

## **Ph.D. Ordinances**

### ***Ordinances concerning Doctor of Philosophy (Ph.D.) in various Faculties***

#### **18.1 Eligibility**

- a) Master's degree with at least 55% marks in aggregate or equivalent CGPA (50% marks or equivalent CGPA for SC/ST candidates, OBC (non-creamy layer), differently abled persons who have more than 40% disability) or those who have obtained their Master's Degree prior to 19th September, 1991 or an equivalent degree of a recognized Indian or Foreign University in the subject concerned or allied subject.
- b) The eligibility of foreign students shall be determined on the basis of recognition of their degree's equivalence to (a) above by Association of Indian Universities, New Delhi or any other authority notified for the purpose by the Government of India.
- (c) Candidates possessing a Degree, considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

#### **18.2 Admission**

- a) All candidates should appear in the entrance test for admission to Ph.D. programme. However, the candidates who have qualified UGC-NET (including JRF)/ UGC-CSIR NET (including JRF)/ SLET/ GATE or have passed M. Phil. programme will be exempted from Paper-II.
- b) A candidate is required to obtain at least 50% marks in the entrance test to qualify. Provided that a relaxation of 5% marks (from 50% to 45%) in the qualifying marks for the entrance test shall be allowed for the candidates belonging to SC/ST/OBC (Non-creamy layers)/Differently abled category.
- c) The candidates who qualify the entrance test will be interviewed by the Research Advisory Committee to assess whether:
  - i) the candidate possesses the competence for the proposed research.
  - ii) the research work can be suitably undertaken at the university.
  - iii) the proposed area of research can contribute to new/additional knowledge.

- d) The number of candidates to be admitted to the Ph.D. programme will be notified by the University. However, the University can increase or decrease the number of seats, depending upon the number of projects and research facilities available.

The detailed outline of papers and selection criteria for admission to Ph.D. programme is given in Annexure-I.

### **18.3 (i) Allocation of Supervisor**

- a) Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed journals will be eligible for appointment as a supervisor/co-supervisor.
- b) The allocation of supervisor for a selected student shall be recommended by the Research Advisory Committee (RAC), within one month of enrolment. The request of the student and the consent by a faculty member to be the supervisor will be given due consideration by RAC while recommending the supervisor of student to Research Degree Board (RDB) for approval.
- c) If any teacher retires or leaves the job of this University at any stage during the period of a student doing his/her Ph.D. under his/her guidance, then the student will be allotted to a new supervisor/co-supervisor, to complete his/her Ph.D. However, if a candidate has already worked on his/her research work for at least one year after registration under the supervisor in the University, he/she may be allowed to work under the same supervisor, provided the person is willing to supervise.

### **(ii) Appointment of Co-Supervisor of a Ph.D. Candidate**

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 RAC may recommend a supervisor from the department itself, and a co-supervisor from outside the Department on such terms and conditions as may be specified and agreed upon by the consenting Institution. Co-supervisor within a department may be allowed if the field of research of the candidate requires inputs from different fields of specialization in the same subject.

- (iii) At any point of time, a Professor, an Associate Professor and an Assistant Professor will not register more than eight, six and four candidates respectively, in the capacity of supervisor/co-supervisor. If there is a co supervisor, the candidate will be counted as ½ each for the supervisor and co- supervisor
- (iv) No relation of the supervisor/co-supervisor such as wife, husband, son, daughter, sister, brother, wife's or husband's brother/sister, brother's son/daughter, sister's son/daughter, first cousin, nephew, grand-son, grand-

daughter, daughter-in law and son-in law or any other close relation can be registered under his/her supervision.

**(v) Change of Supervisor**

The change of supervisor/co-supervisor may be allowed by the RDB under special circumstances. The earlier date of Registration shall stand. A 'No Objection Certificate' from the old and new supervisor/co-supervisor will be required.

Provided that in exceptional circumstances, Vice-Chancellor may allow the change of supervisor even without a 'No Objection Certificate' from the old supervisor/co-supervisor.

**18.4 Enrolment**

- a) A candidate selected for Ph.D. Programme will submit his/her application for enrolment to the Head of the concerned department along with the following documents:
  - (i) Enrolment Fee as prescribed by the University from time to time.
  - (ii) Self-attested photo copies of Matriculation, Bachelor's Degree, DMC of Master's Degree, Master's Degree, M.Phil/NET Certificate etc.
  - (iii) Migration Certificate, if the candidate is not already registered with Sri Guru Granth Sahib World University, Fatehgarh Sahib.
  - (iv) NOC from the concerned Employer (in case of employed candidates).
- b) On receipt of the required documents and fee, the Head of department will forward the cases to Dean Research, for approval of enrolment of the candidates for Ph.D. programme.

**18.5 Registration**

- a) The student enrolled for Ph.D. course work will submit his/her application through his/her supervisor for registration to the Head of the concerned department on the prescribed form along with the Synopsis (duly checked for plagiarism), after deposit of prescribed registration fee.
- b) The student will be required to submit his/her synopsis to the Head of the concerned department through his/her supervisor. It should briefly cover tentative topic of research, introduction, aims and objectives/hypothesis, methodology, plan of work/chapterisation, bibliography, etc.
- c) The meeting of the Research Degree Committee (RDC) to consider the Synopsis shall ordinarily be held within 30 days of submission of synopsis by the candidate.

- d) The student may present his/her synopsis for Ph.D. registration during the period of Ph.D. course work. The department will forward the cases for registration of such students to the office of Dean Research only after the student passes the course work. In such cases, the date of Ph.D. registration will be the date of passing the Ph.D. course work. However, in case of candidate who presents his/her synopsis after declaration of the result of course work, the date of registration shall be the date of meeting of the RDC in which his case is recommended for registration.

Notwithstanding anything contained in this ordinance, the student will be required to submit his synopsis for registration not later than six months from the date of passing the Ph.D. course work.

**Note:** Clause 18.5(d) will be applicable for the Ph.D. students of batch 2018 onwards. For earlier batches, previous rule regarding date of registration will be applicable.

- e) In case a candidate seeks extension of time for presentation of his/her synopsis, the period for submission of synopsis can be extended by Dean Research by two months, on a request by the candidate on payment of prescribed fee and recommendations of the supervisor and Head of department.
- f) The Head of department will invite the candidate to give a presentation on the research proposal before the RDC of the department to which other faculty members may also be invited. After the presentation by the candidate, RDC will formally meet and record its observations/recommendations.
- g) The RDC will send its recommendations to the RDB through Dean Research. The Research Degree Board will consider the suitability of the topic of research; the supervisor, the co-supervisor if any, and will recommend the case to Vice Chancellor for final approval. The Research Degree Committee will also inform Research Degree Board about the cases rejected by it, if any.
- h) After the case has been approved by the Vice-Chancellor, the candidate will be informed about the registration.
- i) The student registered for Ph.D. programme shall be required to appear before the RAC once in six months to make a presentation of the progress of his/her research work for evaluation and further guidance. The six monthly progress reports of the student shall be submitted by the RAC to the office of Dean Research, with a copy to the research scholar. The report will include all the surveys, tours, publications, research work and teaching engagements, if any.
- j) In case the progress of the scholar is unsatisfactory, the RAC will record the reasons for the same and suggest corrective measures. If the candidate fails to

implement the suggested corrective measures, the RAC may recommend to the Dean Research, with specific reasons, for cancellation of the registration of the research scholar, and the matter shall be put before the RDB for cancellation of registration.

k) The Ph.D. student will maintain a complete record of research data relating to survey, experiments, analysis etc. and rough drafts of the thesis checked by the supervisor till the issue of notification for the award of degree.

l) Cancellation of Enrolment/ Registration:

The enrolment/ registration of the student may be cancelled, if he/she,

- i) Fails to maintain the required CGPA in the course work as per rules.
- ii) Fails to submit his/her synopsis within the extended period as per ordinance 18.5 (e) above.
- iii) Two consecutive six monthly presentations being graded unsatisfactory by RAC.
- iv) Does not pay the fee/dues in time.
- v) Commits to plagiarism or unethical practices in research.
- vi) Indulges in activities of indiscipline
- vii) Is convicted for any criminal activity/ moral turpitude.

## **18.6 Course Work**

- a) The candidates qualifying the entrance test will have to undertake Ph.D. course work during the first semester of the year of admission, before the registration for Ph.D. programme of the university.
- b) A student admitted to Ph.D. shall be required to undertake course work for at least 14 credits in partial fulfillment of the requirements for the award of degree of Doctor of Philosophy (Ph.D.).
- c) The Ph.D. course work will follow credit based grading system. Each Ph.D. student will have to undertake three courses of four credits each and present a seminar of two credits. These will include research methodology/quantitative methods, computer applications and one course of the concerned subject. The detail of credits and the scheme of the course work are given in Annexure-III.
- d) The syllabus for Ph.D. course work will be drawn by the Research Degree Committee and approved by the Academic Council.
- e) A candidate admitted to Ph.D. course work must have attended a minimum of 75% of the lectures delivered in each paper. The shortage in attendance of lectures by the candidate will be condoned as per the rules of the University in force from time to time.

## **18.7 Modification of Title/ Scheme**

- a) A candidate may, within one year of his/her registration, modify the scheme of his/her research work with the approval of the Research Degree Committee and on the payment of prescribed fee. Provided that the Research Degree Committee will allow only such modifications to be made which do not involve any major change in the original scheme and scope of the subject.
- b) Date of registration and maximum/minimum period for research will remain unchanged.

## **18.8 Submission of Thesis**

### **a) Time Limit**

- i) In no case, shall a thesis be submitted for evaluation before the expiry of two and a half years from the date of registration or three years from the date of enrolment, whichever is later.

**Note:** Clause 18.8(a)(i) will be applicable for the Ph.D. students of batch 2018 onwards. For earlier batches, previous rule regarding date of registration will be applicable.

- ii) A thesis shall have to be submitted normally within four years of enrolment, subject to the condition in (i) above. In case a candidate wants extension of period beyond four years, he/ she will submit his/ her application to the Head of department along with comprehensive report of work done, reasons for delay and recommendations and comments of the supervisor. The case will be examined by the Time Limit Extension Committee, which may recommend the extension of this period by one year. The candidate should normally be available at the time of meeting of the committee. The recommendations of the committee will be sent through Dean Research to the Vice Chancellor for approval.

After a period of five years from the date of enrolment, on a request made by the candidate, the Vice-Chancellor, on the recommendations of the above committee, may allow further extension in the submission of thesis up to one year. A fee will be charged as prescribed by the University from time to time, for each extension in submission of thesis. The maximum time limit for submission of thesis from the date of enrolment shall be six years.

In exceptional circumstances, the Vice-Chancellor may allow a further extension of six months, if he is satisfied that the research work of the candidate has been delayed due to reasons beyond his/her control.

Provided that the women candidates and persons with disability (at least 40% disability) may be allowed a further relaxation of two years after six years,

one year at a time, in the maximum duration for Ph.D., on payment of prescribed fee and recommendations of the above committee.

For each extension, the candidate is required to submit his/her request along with comprehensive report of work done upto that period, after deposit of prescribed fee.

- iii) The registration of candidates who fail to submit their thesis within the stipulated period as above or who fail to apply for grant of extension would automatically stand cancelled.

**b) Requirements for submission of Thesis**

- i) The candidate will have to give an open seminar on pre-submission paper (duly checked for plagiarism) before the RAC to which other Faculty members in the department and research scholars will be invited, not more than three months before the actual submission of the thesis. The research scholar is also required to submit a summary of the thesis (about 1000 words) along with the pre-submission paper.
- ii) If the candidate fails to submit his/her thesis within three months of the pre-submission seminar, he/she shall have to give pre-submission seminar afresh, after payment of prescribed fee and then submit the thesis within three months of the pre-submission seminar. The registration of the candidate, who fails to submit his/her thesis even in the extended period, will be cancelled.
- iii) The date of the seminar will be fixed by the Head of the department in consultation with the supervisor of the candidate under information to the Dean Research, with at least one week notice.
- iv) A research candidate will be required to publish at least one research paper based on his/ her research work in a refereed journal, and present papers in at least two national/international seminars/conferences before the submission of thesis. The publications/presentations should be after enrolment for Ph.D.
- v) On completion of research work, the candidate shall submit four copies of thesis as per the format given in Annexure IV, together with two CDs to the Head of concerned department, along with the prescribed examination fee, and a certificate from the supervisor, and co-supervisor (Annexure V), if any, that the thesis is fit to be considered for evaluation for the award of Ph.D. degree. The candidate shall also submit a certificate countersigned by the supervisor and co-supervisor, if any, that the thesis is entirely based on his/her own work, and that all ideas and references have been duly acknowledged (Annexure VI).
- vi) The candidate must comply with all the requirements as given in (i) to (v) above, before submission of thesis.

- vii) Head of department will forward the Ph.D. thesis along with the CDs of the soft copy of the thesis, to the office of Dean Research for evaluation. The copies of thesis must reach the office of Dean Research within the period stipulated for the submission of thesis. While forwarding the Ph.D. thesis to the office of Dean Research, the Head of department will ensure that the candidate submits a copy of “No Dues Certificate” complete in all respects including that from the department, Dean Research, Library, Hostel, Sports department and Accounts branch. The office of Dean Research will not accept the thesis unless all the requirements for submission of thesis are complied with.
- viii) Before submission of thesis, the draft thesis will be checked to detect plagiarism in research work, if any, by suitable software. A thesis will be allowed to be submitted only if it meets the University policy/norms regarding plagiarism (Annexure VII).
- ix) A thesis must be based on original research resulting in either a discovery of new facts or a fresh interpretation of known facts and theories. In either case, it should give evidence of the research student’s clear understanding of the subject and his/her critical judgment, and it should be well presented.
- x) A research student may incorporate in his/her thesis contents of his/her own work for which no degree other than M. Phil has been awarded by this or any other university.
- xi) The Ph.D. thesis will be written in the language allowed as the medium of examination at the Master’s level in the relevant discipline in Sri Guru Granth Sahib World University.
- xii) The CDs of the thesis (with revision, if any) will be sent by Dean Research to the Main Library of the university after the notification of award of degree.

## **18.9 Evaluation of Thesis**

- i) A panel of at least eight experts (of the level of University Professor) from reputed institutions, for evaluation of thesis will be prepared and submitted to Dean Research by the Examiners Panel Committee of the concerned department within fifteen days of the pre-submission seminar, as given in Clause 18.8 b(i).
- ii) The thesis shall be referred to two examiners selected by the Vice-Chancellor from the panel which may include some foreign experts, in the concerned specialization.
- iii) The panel of experts should include at least half the names beyond the region comprising Punjab, Chandigarh, Himachal Pradesh, Jammu & Kashmir, Haryana and Delhi. However, the requirement may be relaxed by the Vice-



Chancellor if he is convinced that sufficient number of experts is not available outside the region. Further, the Vice-Chancellor will have the power to add any expert(s) in the panel.

- iv) The panel shall include the following information for each expert:
  - a) Name
  - b) Academic Designation and status
  - c) Postal Address
  - d) Area of Specialization
  - e) Phone number/ Fax No./e-mail, if possible

In case of retired persons, their last designation shall be indicated without which the panel would be considered incomplete.

- v) In case the panel of examiners is not received from the Head of the department within fifteen days as mentioned above, Dean Research will convene a meeting of the committee and submit the panel of examiners.

### **18.10 Evaluation Report**

- i) The examiners for evaluation of the thesis will send the evaluation report on the prescribed proforma. They may recommend one of the following:  
That the degree of Ph.D. be awarded to the candidate  
OR  
That the thesis be revised as suggested and resubmitted (the examiner should indicate point by point, the revisions to be incorporated in the thesis)  
OR  
That the thesis be rejected  
In each case, the examiner shall clearly submit to the University his/her critical evaluation, comments and suggestions on the Ph.D. thesis. The examiner may also send at least five questions to be asked from the candidate during viva-voce, if he/she so desires. The questions should be sent in a separate envelope.
- ii) When both the reports are received from the examiners, the sealed reports (excluding the questions suggested for viva-voce) will be opened by the Screening Committee of the concerned department.
- iii) The Screening Committee will prepare a gist of reports of the examiners and the Dean of Faculty will send the gist of reports within two weeks to Dean Research. In case, both the reports are positive, the case will be put up to the Vice-Chancellor through Dean Research for appointing one of the examiners for conduct of viva-voce of the candidate.
- iv) a) If both examiners recommend the revision of the thesis, then the candidate will be advised to resubmit the thesis within prescribed period, after making necessary revisions.  
b) If both the examiners reject the thesis, then the thesis shall be rejected for the award of Degree.

- c) In case one examiner recommends the award of Degree and the other recommends revision, then the candidate shall be advised to re-submit the thesis after making necessary revisions.
- d) If one examiner recommends award of degree and the other rejects, then the thesis will be sent to the third examiner, to be appointed by the Vice-chancellor from the original panel.
- e) In case the revision of the thesis is recommended by the examiner(s), the candidate will have the right to reply to the objections raised by submitting a written explanation to the examiner(s) through the office of Dean Research. In case the explanation of the candidate is not accepted by the examiner, the candidate will have to submit the revised thesis within the prescribed period.
- f) In case of 18.10 (iv) (a), (c), & (e) above, the revised thesis must be submitted within one year from the date of intimation of the revision of thesis to the candidate. The revised thesis shall normally be resubmitted for evaluation to the same examiner(s) who had recommended revision. In case of revised thesis, the examiner(s) will recommend either acceptance or rejection of thesis. If the examiner(s) recommend award of Degree, then the viva-voce examination may be held.

### **18.11 Viva-voce**

- i) The viva-voce examination of the candidate for the award of Ph.D. degree shall be a public viva-voce where all the members of the RAC, Faculty and research fellows in the Faculty will be invited to be present.
- ii) The examiner conducting the viva-voce of the candidate will consider the reports of all the examiners, ask questions raised in these reports and get the clarifications regarding the comments of the examiners and this fact be mentioned in the viva-voce report.
- iii) The Faculty members and others present during the viva-voce will not ask any question from the candidate or express their opinion about the capability of the candidate etc.

### **18.12 Approval**

- i) The report of the examiners including the report of the viva-voce shall be placed before the Research Degree Board for approval.
- ii) If recommended for the award of Ph.D. Degree, the date of the approval by the Research Degree Board will be considered as the date of award of Ph.D. degree.

### **18.13 Publication of Thesis**

After the award of Ph.D. Degree, a candidate may publish the material contained in his/her thesis in the form of a book/ monograph etc., after obtaining permission from the Vice-Chancellor, on the recommendation of the Thesis Publication Committee, provided that a request is made by the candidate within three years from the award of

Ph.D. degree. Applications received after three years will not be entertained.

#### **18.14 Depository with UGC**

Following the successful completion of the evaluation process and notification for the award of Ph.D. degree, Dean Research shall submit a soft copy of the Ph.D. thesis to the Coordinator for INFLIBNET within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/ Universities.

**18.15** In case of any ambiguity or doubt in the interpretation of any clause, the decision of the Vice-Chancellor shall be final.

#### **18.16 Committees and Boards**

##### **(I) Research Degree Board (RDB)**

There shall be a Research Degree Board of the University. The constitution of the Board shall be as follows:

- i) Vice-Chancellor (Chairperson)
- ii) Dean, Academic Affairs
- iii) Dean, Research
- iv) All Deans of Faculties
- v) All Heads of departments
- vi) All Professors of the University
- vii) Two Associate Professors and two Assistant Professors of the University, by rotation according to seniority, provided that they hold a Ph.D. degree.

The tenure of the members of Research Degree Board, other than the ex-officio members, shall be two years.

##### **(II) Research Degree Committee (RDC)**

There shall be a Research Degree Committee for each department. The constitution of the Committee shall be as follows:

- i) Head of the department (Chairperson)
- ii) All Professors and Associate Professors of the department.
- iii) Two Assistant Professors of the department, by rotation according to seniority, provided they hold a Ph.D. degree.
- iv) In case the number of internal members of RDC is less than four, the Vice-Chancellor may nominate the requisite number of Faculty members from the allied departments of the university to make up the number of members to four..
- v) If not already a member, supervisor/co-supervisor will be a special invitee when the case of his/her candidate is considered.
- vi) One or two experts from the same or allied fields from outside the University, to

be nominated by the Vice-Chancellor.

The tenure of the members of Research Degree Committee, other than the ex-officio members, shall be two years.

**(III) Research Advisory Committee (RAC)**

Research Advisory Committee (RAC) will consist of internal members of the Research Degree Committee. The chairperson of the Research Degree Committee will head the committee.

**(IV) Time Limit Extension Committee**

The Time Limit Extension Committee will consist of the following members:

- a) Head of the concerned department (Chairperson)
- b) Supervisor and co-supervisor, if any
- c) Two senior most Faculty Members of the department holding Ph.D. degree

**(V) Screening Committee**

The Screening Committee will consist of the following members:

- a) Dean of concerned Faculty (Chairperson)
- b) Head of the concerned department
- c) Supervisor and co-supervisor, if any
- d) One senior most Faculty member of the department holding Ph.D.

**(VI) Examiners Panel Committee**

The Examiners Panel Committee will consist of the following members:

- a) Head of department (Chairperson)
- b) Supervisor and co-supervisor, if any
- c) Two senior most Faculty members of the department holding Ph.D.

**(VII) Thesis Publication Committee**

The Thesis Publication Committee will consist of the following members:

1. Dean of the Faculty (Chairperson)
2. Head of the department
3. Supervisor and co-supervisor, if any
4. One senior most Faculty member other than the Head and the supervisor, holding Ph.D.

If any member of a committee is a member in more than one capacity, the Vice-Chancellor may nominate requisite number of additional members. It is implied that all the members of various Committees/Board must hold a Ph.D. degree. If the number of members in any of the committees prescribed above is less than the

required number, additional Faculty members may be nominated by the Vice-Chancellor from allied subjects.

The quorum for the meetings of the Board and all the committees except the RDC provided herein shall be one third of the total strength or three members whichever is greater, including the Chairperson. For the meetings of RDC, one third of the total strength or three members whichever is greater, including the Chairperson and at least one external expert shall form the quorum.

## Procedure for Admission to Ph.D. Programme

### 1. Structure of Admission Test for Ph.D.

- i. An entrance test will be conducted in each subject for admission to the programme.
- ii. The test will comprise of two papers, each of 75 minutes duration:

**Paper-I** (Common for all subjects): This paper will have 60 objective type multiple choice questions. The scope of paper will be General Aptitude, Reasoning, Numerical/ Mental Ability, Indian Education system, Analytical skills/ Research aptitude, Environment, language Proficiency, Teaching Aptitude and any other topic covered in Paper-I of the UGC-NET.

**Paper-II** (For subject opted by the candidate): This paper will have 60 objective type multiple choice questions. The scope of the paper will be limited to the core areas relating to concerned discipline/ subject.

- iii. The syllabus of Paper-II will be same as that of UGC- NET
- iv. All candidates must appear in the entrance test for admission to Ph.D. programme. However, the candidates who have qualified UGC NET (including JRF)/ UGC-CSIR NET (including JRF)/ SLET/ GATE or have passed M. Phil. programme will be exempted from Paper-II.
- v. Qualifying marks in the entrance test is 50 percent in aggregate. A relaxation of 5% marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC(Non-creamy layers)/Differently abled category in the qualifying marks for the entrance test.
- vi. All candidates except those who have qualified UGC NET (including JRF)/ UGC-CSIR NET (including JRF)/ SLET/ GATE or have passed M. Phil. programme, will have to appear in both the papers otherwise their candidature will stand cancelled.
- vii. There is no negative marking in the Test.

### 2. Selection Criteria for Admission

Weightage of different components for determining merit for admission is as under:

| Components                             | Weightage (Percent) |
|--|---------------------|
| Marks obtained in the Entrance Test    | 70                  |
| Performance in the Interview/Viva-voce | 30                  |
| <b>Total</b>                           | <b>100</b>          |

**Format of the outer cover of the Synopsis**

**TITLE of Synopsis**

**<Font Style: ALL IN CAPITALS FONT SIZE 16, BOLD,  
ARIAL, CENTRE, 1.5 LINE SPACING>**

**< FONT SIZE 14, ARIAL, CENTRE, SINGLE LINE SPACING>**

**A SYNOPSIS**

**Submitted to the Faculty of .....in Partial  
Fulfilment of the Requirements for Registration for the Degree of**

**DOCTOR OF PHILOSOPHY**

**In .....(Name of Subject)**

**Supervisor**

**Submitted by**



**MONTH & YEAR OF SUBMISSION:**

**DEPARTMENT OF .....  
SRI GURU GRANTH SAHIB WORLD UNIVERSITY  
FATEHGARH SAHIB**

**Sample of the outer cover of the Synopsis**

**ADVERSITY QUOTIENT OF SENIOR SECONDARY SCHOOL  
STUDENTS IN RELATION TO PSYCHOLOGICAL CAPITAL  
AND SOCIAL SUPPORT**

**A SYNOPSIS**

**Submitted to the**

**FACULTY of EDUCATION & INFORMATION SCIENCE**

**in Partial Fulfilment of the Requirements for Registration**

**for the Degree of**

**DOCTOR OF PHILOSOPHY**

**In EDUCATION**

**Supervisor**

**Dr. Harneet Billing**

**Submitted by**

**Ms. Veerpal Kaur**



**JULY, 2018**

**DEPARTMENT OF EDUCATION  
SRI GURU GRANTH SAHIB WORLD UNIVERSITY  
FATEHGARH SAHIB**



### Ph.D. Course Work

1. A student admitted to Ph.D. programme shall be required to undertake course work of at least 14 credits in partial fulfillment of the requirements for the award of degree of Doctor of Philosophy. The course work shall comprise of :

| Paper      | Title                             | Credits | Marks |
|------------|-----------------------------------|---------|-------|
| Paper- I   | Research Methodology              | 4       | 100   |
| Paper- II  | Computer Applications in Research | 4       | 100   |
| Paper- III | <i>Subject Related Course*</i>    | 4       | 100   |
| Paper-IV   | Seminar                           | 2       | 50    |

*\*To be allotted by the Department out of the list of available courses. If the number of students in the department is up to 7, only one option will be given. Other option(s) can be given if at least four students opt for it.*

2. Each Ph.D. student will undertake a course on Research Methodology (four credits), which will include Quantitative Methods & Review of latest published research work in relevant field, a course of Computer Applications in Research (four credits). In disciplines where Quantitative Methods is not relevant, the Research Methodology Course will be developed as per the needs of the subject concerned.
3. In addition, each Ph.D. student will be required to present a Seminar before the RAC on the topic, to be allotted by the concerned Head of department.
4. The students shall be awarded letter grades in each course/paper as per the seven point scheme. Each letter grade indicates the level of performance in a course and has a grade point for the purposes of computing the CGPA, as given in the table below:

| Letter Grade   | Performance   | Grade Point  | Percentage Equivalent |
|----------------|---------------|--------------|-----------------------|
| A <sup>+</sup> | Outstanding   | 8.50 – 10.00 | 85 – 100              |
| A              | Very Good     | 7.00 – 8.49  | 70 – 84.9             |
| B              | Good          | 6.00 – 6.99  | 55 – 69.9             |
| C              | Average       | 5.00 – 5.99  | 45 – 54.9             |
| D              | Below Average | 4.00 – 4.99  | 35 - 44.9             |
| E              | Poor          | 2.50 – 3.99  | 25 – 34.9             |
| F              | Very Poor     | 0.00 – 2.49  | 0 – 24.9              |

7. To qualify in a course, a candidate is required to obtain a minimum of B grade in internal assessment and external examination, separately.

8. The grade point average (**GPA**) is the weighted average of all the grades awarded to the student for the Ph.D. course work. GPA is calculated on the basis of all the papers the student has passed at the given time as per the formula below:

$$\text{GPA} = \frac{\sum C_i G_i}{\sum C_i}$$

$C_i$  is the credit of  $i^{\text{th}}$  paper/subject and  $G_i$  the grade point for the  $i^{\text{th}}$  paper/subject.

9. The course(s) in which the student has earned below 'B' grade, will have to be repeated.

**Declaration of Result:**

University shall publish a list of candidates who have passed the Ph.D. course work examination and issue Detailed Marks Certificate indicating the grades and grade point average (GPA). No degree will be awarded for passing Ph.D. course work.

Format of the outer cover of Thesis

**TITLE (EXACTLY AS APPROVED BY THE RDC)**  
<Font Style: ALL IN CAPITALS FONT SIZE 16, BOLD,  
ARIAL, CENTRE, 1.5 LINE SPACING>

< FONT SIZE 14, ARIAL, CENTRE, SINGLE LINE SPACING>

**A THESIS**

**Submitted to the Faculty of .....in Partial Fulfilment  
of the Requirements for the Award of the Degree of**

**DOCTOR OF PHILOSOPHY**

**in**

.....(Name of Subject)



**MONTH & YEAR OF SUBMISSION: .....**

**Submitted by: Name of the candidate in Arial, font size 14 bold Centre**

**NAME OF DEPARTMENT (ARIAL, Font size 16, Bold, Centre)**  
**SRI GURU GRANTH SAHIB WORLD UNIVERSITY**  
**(Arial, Font size 18, Bold, Centre)**  
**FATEHGARH SAHIB (Arial, font size 16, Bold, Centre)**

On the bone of the Thesis

Ph.D. Thesis title in bold caps, name of the candidate and year of submission.

Sample of the outer cover of Thesis

**STAKEHOLDERS' PERCEPTION AND EXPECTATION  
REGARDING SERVICE QUALITY: A STUDY OF HIGHER  
MANAGEMENT EDUCATION IN PUBLIC AND PRIVATE  
UNIVERSITIES**

**A THESIS**

**Submitted to the Faculty of Commerce & Management  
in Partial Fulfilment of the Requirements for the Award of the Degree**

**of**

**DOCTOR OF PHILOSOPHY**

**in**

**MANAGEMENT**



**DECEMBER, 2018**

**Submitted by: AMARINDER SINGH**

**DEPARTMENT OF COMMERCE & MANAGEMENT  
SRI GURU GRANTH SAHIB WORLD UNIVERSITY  
FATEHGARH SAHIB**

## **GUIDELINES FOR THE PREPARATION OF THESIS**

### **1. GENERAL**

In general, the Thesis shall report, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, etc.). Thesis shall indicate the research scholar's ability to undertake sustained research and present the findings in an appropriate manner.

### **2. ARRANGEMENT OF THE CONTENTS OF THE THESIS**

The Thesis material should be arranged and bound in the sequence given below:

1. Cover Page and Title page (as shown in Sample II)
2. Certificate (as shown in Sample III)
2. Acknowledgements
3. Table of Contents (as shown in Sample IV)
4. List of Tables
5. List of Figures
6. Acronyms used (as shown in Sample V)
7. Chapters
8. Appendices and/or Annexure
9. References

The Tables and Figures should be included subsequently after referring them in the text of the Thesis. The thesis may be printed on both sides of paper.

### **3. FONT**

The Thesis must be typewritten on A4 size paper (21 cm x 29.7 cm) in a clear and legible font (Times New Roman 12 or Calibri 12). As far as possible, the same font should be used for the entire thesis but if necessary, different fonts may be used for Tables, Figures, and Appendices. The spacing in the text of the Thesis should be 1.5 throughout. Single spacing should be used in long Tables, block quotations separated from the text, footnotes, and bibliographical entries.

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 10 point in size and must be completely legible. The font size of footnotes and bibliographic entries should be 9 point.

The Thesis should be free from grammatical, lexical and punctuation errors. In addition to the computer spellchecker, a thesis should be proof-read to avoid errors bypassed by the spellchecker. When using numbers in the text, if the first word of a sentence is a number, it should be written in words.

#### **4. CHAPTER AND PAGE LAYOUT**

Each Chapter should start 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. 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.

#### **5. MARGINS**

A margin of at least 3.0 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.

#### **6. 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. The figures should be numbered consecutively throughout a chapter, 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 a chapter. 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".

#### **7. APPROPRIATE USE OF HEADINGS AND SUB-HEADINGS**

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

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

Format of Certificate to be given by supervisor(s)

**CERTIFICATE**

This is to certify that this thesis entitled “.....Title of Thesis .....  
..... “ embodies the bonafide work carried out by .....Name of  
Student..... himself/herself under my/our supervision and is worthy of  
consideration for the award of Ph.D. degree in .....Name of Subject..... in the Faculty  
of ..... of Sri Guru Granth Sahib World University, Fatehgarh Sahib.

Co-supervisor’s Signature

Supervisor’s Signature

Name and Designation

Name and Designation

Date:

Date:



Format of Declaration to be given by the candidate

**DECLARATION**

I, .....Name of candidate....., certify that the work embodied in this Ph.D. thesis is my own bonafide work carried out by me. The matter embodied in this Ph.D. thesis has not been submitted elsewhere for the award of any other degree/diploma. I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis.

I further certify that I have not lifted up some other's work, paragraph, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and have included them in this Ph.D. thesis and cited as my own work. I also declare that I have adhered to all principles of academic honesty and integrity, and have not misrepresented or fabricated or falsified any idea/fact/source in my submission. I understand that any violation of the above will be a cause for disciplinary action by the University.

Date:

Signature of the Candidate

(Name of the Candidate)

Countersigned by

Co-supervisor

Supervisor

Name and Designation

Name and Designation

## University Policy on Plagiarism

The University is committed to maintain ethics and honesty, the two most important components of academic activities in teaching or research. Many times, it is observed that some of the researchers/academicians knowingly or unknowingly publish or present other's work as their own. Such acts affect healthy academic atmosphere in the academic institution, which also harms the reputation of the academic institution as well as the individual. Thus, the University has framed a policy on plagiarism to avoid such type of academic misconduct.

### a) Plagiarism

Plagiarism consists of any one or all of the following:

- i) Turning in someone else's work as one's own;
- ii) Copying words or ideas from someone else, without giving credit to the original work;
- iii) Failing to put a quotation in quotation marks;
- iv) Giving incorrect information about the source or a quotation;
- v) Changing words but copying the sentence structure of a source without giving credit to the original work.
- vi) Manipulation or misinterpretation of others' work (published or un-published) as one's own by modifying numerical values in figures, tables and illustrations.

### b) Scope

The synopsis, pre-submission paper and the thesis for Ph.D. will be checked for plagiarism. In addition, the dissertation/thesis/project reports submitted by students of Master programmes (M.Tech./M.Sc.) will also be checked for plagiarism.

### c) Procedure for Plagiarism Check

The University provides plagiarism check software(s) to detect the similar textual content already published in various information sources.

While submitting the soft copy of the synopsis/pre-submission paper/Ph.D. thesis/Master's programme dissertation for scanning with plagiarism detection software, the Research Scholars and supervisor are solicited to consider the following guidelines:

- i) The CD (or such device) containing the soft copy of the synopsis/pre-submission paper/Ph.D. thesis/Master's programme dissertation has to be in PDF or Word file (or as directed from time to time).
- ii) Thesis covering all the chapters shall be in a single file, excluding preliminary pages such as declaration, acknowledgement, abstract, list of charts and abbreviations, tables of contents, etc., and also succeeding pages such as bibliography, glossary, index, questionnaire, etc.
- iii) In case the percentage of similar content detected is beyond the permitted limit of any plagiarized content, the concerned researcher will have to take appropriate measures under the supervision of his/her guide(s) so as to ensure originality of research output

- iv) The researchers are to acknowledge accurately the right authors and sources providing the text within quotes. Uniformity and consistency be maintained in rendering bibliographic references. An accepted standard format has to be followed for rendering references.

**d) Permitted Level of Plagiarism**

Own published work (appended at the end of the thesis/dissertation) and references with proper citation are excluded from plagiarism check.

The maximum acceptance level of textual similarity shall be:

| <b>Faculty</b>  | <b>Permitted level of Textual Similarity</b> |
|---|--|
| Faculty of Basic & Applied Sciences<br>Faculty of Engineering & Technology<br>Faculty of Medical Sciences   | 20%  |
| Faculty of Commerce & Management<br>Faculty of Languages<br>Faculty of Sri Guru Granth Sahib Studies<br>a) Faculty of Education and Information Science<br>Faculty of Law<br>Faculty of Social Sciences<br>Faculty of Performing Arts | 30%  |

**e) Compliance Statements**

The candidate will submit the signed report generated on the plagiarism checking software of the draft thesis along with a soft copy of the draft thesis for the consideration of Research Advisory Committee. The supervisor and the co-supervisor, if any, must sign the report indicating that the student has indeed run his work through plagiarism checking software.

**f) Software Settings**

While performing plagiarism check on the software, the following optional settings may invariably be made to reduce the percentage of textual similarity:

- i) Exclude mathematical, statistical and scientific formulae
- ii) Exclude one's own published work
- iii) Exclude Quotations, methodology, legal quotes, bibliography, phrases etc.
- iv) Exclude the title of the paper, name of the institute, department, author name etc.
- v) Exclude small similarity (less than 1%)