



**GUIDELINES (revised) FOR THE DEGREE OF**  
**DOCTOR OF PHILOSOPHY (Ph.D.)**  
**(Ordinance as per UGC Regulations 2022-23)**



**DEV SANSKRITI VISHWAVIDYALAYA**

GAYATRIKUNJ-SHANTIKUNJ, HARIDWAR UTTRAKHAND-249411



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## **Research at Dev Sanskriti Vishwavidyalaya**

Dev Sanskriti Vishwavidyalaya (DSVV) is a State Private University that is fully financed by Shri Vedmata Gayatri Trust, Shantikunj, Haridwar. The University strictly adheres to the guidelines for Private Universities laid down by the State and the University Grants Commission (UGC), however, it does not take any grants from the State or Central Government.

### **RESEARCH CENTERS**

Research at Dev Sanskriti Vishwavidyalaya shall be permitted at the centers recognized by the university. The two centers affiliated with Dev Sanskriti Vishwavidyalaya for said purpose.

### ***Brahmavarchas Research Institute***

The University is inherently associated with a well-established research institute called the **Brahmavarchas Research Institute (BRI)**, which was established in 1979 by Revered Pandit Shriram Sharma Acharya for conducting research on subject matters related to Scientific Spirituality. Our Chancellor, Dr. Pranav Pandya is the current Director of this institute and has conducted various research studies at BRI since 1979. The Institute has a well-equipped library, various diagnostic equipments and technically qualified, research-oriented volunteers. Several research studies of the University, including both theoretical and experimental are being conducted at this Institute.

### ***Research and Publication Cell***



The Research and Publication Cell situated in the premises of the University is responsible for the promotion and publication of research outputs of the University.

## **COMMITTEES:**

### **Functions:**

#### **Research Committee (RC)**

There shall be a research Committee for each scholar and the convenor shall be the Chancellor, Vice- Chancellor, Pro-Vice Chancellor, Registrar and a panel comprising of the heads of various departments. The Research Committee meets periodically to address various issues related to research. Research Committee also monitors and ensures adoption of the UGC minimum standards and procedure as per revised guidelines of UGC regulation 2016 for the award of Ph.D. degree by the University.

#### **Research Advisory Committee(RAC)**

There shall be a Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall comprise of other faculty members who are supervisors to other scholar in the department

#### **Committee shall have the following responsibilities:**

To review the research proposal and finalize the topic of research, to guide the research scholar to develop the study design and methodology of research.

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



A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee/ Research Committee with a copy to the research scholar and to the research cell of the institute

In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures.

If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution with specific reasons for cancellation of the registration of the research scholar.

### **RESEARCH DEGREE COMMITTEE (RDC)**

The RDC primarily examines the synopsis submitted for research degree from the University and looks into the following matters:

- (i) The eligibility of the candidate and whether s/he possesses the requisite qualifications;
- (ii) Whether appropriate and adequate facilities are available at the place of research for the proposed topic; and the likelihood of the scheme of investigation in producing reasonable results. ;
- (iii) Whether the supervisor possesses the requisite qualifications and is competent enough to supervise and guide the candidate;



(iv) Whenever a synopsis is rejected or recommended for modification, the RDC shall record reasons and concrete suggestions in the form of expert guidance for the candidate/supervisor.

The composition of RDC is: Vice-Chancellor (Chairman), Chancellor's Nominees, Subject Experts (External & Internal). Pro VC (Convener).

External – from some other educational institution (university, college, etc.) OR from any other department of DSVV

Internal – from the department of the research scholar

**Research Ethical Committee (REC)** The main function of REC is to monitor and ensure that the researchers have strictly followed the ethical standards and code of conduct of research in conformity with university guidelines.

The Ethical committee comprises of patron Hon. Chancellor – Chairperson, Vice Chancellor, Pro-Vice Chancellor - Convener, and four members nominated by the Vice Chancellor.

Scholars are to discuss ethical considerations and implications involved in their research study in depth with their guides, prior to the commencement of research.

In case of any doubt regarding ethical issues, a student may seek guidance of the REC. Scholars will be fully responsible and accountable for their own research work, hence if it is noticed that the scholar has not complied with the ethical standards, strict disciplinary action can be initiated by REC.

Plagiarism is the act of presenting another person's ideas, words, paragraphs, phrases including certain facts and statistics, as if they were one's own. Plagiarism, whether deliberate or accidental must be avoided by the research scholars by taking the following steps.



Clearly acknowledge the original source of any idea, words, paragraphs, quotes, facts, statistics etc., published or unpublished other than your own through proper citation and referencing.

Educate yourselves about what constitutes plagiarism and seek necessary help or clarification needed to evade any accidental plagiarism.

### **Departmental Research Committees (DRC)**

Departmental Research Committees (DRC) comprises of the departmental heads and senior faculty members of the department. The main objective of this committee is to monitor the research work in the department and ensure that the quality of research projects and the dissertation conforms to the acceptable norms.

### **SCRUTINY COMMITTEE**

There shall be an annual scrutiny of the work progress of the scholar by the Scrutiny Committee (SC). The SC can suggest changes, or allow scholar to make changes if he /she is finding any difficulty in the research.

### **ENTRANCE PROCEDURE**

### **NOTIFICATION OF SEATS**



The University notifies the available number of seats through an open advertisement, and website at least three months in advance, prior to the scheduled dates of the entrance examination for the Ph.D. programme.

### **ELIGIBILITY:**

#### **Eligibility criteria for admission to the Ph.D programme:**

Candidates for admission to the Ph.D programme shall have a

After 4 year undergraduate degree) A 1-yr/ 2 semester Masters Degree Programme with at least 55% marks in aggregate or its equivalent grade B in UGC 10- point scale (where grading system is followed). A candidate seeking admission after a 4 yrs/ 8 sem Bachelor's Degree with Research should have CGPA of 7.5/10

Master's degree 2yrs/4 semester 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).

The candidate shall have 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.

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, Economically weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time, or for those who have obtained their Masters degree before September 1991.



Note: The grace of 5%(or grading) and the relaxation is based only on the qualifying marks.

## **ENTRANCE EXAMINATION**

The University conducts the Ph.D. entrance examination in two stages - a written examination comprising of objective and subjective questions followed by a face-to-face interview. The ***Objective paper*** will include questions related to the respective subject and the ***Subjective paper*** includes questions related to research methodology and/or statistics.

(Note: Statistics paper is compulsory only for Yoga & Psychology students).

The syllabus for the objective paper will be in accordance with the UGC approved syllabus for the NET examination of the concerned subject.

An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific.

The Entrance Test shall be conducted at the Centre(s) notified in advance

An interview/*viva-voce* to be organized when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Research Advisory Committee, the interview/*viva voce* shall also consider the following aspects, viz. whether:

- the candidate possesses the competence for the proposed research;
- the research work can be suitably undertaken at the University
- the proposed area of research can contribute to new/additional knowledge.
- The University shall 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.

### **EXEMPTION**

Candidates who are UGC-NET(including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/ or have passed M.Phil programme will be exempted from the written entrance examination. They will be directly called for the interview round and selected on the basis of their performance in the interview.

### **Duration of Ph.D**

Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.

Extension, an additional two(2) years can be given through the process of reregistration as per Ordinance of the University. The total period of completion should not exceed eight(8) years.

The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

### **ADMISSION PROCEDURES**

- A candidate who has qualified the written entrance examination with a minimum cutoff marks as determined by the university may be called for a face-to-face interview and a final combined merit list will be released as per the State reservation policy in vogue.



- Students admitted to the Ph.D. programme are required to submit attested copies of their previous academic records, certificates and their character certificate as well as the original migration certificate issued by the last institution attended. Candidates securing 50% marks will qualify for Interview. SC/ST/OBC differently-abled , Economically weaker Section (EWS) shall be provided 5% relaxation.( 45% marks is compulsory).
- Candidates who are in service working in some organization/institution must obtain a ‘No objection certificate’ from their employer and submit the same to the university at the time of the admission.

### **ORIENTATION:**

One of the unique features of Dev Sanskriti Vishwavidyalaya is the organization of **Gyan Deeksha – the Invocation ceremony** for all its students before the commencement of course work. All the newly admitted PhD students are required to attend this ceremony, wherein the importance of righteous, value based education is emphasized upon for the students with a pledge to imbibe the same in their daily routine so as to attain holistic personality development. The Gyan Deeksha ceremony is followed by a ten days **Orientation Programme** during which the students are exposed to the vision and mission of the University along with the academic schedule and an interaction with the faculty members of various departments.

### **COURSE WORK**



The credit assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.

The course work shall be treated as prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.

All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee.

All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Ph.D cell during the initial one semester.

Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department. Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the final grades shall be communicated to the University.

A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever



grading system is followed) in the course work in order to be eligible to continue in the programme.

### **Information related to course work**

- The date of commencement of course work is announced as per the academic schedule for the Ph.D. programme.
- The time table for the course work includes classes on research methodology, statistics and computer applications conducted both by the University staff and external experts.
- Every week Ph.D. students must attend one session named "Journal Club" which is a hands-on session on writing research papers and presenting research proposals.
- A course on Life Management is compulsory for all the students along with the weekly classes on Meditation and Gita by the Hon. Chancellor, Dr. Pranav Pandya.
- An examination is conducted after completion of the coursework at the end of this semester which carries 300 marks, 100 each for research methodology & statistics (80 theory +20 for writing research paper), computer applications (80 theory +20 practical) and for research area presentation (40 for Area Presentation-I (AP-I) + 40 for AP-II 2 + 20 for Life management viva) respectively.
- Research area presentation (I) shall include a PowerPoint presentation on any topic of research interest. Research area presentation (II) shall include only those topic in which candidate will be conducting a research.



- Maintaining a minimum attendance of 80% is compulsory in the prescribed one semester of course work, failing which, the student will not be permitted to appear in the final semester examination for the course work.
- Every student is required to qualify the course work examination within two attempts. If the candidate secures a total aggregate of 55% marks but fails to pass one or two papers, s/he will have to re-appear only in those one/ two paper however, if the candidate fails in one or two papers but does not secure a total aggregate of 55%, or grade assigned under CGPA then s/he will be required to reappear in all the papers in order to continue in the programme. If the candidate fails again in the second attempt then his/her admission will be annulled and considered as null and void.
- Every student must compulsorily stay at the university premises during the coursework and follow the prescribed norms and code of conduct, including the uniform, as per the guidelines.
- After successfully completing the coursework, the student shall proceed with the research work, as specified in the guidelines in vogue and as amended from time to time.

**Academic, administrative and infrastructure requirement for offering Ph.D. programmes:**

University may be considered eligible to offer Ph .D programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations. Concerned along with required infrastructure, supporting administrative and research promotion facilities



Institution provide with provision for adequate space per research scholar/hostel along with computer facilities and essential software, and power and water supply  
Along with library resources including latest books, Indian and International journals, e journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials.

University shall also access the required facilities of the neighboring institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.

### **Ph.D Mode**

University shall not conduct Ph.D. Programmes through distance education mode.

**Part-time/full time** Ph.D will be allowed provided all the conditions mentioned in the Ph.D Regulations are met.

### **FELLOWSHIP**

There shall be Shri Ram Sharma fellowship for the scholars which would be according to the university ordinance.

### **RESEARCH TOPIC PRESENTATION**

After successfully completing the course work, every student must select a research topic in consultation with the concerned RAC. S/he will then to be required to submit their research topic to the research committee for their topic presentation through the RAC along with his critical evaluation and comments. After a satisfactory presentation of their topic the candidate must submit a detailed research proposal to



the research committee and after the due process of approval proceed towards the registration process.

### **Allotment of Supervisors**

#### **SUPERVISOR and CO-SUPERVISOR**

Any regular Professor/Associate Professor of the University/Institution Deemed to be a University/College with at least five research publications in Peer-reviewed or refereed journals after obtaining Ph.D. and any regular Assistant Professor of the university working as a permanent faculty member with a Ph.D. degree and at least three research publications in peer-reviewed or refereed journals may be recognized as Research Supervisor and co-supervisors.

Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D scholars who are already registered until superannuation and as co – supervisor after superannuation, but not after attaining the age of 70 yrs.

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

Only a full time regular teacher of the concerned University can act as a supervisor.

The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or

from other related institutions with the approval of the Research Advisory Committee.

The allocation of Research Supervisor for a selected research scholar shall be decided by the Research Committee concerned depending on the number of scholars per



Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them by RDC

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 on such terms and conditions as may be specified and agreed upon by the University.

A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars.

An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a four (4) Ph.D. scholars.

The ratio of research guide to research scholar may preferably be ensured as below-

- |                                      |     |
|--------------------------------------|-----|
| ▪ Eminent Professor/Scientist/Expert | 1:8 |
| ▪ Professor                          | 1:8 |
| ▪ Associate Professor                | 1:6 |
| ▪ Assistant Professor                | 1:4 |

### **CHANGE OF SUPERVISOR**

The change of supervisor shall ordinarily not be allowed, but in special cases it may be considered wherein the research committee finds that



- Supervisor is willingly giving consent to consider the change.
- Non-availability of the research guide for considerable duration on account of long leave or other reasons.

### **SYNOPSIS SUBMISSION:**

- After the completion of coursework and topic presentation to the RDC, the scholar must submit his/her research synopsis within 15 days.
- An extension of two weeks of time may be allowed for unavoidable reasons after due approval from the Vice Chancellor
- In case of failure of keeping with the above schedule, official reminder will be given to the scholar in written/ telephonic/ email allowing them one weeks time. If the candidate fails to fulfill further requirements within the given time period, then his/her admission will be cancelled and s/he will be required to undergo the admission process afresh in the subsequent year.

### **GUIDELINES FOR RESEARCH SYNOPSIS**

- Research Synopsis could be prepared in Hindi or English language  
**Note:** Once the researcher has selected any language for writing a synopsis they must stick to that language only. S/he will have to submit their final thesis and presentation in the same language.
- For Hindi the selected font would be Kruti Dev 014, and size 16. Heading font size 20 and sub heading 18. For English the font should be Times New Roman, size 12 . The font size for Headings 16, and subheadings 14.



- The candidate has to submit ten bounded copies of the synopsis. The cover of the synopsis should be blue in color.

[SPECIMEN (1): RESEARCH SYNOPSIS]

### **RDC and REGISTRATION**

First of all the researcher has to present their research topic to the Research Committee. After attaining approval from the Research Committee on their research topic, synopsis, supervisor, co-supervisor (if any), and the registration, the candidature is confirmed by the RDC. If the RDC decides that major revision is required in the synopsis then the candidate may be asked to revise the synopsis and reappear in the next meeting of the RDC. If the RDC suggests any minor change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the revised synopsis (ten copies), incorporating the changes suggested by the RDC within one months' time.

After submitting the final copy of the synopsis the candidate will be registered for the Ph.D. degree from the date on which the candidate has submitted their registration



form along with the registration fees and other fees as mentioned in the ordinance, for all other correspondences this date will be considered as the “date of registration” of the candidate. The letter of Registration will be issued by the Registrar and sent to the candidates.

### **CANCELLATION OF REGISTRATION**

The Ph.D. registration of a scholar may be cancelled by the university on the ground of indiscipline or misconduct or non -submission of progress report as per the norms and prescribed deadlines. The decision of the Research Committee of the university shall be considered final.

### **SIX MONTH PROGRESS REPORT**

A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.

The six monthly progress reports shall be submitted by the Research Advisory Committee to the university with a copy to the research scholar.

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

The researchers will be required to submit their six monthly/ half yearly progress presentation along with receipt of prescribed fees through university.



Note: If the candidate fails to submit his/her progress presentation every 6 months on time, s/he will have to submit it as soon as possible with a late fee of Rs 300 for one month, Rs 500 for two months and 1000 for three months delay. If the submission is delayed any further, the University holds the right to cancel the candidate's registration, without any communication.

Note: At the submission of every presentation in 6 months there shall be the record of meeting conducted with the supervisor. Meetings shall include emails, telephonic conversation, face to face etc. Records shall be maintained by the scholar.

[SPECIMEN 3]

### **RE-REGISTRATION**

The scholars who could not complete the Ph.D. within the maximum time limit, and the Scholar who has not submitted the progress report in 6+3 months will be given a chance to re-register for Ph.D. provided, they continue on the same topic under the same Research Supervisor. They must apply for re-registration prior to the expiry of the prescribed maximum period with necessary fees. They will continue to be governed under the same regulations under which they have been previously registered.

### **Guidelines for preparation of Thesis**

#### **Preamble**



While utmost attention must be paid to the content of the thesis (here in after called the 'thesis') which is being submitted in partial fulfillment of the requirements of the respective degree, it is imperative that a standard format be prescribed. The same format shall also be followed in preparation of the final soft copies to be submitted.

## **1 Organisation of the Thesis**

This thesis shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into *sections*, *subsections* so as to present the content discretely and with due emphasis.

### **1.1 Introduction**

The title of **Chapter 1** shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the thesis. It may also highlight the significant contributions from the investigation.

### **1.2 Review of Literature**

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the research. The extent and emphasis of the chapter shall depend on the nature of the investigation.

### **1.3 Report on the present investigation/ chapterisation**

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles. Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted. While important derivations/formulae should normally be presented in the text of



these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in.

### **Appendices.**

Representative data in table and figures may, however, be included in appropriate chapters. Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages.

### **Results and Discussions**

This shall form the penultimate chapter of the thesis and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

### **Summary and Conclusions**

This will be the final chapter of the thesis. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

### **1.6 References/Bibliography**

The references/ Bibliography shall be in the following format: (examples are given below)



***Journal article with DOI assigned***

Liefert, W., Lerman, Z., Gardner, B., & Serova, E. (2005). Agricultural labor in Russia: Efficiency and profitability. *Review of Agricultural Economics*, 27(3), 412-417. doi:10.1111/j.1467-9353.2005.00237.x

***Journal article without DOI assigned, found in library database***

Cooper, L. (2009). Human voices: Language and conscience in Twain's A Connecticut Yankee in King Arthur's Court. *Canadian Review of American Studies*, 39(1), 65-84. Retrieved from EBSCO MegaFile database.

***Magazine article without DOI assigned, found in library database***

Hubbard, L. (2009, May 11). Surging demand for defunct energy drink. *Convenience Store News*, 45(6), 16. Retrieved August 4, 2009, from EBSCO MegaFILE database.

***Magazine article without DOI assigned, with no author, found in library database***

Car phones unsafe at any speed. (1996, July). *Safety & Health*. 154(1), 102. Retrieved from Academic Search Premier database.

***Article freely available from the publisher (This is an example of the page number not given)***

Roundtree, C. & Huglen, M. (2004). The rhetoric of Bush's war on evil. *KB Journal*. 1(1). Retrieved from <http://kbjournal.org/nextphase>

***Journal article with DOI assigned and more than seven authors***



Besselmann, D., Schaub, D., Wenker, C., Vollm, J., Robert, N., Schelling, C., ... Clauss, M. (2008). Juvenile mortality in captive lesser Kudu (*Tragelaphus imberbis*) at Basle Zoo and its relation to nutrition and husbandry. *Journal of Zoo and Wildlife Medicine*, 39(1), 86-91. doi:10.1638 /2007-0004.1

***Edited book***

Letheridge, S., & Cannon, C. R. (Eds.). (1980). *Bilingual education*. New York: Praeger.

***Book (two authors)***

Strunk, W., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

***Article or chapter in an edited book (print)***

Sheets, B. (2006). The cost of lingering arm injuries. In B. Selig. & W. Selig (Eds.). *A compilation of long stories* (pp. 211-234). Milwaukee, WI: MB Press.

***Chapter or section in an Internet document***

Thompson, G. (2003). Youth coach handbook. In *Joe Soccer*. Retrieved September 17, 2004, from <http://www.joesoccer.com/menu.html>

***Doctoral dissertation, from a commercial database***



Olsen, G. W. (1985). *Campus child care within the public supported post-secondary educational institutions in the state of Wisconsin* (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. (Publication No. AAT 8528441)

### ***Online reference work***

Poi (food). (2009). In *Wikipedia*. Retrieved August 3, 2009 from [http://en.wikipedia.org/wiki/Main\\_Page](http://en.wikipedia.org/wiki/Main_Page)

### ***Video Blog Post***

Redbone, L. (n.d.). Seduced – Leon Redbone. [Video file]. Retrieved from <http://www.youtube.com/watch?v=5RSQ1JSwP24>

### ***Online document with government author***

Wisconsin Department of Natural Resources. (2001). *Glacial habitat restoration areas*. Retrieved from <http://www.dnr.state.wi.us/org/land/wildlife/hunt/hra.htm>

### ***Personal communications***

Personal communications may be things such as email messages, interviews, speeches, and telephone conversations. Because the information is not retrievable they should not appear in the reference list.

They should look as follows: Example: S. Shirley (personal communication, September 20, 2008) indicated that.... **or** In a recent interview (S. Shirley, personal communication, September 20, 2000) I learned that ....

### ***Citation of a work discussed in a secondary source***



To cite secondary sources, refer to both sources in the text, but include in the References list only the source that you actually used. For example, suppose you read Fielder (2008) and would like to paraphrase the following sentence within that article: Braun (2008) defined bat speed as "the ability to catch up to a baseball with a moving bat" (p. 11).

In this case, the in-text citation would be: (Braun, 2008, as cited in Fielder, 2008). Fielder (2008) would be fully referenced within the list of References.

### ***Reference citations in text***

To refer to an item in the list of references from the text, an author-date method should be used. That is, use the surname of the author (without suffixes) and the year of the publication in the text at appropriate points.

*Example:* Researchers have indicated that more is expected of students in higher education (Hudson, 2001, p. 8) and secondary education (Taylor & Hornung, 2002, p.31).

### ***One author***

Issac (2001) indicated in his research. In a recent study, research indicates (Isaac, 2001) Two or more authors

## **2 THESIS FORMAT**

<b>Paper</b>	<u>Quality</u> The thesis shall be printed/Xeroxed on white bond paper <u>Size</u> The size of the paper shall be standard A 4; height 297 mm, width 210 mm.
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<p>.</p> <p><b><u>Type Setting</u></b> <b><i>Text Processing and Printing</i></b></p>	<p>The text shall be printed employing laser jet or Inkjet printer, the text having been processed using a standard text processor.</p> <p>Thesis should be computer typed either in Hindi or English as per the prescribed format.</p> <p>Kruti Dev, 014 font, font size 16 in case of Hindi, and Times New Roman, font size 12 in case of English type; left margin 1.5inch and right margin 0.75inch. Each main and subheading shall be numbered appropriately. Line spacing 1.5 inch.</p>
<p><b>Page Format</b></p>	<p>Empirical study thesis should be minimum 90-150 pages long, while theoretical study should be – 100 to 200</p>
<p><b>The Printed Sheets</b></p>	<p>Top Margin 15 mm Head Height 3 mm Head Separation 12 mm Bottom Margin 22 mm Footer 3 mm Foot Separation 10 mm Text Height 245 mm Text Width 160 mm When header is not used the top margin shall be 30 mm.</p>
<p><b>Left and Right Margins</b></p>	<p>The candidates shall have the options of single sided</p>
<p><b>Printing</b></p>	<p>Single sided Left Margin 30mm Right Margin 20 mm</p>
<p><b>Pagination</b></p>	<p>5 Page numbering in the text of the thesis shall be Hindu Arabic numerals at the center of the footer.</p>



<b>Header</b>	When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3)
<b>Paragraph format</b>	<p>Vertical space between paragraphs shall be about 2.5 line spacing.</p> <p>The first line of each paragraph should normally be indented by five characters or 12mm.</p> <p>A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page. The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.</p>
<b>Chapter and Section Format</b>	Each chapter shall begin on a fresh page with an additional top margin of about 75mm. Chapter number (in Hindu Arabic) and title shall be printed at the center of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used)
<b>Sections and Subsections</b>	A chapter can be divided into Sections, Subsections and Sub Sections so as to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.
<b>Table / Figure Format</b>	<p>As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter wise.</p> <p><i>For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4</i></p>



	Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor[12]).
<b>Binding</b>	The evaluation copies of the thesis should be soft /hard bound. The final hard bound copies to be submitted after the viva voce examination will be accepted during the submission of thesis
<b>color specification/ Lettering</b>	Dark Blue, All lettering shall be embossed in silver
<b>Front Covers</b>	The front covers shall contain the following details: Full title of thesis in 6 mm 22 point's size font properly centered and positioned at the top.· Full name of the candidate in 4.5 mm 15 point's size font properly centered at the middle of the page.· A 40 mm replica of the Institute emblem followed by the name of department, name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of page.
<b>Bound back</b>	The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in Silver.
<b>Blank Sheets</b>	In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the thesis.
<b>Title Sheet</b>	This shall be the first printed page of the thesis and shall contain the submission statement: The Thesis submitted in partial fulfillment of the requirements of the Degree, Ph.D. name Enrolment No. of the candidate, name(s) of the Supervisor and Co



	<p>supervisor</p> <p>(s) (if any), Department, Institute and year of submission.</p> <p>Sample copy of the 'Title Sheet' is appended</p>
<b>Dedication Sheet</b>	<p>If the candidate so desires(s) he may dedicate his/her thesis, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.</p>
<b>Contents</b>	<p>The contents shall enlist the titles of the chapters, section and subsection using decimal notation, as in the text, with corresponding page number against them, flushed to the right.</p>
<b>List of Figures and Tables</b>	<p>Two separate lists of Figure captions and Table titles along with their numbers and</p> <p>Corresponding page numbers against them shall follow the Contents.</p>
<b>Abbreviation Notation and Nomenclature</b>	<p>A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. (As far as possible, generally accepted symbols and notation should be used).</p> <p>Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in HinduArabic.</p> <p>(The first pages in the both the cases shall not bear a page number).</p>
<b>Declaration of Academic Honesty and Integrity</b>	<p>A declaration of Academic honesty and integrity is required to be included along with every thesis t after the approval sheet.</p>

## **Ph.D. PRESUBMISSION and PRESENTATION**



After the successful completion of the research thesis the candidate can submit their thesis with the approval of their supervisor. The thesis will be considered for pre-submission once the candidate has submitted an application addressed to the supervisor and RAC seeking his/her comments after which it shall be considered for Pre submission.

Prior to the submission of their final thesis, the students should present a pre-submission presentation in the University, that shall be open to RC, all faculty members and research students, for their valuable feedback and comments which may be suitably incorporated into the draft thesis under the guidance of the supervisor.

Note: Prior to the submission the research scholar has to publish minimum two research papers in a standard refereed journal along with the assistance of the supervisor.

### **THESIS SUBMISSION AND EVALUATION**

The university shall complete the entire process of evaluating a Ph.D thesis, including a Viva-voce result within a period of six(6) months from the date of submission of the thesis.

Ph.D. scholars must publish at least one (2) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree to any other Institution.



## [SPECIMEN- CERTIFICATE OF ORIGINAL WORK- PLAGIRISM]

The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the university of whom one examiner may be from outside the country.

The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.

The public *viva-voce* of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is are satisfactory and include a specific recommendation for conducting the *viva-voce* examination.

In case of Ph.D. thesis, is unsatisfactory and does not recommend *viva-voce*, the university shall send the thesis to another 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 thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

The candidates have to submit four printed bound copies each of the thesis, summary and synopsis of the thesis along with the electronic version (In PDF format in 2 CDs),



with receipt of prescribed evaluation fee. The thesis submitted by the Ph. D. student to the University shall be evaluated by at least two experts, out of which at least one shall be from outside the State.

Every thesis shall be examined by two examiners (One from the same state and another from outside the State). Examiners shall be appointed in the manner indicated below:

- (a) The Supervisor shall suggest four names to the Vice-Chancellor out of which two would be selected for the panel of Examiners. The decision of the Vice-Chancellor shall be considered final.

If on account of unsuitable presentation or insufficient work, the candidate is allowed, on the recommendation of the examiner, to resubmit his/her thesis in a revised or improved form, he/she must submit it within six months from the date of the decision of the examiners.

***SPECIMEN 5. LETTER OF ACCEPTANCE BY EXAMINER***

**DOCUMENTS TO BE SUBMITTED AT THE TIME OF SUBMISSION OF THESIS**

1. Four typed and bound copies of the thesis, synopsis and summary
2. The summary of the thesis should entail the layout of the thesis giving a brief chapter wise description of the work.
3. Certificate from the supervisor to the effect that:
  - i. The thesis embodies the work of the candidate himself/herself.
  - ii. The candidate worked under him for the required period under the ordinance and that he/she has the required attendance in that period at the place of research.
4. Evaluation fee determined by the university from time to time by the Registrar.



5. A certificate to the effect that no dues are pending against the candidate.
6. Enclosed copy of research papers published in the reputed Journals

*(SPECIMEN 6) EVALUATION REPORT*

**FINAL VIVA**

On receipt of the satisfactory evaluation reports from external examiners the Ph.D. candidate shall undergo a viva-voce examination. One external examiner shall conduct the final viva-voce examination.

The candidate shall make a presentation and face an open defense of his work where all interested can participate. The open defense shall be notified by the concerned supervisor through the HOD in advance. The venue of the viva-voce examination shall be at the concerned University Department.

In case the performance of the candidate is not satisfactory at the time of Viva-Voce examination s/he shall be given another chance to appear in the Viva-Voce examination within 6 months time. If the candidate again fails in viva-Voce examination his/her thesis shall be rejected.

**Research in Interdisciplinary subjects**

Candidates shall normally be eligible for admission to Ph.D. program in the discipline based on the candidate's Master Degree. He / She shall normally be allowed to join Ph.D. program only in that department which is named after the subject of his/her Master's Degree.



It shall, however, open to a candidate to apply for admission to a doctoral programme in another discipline other than the subject in which he/she has obtained Master's Degree.

When a candidate is admitted for a Ph.D. in a discipline different from his /her Master's Degree, the candidate would be given Ph.D. in that Inter-disciplinary field mentioning both the candidates' subject and the department in which he/she has done the research.

### **Award of Ph.D. degrees prior to Notification of these Regulations**

Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil/Ph.D Degree) Regulation, 2009.

### **CANCELLATION OF Ph.D REGISTRATION**

In case of candidates who do not possess an M.Phil Degree, and who have not taken the above course work and examination, or have not submitted their progress report for 6+3 months their registration shall be considered cancelled.

In case of recommendation for cancellation of the registration by the supervisor, the candidates shall be intimated about the grounds on which the registration is being proposed for cancellation.



In case of any representation from the candidate, the Registrar shall refer the matter to the RAC, which may either suggest cancellation or changes depending upon the merit of the case.

### **Re-submission of Thesis**

A candidate whose Thesis has not been commended for the award of degree may be permitted to resubmit the thesis on second occasion within a period of one year from the date of declaration of corrections with a specific statement from the candidate and the supervisor concerned about the additional research work carried out and revision done in the thesis. The resubmitted thesis shall be referred to the same examiners concerned who have originally valued the thesis for re-evaluation.

### **COMPLETION AND ANNOUNCEMENT**

Following the successful completion of the evaluation process the evaluation report shall be sent to the academic council which announces the award of Ph.D Degree to the candidate. After the receiving the notification, the University shall submit a soft copy of the Ph.D. thesis to UGC and hard copies of the notification to other universities.

### **Depository with INFLIBNET:**

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the university concerned shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges Prior to the actual award



of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.

### **DEGREE and PROVISIONAL DEGREE**

After announcement of award of degree, the candidate shall be provided with an interim provisional degree. The final degree shall be given to candidate during the official convocation of the University.

**SPECIMEN 7 : PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. at DSVV**



**(SPECIMEN- 1) (TOPIC / TITLE PRESENTATION)**

1. Title of the thesis
2. Introduction: Giving purpose of research (in about 200 words)
3. A brief review of the work already done in the field.
4. Noteworthy contributions in the field of proposed work.
5. Proposed methodology during the tenure of the research work.
6. Expected outcome of the proposed work
7. Implications of the study

Signature of the Candidate      Date: .....

Signature of the Supervisor      Date: .....

Signature of Co-supervisor (if any) Date: .....



## **SPECIMEN -2 (SYNOPSIS)**

1. Title of the Study
2. Need and Significance of the study (Context, genesis of problem, relevance & objectives)
3. Review of Literature
4. Research Methodology (Hypothesis, Description of Variables, Operational definitions, Sample size, Sampling Design, inclusive & exclusive criteria, brief description of tools and statistical Techniques)
5. Findings of the study
6. Discussion and Interpretation of results, conclusion, implications and recommendations.
7. References

## **(Theoretical)**

- 1 Title of the Study
- 2 Need and Significance of the study (Context, genesis of problem, relevance, and objectives)
- 3- Review of Literature
- 4- Descriptions of different chapters
- 5- Findings of the study
- 6- Conclusion, Implications & Recommendations
- 7- References



**Dev Sanskriti Vishwavidyalaya, Haridwar**  
**(SPECIMEN 3 (RPR) RESEARCH PROGRESS REPORT)**

Enrolment No-----

Name :-----Date of Registration: -----

Subject :-----

Research Topic :-----

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Progress Report w.e.f. .... to ..... (Six Monthly)

(NOTE: Documentation of the completed work should be attached with it)

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Signature of the Supervisor: .....

: Dated : .....



## **SPECIMEN 3 (RPR) RESEARCH PROGRESS REPORT)-2**

### **Documentation chart**

**Supervision Plan** (dates regarding meetings, deadlines, etc.)

<b>Planned activities</b> (with deadline)	<b>Review dates</b>	<b>Supervisor feedback</b>

(Sign. of the Researcher)

Signature of the Supervisor: .....

Dated : .....



# Dev Sanskriti Vishwavidyalaya, Haridwar

(SPECIMEN 4 CERTIFICATE OF THE SUPERVISOR)

## CERTIFICATE

This is to certify that the work entitled .....  
is a piece of research work done by Mr./Ms/Mrs. .... Under my/our  
Guidance and supervision for the degree of Doctor of Philosophy of .....  
University ..... (U.K), India.

I certify that the candidate has put in an attendance of more than 240 days with me.

1. To the best of my knowledge and belief the thesis:
  - Embodies the work of the candidate himself/herself:
  - Has duly been completed:
  - Fulfills the requirement of the Ordinance relating to the Ph.D. degree of the University:
  - Is up to the standard both in respect of contents and language for being referred to the examiner.

Signature of the Supervisor

Date : .....

Signature of the Co-supervisor

Date : .....



# Dev Sanskriti Vishwavidyalaya, Haridwar

(SPECIMEN 4 DECLARATION OF CANDIDATE)

## Declaration

I ..... hereby declare that the work entitled

.....  
.....

is a piece of research work done by me under supervision of the supervisor(s). All the contents and research data of the thesis are original.

I strictly followed all the ethical considerations during my research work and acknowledge and give complete and fair credit to the sources of the ideas that incorporate in my thesis

I shall be sole responsible for any kind of violation of ethical norms and plagiarism.

Signature of the Candidate

Date : .....



**SPECIMEN 5: LETTER OF ACCEPTANCE (by the examiner)**

(Address for Communication)\*

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Date: / / 20

To,  
The Registrar,  
Dev Sanskriti Vishwavidyalaya  
Hardwar- 249411

Sub: - Acceptance to act as Referee for assessment of Ph. D. Thesis of  
Mr./Miss/Mrs.\_\_\_\_\_ in the subject of.....

Sir,  
I have the honor to intimate to you my acceptance of the invitation of the Syndicate communicated in your letter No. R.O/ /Ph.D. / / dated.....  
The candidate is not related to me.  
I shall endeavor to submit my report in **Three Months time** along with the Thesis,

Yours faithfully

\_\_\_\_\_  
(Signature)

Name:

Designation:

\* Address for the dispatch of thesis should be communicated



## **SPECIMEN 6. EVALUATION REPORT**

To,

**The Registrar**

DSVV

1. Name of the Candidate: \_\_\_\_\_

2. Subject: \_\_\_\_\_

3. Title of the Thesis: \_\_\_\_\_

### **PART-I DETAILED EVALUATION**

(Kindly adjudicate the thesis under the following three heads: Quality, Originality and Presentation and grade each of them on a scale of 0-5 where:

‘5’ stands for “Excellent”

‘4’ stands for “Very good”

‘3’ stands for “Good”

‘2’ stands for “satisfactory”

‘1’ stands for “poor”

‘0’ stands for “Inferior”

#### **A) QUALITY:**

1. Introduction to the work ( )

2. Review of literature ( )

3. Scope of the work ( )

4. Technical soundness ( )

5. Problem statement ( )

6. Content of thesis ( )

7. Timeliness of work ( )

8. Contribution to the field ( )

9. Conclusions drawn ( )

10. Scope for further research in the field ( )

#### **(B) ORIGINALITY:**



11. Formulation of the problem and hypotheses ( )
12. Adequacy of data and their analysis ( )
13. Original contribution ( )
14. Importance of the original contributions ( )

**(C) PRESENTATION:**

15. Clear explanation of the work ( )
16. Sufficient details of the methods/techniques adopted ( )
17. Justification of the work done ( )
18. Clarity and unambiguity of the language ( )
19. Clarity of objectives ( )
20. Freedom from redundant/irrelevant material and errors ( )

**Total Score out of 100 (sum of score from 1 to 20) ( )**

**(Score in Words.....)**

**PART –II A DETAILED REPORT)**

(Kindly enclose a detailed report on a separate sheet of paper in addition to the above Performa. A detailed report on the strengths and weaknesses of the thesis is most essential)

**PART-III FINAL RECOMMENDATION**

**It is my considered opinion that: (Please put mark in the box)**

- A) The thesis be accepted for the award of Ph.D. degree in its present form.
- B) The thesis may be accepted after due corrections.
- C) The thesis be revised and resubmitted.
- D) The thesis be rejected.

Note: The thesis can be accepted for the award of Ph.D. Degree only if the candidate secures 60% or more points in Part-I followed by the Detailed Evaluation in Part-II.

Date: \_\_\_\_\_ Signature of the Examiner

Place: \_\_\_\_\_ Name & Designation:



## Dev Sanskriti Vishwavidyalaya, Haridwar

**SPECIMEN 7: PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. at  
DSVV**

### CERTIFICATE

This is to certify that vide notification no .....

Dated ..... of this University, the academic Council has decided that the  
degree of Ph.D. in ..... (Subject) be awarded to Mr/Ms/Mrs

..... (Enrolment no. ....)

The title of Ph.D. thesis is .....

.....  
.....

The Ph.D. degree has been awarded in compliance of the “University Grants Commission (minimum  
standards and procedure for award of Ph.D. degree) Regulation, 2009

Date.....

Registrar



## Title page (synopsis)

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