

**OFFICE OF THE REGISTRAR**  
JAMIA HAMDARD  
(Deemed to be University)  
Hamdard Nagar, New Delhi-110062

No.: AS/ATR-42(AC)/JH-5/2021  
31<sup>st</sup> May, 2022

**NOTIFICATION**

In continuation of earlier resolution adopted by the 42<sup>nd</sup> AC in its meeting held on 15/12/2021 w.r.t. adoption of the revised bye-laws governing the award of PhD degree at Jamia Hamdad and subsequent notification of even no. dated 17<sup>th</sup> January 2022 issued to this effect, the Vice-Chancellor has accorded approval to the minor incorporation as suggested / proposed by the Advisor (Research) as under:

**Clause 6, 6.1, the following is incorporated as fourth para:**

“Limited number of additional seats may be allocated under the faculty members who have been sanctioned research staff in the sponsored research / consultancy project for the duration of two years or more and the research staff have been sanctioned in the project. Such cases will be processed through the office of the Advisor (Research) with due approval of the Competent Authority.”

**Clause 4.7:**

“Entrance Test will be conducted by the Schools” has been amended as “Entrance Test will be conducted by the School/Jamia Hamdard Admission Committee.”

**The following formats have also been revised / incorporated:**

1. Formats for PhD thesis proposal (Annexure-I) and PhD thesis synopsis (Annexure-IV) have been revised to take care of comments of some experts.
2. Format for Recommendation of SRAC for thesis submission (Annexure-III) has been revised.
3. A format for undertaking on revision of thesis has been prepared (Annexure-VIII).

The above is notified for implementation and further action to all concerned and the same will be reported to the SC/AC for confirmation.

*Sd*  
REGISTRAR

Copy to:

- All Deans of Schools
- All HoDs/Directors/Principal
- Controller of Examinations
- Director, IQAC
- Coordinator, PhD Programme, JH
- Foreign Students Advisor
- A.R. / Secretary to Vice-Chancellor
- P.A. to Registrar
- Guard File

*(S.S. Akhtar)*  
REGISTRAR  
*31-5-22*  
*1-4*



# Jamia Hamdard PhD Ordinance 2021

**As per UGC University Grants Commission (Minimum Standards and Procedure for Award of MPhil/PhD Degrees) Regulations, 2016.**

**Approved at the 14<sup>th</sup> meeting of the Board of Management (BoM) of Jamia Hamdard held on 27<sup>th</sup> December 2021.**

@Jamia Hamadrd – March 2022  
**JAMIA HAMDARD**

## **PhD Ordinance 2021**

These Regulations (“Jamia Hamdard PhD Ordinance 2021”) will apply to PhD Programmes in all the disciplines in various Schools and Campuses of Jamia Hamdard. The “Jamia Hamdard PhD Ordinance 2021” has amalgamated the University Grants Commission (Minimum Standards and Procedure for Award of MPhil/PhD Degrees) Regulations, 2016 and its amendments issued by the UGC from time to time and resolutions of statutory bodies of Jamia Hamdard.

### **1. Short title, application and commencement**

These Regulations will be named as ‘Jamia Hamdard PhD Ordinance 2021’. Provisions contained in this Ordinance shall apply to all Schools/Centers of Jamia Hamdard and shall come into force from the date of its approval by the Board of Management (BoM) of Jamia Hamdard.

### **2. Eligibility criteria for admission to PhD programme**

Subject to the conditions stipulated in these Regulations, the eligibility criteria for admission to the Doctor of Philosophy (PhD) programme of Jamia Hamdard in various disciplines will be as under:

- 2.1. Candidates for admission to the PhD programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the UGC/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.
- 2.2. A relaxation of 5% of marks 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 UGC from time to time, or for those who had obtained their Master's degree prior to 19<sup>th</sup> September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

### **3. Duration of the PhD programme**

- 3.1. PhD programme shall be for a minimum duration of three years including course work and a maximum of six years. The duration of Part-time Ph.D. programme has been mentioned under relevant provisions of this Ordinance elsewhere. The date of admission/registration to PhD programme shall be considered the date on which the candidate actually joins the Department after completing all the formalities within the

stipulated time period and deposits all fees as indicated in the admission offer. Failure to do so will forfeit her/his claim for admission. The date of joining will be reported to the Student Research Advisory Committee (SRAC) by the Supervisor through the Head of the Department and the same will be recorded in the minutes of the first SRAC meeting.

- 3.2. After six years, a registered PhD scholar will be automatically deregistered. A deregistered scholar who has already passed the PhD Course work examination within the stipulated time period, had been having regular SRAC meetings and has paid all the fee dues will be entitled for re-registration within 2 (two) years of deregistration after payment of a re-registration fee of Rs. 10,000 or as revised from time to time. A re-registered scholar will be allowed to submit thesis within one year of re-registration subject to fulfillment of all the requirements as laid down in this Ordinance, on recommendations of the SRAC and payment of programme fee of one year and examination fee at the prevailing rates.
- 3.3. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years in the maximum duration.

#### **4. Procedure for admission**

- 4.1. There shall be a separate advertisement/call for admission to PhD programme offered by Jamia Hamdard on the university web site and in at least one English language national newspaper two times in a given calendar year. Preparation of the advertisement for the newspaper/website and all PhD related matters of a particular School shall be dealt by the Dean of the School. The University Research Advisory Committee (RAC) shall be responsible for coordinating the PhD admission process of various Schools of the University in consultation with the Deans, and with approval of the Competent Authority. The university Prospectus for admission shall contain information about PhD programme in various disciplines, eligibility, mode of admission, fee etc.
- 4.2. Admission window will be open in two slots in a year- (1) February 01 to March 31, and (2) August 01 to September 30. Deans of Schools in consultation with the Departments/centers will complete all the formalities of PhD admissions within these slots.
- 4.3. At the School level admission will be managed by the Dean. Information with regard to admission and all other information up to the award of degree will be maintained by the Office of the Dean of the concerned School. A separate file for each research scholar shall also be maintained by the concerned Department/Center which will also contain updates on the status of payment of fees and other dues.
- 4.4. Each Department shall decide a predetermined and manageable number of PhD scholars to be admitted in each cycle depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio, teaching load, laboratory, library and such other facilities. Department/Subject-wise vacancies will be notified on the website along with advertisement for admission.

- 4.5. There will be supernumerary seats for foreign nationals and admission will be open throughout the year for them. The quota of supernumerary seats in each subject will be as per provisions of UGC/Government of India or as approved by the statutory bodies of the University. Admission of foreign nationals will be coordinated by the Office of the Foreign Students' Advisor (FSA) in consultation with the Dean of the respective School.
- 4.6. Admission will be in two stages: (i) Entrance test, followed by (ii) interviews, where the weightage will be 80% and 20% for entrance test and interviews, respectively. There shall be separate interview board for each Department of a School, where the presence of Head of the Department, a Professor/Associate Professor and teachers intending to take a scholar for supervision for PhD thesis shall be mandatory. The entire process shall be supervised by the Dean of the School or a person nominated by the Dean from a Department from the School concerned or from a different School. Concerning the entrance test, all matters will be routed through the Dean for the approval/instruction of the Competent Authority.
- 4.7. Entrance test will be conducted by the Schools/Jamia Hamdard Admission Committee. The syllabus of the Entrance test shall consist of 30% weightage to Research Aptitude Test, and remaining 70% weightage shall be subject specific assessment. Candidates with UGC-NET JRF/UGC-CSIR NET/JRF SLET or having qualified any other national level test post-master course with fellowship accepted as equivalent by Jamia Hamdard will be exempted from the subject specific component of the entrance test. Candidates with teacher fellowship, Jamia Hamdard teachers/staff officially permitted to pursue PhD degree programme in a relevant subject area which will be beneficial to their respective Departments will also be exempted for subject specific component of the entrance test. There will be no other exemption for entrance test for any category of staff including research staff appointed in sponsored research projects. The syllabus for Research Aptitude will be developed by the Advisor (Research) with the approval of the Academic Council. The syllabus of subject-specific test will be developed by the concerned Dean in consultation with the Heads of the Department and the same will be approved by the School Board. The syllabi of the Research Aptitude test and subject-specific test will also be uploaded on the University website for the benefit of aspiring candidates.
- 4.8. The Entrance Test shall be qualifying with a minimum of 50% qualifying marks in aggregate. For the exempted category of candidates, weightage of Research Aptitude Test paper will be treated as 100%.
- 4.9. There will be no entrance test for foreign nationals. However, Departments may choose to have an online/offline interaction of foreign national applicant/s with faculty members interested to take up the student, and to judge the eligibility criteria and research aptitude of the applicant. For foreign nationals from the countries from non-English speaking countries Jamia Hamdard may conduct English proficiency course on payment basis.
- 4.10. Short-listed candidates (Indian nationals) will be called for an interview/interaction to be organized by the Dean of the School. The Interview Board shall comprise of Head of the Department as the Chairman, a senior Professor/Associate Professor of the Department;

eligible Supervisors who have shown their willingness to guide PhD scholars; a person nominated by the Dean and a subject expert from outside of Jamia Hamdard at Professor or equivalent level. At the interview, the candidates will be required to discuss their research interest/area. The interview board shall assess the research orientation of the candidate, familiarity with the subject area, technical know-how and the feasibility of the proposed research.

- 4.11. There will be no interview/interaction for teacher candidates, and Jamia Hamdard staff permitted officially.
- 4.12. The recommended list of the shortlisted candidates in order of merit shall be handed over by the Chairman of Interview Board to the Dean preferably on the same day.
- 4.13. Reservation policy in PhD admission will be as applicable in Jamia Hamdard as a recognized minority educational institution.

## **5. Allocation of Research Supervisor**

- 5.1. A regular Professor of the university with proven academic and research credentials as evidenced by published work in refereed journals and any regular Associate/Assistant Professor with a PhD degree and at least two research publications in refereed journals can be a Research Supervisor.

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

- 5.2. Only a full time regular teacher of Jamia Hamdard can act as a Supervisor. The external Supervisors will not be allowed. However, Co-supervisor(s) can be allowed in inter-disciplinary areas from other departments of Jamia Hamdard or from another related institutions which have signed agreement/memorandum of understanding (MoU) with Jamia Hamdard. The selection of Co-supervisor shall be done in the SRAC meeting as per criteria as outlined above (5.1) or as recommended by SRAC citing reason thereof.
- 5.3. 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/School/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Organizations.
- 5.4. Teacher under probation and those under contractual appointment shall not be recognized as Research Supervisor. However, they may be recognized as Co-supervisor. A teacher who has less than three years for her/his superannuation will not be appointed as Research Supervisor. However, he/she can be appointed as Co-supervisor.

- 5.5. Subject-wise recognition of the Supervisor/Co-supervisor will be considered by the Board of Studies (BoS) of the Department and recommended to the Academic Council for approval. For granting the recognition the BoS will consider qualification, experience and publications which will be submitted with a written request. In case a teacher desires to be considered for recognition at another Department of Jamia Hamdard the same procedure shall be followed by the BoS of that department. Recognition will be a one-time process which may be revoked on the written request of the Supervisor/Co-supervisor or other such circumstances which the BoS may record and intimate to the School Board and Academic Council. In case there is proposal for induction of a Co-supervisor from an institution/university which itself awards PhD degree requirement of MoU may be waived off and induction may be permitted on case to case basis. However, he/she will also be required to be approved by the BoS in the manner as indicted above. A no objection certificate/approval from the institution/university of the proposed Co-supervisor will be required to be produced at the BoS meeting.
- 5.6. Departments will finalize the allocation of scholar-wise Supervisor within one month of the selection of candidates for admission.

## **6. Number of Scholars**

- 6.1. A Research Supervisor who is a Professor, at any given point of time, cannot guide more than eight (8) PhD scholars including scholars from other schools/ centers or other organizations, if any.

An Associate Professor as Research Supervisor can guide up to a maximum of six (6) PhD scholars and an Assistant Professor up to a maximum of four (04) PhD scholars subject to the above mentioned criteria.

These numbers shall include all categories of scholars (teacher candidate/staff/foreign nationals/MoU institution category candidates). The supernumerary seats for foreign national will be subject-specific not Supervisor-specific.

Limited number of additional seats may be allocated under the faculty members who have been sanctioned research staff in the sponsored research/consultancy project for the duration of two years or more and the research staff have been sanctioned in the project. Such cases will be processed through the office of the Advisor (Research) with due approval of the Competent Authority.

- 6.2. A teacher of Jamia Hamdard cannot act as Co-supervisor for more than ten (10) PhD scholars at a given time.
- 6.3. There cannot be more than three (03) Co-supervisors in a PhD thesis.



## 7. Student Research Advisory Committee (SRAC)

7.1. For each PhD Scholar, the allocated Research Supervisor will constitute a Student Research Advisory Committee (SRAC) within one month of allotment of the PhD student. The SRAC, which will be chaired by the Research Supervisor, will monitor the progress of the scholar throughout her/his enrollment as a scholar at Jamia Hamdard. The Research Supervisor shall be responsible for keeping record of all activities and attendance of the Research Scholar. The SRAC will have the following broad functions:

- (i) To review the research proposal of the scholar for PhD thesis and suggest changes, if necessary and to finalize the topic and proposal of the thesis. The Scholar will be required to submit the PhD Thesis Research Proposal as per the format (Annexure - I). The proposal will be revised by him/her as per the suggestions of the SRAC which will endorse it and the same will be signed by all the Members of SRAC. Any change in thesis work proposal shall require approval of the SARC.
- (ii) To consider and recommend proposed Co-supervisor and inclusion of additional Co-supervisor(s) keeping in view the objectives and work plan of the thesis.
- (iii) To approve elective papers for the PhD Course work.
- (iv) To guide the research scholar to develop the study design and methodology of research.
- (v) To periodically monitor the progress of scholar and to make recommendations for improvement of research outcome.
- (vi) To recommend temporary attachment with other institute/university in India or abroad for undertaking specific experiment/study for which facilities are not available in Jamia Hamdard.
- (vii) To recommend submission of thesis when the scholar meets all the requirements as laid down in this Ordinance and completes his /her research work as approved by the SRAC.
- (viii) To recommend the panel of examiners' for adjudication of PhD thesis of the scholar.

7.2. The composition of SRAC will be as follows:

a) Supervisor	Chairman and Convener
b) All Co-supervisors	Member
c) One teacher of the Department	Member
OR	
A faculty from another Department or School	Member
d) One Subject expert from other	Member
University/Research Institute/ Organization/Industry	

While selecting the Subject Expert the Supervisor shall not select a member below the level of Associate Professor or equivalent position.



The constitution of SRAC will be notified by the Head of the Department. A copy of notification will be sent each to the Dean of the School, Advisor (Research), Controller of Examinations and Finance Officer.

Any change in composition of SRAC will be notified by the Head of the Department and copy of the same will be sent to all concerned as mentioned-above.

- 7.3. At least three members namely, one of the Supervisor/Co-supervisor, a faculty member of Jamia Hamdard who is the member of SRAC, and the External Subject expert will form the quorum to conduct the SRAC meeting. A Co-supervisor with the consent of the Supervisor and approval of the Head of the Department may also convene the SRAC meetings in case the Supervisor is not available.
- 7.4. After completion of admission formalities the scholar will submit filled-in enrollment and PhD registration form(s).
- 7.5. The first meeting of the SRAC should be convened within two months of admission of the scholar. The meeting of SRAC will be conducted at a six-monthly interval. A minimum of six (06) SRAC meetings including the final/pre-submission SARC meeting will be required to be conducted before submission of thesis. SRAC meeting may also be conducted online. There should a gap of at least six months between two meetings of the SRAC.
- 7.6. Honorarium and TA/DA to the external subject expert will be paid as per the university norms from the Departmental budget allocated for the purpose.

## **8. PhD Coursework**

- 8.1. Completion of the Coursework will be a prerequisite for PhD thesis submission. A scholar admitted to the PhD programme shall be required to complete the coursework during the initial one or two semesters. In case a scholar fails to pass PhD coursework in two attempts, her/his admission will be cancelled. However, such a scholar will be eligible for re-admission as a fresher.
- 8.2. The credit assigned to the PhD coursework shall be 12 credits. All courses/papers prescribed for PhD course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Academic Council of Jamia Hamdard on the recommendation of the concerned Board of Studies.
- 8.3. A minimum of four (04) credits shall be assigned to the Compulsory Paper on Research Methodology. Out of four credits of this compulsory paper a component of two (02) credits will be assigned to Compulsory Module on “Research and Publication Ethics” (as notified by the UGC). Detail of this Component is annexed as Annexure – II with this Ordinance. The remaining two (02) credits of the Research Methodology paper shall comprise the content broadly covering an ‘introduction to the concept of research,

research hypothesis, types of research, quantitative and analytical methods used in research, application of computers and other IT tools in research and other topics of general interest pertaining to research’.

- 8.4. The other two papers of PhD Coursework shall be of advanced level relevant to the topic of approved PhD proposal as recommended by the SRAC. One of the papers may also be opted at other Department/School.
- 8.5. Each PhD Coursework paper shall carry 04 (four) credits and 100 marks. Internal Assessment weightage will be 25%. Internal Assessment may involve written test, case study, review paper or written assignment. The mode of Internal Assessment will require approval of SRAC. Internal assessment shall be the responsibility of the Research Supervisor in consultation with the concerned subject teacher.
- 8.6. Classes for PhD coursework may be conducted in classroom, tutorial, or by online mode.
- 8.7. Candidates already holding an MPhil Degree admitted to the PhD programme and have already completed the coursework during MPhil course may be exempted from the PhD coursework. However, exemption will be subject to grant of equivalence of course/credit by Jamia Hamdard.
- 8.8. Candidates who completed PhD coursework from other recognized University/Institution and have joined Jamia Hamdard PhD programme may also be exempted after curriculum and credit equivalence verification by Jamia Hamdard.
- 8.9. PhD Coursework examination shall be conducted by the Dean of the School in consultation with the Office of the Controller of Examinations at least two times a year as per the approved Academic Calendar.
- 8.10. A PhD scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the coursework in order to be eligible to continue in the programme and submit the thesis.
- 8.11. The final marks/grades shall be communicated to the Controller of Examination for declaration of results and preparation of mark sheets.

## **9. Pre-requirements for PhD thesis submission**

The following will be pre-requirements for PhD thesis submission:

- a) Completion of PhD coursework as per provisions outlined in this ordinance.
- b) Fulfillment of attendance criteria as notified by the UGC/Jamia Hamdard.
- c) Publications and participation in conferences/symposiums/seminars as per requirement.

- d) Recommendation of SRAC for submission of thesis as per format (Annexure – III).
- e) Payment of all annual/semester fees and fines and dues, if any.

## **10. Submission of PhD thesis**

- 10.1. A scholar will be allowed to submit PhD thesis on completion of all the pre-requirements as mentioned above after payment of prescribed evaluation fee.
- 10.2. A scholar will submit duly signed three (03) copies of spiral or glue bound thesis along with three (03) copies of Summary & Conclusions in the Examination Section. These draft copies of thesis and Summary & Conclusions may be printed on both sides of the pages but in a double space and not smaller than 12 font size as per the approved format.
- 10.3. The following documents in original or copies thereof, as applicable, will be required to be submitted along with thesis.
  - a) Three copies of approved PhD thesis proposal with signatures of SRAC members on each page (As per Annexure - I).
  - b) Three copies PhD thesis Synopsis in 1200-1500 words (4-6 double spaced printed pages). Format of Synopsis is given in Annexure - IV.
  - c) Recommendation SRAC for submission thesis containing details of attendance, publications and conference/seminar/symposium (As per Annexure – III).
  - e) Plagiarism check report as per the format (Annexure –V).
  - f) Complete thesis and Summary & Conclusions in soft copies as separate files in a pen drive or CD/DVD in .pdf file format duly marked.
  - g) No dues certificate (Annexure - VI).
  - h) Migration certificate from institution/university from where qualifying course has been passed. Not required in case the scholar has passed it from Jamia Hamdard.
  - i) Copies of final year/semester fee and thesis evaluation fee.
  - j) PhD Coursework completion certificate and marksheet.
- 10.4. After verification of documents and other details the Examination Section will issue an acknowledgement of submission of thesis.

## **11. Evaluation of thesis and award of degree**

- 11.1. Immediately after conduct of final SRAC meeting or submission of thesis, Supervisors will submit a list of six (06) to eight (08) examiners along with their full contact detail (address, phone number and e-mail ID), designation and field of specialization to the Examination Section. Examiners from abroad may also be included in the panel. However, examiner should not be below the rank of an Associate Professor or an equivalent rank working in the area or broad area of PhD thesis research. It is advisable that Supervisors seek consent of prospective examiners before forwarding their names to the Examination Section to avoid delay in the adjudication process.

The following categories of individuals cannot be examiners.

- a) Near relatives of the scholar (father, mother, sibling, spouse, in-laws, grandparents)
- b) Supervisor of the Supervisor
- c) The faculty/scientist who has been mentored by the Supervisor for PhD Degree
- d) Jamia Hamdard faculty (in-service, superannuated or a former employee)
- e) SRAC members
- f) Faculty member or scientist below the level of Associate Professor or equivalent grade.

While accepting the Examinership the Examiner will declare that ‘there is no conflict of interest and he/she does not have any of the above relationships’.

- 11.2. At least three (03) Examiners appointed by the Competent Authority will be contacted by the Examination Section for their consent to evaluate the thesis along with Summary & Conclusion of the thesis. Upon receiving their consent the thesis (soft copy/hard copy) will be mailed to the approved Examiners along with blank adjudication report format (Annexure – VII) and remuneration bill form. A time of eight (08) weeks will be given to the Examiners to submit the evaluation report. First reminder will be sent after 6 weeks, followed by a second reminder on completion of 08 weeks after sending the thesis. If no response is received after one month of the second reminder, another Examiner may be appointed from the approved panel. The Examiner who did not respond may be informed not to proceed further and no remuneration will be paid to her/him. There will be no requirement of report from the Supervisor/Co-supervisor.
- 11.3. In case at least two positive reports have been received with ‘no’ or ‘minor revisions’ and both the examiners give specific recommendations for conducting the *viva-voce* examination the open/public *viva voce* examination will be conducted by the appointed Examiner. However, the scholar will be required to submit responses and the revised thesis before the *viva voce* examination and the same will be reported during the *viva voce* examination. The Examination Section will share comments of the Examiners with the Supervisor anonymously for revision of the thesis, if any. A certificate certifying that all the revisions have been made will be required to be submitted to the Examination Section before the conduct of the *viva voce* examination (format is given as Annexure - VIII).
- 11.4. If the evaluation report of one of the external examiners is unsatisfactory and does not recommend *viva-voce* examination, the scholar will be required to address and respond to the concerns of the examiner. If the examiner is not satisfied with the response of the scholar, improved thesis will be sent to the 4<sup>th</sup> External Examiner out of the approved panel of Examiners and the *viva-voce* examination shall be held only if the report of the latest Examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the Research Supervisor shall be sent the observations of the 4<sup>th</sup> Examiner and the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the

degree. Such a candidate will not be eligible for re-admission in Jamia Hamdard in PhD or any other course.

- 11.5. The open/public *viva-voce* of the research scholar to defend the thesis shall be conducted by the Research Supervisor in the Department. The Head of the Department will be the Coordinator of the *viva voce* examination. Invitation will be sent to faculty members, scholars, and members of the SRAC. The *viva voce* examination panel will be as follows.
- i. Head of the Department
  - ii. External Examiner
  - iii. Supervisor(s)

Presence/participation of External Examiner will be mandatory. Viva voce examination may also be conducted online, in case it is not possible to conduct it in the Department. Permission to conduct online *viva voce* should be obtained by the Supervisor from the Dean of School with justification. The *viva voce* examination report in the prescribed format (Annexure – IX) will be forwarded to the Controller of Examinations for further necessary action. Upon approval of the recommendation of *viva voce* examination panel the Examination Section will issue a notification as per the format subject to condition that the thesis has been uploaded on the INFLIBNET (Shodhganga) portal as per the format (Annexure – X) and a hard copy of the thesis (revised, if applicable) has been submitted along with a soft copy of thesis on CD/DVD as per format. Research Supervisor will be required to certify that the Research Scholar has incorporated all the changes and the revised thesis (hard copy and .pdf version) has been checked by him before submission.

## **12. PhD through distance mode/part-time**

- 12.1. Jamia Hamdard shall not conduct PhD Programme through distance mode.
- 12.2. Part-time PhD can be allowed in subject areas as per UGC guidelines and provided that all conditions mentioned in the extant PhD Ordinance have been met.
- 12.3. Part-time PhD programme will be offered in the subjects which do not require laboratory or clinical investigations and the concerned Statutory Council has not barred PhD in part-time mode. Proposal for the part-time PhD programme recommended by the BoS and School Board will require approval of Academic Council and Board of Management.
- 12.4. Minimum qualification and the eligibility for admission for these candidates will be the same as for full-time/regular candidates. Relaxation in eligibility criteria will be given as applicable to regular Ph.D. programme.
- 12.5. The following categories of candidates will be considered for admission to Part-time PhD programme.

- a). Employees of Public Sector Undertakings (PSU) or Government Departments or Research and Development Organizations or Private Industries.
  - b). Faculty members of other university/institute.
  - c). Central and State Government Employees selected through respective Public Service Commissions.
  - d). Foreign nationals on diplomatic mission in India.
- 12.6. NET/other national level test will not be essential for admission to part-time PhD programme.
  - 12.7. Interview/interaction will be the sole criteria of admission. The candidates will be required to produce 'No Objection Certificate' from their employer/institute/organization/embassy at the time of interview/interaction.
  - 12.8. The minimum duration of the Part-time PhD programme will be four (04) years. However, the maximum time span will be six (06) years.
  - 12.9. A separate fee structure will be notified for the Part-time PhD programme for Indian and foreign nationals. However, evaluation fee will be same as applicable on full-time/regular candidates.
  - 12.10. Other provisions related to Supervisor(s), SRAC, course work, attendance, publications, seminars, re-registration, submission and evaluation of thesis, award of degree etc. will be same as applicable on full-time/regular candidates time-to-time.

### **13. PhD regulations of regulatory councils**

In case a Regulatory Council notifies regulations for PhD programme in a specified discipline the same shall be followed by Jamia Hamdard through adoption at its statutory bodies with suitable modification with regard to their implementation.

### **14. Record keeping**

The University shall maintain a list of all the registered PhD students on its website on the year-wise basis. The list shall include the name of the registered scholar, topic of his/her research, name of his/her Supervisor/Co-supervisor, date of enrolment/registration. This list will be updated every year on 31<sup>st</sup> December. Departments will send updated list of on-roll PhD students with full detail to the Office of the Advisor (Research) by 20<sup>th</sup> December every year. Based on information from the Departments/Schools a master list will be compiled and uploaded on the university website by the Advisor (Research).

### **15. Operational provisions**

- 15.1. At a given time not more than two (02) students without fellowship/financial support will be permitted under a teacher of any category. In order to rationalize this number at a

given time not more than 08 scholars in a Department and 30 scholars in a School will be permitted to be admitted without fellowship/financial support. For determining the financial support the fellowship/financial support should have a tenure of minimum of two (02) years at the time of joining of the PhD scholar.

- 15.2. A PhD scholar will be entitled for a leave of 30 days in year. Leaves will lapse on yearly basis. However, in case a funding agency has notified regulation related to leave the same shall apply on the beneficiary.
- 15.3. Maternity leave to women scholars will be applicable as the provisions of fellowship or Jamia Hamdard, whichever is applicable. In addition, the women candidates may be granted Child Care Leave once in the entire duration of the programme as per the entitlement. Payment of fellowship during the maternity leave/child care leave will be governed as per the provisions of funding agency. For grant of maternity leave and child care leave, a scholar will submit her application along with relevant documents to the Office of the Advisor (Research) well in time and duly forwarded by the Research Supervisor and endorsed by the Head of the Department. A copy of order of the maternity leave/child care leave will also be required to be submitted to Dean Office for record update.
- 15.4. In order to perform/complete experiments/studies for which facilities are not available at Jamia Hamdard or research involving outstation surveys or field work in India or abroad, a PhD scholar may be allowed to spend up to six (06) months in one instance and a total one year during the whole tenure at any other Institute/University in India or abroad, subject to the recommendation of SRAC. The provisions of funding agency will govern the payment of fellowship and leave during such period of temporary affiliation. A scholar cannot claim any financial benefit from university for such an assignment. All such proposals will be processed by the Office of the Advisor (Research).
- 15.5. Under normal circumstances change of Supervisor will not be allowed after two (02) years of admission and a Co-supervisor may not be inducted after three (03) years. However, change in Supervisor can be allowed in the following special circumstances with justification.
  - (a) Supervisor dies or he/she is terminated or suspended by the University.
  - (b) Supervisor leaves Jamia Hamdard and it is reported at SRAC that thesis will not be submitted within a time span of one year. In such circumstances, Head of the Department in consultation with the scholar and existing Supervisor(s) will propose another teacher from the Department as the Supervisor. The existing Supervisor may act as So-Supervisor.
  - (c) Supervisor retires and it is reported at SRAC that thesis will not be submitted within a time span of one year. In such circumstances, Head of the Department in consultation with scholar and existing Supervisor(s) will propose another teacher from the Department as Supervisor. The existing Supervisor may continue as Co-supervisor.
  - (d) In case a Supervisor is away from Jamia Hamdard on leave/deputation for more than one year her/his role will be reversed; i.e., he/she will act as Co-supervisor and Co-supervisor



or one of Co-supervisors will assume the role of Supervisor. The same will be notified by the Head of the Department in the form of revised SRAC. If the scholar submits thesis during the leave/deputation period of Supervisor this arrangement will persist. When the Supervisor joins Jamia Hamdard he/she will assume the role of Supervisor, if thesis is being submitted after six (06) months of her/his joining.

In case the circumstances mentioned at a) and b) above the condition of thesis submission within one year is not fulfilled the original Supervisor will continue to act as Co-supervisor.

All the matters of change of Supervisor/Co-supervisor will be recommended by the SRAC and will be sent for approval of the Board of Studies and the records will be updated in the Office of the Dean and master list of the PhD scholars.

- 15.6. No regular PhD scholar will be allowed to take up full or part-time employment during the course of enrollment in PhD programme. Scholars may be engaged in teaching at the Department as per UGC/Jamia Hamdard norms.

## **16. Publications/Patents/Conferences**

- i) A PhD scholar will be required to publish at least two full-length publications from the thesis work as the first and/or equal contributor in UGC-CARE listed journals. Out of two publications at least one should be based on the original research of the scholar.
- ii) The condition of two publications will be applicable on the PhD scholars admitted on or after 01/07/2018 as notified by the University vide JH/Exam/2020/N-03 dated 11/02/2020.
- iii) PhD scholars will not be allowed to publish research work without permission of the Supervisor after he/she leaves Jamia Hamdard, and also will not include author(s) in the publications who has/have made no contribution. In case the Scholar does not adhere to this provision it will be considered an unethical and an act of misconduct and appropriate action will be initiated as per the policies of Jamia Hamdard.
- iv) A scholar will be required to attend two conferences/seminars/symposiums and present her/his research work in oral or poster presentation session as the lead author. Two or more presentations in a single event will be considered as one. There should also be a gap of at least 6 month in two events.
- v) IPR will be jointly held by the scholar/Supervisor(s) and assignee will be Jamia Hamdard in all the cases. If the work is sponsored by a government agency its guidelines shall apply in matters of IPR.

## **17. Cancellation of registration**

The registration/enrollment of a scholar shall be cancelled from PhD programme in the following circumstances.

- i. Her/his performance is not found satisfactory by the Supervisor and the same is also observed/recommended by the SRAC at least in two meetings giving an opportunity to the scholar to improve the performance in the first meeting.
- ii. He/she is absent from the Department beyond the period of allowed leave without permission of the Supervisor, under intimation to the Head of the Department and does not report even after two written reminders. The Supervisor will save communication in this regard and always copy the same to the Head of the Department and Office of the Dean.
- iii. Non-payment of fee for one year will automatically lead to cancellation of admission/registration.
- iv. Scholar takes a paid job before completion of the research work (before SRAC meeting date for the purpose of approval of submission of thesis).
- v. He/she is found to have taken admission by fake/manipulated documents and information.
- vi. He/she is found indulged in unethical research and publication practices.
- vii. He/she is implicated in disciplinary proceedings at the university or he/she is convicted by the court of law.

All the matter of cancellation will be reported to the Dean and finally will be marked to the Academic Council through the respective BoS. The cancellation will be notified by the Dean after approval by the statutory bodies of the university.

## **18. Transfer**

- 18.1. In case of relocation of a Woman PhD scholar due to marriage or otherwise, the research data may be allowed to be transferred to a University/institute to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/Supervisor from any funding agency. For utilizing data which do not pertain to a sponsored project of the Supervisor at the parent institution the scholar will take written consent of the Jamia Hamdard Supervisor and will give due credit to him/her and the institution for the part of research already done and reported in publications and patents, if any. Intellectual property interest of the Research Supervisor or the corresponding authorship (of the work done before transferring to a new institute) shall be protected.
- 18.2. Transfer of other scholars will be only after cancellation of registration. In case a Supervisor joins elsewhere and desires to take her/his scholars he/she will be allowed to do so after giving an undertaking that he/she is not taking any data where Jamia Hamdard has potential IPR stakes. A No Objection Certificate form IP Management Cell will be required for the purpose.
- 18.3. On transfer from Jamia Hamdard credit earned in the PhD course work may be taken along with and the Examination Section will issue Mark-sheet of PhD course work to such scholars.

**19. Ethics**

Scholars and Supervisors (internal and external) will be required to follow high standards of ethics in research and publications and the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) regulations 2018 and its amendments from time to time will be guiding principles in such matters.

**20. Saving clauses**

- 20.1. Award of degrees to candidates registered for the PhD programme on or after July 11, 2009 till the date of Notification of these Regulations (University Grants Commission Minimum Standards and Procedure for Award of MPhil/PhD Degrees) Regulations, 2016) issued on May 5, 2016 shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of MPhil/PhD Degree) Regulation, 2009.
- 20.2. The following clauses of this ordinance shall apply on all the PhD scholars registered in Jamia Hamdard irrespective of date of their enrollment/registration.
- i). Procedure of submission of thesis.
  - ii). Evaluation of thesis and award of degree
  - iii). Matters related to publications

**21. Depository with INFLIBNET**

- 21.1. Following the successful completion of the evaluation process and before the announcement of the award of the PhD degree, the scholar/Supervisor concerned shall submit an electronic copy of the PhD thesis in the prescribed format (Annexure – X) to the Central Library for uploading on the INFLIBNET portal so as to make it accessible to all Institutions/Colleges.
- 21.2. Prior to the actual award of the degree, Jamia Hamdard shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016 and its amendments from time to time as adopted by the statutory bodies of the university.

**22. Remedial mechanism and dispute resolution**

All the matters of dispute and issues seeking clarification will be placed before the Dean of the School and will be referred to the Office of the Advisor (Research). The Advisor (Research) will submit his/her observations and recommendations to the Competent Authority for approval and the same will be communicated to Scholar/Supervisor by the Dean of the School. In the matter requiring deliberations at the larger forum the same may be referred to the Jamia Hamdard Research Advisory Committee and Academic Council. The decision of the Competent Authority of Jamia Hamdard will be final and binding on all concerned.

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**JAMIA HAMDARD**  
Hamdard New Delhi 110062

**PhD Thesis Research Proposal**

- i) Name of the scholar: \_\_\_\_\_  
ii) Enrollment No.: \_\_\_\_\_  
iii) Department: \_\_\_\_\_  
iv) School: \_\_\_\_\_  
v) Date of admission: \_\_\_\_\_  
vi) Subject: \_\_\_\_\_  
vii) Title of proposed thesis: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- viii) Name and affiliation of the supervisor:  
ix) Name and affiliation of all the co-supervisors:  
x) Financial support/fellowship, if any:

1. Background (max. 500 words, cite relevant references):
2. Objectives (3-5):
3. Methodology including statistical analysis, if applicable (max. 500 words; cite references)
4. Expected outcome (Max. 200 words):
5. Social and economic importance, if any (200 words):
6. Bibliography (include all the references cited in proposal)

(Signature of the scholar)

(Names and signatures of all the SRAC members)

Is it the final version?: Yes/No

Date of SRAC:

# **JAMIA HAMDARD, NEW DELHI**

## **PH.D. COURSE WORK RESEARCH METHODOLOGY (COMPULSORY PAPER)**

### **SYLLABUS**

**Contact hours – 60**

**Credits – 04**

**Marks – 100**

### **SECTION – A (CREDITS -2)**

#### **UNIT I: INTRODUCTION TO CONCEPTS OF RESEARCH (10 hrs)**

- Meaning of research, attributes and types of research.
- Steps of research: Identifying a research problem and framing of research hypothesis, research planning, execution, data acquisition, analysis, interpretation.
- Research funding: Procurement of research grants and fellowships.

#### **UNIT II: RESEARCH DESIGN, DATA COLLECTION, ANALYSIS AND INTERPRETATION (10 hrs)**

- Types, sources, acquisition and interpretation of data
- Concept of Variables, Quantitative and qualitative analysis of data
- Graphical representation and mapping of data
- Common statistical tools used in scientific research (sample size determination, power analysis, normal distribution, and commonly used statistical tests)

#### **UNIT III: RESEARCH COMMUNICATION AND APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) IN RESEARCH (10 hrs)**

- ICT: meaning, advantages, disadvantages and uses
- Literature survey of the previous works and searches for articles online and in the library and common research databases
- Art of research writing: Steps to better writing, flow method, organization of material and style, drawing figures, graphs, tables, footnotes, references etc. in a research paper, different types of research papers.
- Thesis writing: its characteristics and format
- Scientific presentations (oral and poster)
- Introduction to patents and copyright.

## **SECTION – B (CREDITS -2)**

### **Research and publication ethics course**

*Research and Publication Ethics (RPE)* is a two credit course approved by University Grants Commission (UGC) for awareness about publication ethics and publication misconducts ([https://www.ugc.ac.in/pdfnews/9836633\\_Research-and-Publication-Ethics.pdf](https://www.ugc.ac.in/pdfnews/9836633_Research-and-Publication-Ethics.pdf)). It will be mandatory for research scholars of who have been admitted in PhD programme of Jamia Hamdard in any of the Schools with effect from Academic Session 2021-22.

<b>Modules</b>	<b>Unit Title</b>	<b>Teaching Hours</b>
<b>Theory</b>		
<b>RPE 01</b>	Philosophy and Ethics	4
<b>RPE 02</b>	Scientific Conduct	4
<b>RPE 03</b>	Publication Ethics	7
<b>Practice</b>		
<b>RPE 04</b>	Open Access Publishing	4
<b>RPE 05</b>	Publication Misconduct	4
<b>RPE 06</b>	Database and Research Metrics	7
<b>Total</b>		30

#### **UNIT I - Theory**

##### **RPE 01: Philosophy and Ethics**

1. Introduction to Philosophy: definition, nature and scope, concept, branches
2. Ethics: Definition, moral philosophy, nature of moral judgments and reactions.

##### **RPE 02: Scientific Conduct**

1. Ethics with respect to science and research
2. Intellectual honesty and research integrity
3. Scientific misconducts: Falsification, Fabrication and Plagiarism (FFP)
4. Redundant publications: duplicate and overlapping publications, salami slicing
5. Selective reporting and misrepresentation of data

##### **RPE 03: Publication Ethics**

1. Publication ethics: definition, introduction and importance
2. Best practices/standards setting initiatives and guidelines: COPE, WAME etc.
3. Conflicts of interest
4. Publication misconduct: Definition, concept, problems that lead to unethical behavior and vice versa, types
5. Violation of publication ethics, authorship and contributorship
6. Identification of publication misconduct, complaints and appeals
7. Predatory publishers and journals

## **UNIT II - Practice**

### **RPE 04: Open Access Publishing**

1. Open access publications and initiatives
2. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
3. Software tool to identify predatory publications developed by SPPU: UGC-CARE list of journals
4. Journal finder/journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.

### **RPE05: Publication Misconduct (4 hrs)**

1. **Group discussions (2 hrs)**
2. Subject specific ethical issues, FFP, authorship
3. Conflicts of interest
4. Complaints and appeals: examples and fraud from India and abroad
5. **Software tools (2 hrs)** - Use of reference management software like Mendeley, Zotero etc. and anti-plagiarism software like Turnitin, Urkund

### **RPE 06: Databases and research metrics (7 hrs)**

1. **Databases (4hrs)**
2. Indexing databases
3. Citation databases: Web of Science, Scopus etc.
4. **Research Metrics (3hrs)**
5. Impact factor of journal as per Journal Citation Report, SNIP, SJR, IPP, CiteScore
6. Metrics: h-index, g-index, i-10 index, altmetrics

### **Suggested readings**

1. Research Methodology Methods & Techniques, C.R. Kothari – New Age international Publishers, Reprint 2008.
2. Thesis and Assignment Writing, J. Anderson, Wiley Eastern Ltd., 1997.
3. Research Methodology, Mukul Gupta, Deepa Gupta – PHI Learning Private Ltd., New Delhi, 2011.
4. Fundamentals of Mathematical Statistics, S.C. Gupta and V.K. Kapoor, Sultan Chand & Sons, New Delhi, 1999.
5. Statistical Methods, G.W. Snedecor and W.G. Cochran, Iowa State University Press, 1967.





11. Detail of publications from the thesis work published as first or joint first author by the scholar:

Sl. No.	Paper detail (authors, year, title, journal name, volume, issue no. (if available), page no./article no.	DOI	Research paper/Review	Impact factor (on date-Clarivate JCR)	Refereed (in case published before June 14, 2019)/in UGC CARE list Group I or II

(Enclose proof - printout of the papers)

12. Detail of Conference/Seminar/Symposium attended and presented work related to thesis:

Sl. No.	Event detail (title, date(s)/place	Mode of presentation (oral/poster)	Any award/prize won

(Enclose proof – certificates of presentation)

(Signature of the Scholar)

(Names and signatures of all the SRAC members)

Date of SRAC: \_\_\_\_\_

*Forwarded by the Head of the Department*

(Signature & Seal)

**JAMIA HAMDARD**  
Hamdard New Delhi 110062

**PhD Thesis Synopsis**

i) Name of the scholar: \_\_\_\_\_

ii) Enrollment No.: \_\_\_\_\_

iii) Department: \_\_\_\_\_

iv) School: \_\_\_\_\_

v) Date of admission: \_\_\_\_\_

vi) Subject: \_\_\_\_\_

vii) Title of thesis: \_\_\_\_\_

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

viii) Name and affiliation of the supervisor:

ix) Name and affiliation of all the co-supervisors:

1. Background (max. 300 words, cite relevant references):
2. Objectives (3-5):
3. Outline of methodology (max. 300 words; cite references)
4. Detail of chapters of the thesis (list sequentially as they will appear in the thesis)
5. Chapter-wise results and observations (500 words)
6. Brief discussion and conclusions
7. Publications from the thesis (only list)
8. Bibliography (include all the references cited in proposal)

(Signature of the scholar)

(Names and signatures of all the SRAC members)

Is it the final version?: Yes/No

Date of SRAC:

**Plagiarism Check Report of the Thesis  
Jamia Hamdard, New Delhi**

This is to certify that the thesis/dissertation entitled”.....  
.....  
.....”, submitted by  
Ms./Mr.....; Enrolment No.....;  
Course: .....;  
Department:.....;  
School:.....;  
was checked on.....(date and time) .....using  
URKUND (Plagiarism Detection Software (PDS), the version as available on date) which indicated  
the similarity score of ..... (signed printout of screen shot is attached). The file name of  
the finally checked/approved document is.....  
.....

It is in full and final and excludes only the content which is permitted for exclusion as per UGC  
Regulation.

The similarity checks for plagiarism as the UGC Regulation 2018 exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Declaration

We hereby verify that the thesis submitted/will be submitted is the same version which was checked  
for plagiarism. The screen shot of the plagiarism check report of the document is attached. We are  
also aware that it will be the sole responsibility of the Scholar and Supervisor(s) to ensure the  
compliance and address the reporting of the plagiarism detected/reported by any means/person and  
will be subject to action as per UGC regulations in this regard namely University Grants  
Commission (Promotion of Academic Integrity And Prevention of Plagiarism in Higher Educational  
Institutions) Regulations, 2018 issued by Gazette Notification dated 23<sup>rd</sup> July, 2018. We herewith  
give permission to access the report of Plagiarism/Similarity Check by the authorized  
Administrator/Coordinator.

Scholar  
(Name.....)

Supervisor  
(Name:.....)

Verified

University Librarian or authorized Library Staff/PDS Administrator

Date:.....

**JAMIA HAMDARD**  
(Deemed to be University)  
Hamdard New Delhi 110062  
**NO DUES CERTIFICATE**

Name (Capital Letters):.....Enrollment No.....

Programme:.....E-mail ID.....

Department:.....School:.....

Date of Birth:.....Address for Correspondence:.....

1. Results declared (Yes/No)..... (i) Year of Passing:.....(ii) Marks obtained:.....

(iii) Division.....(iv) CGPA/Percentage:.....

2. Internship Details (i) Date of start.....(ii) Date of Completion:.....

(iii) Name of Address of Organization (for internship):.....

(iv) Name of Supervisor.....(v) Signature:.....

**3. No dues Certificate to be Issues by:**

Sl. No.	School/Deptt./Office/Store	Dues/No dues	Signature (Name)
(i)	Accounts Section		
(ii)	Central Library		
(iii)	School Library		
(iv)	DSW (Sports)		
(v)	Hostel Warden		
(vi)	Proctor		
(vii)	Provost		
(viii)	Head of the Deptt./Dean of School		

4. Present Engagement of the Student (tick as applicable): A. Higher Studies B. Employed

(A) If pursuing Higher Studies

(i) Name of the Programme.....

(ii) Institution:.....

(B) If employed

(i) Name & Address of Organization:.....

(ii) Designation:.....(iii) Annual CTC Package in INR.....

5. Would you recommend your Alma Mater to other?.....

6. The best thing I like about Jamia Hamdard is.....

7. Would you like to be actively involved in alumni activities? Yes/No.....

8. Suggestions, if any:.....

(Signature of Student)

[Degree/Certificate be issued/not to be issued:.....

(Controller of Examinations)

**JAMIA HAMDARD**  
Hamdard Nagar, New Delhi - 110062

**Undertaking on Revision of Thesis**

Name of the scholar: \_\_\_\_\_

Enrollment No.: \_\_\_\_\_

Department: \_\_\_\_\_

School: \_\_\_\_\_

Title of the thesis: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: \_\_\_\_\_

We received comments from \_\_\_\_\_(1/2/3 etc.) examiners from the Examination Section on \_\_\_\_\_. The comments and observations of the Examiners were carefully perused by us and we declare that:

*(Please check the applicable statement.)*

1. No change/revision is required in the thesis.
2. The revisions, rectification and observations suggested by the Examiners were helpful and accordingly the thesis has been revised and errors, if any have been corrected/rectified.
3. We do not agree with the comments of the examiner(s) and accordingly no change has been made in the thesis originally submitted for evaluation. We attach a point-wise justification for not revising the thesis with this undertaking.
4. If any errors or discrepancy is noted at a later stage, we will be responsible for that and will undertake corrective measures.

(Signature of the Scholar)

(Signatures of all the Supervisor(s))

Date: \_\_\_\_\_

**Format of soft copy of Ph.D. thesis to be submitted for uploading in the UGC website  
'Shodhganga'**

Details required for entering data:

Registration Date: 10 <sup>th</sup> July 2015 (e.g.)
Completed Date: 16 <sup>th</sup> September 2019 (e.g.)
Awarded Date: Nil
Abstract: Maximum 2048 characters
Keywords: Minimum 3 (e.g. Apoptosis, Dvl2, Ubiquitination, and Wnt Signaling)

Each chapter in a separate PDF file for uploading:

01_title.pdf	Title Page
*02_certificate.pdf	Certificate (with Signature)
03_abstract.pdf	Abstract
04_declaration.pdf	Declaration
05_acknowledgement.pdf	Acknowledgement
06_contents.pdf	Content/Index page
07_list_of_tables.pdf	List of Tables
08_list_of_figures.pdf	List of Figures
09_abbreviations.pdf	Abbreviations
10_chapter1.pdf	First Chapter
11_chapter2.pdf	Second Chapter
12_chapter3.pdf	Third Chapter
13_chapter4.pdf	Fourth Chapter
14_chapter5.pdf	Fifth Chapter
15_bibliography	Bibliography
16_appendixI	Appendix
**80_Recommendation	Recommendation

**Note:**

\* Certificate must contain the signature of supervisor, HoD and the Dean.

\*\* The recommendation should contain title page and chapter which contains Recommendation/Conclusion/Summary/Future findings. Recommendation file should be named as '80\_Recommendation' and should be in pdf format without any images.