



Accredited Grade 'A' by
NAAC

SAURASHTRA UNIVERSITY

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પરીપત્ર :-


સંદર્ભ :- (૧) Ministry of Human Resource Development, UGC New Delhi,
Notification 5th May - 2016, M.Phil / Ph.D. Ordinance

- (૨) તા. ૨૯-૧૨-૨૦૧૬ની સિન્ડીકેટ સભાના ઠરાવ ક્રમાંક નં. ૫૯
- (૩) તા. ૦૭-૦૧-૨૦૧૭ની સેનેટ સભાના ઠરાવ ક્રમાંક નં. ૪ બ (૩૦)
- (૪) અત્રેના વિભાગની તા. ૦૯-૦૧-૨૦૧૭ની નોંધ માં પ્રાપ્ત આદેશ મુજબ

આથી સૌરાષ્ટ્ર યુનિવર્સિટી સ્થિત અનુસ્નાતક ભવનોના અધ્યક્ષશ્રીઓ, અનુસ્નાતક સંસ્થાના વડાઓ, તેમજ કોલેજના આચાર્યશ્રીઓને જણાવવામાં આવે છે. Ministry of Human Resource Development, UGC New Delhi, Notification 5th May - 2016, (Minimum Standard and procedure for award of M.Phil. / Ph.D. Degrees) Regulation - 2016 સંદર્ભ (૧) થી અત્રેની કચેરી ખાતે મળેલ હતો. સદરહું પત્રને તા. ૨૯-૧૨-૨૦૧૬ની સિન્ડીકેટ સભાના ઠરાવ ક્રમાંક નં. ૫૯ અને તા. ૦૭-૦૧-૨૦૧૭ની સેનેટ સભાના ઠરાવ ક્રમાંક નં. ૪ - બ (૩૦) થી મંજૂર કરવામાં આવેલ છે.

શૈક્ષણિક વર્ષ ૨૦૧૬ - ૨૦૧૭ થી M.Phil. / Ph.D. માં પ્રવેશ મેળવતા વિદ્યાર્થીઓ માટેના પ્રવેશની ગાઈડલાઈન, પ્રોસીઝર માટેના ઓર્ડીનન્સની ની નકલ આ સાથે સામેલ રાખીને મોકલી આપવામાં આવે છે. જે આપના ભવનો / કોલેજોમાં ફરજ બજાવતા પીએચ.ડી. માર્ગદર્શકશ્રીઓને ધ્યાને મુકવા વિનંતી છે.

બિડાણ :- ઉપર મુજબ


કુલસચિવ

ક્રમાંક/પીજીટીઆર/પીએચ.ડી./૧/૨૫૪/૨૦૧૭
સૌરાષ્ટ્ર યુનિવર્સિટી કાર્યાલય
યુનિવર્સિટી કેમ્પસ,
યુનિવર્સિટી રોડ,
રાજકોટ તા. ૨૫/૦૧/૨૦૧૭

પ્રતિ,

- (૧) યુનિવર્સિટી સ્થિત ભવનના અધ્યક્ષશ્રીઓ તરફ....
- (૨) ડીનશ્રી, તમામ વિદ્યાશાખાઓ....
- (૩) યુનિવર્સિટી સંલગ્ન અનુસ્નાતક સંસ્થાના વડાઓ તરફ...
- (૪) યુનિવર્સિટી સંલગ્ન કોલેજના આચાર્યશ્રીઓ તરફ.....

નકલ સાદર રવાના:-

- (૧) માન. કુલપતિશ્રીના / કુલસચિવશ્રીના અંગત સચિવશ્રી
- (૨) નિયામકશ્રી, કોમ્પ્યુટર સેન્ટર, (વેબસાઈટ ઉપર " M.Phil. / Ph.D. Ordinance - 2016 " શિર્ષક અંતર્ગત સરકાર્યુલરમાં પ્રસિધ્ધ કરવા માટે
- (૩) એકેડેમિક ઓફીસરશ્રી, એકેડેમિક વિભાગ, સૌરાષ્ટ્ર યુનિવર્સિટી, રાજકોટ.



Saurashtra University, Rajkot



Ordinance for M.Phil./Ph.D. Programme

**University Grants Commission (Minimum Standards and Procedure for
Award of M.PHIL./Ph.D. Degrees) Regulations, 2016**

1	Eligibility criteria for admission to the M.Phil. programme:
1.1.	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 is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions. All these degrees must be recognized by the university.
1.2.	A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19 th 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
2	Eligibility criteria for admission to Ph.D. programme: Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme:
2.1	Master's Degree holders satisfying the criteria stipulated under Clause 1 above.
2.2	Candidates who have cleared the 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% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.
2.3	A person who's M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution;
2.4	Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian University recognized by this university, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.
3	Duration of the Programme:
3.1	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.
3.2	Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
3.3	Extension beyond the above limits up to two years may be given by the Vice-Chancellor on the recommendation of RAC.
3.4	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.
4	Procedure for admission:
4.1	The University shall admit M.Phil./Ph.D. students through an Entrance Test conducted by it. The University may decide separate terms and conditions for Ph.D. Entrance Test for those students who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder or have passed M.Phil. programme. Similar approach may be adopted in respect of

	Entrance Test for M.Phil. programme.
4.2	The University shall:
4.2.1	decide on an annual basis through their academic bodies a predetermined and manageable number of M.Phil. and/or Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated in Para 5.5), laboratory, library and such other facilities;
4.2.2	notify well in advance in the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;
4.2.3	adhere to the National/State-level reservation policy, as applicable.
4.3	The admission shall be based on the criteria notified by the University, keeping in view the guidelines/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.
4.4	The University shall admit candidates by a two stage process through:
4.4.1	An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any, also to be notified well in advance) at the level of the University; and
4.4.2	<p>Entrance Test Syllabus:</p> <ul style="list-style-type: none"> Research Methodology (50%) Syllabus will be prepared by concerned department/ Chairman of Board of study Subject specific (50%) - As per UGC NET/CSIR Paper – II syllabus. <p>In the subject Where UGC NET/CSIR syllabus is not available concerned Department/Chairman of Board of study will prepared the syllabus.</p>
4.4.3	An interview/viva-voce to be organized by the University when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee.
4.4.4	<p>Department Research Committee (DRC) shall Comprise of the following members:</p> <ol style="list-style-type: none"> The Head of the University Department in the subject (In case, there is no department, the Chairman of the concerned Board of Study) – Co-ordinator Chairman of the Board of Study of the Concerned subject Dean of the concerned Faculty Two subject experts: (An eminent scholar with established research credentials, atleast of the rank of the University Associate Professor other than Saurashtra University) to be nominated by the Vice Chancellor. All research supervisors of the concerned subject <p>The quorum would be atleast three members of which presence of atleast one of the external subject expert will be compulsory.</p> <p>The decision of DRC regarding approval, modification or rejection of research proposal shall be final.</p>
4.5	The interview/viva voce shall also consider the following aspects, viz. whether
4.5.1	the candidate possesses the competence for the proposed research;
4.5.2	the research work can be suitably undertaken at the Department/College;
4.5.3	the proposed area of research can contribute to new/additional knowledge.
4.6	The marking scheme for evaluation of candidates research proposal and presentation are as under:

Sr.	Parameters	Marks
1	Appropriateness of the Title with reference to Theme of the Research	5
2	Relevance / Significance of Research	5
3	Review of Literature	5
4	Research Methodology	20
	Objectives	
	Hypothesis / Hypotheses & Testing Procedure (WHEREEVER APPLICABLE)	
	Tools & Techniques of Research	
	Type of data, Methods of Data Collection & Analysis (AS PER RELEVANCY OF THE SUBJECT)	
	Consistency of research theme & methodology	
5	Bibliography with reference to its scientific way of presentation /writing & its completeness and Chapter Scheme	5
6	Presentation of Research Proposal before DRC	10
	TOTAL Marks	50
<p>Ph.D. research proposal and presentation of proposal shall be evaluated by the following members as per above criteria: Co-ordinator of DRC Dean of Faculty External Experts of DRC Average score of above committee members is to be considered for merit list.</p>		
4.7	The University shall maintain the list of all the M.Phil. / Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.	
5	Allocation of Research Supervisor: Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of M.Phil./Ph.D. scholars permissible per Supervisor, etc.	
5.1	<p>The prospective guides shall apply to the University for recognition as Ph.D. research supervisor, subject to the approval of subject expert. The candidate for research supervisor shall be eligible for application as the following requirements:</p> <p>For Professor/Associate Professor (Except University Teacher) (a) He/She be a P.G. recognized teacher of the University with Ph.D. degree. and (b) He/She has at least five research publications in peer reviewed/referred journal of national / international level in relevant subject.</p> <p>For Assistant Professor (a) He/She be a P.G. recognized teacher of the University with Ph.D. degree. and (b) He/She at least four years of teaching experience at the P.G. Level after PG recognition or eight years of U.G. experience (Note: One who is directly recruited in the University Department through a duly constituted Selection Committee shall be deemed to be recognized Post Graduate Teacher) (c) He/She has at least five research publications in peer reviewed/referred journal of national / international level in relevant subject.</p> <p>Research Papers submitted by a candidate for recognition as Ph.D. Supervisor will be evaluated by</p>	

	two external experts not below the rank of a Professor nominated by the Vice Chancellor. Both the reports must be positive. In case of even one negative opinion, the candidate will be given the opportunity to reapply only after a period of one year.
5.2	Only a full time regular teacher of the concerned University/College 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.
5.3.	The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned 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.
5.4	In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
5.4.1	A Candidate intending to enroll himself/herself for Ph.D. degree under inter-disciplinary subject/topic must be a Post Graduate degree holder satisfying the criteria stipulated under clause 2 above, and the candidate must have passed Ph.D. entrance test of this university in the related/allied subject to his/her research topic. The candidate may submit his/her research proposal to the department of the related subject in which he/she has passed the Ph.D. entrance test.
5.5	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 six (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
5.6	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.
6	Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.
6.1	The credit assigned to the M.Phil. or Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.
6.2	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 applications, 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.
6.3	All courses 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 by the authorized academic bodies.
6.4	The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated under sub-Clause 7.1 below, of the research scholar.
6.5	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 semesters.

6.6	Candidates 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 Department 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 Department.
6.7	Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the Institution/College
6.8	A M.Phil./Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.
7	Research Advisory Committee and its functions:
7.1	The Research Advisory Committee (RAC) shall consist of the following: 10) Supervisor of the concerned Ph. D. Scholar – Convener ii) Dean of the Concerned Faculty – Member iii) The Head of the University Department in the subject (In case, there is no department, the Chairman of the concerned Board of Study) – Member iv) One subject expert nominated by the Vice Chancellor The quorum would be atleast three members of which presence of onesubject expert will be compulsory.
7.1.1	This Committee shall have the following responsibilities:
7.1.2	To review the research proposal and finalize the topic of research
7.1.3	To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
7.1.4	To periodically review and assist in the progress of the research work of the research scholar.
7.1.5	A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Department with a copy to the research scholar.
7.1.6	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 Department with specific reasons for cancellation of the registration of the research scholar.
7.1.7	Research Advisory Committee will submit their report to the university. (Annexure I)
8	Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:
8.1	The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. Degree shall not be less than 24 credits.
8.2	Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 6.8 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 within a reasonable time, as stipulated by the Institution concerned based on these Regulations.
8.3	Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Department 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.
8.4	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

	presentations in conferences/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.
8.5	<p>Each thesis will go through a Plagiarism Check before submission that will be verified by the University library. The Certificate of Verification given by the library has to be submitted along with thesis at the time of thesis submission in PGTR section.</p> <p>Thesis having up to 15% of Plagiarism will be considered for submission. (See Annexure II) and Plagiarism Software Analysis Report with Signature of Research Supervisor and University librarian.</p> <p>While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. (See Annexure III)</p>
8.6	<p>A research scholar shall submit his synopsis before the Board of Studies (BOS) through his supervisor and forwarded by the Head of the concerned subject department to approve and finalize the panel of the names of Six Experts suggested by the research supervisor and having Ph.D. degree not below the rank of Associate Professor, which must consist of at least Three Experts from outside the State/country. The synopsis of the candidate will be placed in the BOS in the subject in which the supervisor or guide is recognized to guide.</p> <p>Out of six experts two experts shall be appointed by the vice chancellor for evaluation of the thesis. (See Annexure IV)</p>
8.7	<p>The M.Phil. Dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who are not in the employment of the University/College.</p> <p>Panel of the examiners shall consist of Four Experts suggested by the research supervisor of which one shall be nominated by the vice chancellor to evaluate dissertation.</p> <p>The <i>viva-voce</i> examination, 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 be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.</p>
8.8	<p>The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the Institution/College, of whom one examiner may be from outside the country. The <i>viva-voce</i> 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 Department, other research scholars and other interested experts/researchers.</p>
8.9	<p>The public <i>viva-voce</i> 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 <i>viva-voce</i> examination. 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 <i>viva-voce</i>, the University shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the <i>viva-voce</i> 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 ineligible for the award of the degree. (Annexure V)</p>
9	Award of M.Phil./Ph.D. degrees prior to Notification of these Regulations, or degrees awarded by foreign Universities:

9.1	Award of degrees to candidates registered for the M.Phil./Ph.D. programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil./Ph.D. Degree) Regulation, 2009.
10	Depository with INFLIBNET
10.1	Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil. /Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the M.Phil. Dissertation /Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
10.2	Prior to the actual award of the degree, the university shall issue a notification to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.
11.	If any matter pertaining to Ph.D. Vice Chancellor can decide as per his discretion in the larger interest of the academic values.

Annexure I
Saurashtra University, Rajkot
Six Monthly Progress Report of Ph.D. work

Progress Report No. :

Name of the Research Student		
Name of the Research Supervisor		
Title of the Ph.D. Research		
Subject		
Faculty		
Registration No. and Date		
Report for the Period	From	To
Date of Earlier Report		

Precise Report of the Research work done during the above period	
1	
2	
3	
4	
5	

Signature of Research Student with Date

Signature of Research Supervisor with Date

Remarks of the Research Advisory Committee	
1	
2	
3	
4	
5	Recommendation of RAC:

Signature of Subject Expert

Signature of Convener of RAC

Signature of Dean

Signature of Head of Department

Date:

Annexure II
SAURASHTRA UNIVERSITY, RAJKOT
CERTIFICATE OF PLAGIARISM CHECK

01	Name of the Research Scholar	
02	Title of the Thesis/Dissertation	
03	Name of the Supervisor	
04	Department/Institution/Research Center	
05	Similar Content (%) identified	
06	Acceptable Maximum Limit	15%
07	Software Used	
08	Date of Verification	

Report on plagiarism check specify included/excluded item with % of similarity to be attached.

Checked by (with Name designation & signature):

Librarian, Saurashtra University, Rajkot

Name & Signature of the Researcher:

Name & Signature of the Supervisor:

Name & Signature of the HOD (Co-ordinator of the Department Research Committee):

* In the case of Languages like Gujarati/Hindi/Sanskrit, etc. on which no software is available for plagiarism check, a manual check shall be made by the Research Advisory Committee, for which an additional certificate has to be attached.

Annexure III

Declaration by the Candidate

I declare that the thesis entitled
..... submitted by me for the degree of
Doctor of Philosophy is the record of research work carried out by me during the period
from.....to Under the guidance of
..... and has not formed the basis for the award of any degree, diploma, associate
ship, fellowship, titles in this or any other University or other institution of higher
learning. I further declare that the material obtained from other sources has been duly
acknowledged in the thesis. I shall be solely responsible for any plagiarism or other
irregularities, if noticed in the thesis.

Signature of the Candidate

Place:

Date :

Certificate by Research Supervisor

Certified that the work incorporated in the thesis
.....(Title) submitted by
Shri/Smt./Kum was carried out by the candidate
under my supervision/guidance. To the best of my knowledge: (i) the candidate has not
submitted the same research work to any other institution for any degree/diploma,
associate ship, Fellowship or other similar titles (ii) the thesis submitted is a record of
original research work done by the student during the period of study under my
supervision, and (iii) the thesis represents independent research work on the part of the
student.

(Signature of Supervisor)

Place:

Date:

Annexure IV

(Form to be sent to all the examiners of Ph.D./M.Phil. thesis along with the thesis)

Note: The external examiner may kindly arrange to send the adjudication report to the University within two months of receipt of the Ph.D./M.Phil. thesis.

SAURASHTRA UNIVERSITY, RAJKOT

Ph.D./M.Phil. THESIS ADJUDICATION REPORT

1. Name of the student :
2. Title of the Thesis :
3. Subject :
4. Faculty :
5. Name and Address of Examiner:

(M)

Email:

6. Recommendations of the Examiner (please select one of the following):
 - 1) The thesis to be accepted for the award of Ph.D./M.Phil. degree in the present form.
 - 2) The thesis to be accepted for the award of Ph.D./M.Phil. degree after minor corrections/revisions
 - 3) The thesis be revised and resubmitted for evaluation.
 - 4) The thesis be rejected.

Place:

Signature

Date:

(Name of Examiner)

Attach a detailed report on a separate sheet of paper for which you may take the following into consideration:

- i. Aims, objectives and the scope of the research work and if they were well defined.
 - ii. Literature review and its relevance to the research work.
 - iii. Research methodology/experimental work and innovations adopted
 - iv. Originality and timeliness of the work.
 - v. Analysis and adequacy of data, if any, by using standard/innovative methods.
 - vi. Results/findings of the work.
 - vii. Thesis presentation with regard to arrangement of chapters, writing style, explanations, figures, captions, titles, language, references and freedom from irrelevant material/errors, etc.
 - viii. Whether the thesis could be published in the form of a book/papers at international level.
 - ix. Scope of further research in the field.
6. In case correction/revision/modification/clarification are required, kindly give a list of items to be covered.
7. The detailed report as requested is required to decide if the candidate is eligible to take the *viva voce*.

(Signature)

Name:

Date:

Encls: sheets

Annexure V

Consolidated Report of the Referees on the Ph.D. *Viva Voce*

- (1) Student full Name :
- (2) Subject :
- (3) Faculty :
- (4) Research Title :
- (5) Ph.D. Registration. No. : Date :
- (6) VIVA VOCE Date:
- (7) Place :

We the undersigned conducted the Ph.D. viva-voce of the above candidates on his/her Ph.D. thesis entitled as per above.

The performance of the candidate was satisfactory. We recommend that he/she be awarded the Ph.D./M.Phil. Degree.

*The performance of the candidate was unsatisfactory. We recommend that he/she should not be awarded the Ph.D./M.Phil. Degree. The *viva voce* be arranged again on

*(tick which is applicable and delete which is not applicable)

Name and Signature of Supervisor

Name and Signature External Examiner

GUIDELINES FOR PREPARATION AND SUBMISSION OF Ph.D./M.PHIL. THESIS

PREFACE

The Thesis is a treatise that represents the fulfillment of the scholarly aspiration of the student. A good thesis should be clear and unambiguous and have a logical structure that should assist the reader's understanding of the argument being presented and not obscure it. In order to achieve this objective, the layout and physical appearance of the thesis should conform to a set pattern.

The purpose of this annexure is to outline the guidelines that a Ph.D. thesis submitted to the SU should adhere to. This provides an overview of the format for the preparation of the PhD dissertation and guidelines for the submission of the thesis.

GENERAL INSTRUCTIONS

On completion of the research work, the Ph.D./M.Phil. Thesis is prepared according to the format provided.

- The students are advised to strictly adhere to the format.
- Six hardbound/soft bound copies of the Thesis have to be submitted for evaluation. Two DVDs/Pen Drive of the softcopy will also have to be submitted with the Thesis.
- The Supervisor and Co-supervisor will have to be given a final copy of the Thesis.
- A final copy of the Thesis should also be given to the SU Library after declaration of the notification.

LAYOUT AND FORMAT

One of the most important requisites in preparation of the Thesis is consistency of format and adherence to the specific instructions given below.

Font

The Thesis should be written in English. It must be typewritten on A4 size paper (21 cm x 29.7 cm) in a clear and legible font (e.g., Times New Roman 12 or Arial 10). As far as possible, use the same font for the entire thesis but, if necessary, different fonts may be used within Tables, Figures, and Appendices. The Thesis has to be printed on both sides of the paper. Double-spacing should be used in the Abstract and text of the Thesis. Single spacing should be used in long Tables, block quotations separated from the text, footnotes, and bibliographical entries. Paragraphs should be indented, or an empty line left between paragraphs.

Larger size type may be used for the title of the Thesis and for Chapter headings, as long as it is not larger than 18 point. Boldface type may also be used on the title page and for headings, as well as in the text for special symbols or for emphasis. Reduced type may be used within Tables,

Figures, and Appendices, but it should be at least 9 point in size (partly because of microfilming requirements) and must be completely legible.

The Thesis should be free from grammatical, lexical and punctuation errors. In addition to the computer spellchecker, a thesis should be proof-read to check that errors do not remain that are not detected by the spellchecker. The thesis should consistently use either American or British spelling but should not alternate between the two. When using numbers in the text, if the first word of a sentence is a number, it should be written in words. Writers not fluent in English are encouraged to have their manuscript professionally edited before submission, to improve the English.

Chapter and Page Layout

Begin each Chapter on a new page. Do the same with each element of the front matter (list of Tables, Acknowledgments, etc.), the Reference section, and each Appendix. Avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. The Chapters should begin on a new page, but sections and subsections should not. A "display" page (a page that shows only the Chapter title) can be placed at the beginning of Chapters or Appendices.

Pages should be numbered at the bottom in the centre, using Arabic numerals (1, 2, 3) beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in lower-case Roman numerals, beginning with the declaration page.

Margins

A margin of at least 4.0 cm must be left at the top and left side of each page and a margin of at least 2.5 cm on the right and bottom. The last letter or character in the longest line on the page determines the margin.

Captions and numbering (Tables and Figures)

Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure / Illustration should carry a number and caption that clearly describes the nature of data presented. The caption should be at the bottom of the Figure. Number them consecutively throughout, in the order in which they are placed in the text.

The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself. Tables should be numbered consecutively with Arabic numerals throughout the thesis. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".

Tables or Figures of peripheral importance to the text may be placed in an Appendix.

Appropriate use of headings and subheadings

Headings should be distinguished from the surrounding text by a larger font size, a different font, bolding, italics, or a combination of these. All headings of the same level should use the same style, and headings at lower levels should be less prominent than those at higher levels. Example:

Chapter Title (Arial 14 point/ Times New Roman 16 point -Bold Small caps)

Heading for section (Arial 12 point/ Times New Roman 14 point - Bold Italic)

Heading for sub-section (Arial 10 point /Times New Roman 12 point - Bold)

Heading for part of subsection- (Arial 10 point/ Times New Roman 12 point- Bold Italic)

All headings should be left aligned, except chapter headings, which may be centred. The headings and subheadings can be numbered, if necessary.

The references and bibliography throughout the thesis should have a common style. It is preferable to write the references at the end of the respective chapters.

FORMAT OF THESIS

The manuscript consists of three main parts: The Preliminaries, The Text, and The Annexure. It is to be arranged in the following sequence:

The Preliminaries

Cover Page

Title Page

Declarations by Student

Certificate by Research Guide

Certificate of Plagiarism Check

Plagiarism Software Analysis Report with Signature of Research Supervisor and University Librarian

Acknowledgements

Table of Contents

List of Figures, Tables or Illustrations

List of Abbreviations (optional)

Chapters

Bibliography

Annexure

PAGE NUMBERING

Though normally we insert page numbers at the beginning of documents, the graduate school has special requirements regarding page numbers. They require that Arabic page numbers are placed after the Prefatory pages. In which case, the first page number appearing in the document will be on page number 2 of the main body of your Thesis/Dissertation (the second page of the first chapter). In order to achieve this, you can use the following steps.

- Page numbers should be $\frac{3}{4}$ inch from the bottom of the page in the center.
- The Prefatory pages (all pages from the Title Page to the first page of the body of the thesis or dissertation, i.e., the title page, copyright page, signature page acknowledgement page, etc.) should NOT have any page numbers on them, but are numbered on the Table of Contents as Roman Numerals (i, ii, iii)) starting with the Signature Page (blank) listed as page i.
- The only pages within your document that are not listed or numbered on your Table of Contents are your Abstract and Blank pages. Your Title and Copyright pages are counted along with your Signature page as page "i" of your document.
- Page numbers for all pages after the start of the body of the text of the Thesis/Dissertation should be in standard Arabic numbers (1, 2, 3).
- The first page of each section, including the body of the text, Reference section, and Appendices, should NOT have a page number on it. You can use section breaks for each section, then selecting "Different First Page" in Header and Footer options to clear the page number for the first page of the section.
- The first page number appearing in the body of the text will be page number 2 (second page of the first chapter. Although counted as pages, NO page number appears on the first page of any chapter or section (References, Appendices, etc.).
- Landscape pages will be printed in Portrait Orientation. If you have Landscape pages in your document, center the page numbers at the left hand side of the Landscape page so that when printed, the page numbers line up with the other Portrait orientated pages. If you have a graphic or table that would appear better in Landscape format, consider rotating the graphic or table so it appears on a Portrait page instead of having to re-orientate the page numbers to fit the Landscape pages. You could also print off the Landscape and Portrait pages, arrange them in order, then scan them into a single document for submission.
- For your Thesis/Dissertation, you cannot have page numbers on the first page of each chapter, reference, or appendices sections. To achieve this, you can simply use section breaks in MS Word to start a new "section" so that the first page header/footer is different.

Suggested Layout for the front cover page of Ph.D. Thesis

TITLE
(All capitals)

A THESIS
Submitted by

NAME OF CANDIDATE
(All Capitals)

for the award of the Degree of

DOCTOR OF PHILOSOPHY
IN
(NAME OF THE SUBJECT)

Under the guidance of
(NAME OF SUPERVISOR)



(Name of the Department/College/Institute)

Saurashtra University
Rajkot – 360 005

DECEMBER- 2016

Suggested Layout for the front cover page of M.Phil.dissertation

TITLE
(All capitals)

A THESIS
Submitted by

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(All Capitals)

In partial fulfilment for the award of the Degree of

MASTER OF PHILOSOPHY
IN
(NAME OF THE SUBJECT)

Under the guidance of
NAME OF SUPERVISOR
(ALL CAPITALS)



Saurashtra University
Rajkot – 360 005

DECEMBER- 2016