 2) Photostat copy of Ph.D admission proceedings.
- 3) Photostat copy of proceedings of change of Guide/extension of time proceeding/Conversion from part-time to full-time (vice-versa) , if applicable.
- 4) Photostat copy of Lower Degree Certificate.
- 5) Challan/D.D for Rs -----/- in favor of Registrar, GIET, University, GUNUPUR.
- 6) The hard copies of Ph.D synopsis.
- 7) One hard & soft copy of the thesis (Four hard copies of Ph.D thesis should be submitted after plagiarism check).
- 8) Soft copy should comprise synopsis and the complete thesis in pdf/word format (File size should be <20MB).
- 9) Synopsis circulation certificate duly forwarded by the Chairperson, BoS.
- 10) The panel of subject experts for plagiarism check (sealed cover) duly forwarded by the Registrar.
- 11) The panel of Adjudicators ( sealed cover) duly forwarded by the Chairperson, BoS.
- 12) Proceedings of DRC approving Submission of Ph.D, thesis.
- 13) No-dues certificates from
  - a. Registrar /Principal office of the University
  - b. Head of the Department
  - c. University Library
  - d. Hostel
- 14) Copy of a research paper published in a refereed journal.

Annexure-V

Report of Ph.D Viva-Voce Examination Committee-----

Ref. Letter No.Ph.D.V.V/Year

**TABLE-7**

|   |  |                               |  |
|---|--|-------------------------------|--|
| 1 | Candidate                                  |                               |  |
| 2 | Thesis title                               |                               |  |
| 3 | Department                                 |                               |  |
| 4 | Date of Viva-Voce                          |                               |  |
| 5 | <b>Members of Ph.D Viva-voce committee</b> |                               |  |
|   | i)   | The nominated teacher experts |  |
|   | ii)  | Head of the Department        |  |
|   | iii)                                       | Chairperson BoS               |  |
|   | iv)  | External Examiner             |  |
|   | v)   | Research Director (Convener)  |  |

The Ph.D Viva-Voce is held as per the schedule by the members of the Viva Voce Committee for ----  
-----hours-----Members have attend the presentation and Viva-Voce. Staff Members----  
-----and allied Department have attended the presentation.

The candidate-----has made a detailed presentation of his/her thesis. The External Examiner of the Committee, -----has raised several questions on the topic and the candidate has defended with suitable answer much to the satisfaction of the Examiners.

Doubts raised by the other two external examiners, -----have been answered suitably. Questions raised by other attendees have been justified.

Based on the presentation, defence and justification, the Committee has unanimously recommended that Ph.D Degree be awarded to ----- in the faculty of -----  
-----GIET, University.

Head of the Department

External Examiner

1<sup>st</sup> Nominated Members

2<sup>nd</sup> Nominated Member

Chairperson, BoS  
ABBREVIATIONS

Research Director & Convener

**TABELE-8**

|    |      |                                 |
|----|------|---------------------------------|
| 1. | BRS  | Board of Research Studies       |
| 2. | BoS  | Board of Studies                |
| 3. | CGPA | Cumulative Grade Point Average  |
| 4. | DRC  | Departmental Research Committee |
| 5. | FT   | Full Time                       |
| 6. | HoD  | Head of the Department          |
| 7. | PT   | Part time                       |