

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

**(Deemed to be University)**

**Declared Under Section 3 of the UGC Act, 1956**

***Accredited by NAAC***



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

**University Website: [www.vinayakamission.com](http://www.vinayakamission.com)**

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

**(Deemed to be University)**

## **REGULATIONS GOVERNING**

### **DOCTORAL DEGREE (Ph.D.) PROGRAMME 2016**

**[Updated as per the University Grants Commission (Minimum standards and Procedure for Award of M. Phil/ Ph. D. Degrees) Regulations, 2016]**

#### **1. Title and Commencement**

These revised regulations shall be called “**REGULATIONS GOVERNING DOCTORAL DEGREE PROGRAMME 2016**”. These revised regulations come into force with effect from the Academic year 2016-2017 and are subject to such modifications as may be approved by the apex body of the University from time to time.

#### **2. Preamble**

The degree of Doctor of Philosophy (Ph.D.) shall be awarded to a candidate who, as per these regulations, has submitted a thesis on the basis of original and independent research that makes a contribution to advancement of knowledge, after being approved by duly constituted examiners as per norms.

#### **3. Programme Categories**

##### **3.1. Full-Time Ph.D. Programme**

3.1.1. Candidates under Full Time shall do research work in this University and shall be available at the assigned department of the University /Institution during the working hours for curricular, co-curricular and related activities and shall sign in an attendances register on all working days of the Institution, subject to availing leave as per the leave provisions that remain in currently for teaching staff of the Institution.

3.1.2. Candidates in employment, who want to pursue Full-Time studies should be sponsored by their employer with leave for the research period and should get formally relieved from their duty to join the research programme.

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

### **3.2. Part-Time Ph.D. Programme**

- 3.2.1. Provision to pursue Part-time Ph.D. programme is available to full time faculty members of the institutions under the ambit of Vinayaka Mission's Research Foundation (Deemed to be University)(VMRF(DU)).
- 3.2.2. This provision is also available to candidates working outside VMRF(DU), in industrial units or R & D Departments / Units of Government / Quasi Government or any other University or college or school which is approved / recognized by the Ministry of Government of India or UGC / Higher Education Department or the Statutory Authority of a State Government.
- 3.2.3. During the period of programme, a minimum compulsory period of **6 months of residential attendance** as a research scholar will have to be put in by the candidate in respective constituent college of the University. This period of attendance may be at a stretch or on several occasions including weekends. However they should put in a period of **at least 45 days in a year. [Annexure I]**

### **3.3 Conversion of registration from Full –Time to Part – Time and Vice – Versa**

Conversion of registration from Full – Time to Part – Time may be permitted if the candidate gets employment in an academic/research/professional/technical institution, after getting verification of job from the employer notwithstanding the length of service. However the candidates have to pay the prescribed fee for such conversion.

Similarly, conversion from Part – Time to Full – Time may also be permitted if the candidate so desires, provided he/she ceases to be an employee. In this case, if no request is forthcoming from the Part – Time candidate for conversion from Part – Time to Full – Time, the registration shall be cancelled once he/she ceases to be an employee. At the time of granting part time registration to the candidate, it should be ensured that he/she is employed. Concealing factual information to get any of the above conversion is a serious offence, and the candidate stands the risk of cancellation of registration.

#### 4. Eligibility criteria for admission to Ph.D.programme:

- 4.1. Candidates for admission to the Ph.D. programme shall have a Master's degree or a Professional degree declared equivalent to the **Master's degree** by the corresponding statutory regulatory body, with **at least 55% marks** in aggregate or its **equivalent grade 'B' in the UGC 7-point scale** (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 4.2. 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 a person whose M. Phil. Dissertation has been evaluated and the *viva – voce* is pending may also be admitted to the Ph. D. programme of the same institution.
- 4.3. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.
- 4.4. Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

## 5. Duration of the Programme:

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

### I. Full – Time:

- For all Disciplines except Medicine : Minimum period of 3 years and maximum of 6 years. (Minimum duration may be reduced by 1 year if the M. Phil Degree relates to the Ph. D. field of Research and candidates are exempted from Pre-Ph. D. Written Examinations.)
- Medicine : Minimum of 2 years for M. D / M.S ./ P. G. / Diploma and Three Years for candidates with M. Sc. (Medical Subjects) and maximum of 4 and 6 years respectively.

### II. Part – Time:

- For all Disciplines except Medicine : Minimum period of 4 years and maximum of 8 years. (Minimum duration may be reduced by 1 year if the M. Phil Degree relates to the Ph. D. field of Research and candidates are exempted from Pre-Ph. D. Written Examinations.)
- Medicine : Minimum of 3 years for M. D/ M.S. / P. G./ Diploma and 4 years for candidates with M. Sc. (Medical Subjects) and maximum of 6 and 8 years respectively.
- 5.1.1. If the research scholar fails to submit the thesis within the period of maximum duration, the registration shall automatically stand cancelled without notice to the candidate/ supervisor, unless the candidate applies for an extension with justification along with the recommendation of the supervisor in the prescribed format and the request is complied with.
- 5.1.2. A prerequisite for consideration of such a request is that all fee payable to the university for the period already approved should have been paid.
- 5.1.3. The extension, if approved, will only be provisional to start with, and shall be approved only on payment of fees for the extended period.

## 5.2. Attendance Requirement

Research scholars of Ph.D. (Full Time) programme have to sign in the attendance register maintained in the department on all working days. Each student is expected to possess a minimum of 75% attendance (10% relaxation in attendance shall be permitted on valid reasons provided with the concurrence and permission of the Vice - Chancellor of the University on payment of prescribed fee) in each semester / year, failing which the candidate will not be permitted to appear for the examinations.

## 5.3. Extension of Maximum Duration

- 5.3.1. In exceptional circumstances if the Doctoral Committee recommends and the Research Board deems it fit, **a maximum grace period of 1 year** beyond the normal maximum period may be granted, by the Vice-Chancellor, six months at a time, to enable the research scholar to submit the thesis. The fees prescribed as from time to time shall be paid beyond the maximum duration.
- 5.3.2. If the research scholar fails to submit the thesis within the extended period, the registration shall be cancelled automatically without notice to the candidate/ supervisor.

## 5.4. Break of study

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

## 6. Place of Research

- 6.1. For full time research scholars, the place of research will be the department and the institution where the supervisor works.
- 6.2. For part time research scholars the place or places of research will be the place of working of the candidate and/or the place of working of the supervisor / co-supervisor subject to the condition that at least one of these places is a PG centre.

## 7. Admission

The university will release advertisement in leading dailies and university websites at appropriate time with the number of vacancies. There shall be normally four sessions for registration in January, April, July, and October subject to vacancies. The application form can be downloaded from university website [www.vinayakamission.com](http://www.vinayakamission.com) . The filled in application to be submitted along with prescribed fee and the relevant certificates. The selected candidate shall then submit their provisional registration application through the Research Supervisor and the institution.

- 7.1. Admission shall be made through an Entrance Test / Interview conducted at National Level by the university. However, candidates having regular full time M.Phil. degree or passed UGC – NET (including JRF)/ UGC – CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder or equivalent examinations are exempted from the entrance test, but have to appear for the interview.
- 7.2. An Entrance Test shall be with **qualifying marks as 50%**. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% of subject specific. In interview the candidates are required to discuss their research interest/area through a presentation before Research Committee, constituted by the Head of the Institution.

The interview shall also consider the following aspects, namely whether:

- a. The candidate possesses the competence for the proposed research
  - b. The research work can be suitably undertaken at the Institution/ College.
  - c. The proposed area of research can contribute to new/additional knowledge.
- 7.3. The Research Board constituted by the university shall determine the suitability of such candidates and the admission to the appropriate field, after giving due consideration to the performance in the entrance test, relevant inter – disciplinary fields of research, if any, and the faculty in which the candidate shall be registered, keeping in view the Research Supervisor lines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.
  - 7.4. The university will maintain the list of all the 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.



## 8. Recognition of Research Supervisor/ Co-Supervisor

- 8.1. **Only a full time regular teacher** of the Vinayaka Mission's Research Foundation (Deemed to be University) can act as a supervisor. External supervisors are not allowed.
- 8.2. In **Medicine, Dentistry and Alternative Medicine**, a Research Supervisor for Ph. D. degree shall have **not less than 15 years of teaching experience** after obtaining his postgraduate degree and shall also have **not less than ten years of postgraduate teaching experience** as a faculty member with at **least 2 publications** in a referred / indexed journal, even if he/she does not hold a Doctoral Degree.
- 8.3. For others, the faculty member should have a Ph.D. degree. The regular Professor should have at least five research publications in referred / indexed journals and any regular Associate / Assistant Professor should have at least two research publications in referred / indexed journals are eligible to be recognized as Research Supervisor.
- 8.4. Such of the persons who satisfy all the requirements 8.1 to 8.3 shall apply to the university in the prescribed application form (**Annexure II**) for being recognized as Research Supervisors in their respective disciplines. Recognition as supervisor for guiding research work shall be accorded on the recommendation of the Research Board by the Vice-Chancellor.
- 8.5. In case of topics which are of inter-disciplinary nature where the department concerned feels that the expertise in the department has to be supplemented from outside, the department may appoint a Research Supervisor from the department itself, who shall be known as the Research Supervisor, and a co-supervisor from outside the department/ faculty/college/institution on such terms and conditions as may be specified and agreed upon by the university.
- 8.6. The Co – supervisor may possess a degree of the recognized university with **minimum 10 years** of teaching/research experience after P. G. for Medicine, Dentistry and Alternative Medicine and a Ph.D Degree with 5 years of teaching experiences after P.G for other disciplines and should have at least **one research publication** in accredited journal for all disciplines
- 8.7. Since the recognized supervisor/co-supervisor for Medicine, Dentistry, Nursing and Alternative Medicine officiate up to the age of 70 years, he/she shall not enroll new candidates after the age of 67 years. For the Research Supervisors in other disciplines who shall officiate up to the age of 65 years, he/she shall not enroll new candidates after the age of 62 years.

## 8.8. Responsibilities of Supervisor / Co-Supervisor

- i) The supervisor / co-supervisor should furnish a letter of consent and no objection certificate obtained from the Dean / Head of the Institution of service for officiating as a supervisor / co-supervisor for the candidate to be registered.
- ii) The supervisor shall sign all the papers, declarations, certifications, authentications, log books and other related documents pertaining to the registration, submission of synopsis and thesis etc of the registered candidate.
- iii) The supervisor shall serve also as convener in the matters of interaction with the university connected with all the research activities of the scholar, until the award of the degree.
- iv) The supervisor shall suggest to the university, the members of the Doctoral Committee and the examiners for the methodology examination & the thesis evaluation.
- v) The supervisor shall also be a member of the public viva - voce examination committee.
- vi) When a co-supervisor is available, the supervisor and co-supervisor shall interact with each other in matters relating to the research work of the scholar.
- vii) When a supervisor will not be available at his / her office for a period exceeding three months, for reasons like illness, foreign trip and any unforeseen reasons, an interim supervisor will be nominated by the university for supervising the research work of the scholar for the interim period, as follows.
  - a) If the period is less than one year and if there exists a co-supervisor, the co-supervisor will be the interim supervisor.
  - b) In other cases an interim supervisor will be nominated for that period by the university, after consulting the Head of the Department / the scholar and on approval by the Research Board.
- viii) Change of supervisor under any other conditions may be considered under special circumstances with the concurrence from the university and the candidate has to propose a new supervisor in accordance with the regulations for research programme in force.
- ix) Such change of supervisor is permissible only after the approval of the provisional registration.
- x) Only one such change of supervisor is permissible in the entire research programme for which the scholar has registered under ordinary circumstances.

## 9. Number of Candidates

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

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

## 10. Doctoral Committee

10.1. There shall be a Doctoral Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinance of the university, for each Ph.D. scholar. The supervisor shall furnish for every candidate a panel of 5 experts from well versed academia, with doctoral qualifications in the field of proposed research, from the faculty of the university. From these, any two will be recommended as members by the Vice Chancellor. The Research Supervisor of the scholar shall be the convener of this committee. The co-supervisor, if any, will also be a member.

The committee shall have the following responsibilities:

10.1.1 To review the research proposal and finalize the topic of research.

10.1.2 To supervise the research scholar to develop the study design, methodology of research and identify the course(s) that he / she may have to do.

10.1.3 To periodically review and assist in the progress of the research work of the research scholar.

10.1.4 To review the pre synopsis presentation of the research scholar.

10.2. A research scholar shall appear before the Doctoral 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 & course work completion certificate shall be submitted in the prescribed format (**Annexure I & III**) by the Research Supervisor to the university with a copy to the research scholar.

10.3. In case the progress of the research scholar is unsatisfactory, the Doctoral Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Doctoral Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar.

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

## 11. Programme Structure

### 11.1 Course Work

- 11.1.1 The Doctoral Committee of a research scholar shall prescribe course work, Every research candidate shall take a course on,
1. Research Methodology, which is common for all research candidates - paper I.
  2. Area of Research paper related to Ph. D. work. – Paper II.
  3. Subject of specialization. - Paper III.
- Each course work shall have 4 credits.
- 11.1.2 The prescribed course work of paper I & II shall normally be completed within one year from the date of provisional registration and paper III shall be completed within 2 years from the date of provisional registration.
- 11.1.3. All the above course works of the scholar are to be undertaken as per the academic norms and shall be evaluated as per the norms of the university.
- 11.1.4. No change in the prescribed course work shall be made without the approval of the Doctoral Committee and the university.
- 11.1.5. Candidates with regular full time M.Phil. Degree may be exempted partly from the prescribed course work, if the M.Phil. Degree is related to the proposed Ph.D. field of research to the extent recommended by the Doctoral Committee.
- 11.1.6. The research scholar shall submit the prescribed application [**Annexure IV**] & fee for attending the final examination. The final examination for the course work is centralized and conducted by the Controller of Examinations along with the end semester examinations of other programmes. A research scholar has to obtain a minimum of **55% marks** in the course work in order to continue the research work.
- 11.1.7. If the candidate fails to get the minimum of 55% marks, then a grace period of maximum of six months shall be given at the end of which the research scholar shall be re-examined. Then, if found fit, the research scholar shall be permitted to proceed with the doctoral work. Otherwise, the research scholar's provisional registration shall be cancelled.

## 12. Change of Title

Research Scholars are permitted to seek change of title prior to the submission of the synopsis. All such changes should have been approved by the Research Board or by the Doctoral Committee and the minutes of the meeting of the committee shall be produced to the Controller of Examinations, for approval. Under no circumstances, a request for change in title be entitled once the synopsis is submitted.

## 13. Submission of Synopsis

- 13.1. On completion of the minimum period of research work, not less than three months before the submission of the thesis, every candidate shall submit, a copy of synopsis along with the application (**Annexure V**) and the prescribed fee to the university through the Research Supervisor.
- 13.2. The synopsis shall be accepted only when the research scholar has **passed the course work exams** and must have **publication of at least one original research paper** from the research work carried out by the scholar in referred journal and **two paper presentations** in conferences/seminars and evidence to be produced for the same in the form of presentation certificate and /or reprints.
- 13.3. Prior to the submission of synopsis, the scholar shall make a pre- presentation in the department before the Doctoral Committee of the institution concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft synopsis in consultation with the Research Supervisor.
- 13.4. The synopsis shall not exceed 20 typewritten or printed pages (one side only of A4 size – 1 1/2 line spacing using a font size of 12 with Times New Roman font.). The synopsis (wrapper) may contain the details as shown in the format prescribed by the university (**Annexure VI a**). Thesis submission is to be done after clearance of the synopsis by the Doctoral Committee and permitted by the Vice – Chancellor.
- 13.5. The Research Supervisor on approval of the research work reported in the synopsis, shall forward **three hard copies and one soft copy** of the approved synopsis to the Controller of Examinations along with a panel of at least five examiners from India, and five from abroad.

## 14. Submission of Thesis

- 14.1. The thesis shall report, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented etc) and demonstrating a quality as to make a definite contribution to the advancement of knowledge of mankind and the research scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work plainly stated and honestly appraised
- 14.2. Five hard copies and one soft copy of thesis shall be prepared in accordance with the format and specifications prescribed. Thesis shall be submitted not earlier than three months and not later than six months, from the approval of the synopsis by the Doctoral Committee to the university along with application (**Annexure IX a**), no dues Certificate (**Annexure IX b**) and prescribed fee.
- 14.3. The thesis shall be prepared strictly following the formats and specifications prescribed. The title page (**Annexure VI a**), declaration of candidate (**Annexure VII**), certificate by the supervisor (**Annexure VIII**), quality, size, numbering and titles of diagrams, tables and photographs, if any, list of references, numbering of pages and size of the margins etc shall be as per formats approved by the university. The running matter shall be typed or printed on one side only on A4 size white paper with 1½ line spacing, using font size 12 with Times New Roman font. The wrapper of the thesis may contain details as shown in the format prescribed by the university (**Annexure VI b**)
- 14.4. The research scholar shall verify his/her Ph. D. thesis, by using the website PLAGIARISM DETECTOR.COM – an anti plagiarism service and produce certificate regarding anti – plagiarism, to ensure the originality of their documents, at the time of submission of thesis. Thesis content must be plagiarism free with the minimum **90%** of unique database/content.
- 14.5. No candidate shall ordinarily be permitted to submit his/her thesis after a period of six years in the case of full –time research scholars and eight years in the case of part time research scholars; provided that the university may for valid reasons and on the recommendations of his supervisor, grant extension of time for not more than one year in all, to the candidate. A candidate, who is not able to submit his/ her thesis even after the grant of extension of one year, shall have his/ her registration cancelled.

## 15. The Act of Plagiarism

- 15.1. If a dissertation / thesis submitted contains material copied, even partially, except quoted for illustration, comparative or literature study or reference, with due acknowledgement, from any published or pre-published paper, journal article, note, dissertation, thesis, book or work based on which a degree, diploma or certificate has been awarded to the scholar or any other, in any hard or soft form, then the dissertation/thesis so produced will be derecognized and the scholar's registration at this University will be cancelled and the scholar will be debarred from registering for any programme with this University any further. The Ph.D degree, if already awarded, may also be withdrawn, if the nature of the malpractice warrants.
- 15.2. For the abetment of the act of plagiarism, the recognition of the concerned supervisor shall be withdrawn for a period of 5 years and he / she shall be debarred from guiding research scholars for any research programme in this university during that period.

## 16. Evaluation of Thesis

- 16.1. The Thesis shall be referred to two examiners (one from India and the other from abroad) nominated by the Vice-Chancellor from the panel of examiners, recommended by the Doctoral Committee. The Vice-Chancellor, if he deems fit, may also nominate the examiners from outside the panel.
- 16.2. The examiners are expected to send their reports of adjudication in the prescribed format (**Annexure X**) within two months from the date of receipt of the thesis.
- 16.3. The examiner shall include in his/her report an overall assessment placing the thesis in any one of the categories. *Highly commended / Commended / Revision required / Rejected.*
- 16.4. For the cases of revision/rejection, the examiner shall mandatorily enclose a report of 200 to 300 words, indicating the nature of revision required and the reasons for rejection, as the case may be.
- 16.5. The supervisor shall consolidate the salient features of the reports sent by the examiners and submit to the university.

- 16.6. If both the examiners have either *Highly Commended* or *Commended* the research work and recommended the award of the degree, the thesis shall be provisionally accepted. Any minor revision, modification etc., suggested by the examiners shall be brought to the notice of the research scholar and be carried out by the research scholar before the public *viva - voce* examination is arranged.
- 16.6.1. If both examiners recommended rejection, the thesis shall be rejected and the registration of the research scholar shall stand cancelled.
- 16.6.2. If one examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to a third examiner of the same category (from within India or outside India) to be nominated by the Vice-Chancellor from within or outside the panel. If two of three examiners recommend the award, the thesis shall be provisionally accepted. If two of the examiners recommend rejection, the thesis shall be rejected and the registration of the research scholar shall stand cancelled.
- 16.6.3. In case where revision and resubmission of the thesis is recommended, candidate shall be permitted only once to revise and resubmit the thesis within six months and the revised thesis shall be referred to the same examiner.

## 17. Public Viva Voce Examination

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

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

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

- 17.2. The *viva -voce* examination shall be conducted as "Open Defense Type" examination.
- 17.3. The results of the *viva - voce* examination, duly endorsed by the examiners, together with the list of participants, their designation, address and signature shall be forwarded to the university by the supervisor.



- 17.4. If the performance of the research scholar at the public *viva - voce* Examination is reported by the *viva - voce* examination Board to be NOT SATISFACTORY, the research scholar may opt to reappear for the *viva - voce* examination at a later date, not later than six months from the date of the first *viva - voce* examination. On the second occasion, the *viva - voce* Examination Board shall include an additional examiner nominated by the Vice-Chancellor.
- 17.5. If the performance of the candidate at the *viva - voce* examination on the second occasion is also reported to be NOT SATISFACTORY, the registration shall stand cancelled.
- 17.6. On satisfactory completion of the *viva - voce* examination, the candidate shall submit a copy of the thesis in CD-ROM, certified by the supervisor that all the corrections, if any, have been duly incorporated as suggested by the examiners, for UNIVERSITY ARCHIVES. A soft copy of the final approved thesis shall be sent to the UGC for hosting the same in INFLIBNET so as to make it accessible to all research institutions / universities.

## **18. Award of Ph.D. Degree**

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

## **19. Publication of Thesis**

Papers arising out of the thesis may be published by the research scholar. However, the thesis as a whole shall not be published by the candidate without the specific written permission from the university.

<b>S.No.</b>	<b>ANNEXURES</b>	<b>No.</b>
1.	Format for course work completion certificate	I
2.	Application form for recognition of Research Supervisor	II
3.	Format for half yearly progress report of the Ph. D. programme	III
4.	Application for Ph. D. course work examinations	IV
5.	Format for application of synopsis	V
6.	Format for title page of the Synopsis, Thesis	VI (a)
	The wrapper color of the Ph. D. Thesis faculty wise	VI (b)
7.	Format for declaration by the candidate	VII
8.	Format for certificate by the Research Supervisor	VIII
9.	Application of submission of Thesis	IX (a)
	No dues certificate	IX (b)
10.	Format for Ph. D. Thesis adjudication proforma	X

**ANNEXURE – I**

**COURSE WORK COMPLETION CERTIFICATE**

Certified that \_\_\_\_\_ a candidate for Ph. D. in \_\_\_\_\_ in Vinayaka Mission's Research Foundation (Deemed to be University), Salem, working under my guidance, has completed the course work by way of doing the required material collection, review of literature and preparing for the research methodology etc., by putting attendance for a period of 45 days in the academic year \_\_\_\_\_ at \_\_\_\_\_.

Signature of the Research  
Supervisor with address & seal

Signature of the Head  
of the Institution with address & seal



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

**Declared Under Section 3 of the UGC Act, 1956**

**Application for recognizing as eligible research supervisor**

**ANNEXURE – II**

1. Name in BLOCK Letters:

.....  
(as entered in the qualifying degree certificate)

2. Designation and present official address:

.....  
.....  
.....

PIN ..... Phone ..... Mobile .....

(with area code)

3. Permanent address:

.....  
.....  
.....  
.....

PIN ..... Phone ..... Mobile .....

(with area code)

4. Address for communication: :

.....  
.....  
.....  
.....

PIN ..... Phone ..... Mobile .....

(with area code)

5. a) Date of Birth: ..... b) Age: .....  
c) Probable Date of Superannuation: .....  
d) Email id: .....

Affix your passport  
size photograph

6. . Academic Qualification (Details of all the degrees taken, starting with the highest degree)

[Please attach attested copies of all the degree certificates]

Degree	Year	University	Subject	Faculty	Class/Division	Mode: Regular/ Dist. Edn. etc.,
a) Ph.D.						

7. Teaching experience (Regular)

Programme	Year(s) (From – To)	Institution	University	Subject
Postgraduate				
Graduate				

8. Research experience

	Year(s)	Institution	University	Subject	No. of papers published in Referred / indexed journals
Ph.D.					

9. Ph.D. details

University	Subject & title of thesis	Faculty/ Division	Date of Viva - Voce

10. List of publications after the award of the Ph.D. degree, in referred/indexed journal(s)  
(If needed an additional sheet may be used)

S. No.	Title of paper	Names of all authors in actual sequence	Name of the journal	Page No.	Vol. No.	Year

11. Subject / Division and Faculty in which supervisorship is presently sought:

Subject (Division):

Faculty:

12. Particulars of supervisorship held (in this and all other Universities)

S. No.	University	No. of candidates		Remarks (if any, on completion date etc)
		As Supervisor	As Co - Supervisor	

Date:

Seal

Signature

Forwarded

Head of the Department  
Name in BLOCK LETTERS:

Date:

Seal

Head of the Institution  
Name in BLOCK LETTERS:

Date:

Seal

**ANNEXURE – III**

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

**(Deemed to be University)**

**HALF YEARLY PROGRESS REPORT** (From \_\_\_\_\_ To \_\_\_\_\_ )

The progress report shall be submitted by the candidate before the Doctoral Committee accompanied by a report by the candidate about the work carried out during the period of this report (in about 300 words). The same shall be duly signed by the Research Supervisor, co-Research Supervisor (if applicable) and member(s) of the DC.

- (i) One copy is to be retained by the Research Supervisor, one copy by the candidate and one copy to be submitted to the Controller of the Examinations once in six months, immediately after placing before the DC constituted for the candidate.

**Note:** Failure to submit two consecutive six monthly progress reports will entail the cancellation of registration of the candidate by the Vice – Chancellor on a report made by the Research Supervisor and /or the Controller of Examinations in this behalf.

<b>1. Particulars about the candidate:</b>										
(a) Name	:									
(b) Designation	:									
(c) Institution where working	:									
(d) Period of the report	:	From:							To:	
(e) Date of provisional registration with university reference	:									
<b>2. Registration Details:</b>										
(a) Category of registration	:	PT		FT		Internal		External		
(b) Has the provisional registration been confirmed	:	Yes	<input type="checkbox"/>					No	<input type="checkbox"/>	
(c) If yes, give university approval Reference	:									



<b>3. Particulars of the Research Supervisor</b>		
(a) Name	:	
(b) Designation	:	
(c) Institution where employed	:	
<b>4. Particulars of the Co-Research Supervisor (if applicable)</b>		
(a) Name	:	
(b) Designation	:	
(c) Institution where employed	:	
<b>5. Particulars of the DC Members</b>		
1. (a) Name	:	
(b) Designation	:	
(c) Institution where employed	:	
2. (a) Name	:	
(b) Designation	:	
(c) Institution where employed	:	
<b>6. Name of Department\Institution where research is conducted</b>		
<b>7. Area of work and tentative title of the proposed thesis</b>		
<b>8. Details of progress of research</b>		
(a) Whether the candidate's report in quadruplicate is enclosed	:	
(b) Whether report have been published (If yes, furnish details)	:	
(c) Whether seminars/ conferences attended	:	
(d) Whether completed the prescribed course work if yes, how many	:	

<b>9. Has the fee been paid up to date:</b>				
<b>10. Remarks of the Research Supervisor:</b> (√)				
(a) Attendance:	Satisfactory		Not satisfactory	
(b) Progress:	Satisfactory		Not satisfactory	
(c) Expected time of completion of thesis:	Satisfactory		Not satisfactory	

11. Whether the Research Supervisor agrees with the scholar's report: (if no, please give reasons)

12. Whether the co-supervisor agrees with the scholar's report: (if no, please give reasons)

I / we hereby certify that a candidate has put in necessary attendance and shown progress in his/her research and he/she may be permitted to continue research.

Signature of the Research Supervisor  
with seal

Signature of the Co-Supervisor  
with seal (if any)

Signature of the DC Member  
with seal

Signature of the DC Member  
with seal

Signature of the Head of the  
Department with seal

Signature of the Head of the  
Institution with seal

Date:  
Place:

Signature of candidate

**ANNEXURE – IV**

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

**(Deemed to be University)**

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

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

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

Name of the Research Supervisor :

Details of Papers to be written in this  
session

Paper I – Research Methodology

Paper II – Area of Research

Paper III – Subject of Specialization

Details of examination fees paid : DD for Rs. 15,000/-  
DD No. dt.  
Bank Branch

Present Address for communication :

E-mail ID:

Phone No:

Date:

Signature of the Research Supervisor  
with seal

Signature of the candidate

Note : DD to be drawn in the name of "VMU Ph.D account", payable at Salem.

**ANNEXURE – V**  
**VINAYAKA MISSION’S RESEARCH FOUNDATION, SALEM**  
**(Deemed to be University)**  
**Application for Submission of Synopsis of Ph.D Thesis**

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

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

8. Date of the provisional registration : :
9. Whether successfully completed the Pre. Ph. D written examination : Yes/No  
(Copy of the evidences to be enclosed)
10. Details of the Research Supervisor  
Name :  
Institution where working : Place :
12. Title of the thesis (In Block Letters) : :
13. Synopsis submission fees of Rs.10000/- DD.No :  
payment details : Date :
14. Signature of the Candidate : :
15. Signature of the Research Supervisor : :
16. Signature of the Head of the Department  
where the candidate / Research Supervisor is working : :
17. Signature of the Head of the Institution / Principal / Dean, where the candidate /  
Research Supervisor is working for the Ph.D degree : :

Note : DD to be drawn in the name of “VMU Ph.D account”, payable at Salem.

**ANNEXURE – VI(a)**

**MODEL FOR COVER AND TITLE PAGE OF Ph.D. SYNOPSIS/THESIS,**

---

( Title of the thesis as approved by the University - First letter of each word in capital )

---

*Thesis submitted in partial fulfillment for the award of degree of  
Doctor of Philosophy in \_\_\_\_\_*

(In small letters in two lines)

*By*

\_\_\_\_\_  
(Candidate's name with initial only)

*Under the guidance of*

\_\_\_\_\_  
(Research Supervisor's name)



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

\_\_\_\_\_  
(Month & year of submission)

**ANNEXURE – VI(b)**

**The wrapper colour of the Ph. D. Thesis Faculty wise**

Medical	-	Yellow
Engineering & Technology	-	Pink
Commerce & Management	-	Dark green
Homeopathy	-	Lavender
Nursing	-	White
Pharmacy	-	Sky blue
Physiotherapy	-	Light green
Allied Health sciences	-	Lime yellow
Education	-	Rose
Physical education	-	Orange
Humanities & Arts	-	Brown
Science	-	Violet

**ANNEXURE – VII**

**DECLARATION BY THE CANDIDATE**

**Declaration**

I, \_\_\_\_\_ declare that the thesis entitled  
(name of the candidate)  
“ \_\_\_\_\_ ” submitted by me for the award  
(Title of the thesis)  
of Degree of Doctor of Philosophy is the record of research work  
carried out by me during the period \_\_\_\_\_ under the  
(month & year of commencement & completion)  
guidance of Dr. \_\_\_\_\_ and that has not formed the basis for  
(name of the Research Supervisor)  
the award of any other degree, diploma, associateship, fellowship  
or any other similar titles in this or any other institution of higher  
learning.

Place :

\_\_\_\_\_  
(Signature of the candidate)

Date :

ANNEXURE – VIII

CERTIFICATE BY THE RESEARCH SUPERVISOR

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Place) \_\_\_\_\_

(Date) \_\_\_\_\_

(Name & official address of Research Supervisor)

Certificate

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

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

\_\_\_\_\_  
(Signature & official seal of the Research Supervisor)



**ANNEXURE – IX(a)**

**Vinayaka Mission’s Research Foundation, Salem**

**(Deemed to be University)**

**Application form for submission of Thesis**

**1. Name of the Candidate (In Block Letters as in the PG Degree Certificate) :**

**2. Department & Register Number :**

**3. Address, Mobile. No., email address (For communication) :**

**4. Title of the Thesis :**

**5. Date of submission of synopsis :**

**6. Name, Designation and full address of Research Supervisor with email id and mobile no. :**

**7. Thesis submission fees payment details :**                      **Amount:**                      **D. D. No. :**  
**Date :**

Signature of the Candidate

Signature of the Co- supervisor  
(if any) with seal

Signature of the Research Supervisor  
with seal

Signature of the Head of the  
Department with seal

Signature of the Head of the  
Institution with seal

Note : DD to be drawn in the name of “VMU Ph.D. account”, payable at Salem.

**ANNEXURE – IX(b)**

**Vinayaka Mission’s Research Foundation, Salem**

(Deemed to be University)

**No Due Certificate**

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

Certified that Mr/Ms ..... Department.....

College ..... Ph.D Registration No. ....

has no dues in the following Departments.

S.No	Department	Remarks	Name and Signature
1	Library		
2	Laboratory		
3	Accounts		

**Dated:**

**Forwarded to COE**

Signature of the Research  
Supervisor with date & seal

Signature of the Head of the  
Department with date & seal

Signature of the Head of the  
Institution with date & seal



## ANNEXURE – X

### **Vinayaka Mission's Research Foundation, Salem. (Deemed to be University)**

#### Ph.D., THESIS ADJUDICATION REPORT

1. Name of the candidate : \_\_\_\_\_  
2. Discipline : \_\_\_\_\_  
3. Title of the Thesis : “ \_\_\_\_\_  
\_\_\_\_\_ ”

4. Adjudicator's Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin code

Phone No :

Mobile No

E-mail ID :

Please enclose the detailed report on the strengths and weaknesses of the thesis. (200 – 300 words)

#### Final Recommendation

**I recommend that**

**The thesis be accepted in the present form**

**The thesis be revised and resubmitted**

**The thesis be rejected**

**Also I recommend that**

**The thesis be published in the present form**

**The thesis published after revision in the light of the report**

**The thesis is not allowed / worth for publication**

**Date**

**Signature of the Adjudicator**