



Handbook for PhD Students

For all Batches



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Introduction

The award of a Ph.D. degree is recognition of scholarly and independent research by a fellow/scholar. Intellectual input and concrete productivity are keys to the successful research work leading to the award of doctoral degree. GNA University offers research programmes in various streams leading to the award of degree of Doctorate of Philosophy. The rules regarding eligibility, entrance examination, interview, registration, supervision, submission and evaluation of thesis, viva-voce, and defence of thesis, etc. common to all the faculties/ research scholars shall be followed as per UGC Guidelines. The University reserves the right to amend changes in the said regulations/norms.

1.1 Eligibility

For admission to the Ph.D. programme at GU, applicants fulfilling the following criteria shall be treated as eligible:

- a. Candidate having passed Post Graduate Degree (Master Degree) Examination with at least 55% marks (50% marks in case of SC/ST/OBC) or equivalent Grade Point Average(GPA).
- b. The Entrance Exam and interview carry 70% and 30% weightage respectively for the final selection.
- c. Candidates possessing a Degree considered equivalent to Post Graduation / Master's 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.

1.2 Procedure for conduct of Entrance Examination

- a. Entrance Examination shall be conducted twice in a year for the admission cycle beginning in July and January respectively depending on the number of vacancies.
- b. Entrance Examination will be valid for consecutive two semesters.
- c. Application fee shall be as per university norms prescribed from time to time.

1.3 Exemption for Entrance Examination

- a. A candidate having qualified SLET/NET/JRF/SRF examination of the apex bodies such as CSIR/UGC/ICAR/ICMR/DST/DBT/ICSSR and/or any equivalent test/exam/fellowship received will be exempted from Entrance Examination.

- b. Foreign candidates holding valid visa for PhD studies under ICCR or any other exchange programme shall be considered for exemption from entrance test examination. However, the decision of the research committee will be final in such circumstances.
- c. Candidates entitled for exemption from the Entrance Examination shall submit the Registration Form along with relevant supporting documents within the stipulated period before the date of interview.

1.4 Structure of the Entrance Examination:

The test will be conducted in **two phases (or as per UGC Guidelines)** comprising:

Paper I – Research Methodology (MCQ)

Paper II– Subject Specific (MCQ)

Paper I and II will be carrying 100 marks each having 60 questions out of which 50 is to be attempted in 60 minutes per paper. Minimum 50% marks in each paper are required to be considered as “Qualified” to appear in personal interview. There shall not be any negative marking. Question paper will be based on the approved syllabi.

- a. Candidate desirous of taking admission to university has to appear for the test conducted by University for the purpose.
- b. An Entrance Test shall be considered as qualified with qualifying marks as 50%.
- c. Use of the following is permissible in entrance examination:
 - a. Blue Ball Pen
 - b. Calculator (non- programmable)
 - c. Log Table
 - d. Rough work sheet provided by examination staff only
- d. Merely qualifying the entrance exam cannot be claimed “Qualify to Enrol” in any of the programmes in the university. The successful performance of the candidate in interview is mandatory to announce “Qualify to Enrol” in any of the programmes in Faculty/centre
- e. The successful candidature of a candidate remains valid up to one year from the declaration of the final result. The candidature of the candidates will not be considered further in case of not appearing and/or reporting on due dates of any stage of the programme.
- f. Only security deposit if any will be refundable to the candidates not continuing after adjusting all outstanding dues.

1.5 Interview/Admission/Registration:

- a. All eligible candidates shall be required to appear for interview to make a presentation on proposed research before Interview Committee / Doctoral Research Committee (DRC)/ Research Advisory Committee (RAC).
- b. After satisfactory presentation, the list of selected candidates shall be sent to the Dean, Research.
- c. The Registration will be confirmed after the approval of Research Advisory Committee (RAC). Dean Research shall admit and register the candidate(s) as per the rules and regulations of the University.
- d. All the successful candidates seeking admission to the Ph.D. programme shall apply to the Registrar, GNA University in the prescribed Application Form along with the registration fee as may be prescribed from time to time.
- e. The registration shall be valid for six years.

1.6 Allotment of Research Supervisor

- a. Allotment of Research Supervisors for selected candidates shall be decided by the DRC in a formal manner depending on the number of seats or the available specialization among the faculty members.
- b. Research Supervisors and the research interest as indicated during interview by the candidates will form the basis of supervisor allotment.
- c. In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from

any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

- d. Normally a candidate shall be required to complete his/her doctoral research under the supervision of the Research Supervisor allotted to him/her. However, the Research Committee concerned may allow change of Research Supervisor on the production of a 'No Objection Certificate' from the first Research Supervisor and an acceptance letter from the new Research Supervisor. In case of such change, the candidate shall work for a minimum period of one calendar year under the new Research Supervisor before he/she submits the thesis.
- e. A 'No Objection Certificate' will not be required on account of non-availability of Research Supervisor. The Justification will have to be endorsed by the Dean Research. In case of any dispute/problem, non-availability of the Research Supervisor, the Vice-Chancellor on recommendation of the Dean Research, will take an appropriate decision.
- f. In case of a dispute between a candidate and his Research Supervisor, a Committee shall examine the matter and submit a report to the Vice Chancellor, whose decision shall be final.
- g. In case of the sudden demise of the Supervisor or if he had left the university due to any of the reasons, the PhD candidate will be immediately shifted to the other available eligible Supervisor.

1.7 Course Work:

The course work is mandatory for all admitted students. *Modifications in the course work will be implemented immediately as per any changes suggested by UGC from time to time.*

- a. The continuous assessment for each subject shall be carried out based on class test, attendance, presentation and mid semester examination.
- b. Admitted candidates are required to undertake Course Work organized by the concerned faculty, as the case may be. The course work will be for a minimum Period of one semester. The Course Work will be treated as pre-Ph.D. preparation.
- c. The 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 university grading system is followed). University Faculty/Research Centre, as the case may be, shall decide the

minimum qualifying requirement for allowing a candidate to proceed further with the writing of the Ph.D. thesis.

1.8 Progress

- a. Followed by the coursework the candidate is required to make a presentation of his/her Final Synopsis/Research Proposal (in the format described) in consultation with research supervisors before the RAC.
- b. If the presentation is unsatisfactory, the proposal shall be revised and the applicant shall be required to submit a fresh proposal and make a presentation again after a gap of one month and/or as suggested by the RAC.
- c. Followed by the coursework, the candidate is required to submit his Synopsis/ Research Proposal within 12 months from the date of successful completion of PhD course work. However an extension of maximum period of six months shall be given by Vice Chancellor of the university on the recommendation of Research Advisory Committee.
- d. If the research work of a PhD student involves experiments /data collection related to the medical field, environment issues etc.; he will require the approval from Ethics Committee of University through Supervisor / Co-supervisor to pursue that research work.
- e. The RAC may also recommend a Co-Research Supervisor/s (in case of inter-disciplinary subjects) from any recognized University.
- f. During the execution of research work if the candidate and supervisor find the need of minor modifications in the title and the proposed plan of the research, the supervisor shall approach the DRC with justifications. The DRC in consultation with RAC shall approve such changes.
- g. As per provisions of Ordinance, registered candidates shall not be allowed to register simultaneously for any other degree course in regular mode.
- h. All the registered candidates shall be required to deliver a presentation and submit a progress report to the DRC in consultation with Research Supervisors after every six months. If a candidate fails to submit three reports consecutively, his/her registration may be treated as cancelled on recommendation of DRC.
- i. DRC shall also send a copy of the progress report submitted by the candidate to the Dean Research. Dean Research shall forward the copy of the progress report to RAC for further approval.
- j. RAC shall scrutinize the progress reports and prepare a brief statement on the progress of the candidate.

1.9 Submission of Thesis

- a. The submission of summary of the research work done may be permitted only after completion of Thirty Months from the date of registration and after successful completion of the Course Work. The summary should contain introduction, chapter-wise brief account of the work done and overall conclusions. Ph.D. candidates have to publish research papers as per the UGC Norms (not review article) in an indexed journal only before the submission of the thesis for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.
- b. At least two months before the date of submission of the thesis, each candidate shall give pre-submission seminar to be arranged by the DRC at the University in the Concerned Faculty/Research Centre on the request of the by the Research Supervisor.
- c. In the light of the discussion during the seminar mentioned above, the candidate shall submit to the Controller of Examination, ten copies of the summary of his/her thesis through his/her Research Supervisor within one month from the date of presentation of seminar.
- d. The candidate shall be allowed to submit his/her thesis within six months from the date of submission of the summary, failing to which the candidate will have to pay the prescribed fine for late submission. Late submission of thesis shall be allowed up to the completion of one year from the date of submission of the summary or till the expiry of the registration period, whichever is earlier. The candidate will have to submit justification for the grant of extension.
- e. The thesis shall be submitted in compact bound form along with a soft copy (CD), (five copies) to the Controller of Examination (CoE). The final thesis shall be presented in accordance with the following specifications:
 - i. The paper used for printing shall be of A4 size of good quality (minimum 80 gsm);
 - ii. Printing shall be in a standardized form on both sides of the paper and in 1.5 lines spacing using Times New Roman, font size 12.

- iii. Footnotes, quotations, references (in text and bibliography as prescribed to the Faculty) and photographic captions may be single-spaced.
- iv. A margin of 1.5 inches must be on the left hand side, 1 inch each on top, bottom and 0.75 on outer edge.
- v. The card for cover shall not be more than 330 GSM;
- vi. The title of the thesis, name of the candidate, degree, name of the Research Supervisor, place of research and the month and year of submission shall be printed on the title page and the front covers;

S. No.	Faculty Name	Colour	Referencing Style in Text and bibliography
a.	GBS	Blue	APA
b.	FCS	Green	IEEE
c.	FET	Red	IEEE
d.	FNS/FAHS	Magenta	Harvard
e.	FOH	Navy Blue/Midnight	APA
f.	FLA	Cayenne	MLA
g.	FPE		MLA

- vii. The hard-bound thesis cover shall be of the colour allocated to each Faculty. Spine of the binding [side cover] should mention 'Ph.D. thesis' on the top, name of the candidate and month and year.

- f. The thesis shall include a Certificate by the supervisor and a declaration by the candidate that the work reported in the thesis has been carried out by the candidate himself/herself and that the material from other sources, if any, is duly cited/ acknowledged.
- g. The thesis shall be written in English except when it is related to Modern European or Indian languages. Exceptional cases may be considered by Research Committee for writing the thesis in any other language.

1.10 Evaluation of Thesis

- a. The positive reports received from the external examiners shall be immediately forwarded by the CoE to the Dean Research who after ascertaining that the reports are favourable shall arrange the open defence of the thesis at the earliest date suitable.
- b. In case external examiners give unfavourable report, the CoE shall get the thesis examined by an additional examiner approved by the Vice Chancellor. If the additional examiner also gives an unfavourable report, the candidate will be declared to have failed or repeat the work as suggested by the external examiners.

1.11 Viva Voce and Defence of Thesis

- a. The day, date, time and the place for the viva voce and the open defence of thesis shall be notified by the Dean Research at least ten days in advance. Normally, the viva voce and the defence of the thesis shall be arranged in the University. In exceptional cases, the Vice-Chancellor may allow the viva to be conducted at a place outside the University campus. In such a case, the procedure and norms for the conduct of viva, payments, etc. shall be as laid down by the University.
- b. The open defence of the thesis shall take place in the presence of the Research Supervisor, Co-Supervisor, one External Examiner, Dean of the Faculty, Dean Research and nominee of Vice Chancellor who shall jointly evaluate the Performance of the candidate. In case of dispute, the Vice Chancellor of university shall take an appropriate decision. Other Faculty members and research scholars of the University will also be invited to attend the defence but will not be part of the evaluation.

- c. The above called examiners present for the viva-voce and the defence of the thesis shall submit final consolidated report duly signed in respect of the award of the Ph.D. degree immediately after the defence is over for approval by Vice Chancellor.
- d. In case the defence is not satisfactory, the examiners may unanimously recommend with reasons that a fresh viva-voce and defence of the thesis to be organized within a period of not less than one month. If the defence is still not satisfactory, the Committee would record the reasons for the same and may extend suggestions to arrange next date of defence.

1.12 Cancellation of Registration

- i. The registration of a research Scholar, who has exceeded the maximum period stipulated for Ph.D. program should be up to as in clause (9.5 g) and also because of disciplinary action shall stand cancelled automatically.
- ii. In case of indiscipline at any stage, registration will stand cancelled if found guilty of indiscipline by the committee constituted by Vice Chancellor.
- iii. The registration of a research scholar is liable for cancellation by RAC if
 - a. If he/she has not paid the fee for continuous two semesters.
 - b. The PhD work performance is not satisfactory to the DRC/RAC and accordingly recommended for cancellation.
 - c. The PhD scholar withdraws the course and wishes to cancel her/his registration.

1.13 Format for Synopsis Report

The outline for written **synopsis report** should include the following:

1. Title page (**Annexure-II**)
2. Content
3. Introduction
4. Review of Literature
5. Critical review
6. Research Gap
7. Objectives
8. Time schedule (**Annexure-III**)
9. Scope of study
10. Proposed Methodology/Approach
11. Expected Outcomes of the Study/Expected Key Deliverables
12. Work in progress
13. References (**Subject wise citation Style: Annexure-IV**)

- Written Report (synopsis) should be prepared according to the format given in **Annexure-I**.
- The template of the title page of the synopsis is given as **Annexure-II**.
- The template of the timeline for 3 years of doctoral research work is given as **Annexure-III**.
- References should be written in proper subject wise citation style as per **Annexure-IV**.

Annexure-I

Formatting requirements	
Font size of title page	16 Times New Roman (colored)
Font size	12 Times New Roman
Line spacing	1.5
Paper Size	A4 (double side printing)
Margins	1.25” from left side and 1” from all other sides of the page
Footnotes/quotations/references/legends of the figures/tables	Font size 10 TNR, Line spacing-1
Page Orientation	Portrait
Page numbers except title page	Bottom – centered (1, 2, 3...)
Paragraph Alignment	Justified
Page Limit	20-30 Pages
No. of Copies	10 hard copies, 1 soft copy (CD) on the day of presentation

Annexure-II



A

Synopsis

on

Title (TNR 18_B)

Submitted in Partial Fulfillment of the Requirements for degree of

DOCTOR OF PHILOSOPHY

IN

(Add Discipline here) (TNR 16_B CAP)

by

Name of the Student (TNR 16_B CAP)

Registration No. XXXX (TNR 16)

XXX (TNR 16_B)
(Supervisor)

XXX (TNR 16_B)
(Co-Supervisor)

Faculty of XXXXXXXX (TNR 16)

GNA University

Sri Hargobindgarh, Phagwara- Punjab 144405

Month, Year (TNR 16)

Annexure-III

TIME SCHEDULE (3 Years)

S. No.	Activity	1 st Year		2 nd Year		3 rd Year	
		1 st Half	2 nd Half	1 st Half	2 nd Half	1 st Half	2 nd Half
1	Literature survey	----->					
2	Work done	←-----					
3	Work done & analysis	←-----					
4	Reports/ Publications	←-----					
5	Thesis writing	←-----					

Note: The department can also follow the pattern as per requirement in their respective field of study.

Annexure-IV

Subject wise citation Style:

S. No.	Faculty Name	Referencing Style in Text and bibliography
1.	GBS	APA
2.	FCS	IEEE
3.	FEDA	IEEE
4.	FNS/FAHS	Harvard
5.	FOH	APA
6.	FLA	MLA
7.	FPE	MLA