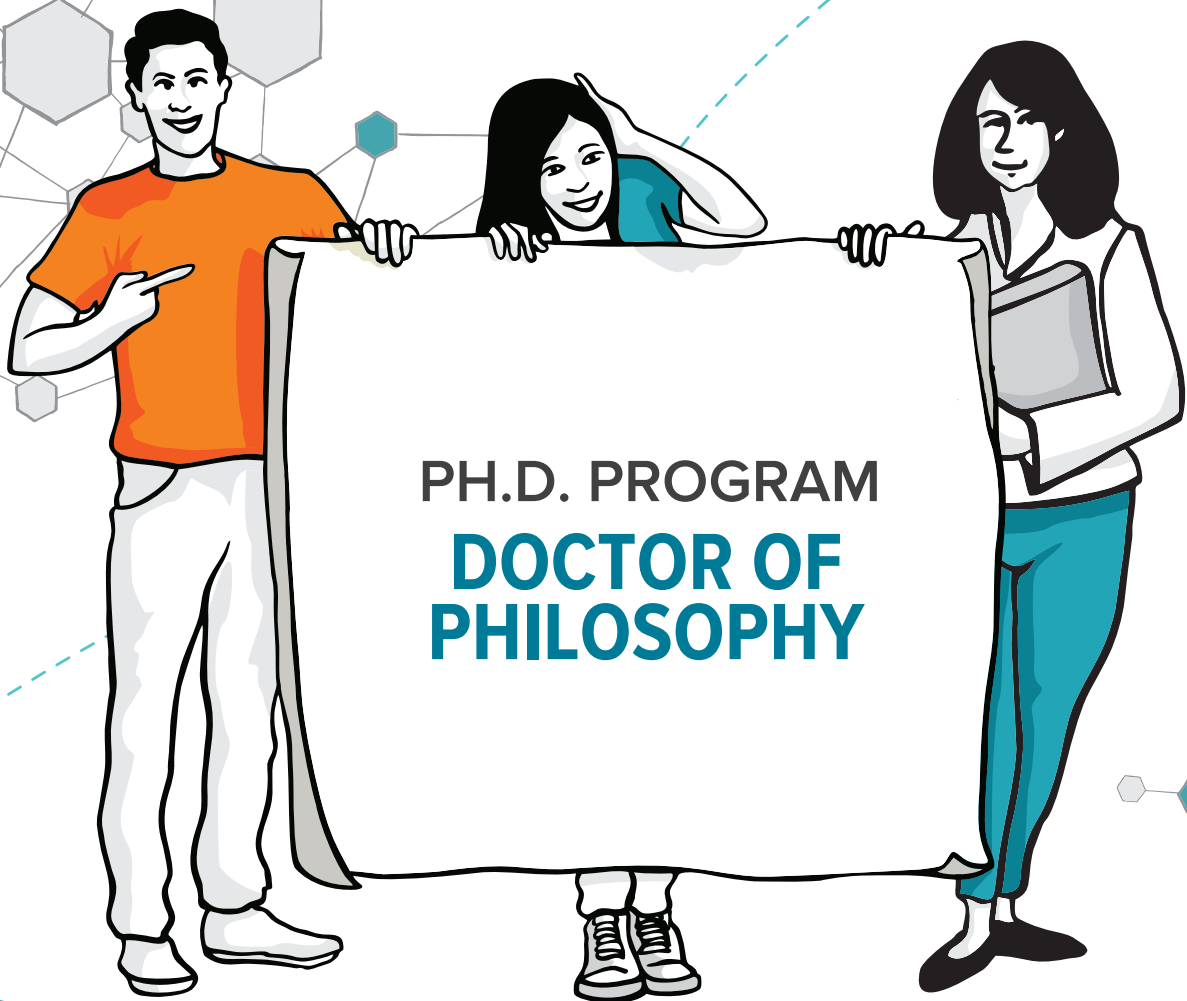




**Marwadi**  
University  
Marwadi Chandarana Group



# TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>1. INTRODUCTION .....</b>                          | <b>03</b> |
| <b>2. DEFINITIONS AND NOMENCLATURE .....</b>          | <b>05</b> |
| <b>3. DEGREE PROGRAM .....</b>                        | <b>07</b> |
| 3.1 Phd Programs                                      |           |
| 3.2 Interdisciplinary Phd Programs                    |           |
| 3.2.1 Business Research                               |           |
| 3.2.2 Sustainable & Innovative Solutions              |           |
| 3.2.3 Educational Technology                          |           |
| 3.2.4 Healthy Life                                    |           |
| 3.2.5 Technological Solutions                         |           |
| 3.3 Full Time Employee                                |           |
| 3.3.2 Industry PhD: How it works                      |           |
| 3.3.1 Role and Benefit of the Industry                |           |
| <b>4. CRITERIA FOR ADMISSION TO PHD PROGRAM .....</b> | <b>15</b> |
| 4.1 Categories of PhD Admission                       |           |
| 4.1.1 Full Time Candidates                            |           |
| 4.1.2 Part Time Candidates                            |           |
| 4.2 Eligibility Criteria                              |           |
| 4.3 Duration of The Program                           |           |
| 4.4 Leave Rules & Attendance Requirement              |           |
| 4.5 International Students                            |           |
| 4.6 Transfer of PhD                                   |           |
| 4.6.1 MU to Other University                          |           |
| 4.6.2 Other University to MU                          |           |
| <b>5. ADMISSION PROCEDURE .....</b>                   | <b>19</b> |
| <b>6. SUPERVISOR .....</b>                            | <b>21</b> |
| 6.1 Recognition of Research Supervisor                |           |
| 6.2 Role of Supervisor                                |           |
| 6.3 Allocation of Supervisor                          |           |
| 6.4 Change of Supervisor                              |           |
| <b>7. FUNCTIONS OF VARIOUS COMMITTEES .....</b>       | <b>26</b> |
| 7.1 University Research Committee (URC)               |           |
| 7.2 Departmental Research Committee (DRC)             |           |
| 7.3 Doctoral Advisory Committee (DAC)                 |           |
| 7.4 Thesis Review Committee (TRC)                     |           |
| 7.5 Open Defence Committee (ODC)                      |           |
| 7.6 Academic Integrity Committee (AIC)                |           |
| 7.7 Grievance Redressal Committee (GRC)               |           |

|  |           |
|--|-----------|
| <b>8. PROGRESS OF PHD PROGRAM .....</b>                    | <b>30</b> |
| 8.1 Phd Entrance Examination and Interview                 |           |
| 8.2 Registration   |           |
| 8.3 Cancellation of Registration                           |           |
| 8.4 Conversion of Registration                             |           |
| 8.5 Re-Registration  |           |
| 8.6 Orientation Program                                    |           |
| 8.7 Course Work  |           |
| 8.7.1 Course Work Subjects & Credits                       |           |
| 8.7.2 Coursework Rules                                     |           |
| 8.7.3 Coursework Exam                                      |           |
| 8.7.4 Coursework Mapping for PhD Transfer                  |           |
| 8.8 Research Progress Review (RPR)                         |           |
| 8.9 Synopsis of Thesis                                     |           |
| 8.10 Draft Thesis Submission                               |           |
| 8.11 Thesis Evaluation                                     |           |
| 8.12 Viva-Voce Examination (Open Defence)                  |           |
| 8.13 Notification of Award of Degree                       |           |
| 8.14 Publication of Thesis                                 |           |
| 8.15 Verification of Plagiarism and Integrity              |           |
| 8.16 Change of Research Topic                              |           |
| <b>9. FINANCIAL ASSISTANCE AND FEES .....</b>              | <b>41</b> |
| 9.1 Scholarship  |           |
| 9.2 Research Fellowship                                    |           |
| 9.3 Payment of Fees  |           |
| <b>10. POWER TO MODIFY .....</b>                           | <b>42</b> |
| Annexure 1 : University Phd Transfer Form                  |           |
| Annexure 2 : Phd Supervisor/Co-Supervisor Application Form |           |
| Annexure 3 : Extension Of Phd Registration                 |           |
| Annexure 4 : Guidelines For Synopsis Submission            |           |
| Annexure 5 : Guidelines For Thesis Submission              |           |
| Annexure 6 : Syllabus For Phd Entrance Test                |           |

# INTRODUCTION

Marwadi University (MU) offers postgraduate programs leading to the award of the Degree of Doctor of Philosophy (PhD). The award of the PhD degree is in recognition of high academic achievements, independent research and application of knowledge to the solution of problems. The creative and productive inquiry is the basic requirement underlying the research work. The academic program leading to the PhD degree is broad-based and may involve course credit requirements at the discretion of the University and a non-optional research thesis. The Degree of Doctor of Philosophy (PhD) of the Marwadi University shall be conferred on a candidate who fulfils all the requirements specified in these Ordinances and Regulations. These Regulations are effective for the batches of students admitted from the batch Summer 24 (S24) of the academic year 2024-25 and onwards.







**MEFGI** - Gujarat's first institute to be accredited with **NAAC A+**



Prestigious member under **SII Study in India**, Govt. of India, Ministry of Education.



The Youngest University in Western India with **12000 Students** from **53 Countries**



Gujarat's First University to be a part of the **75 Students' Satellite Mission** in association with **ITCA** (Indian Technology Congress Association)



**480 Companies** offered Campus Placement



High-Performance Computing Facility **Supercomputer** awarded by **Govt. of Gujarat**



Awarded with the **Centre of Excellence** status by the Govt. of Gujarat



Ranked within Top 50 PVT Universities by **IndiaToday** | **Outlook**



**750 Staff Members**, **500 Faculty Members**, **120 PhD Faculty**



Highest Salary Package offered at Amazon **34.5 Lakhs CTC**



Partnership with **Coursera**



**NCC Unit** for both Boys and Girls



Marwadi University Center of Innovation, Incubation & Research  
A Fully **Functional Incubation Center**



Marwadi University Research Center **State-of-the-art Analysis & Testing Facility**



# DEFINITIONS & NOMENCLATURE

In this Regulations, unless the context otherwise requires,

- 2.1** “MU” means Marwadi University
- 2.2** “Provost” means Vice-Chancellor
- 2.3** “AC” means Academic Council
- 2.4** “URC” means University Research Council
- 2.5** “DRC” means Departmental Research Committee
- 2.6** “DAC” means Doctoral Advisory Committee constituted by DRC for each Scholar to monitor the progress of his/her research work
- 2.7** “TRC” means Thesis Review Committee
- 2.8** “ODC” means Open Defense Committee
- 2.9** “DC” means Doctoral Committee
- 2.10** “AIC” means Academic Integrity Committee
- 2.11** “GRC” means Grievance Redressal Committee
- 2.12** “Program” means Doctoral Program leading to the award of PhD in Arts / Computer Applications / Engineering and Technology / Health Sciences / Law / Management / Science / Physical Education & Sports
- 2.13** “Supervisor” means any faculty member of MU who has been recognized by MU to supervise the research scholar
- 2.14** “Research Aspirant” means the candidate who wishes to do his/her PhD at MU.
- 2.15** “Research Scholar” means any candidate registered by MU either under Full-time or Part-time category for pursuing research for the award of PhD degree of MU.
- 2.16** “Research Proposal” means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. program.
- 2.17** “Research Title” based on mutual area of interest, expertise of the supervisor and subsequent literature review the research title would be proposed by the scholar and approved by supervisor.

- 2.18 “Course”** means a theory subject/a practical subject prescribed by the Supervisor and approved by DRC for the scholar to undergo as a part of coursework of the PhD Program.
- 2.19 “Course Work”** means courses of study prescribed by the Supervisor and approved by DRC to be undertaken by a student registered for the Ph.D. Degree.
- 2.20 “Credit”** means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit.
- 2.21 “Academic Integrity”** is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.
- 2.22 “Author”** includes a student or a faculty or a researcher, faculty or supervisor who claims to be the creator of the work under consideration.
- 2.23 “Plagiarism”** means the practice of taking someone else’s work or idea and passing them as one’s own.
- 2.24 “External examiner”** means an academician/researcher with published research work who is not part of the institution/university where the Ph.D. scholar has registered for the Ph.D. program.



# PROGRAMS

## 3.1 PhD Degree Programs

MU offers PhD programs in various faculties as per following list of specialization in the respective faculty. The provisions contained in these Regulations shall be applicable to any new Doctoral Research Programs, either by any of the departments, or even possibly as inter (multi)disciplinary programs, that may be introduced from time to time.

### Faculty of **ARTS**

- English

### Faculty of **LAW**

- Law
- Sociology

### Faculty of **HEALTH SCIENCE**

- Pharmaceutical Science
- Physiotherapy

### Faculty of **MANAGEMENT STUDIES**

- Commerce
- Economics
- Management

### Physical Education & **SPORTS**

- Yoga Science
- Physical Fitness
- Female and Wellness
- Sports and Mindfulness
- Sports Management
- Sports Physiology
- Sports and Technology
- Sports Nutrition

### Faculty of **SCIENCE**

- Agriculture
- Biotechnology
- Chemistry
- Environmental Science
- Mathematics
- Microbiology
- Physics

### Faculty of **ENGINEERING**

- Bioinformatics
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Electronics & Communication
- Environmental Engineering
- Information & Communication Technology
- Information Technology
- Mechanical Engineering

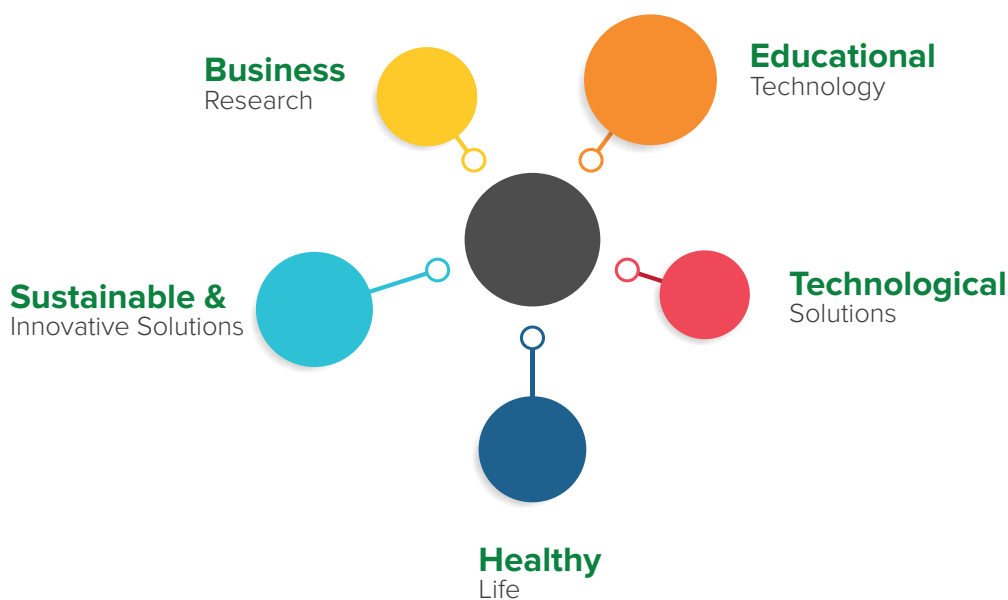
### Faculty of **COMPUTER APPLICATION**

- Computer Science



### 3.2 Interdisciplinary PhD Programs (IPP)

Interdisciplinary PhD programs foster collaboration between diverse fields, promoting innovation and holistic problem-solving. They encourage scholars to transcend traditional disciplinary boundaries, leading to novel perspectives and approaches. Such programs cultivate versatility, equipping graduates with a broad skill set adaptable to various career paths. Interdisciplinary research addresses complex, real-world challenges that cannot be adequately tackled within a single discipline. By integrating insights from multiple fields, these programs drive breakthroughs and advancements at the intersection of knowledge domains. They empower individuals to tackle multifaceted problems with creativity, resilience, and depth of understanding. Ultimately, interdisciplinary PhD programs play a pivotal role in shaping the future of research, innovation, and societal progress. Hence, In line with the goals of National Education Policy 2020, Marwadi University has proposed **Interdisciplinary PhD Programs (IPP)** in following groups.



### 3.2.1 Business Research

The Interdisciplinary PhD Program in Business Research at Marwadi University is aimed to solve managerial problems by collecting, recording, analyzing and interpreting the data systematically. These managerial problems can be linked to any business function, e.g. human resources, finance, marketing or research and development.

#### 3.2.1.1 Thrust Area

The thrust areas of research of the IPP in Business Research are:

- **Business Analysis :**

Market analysis, Financial analysis, Brand analysis, Product analysis, Risk analysis, Competitor analysis, Demand analysis, Distribution analysis, Trend analysis

- **Impact Analysis :**

Consumer behavior, Customer satisfaction, Role of leadership, Corporate social responsibility, Employee engagement, Supply chain management, Role of innovation, Mergers and acquisitions, Workplace harassment on employee well-being, Business ethics

- **Use of Technology :**

Role of artificial intelligence, Role of big data analytics, Online transactions and e-commerce, Online marketplaces

#### 3.2.1.2 Eligibility for Admission

The qualifying degree for Interdisciplinary PhD Program would be M.Tech. | M.E. or equivalent degree in any branch of Engineering | M.Design | MBA | M.A. | M.Sc. | M.Ed. | M.Phy. | M.Pharm. | M.Phil. or any other related discipline with valid GATE/NET score or CSIR/UGC JRF/DST INSPIRE Fellowship

### 3.2.2 Sustainable & Innovative Solution

The mission of the IPP in Sustainable and Innovative Solutions is to foster a fundamental understanding and problem centered analysis sustainability and innovative solutions, from local to global scales. This research program is proposed to collaborate various researchers from different fields and find the innovative solutions towards sustainability.

#### 3.2.2.1 Thrust Area

The thrust areas of research of the IPP in Business Research are:

- **Climate Science**

Climate change and variability, Cloud, circulation & climate feedbacks, Monsoon Dynamics, Ocean dynamics and mixing, Land-Atmosphere interaction, Climate & Weather extremes, Detection, attribution and prediction of climate extremes, factors affecting the Indian monsoon, aerosol radiative processes, LES of cloud processes, causality analysis and data assimilation, impact on hydrology and water resources.

- **Vulnerability Assessment and Adaptation :**

Climate change impacts on cities, drivers and costs of adaptation; Water resource management, vulnerability analysis at national, subnational and community levels; social & economic implications of climate change.

### ■ Mitigation & Policy :

Climate mitigation, strategies for low carbon development, assessment of climate change policies and mechanisms, Climate engineering, enhanced carbon capture systems, multicriteria mitigation assessment.

### ■ Materials :

Sustainable materials, Nano materials, Manufacturing process, healthcare

#### **3.2.2.2 Eligibility for Admission**

The qualifying degree for Interdisciplinary PhD Program would be M.Tech. | M.E. or equivalent degree in any branch of Engineering | M.Design | MBA | M.A. | M.Sc. | M.Ed. | M.Phy. | M.Pharm. | M.Phil. or any other related discipline with valid GATE/NET score or CSIR/UGC JRF/DST INSPIRE Fellowship

### **3.2.3 Education Technology**

The Interdisciplinary PhD Program in Educational Technology at Marwadi University is actively involved in research and education in the area of technologies to improve the teaching-learning process. This program focuses on designing learning environments leveraging effective pedagogy and innovative technology scaffolds for supporting individual and collaborative learning in formal and informal contexts.

#### **3.2.3.1 Thrust Area**

- Technology-enhanced learning of disciplinary practices such as estimation skills, decision making, design thinking, computational thinking, troubleshooting, and so on.
- Frameworks for teacher-use of educational technology tools and strategies.
- Development of AI & ICT based tools for above teaching-learning goals.
- Educational data analytics using technologies such as GSR, EEG and eye tracking to understand teaching-learning processes.

#### **3.2.3.2 Eligibility for Admission**

The qualifying degree for Interdisciplinary PhD Program would be M.Tech./M.E. or equivalent degree in any branch of Engineering | M.Design | MBA | M.A. | M.Sc. | M.Ed. | M. Phy. | M. Pharm. | M.Phil. or any other related discipline with valid GATE/NET score or CSIR/UGC JRF/DST INSPIRE Fellowship



### 3.2.4 Healthy Life

When health professionals and researchers talk about healthy life, they do not only focus on the physical welfare but also on the mental and social wellbeing. In this sense, a healthy lifestyle should include the familiar and social structure for promotion and maintenance of positive behavior. The Interdisciplinary PhD Program in Healthy Life at Marwadi University is proposed to provide platform for research towards the healthy life of the people.

#### 3.2.4.1 Thrust Area

The thrust areas of research of the IPP in Business Research are:

##### ■ Well Being :

Yoga science, Stress and mindfulness, Sports and technology, Physical fitness, Sports management, Sports nutrition, Female and wellness, Sports physiology, Physical fitness, Life saving drugs .

#### 3.2.4.2 Eligibility for Admission

The qualifying degree for Interdisciplinary PhD Program would be M.Tech. / M.E. or equivalent degree in any branch of Engineering | M.Design | MBA | M.A. | M.Sc. | M.Ed. | M. Phy. M. Pharm. | M.Phil. or any other related discipline with valid GATE/NET score or CSIR/UGC JRF/DST INSPIRE Fellowship







### 3.2.5 Technology Solutions

Technology plays a crucial role in modern research, providing researchers with tools to collect, analyze, and share data more efficiently than ever before. With the rapid advancement of technology, researchers now have access to powerful software and hardware that can aid them in conducting experiments, simulations, and data analysis. The Interdisciplinary PhD Program in Technological Solutions at Marwadi University is proposed to provide platform for research to develop innovative technological asolutions.

#### 3.2.5.1 Thrust Area

The thrust areas of research of the IPP in Business Research are:

- **Data Science, Machine Learning and Artificial Intelligence :**

Supervised, semi-supervised and unsupervised machine learning models, Optimization for emerging machine learning problems, developing new and efficient machine learning models and algorithms for novel applications, transfer and continuous learning, statistical learning theory, online learning, reinforcement learning, multi-armed bandit problems, longitudinal data analysis, time series modeling aand analytics.

- **Deep Learning :**

Theoretical aspects of deep learning models, new deep learning tools for modern applications involving text, image, audio and video data, deep learning for industrial and business applications, deep learning for operations research.

- **Game Theory :**

static and dynamic games, differential games, mechanism design, network games, auctions and market design, learning, incomplete and partial information games, cooperative games, resource allocation problems.

#### 3.2.5.2 Eligibility for Admission

The qualifying degree for Interdisciplinary PhD Program would be M.Tech. | M.E. or equivalent degree in any branch of Engineering | M.Design | M.Sc or any other related discipline with valid GATE/NET score or CSIR/UGC JRF/DST INSPIRE Fellowship

### 3.3 Full Time Employee

There are number of industry defined problems in which research is required. Many working professionals who understand these problems very well and also aim to do research in those area by pursuing a PhD while maintaining their jobs. The Industry PhD program provides an opportunity for such industries as well as candidates to do research in those areas and derive fruitful research outcome. Such employees with a Master's or Bachelor's degree as per Marwadi University eligibility criteria can enrol for the PhD program to conduct research at their workplace on their industry defined problems. Such Research aspirants would benefit from guidance by a faculty member from Marwadi University (MU) as well as advisor available within their organization. Key features of the Industry PhD Program are mentioned below.

- Candidate can initiate research on their industry defined problems.
- Fosters opportunities for employee growth and career advancement.
- Research projects are developed collaboratively to align with both company and university objectives.
- Ensures protection of the company's intellectual property and confidentiality requirements.
- Capsule mode coursework is offered to the research scholars of industry PhD program.

#### 3.3.1 Role and Benefit of the Industry

There are number of industry defined problems in which research is required. Many working professionals who understand these problems very well and also aim to do research in those area by pursuing a PhD while maintaining their jobs. The Industry PhD program provides an opportunity for such industries as well as candidates to do research in those areas and derive fruitful research outcome. Such employees with a Master's or Bachelor's degree as per Marwadi University eligibility criteria can enrol for the PhD program to conduct research at their workplace on their industry defined problems. Such Research aspirants would benefit from guidance by a faculty member from Marwadi University (MU) as well as advisor available within their organization. Key features of the Industry PhD Program are mentioned below.

**The Industry PhD Program provides several benefits to the employer, considering the employee's full-time status, including:**

- Permitting the employee to continue their work at company premises and to engage in the inspired research that is aligned to the employer's business. In most cases, this research will take place at the employer's site.
- Allowing the employer to retain all intellectual property developed in the course from the nominated research scholar in accordance with the company policies.
- Nominating an individual expert from the company to serve as Field Supervisor in the Doctoral Advisory Committee to guide and monitor the progress of the research scholar.

As this is an academic program offered by Marwadi University, the core terms of the Industry PhD Program are fixed and non-negotiable. Employers with specific operational needs may propose an addendum in the proposed program scheme which the university will review in good faith. However, any proposed changes that alter the fundamental structure or academic requirements of the program, or the responsibilities of the parties involved, will not be accepted.

### 3.3.2 Industry PhD: How it works

There are steps must be completed to for the registration and completion of an Industry PhD program.

#### 3.3.2.1 Matching of Supervisor

Research office will help to identify the supervisor from the large number of PhD supervisor available who are doing field-oriented research work. Research Aspirant would have interaction of different expert and finalise the supervisor as per need of the expertise required in the proposed research area.

#### 3.3.2.2 Identification of Field-Supervisor (Co-Supervisor)

Research Aspirant has to propose the Field-Supervisor (Co-Supervisor) preferably from her/his parent organization under whom she/he can do the research from her/his working place to derive fruitful research outcome.

#### 3.3.2.3 Application

After finalizing the Supervisor and Field Supervisor, research aspirant shall apply for the Industry PhD Program in the online admission process. Research aspirant will have to indicate that she/he is an Industry PhD applicant. Do not submit an application before completing first two steps. Admission process will be done as per Marwadi University PhD Regulations.

#### 3.3.2.4 Ownership of IP Rights

Organization of the research scholar of the Industry PhD program will research the ownership of IP rights. Publication of any research outcome will be done based on mutual agreement. Marwadi University is responsible for academic oversight and guidance in degree-granting process.

#### 3.3.2.5 Progress of Industry PhD

In case of coursework, research aspirant will be given dual option. In first case she/he can complete it in a capsule schedule specifically designed for industry PhD research scholars. In second case, they can participate in the regular classes on weekly bases along with regular research scholars of the same batch. Research scholar can select any of the either option as per their convenience. Other norms for the progress of PhD will be applicable as per Marwadi University PhD Regulations.



# CRITERIA FOR ADMISSION TO **PhD PROGRAM**

## **4.1 Categories of PhD Admission**

The Marwadi University has categorized the PhD admissions into two categories, Full-Time and Part-Time. There shall be three categories of PhD candidates.

### **4.1.1 Full-Time Candidates :**

All candidates who pursue full time research in MU shall belong to this category.

### **4.1.2 Part-Time Candidates :**

All candidates working in MU, Industrial Units, Colleges, Government Departments, Research Organizations or other Institutions, sponsored for pursuing PhD Program at MU while continuing to serve in their respective Institutions/ organizations which are belong to this category. They shall pursue research in their place of employment and/or at MU. Such candidate has to submit “No Objection Certificate” in the prescribed format form their respective institution/ organization.







## 4.2 Eligibility Criteria

This section defines the required qualification for both the categories. The candidate aspiring admission for PhD must have consistently good academic performance throughout. The candidate must satisfy the below mentioned educational qualification specified as:

- 4.2.1** Master's degree<sup>1</sup> program with 1-year/2-semester (after 4 year undergraduate degree) with at least 55% marks in aggregate or its equivalent.
- 4.2.2** Master's degree<sup>1</sup> program with 2-year/4-semester, with the same conditions as in subclause 4.2.1 as above.
- 4.2.3** A candidate seeking admission after a 4-year/8-semester Bachelor's degree<sup>1</sup> should have a minimum 70% or CGPA of 7.0/10.
- 4.2.4** Candidates who have cleared the M.Phil.<sup>1</sup> course work with at least 55% marks in aggregate or its equivalent. A person whose M.Phil.<sup>1</sup> dissertation has been evaluated and recommended for award of the degree, may be admitted to the PhD program on a provisional basis even before the final defense.
- 4.2.5** An equivalent degree<sup>1</sup> from a Foreign 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the PhD program.
- 4.2.6** A relaxation of 5% of marks or 0.5 score may be allowed for those belonging to SC/ST/OBC<sup>1</sup> (non-creamy layer)/Differently-Abled<sup>1</sup>, Economically Weaker Section<sup>1</sup> (EWS) and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their master's degree<sup>1</sup> before 19th September 1991.
- 4.2.2** CA/CS/ICWA qualification will be considered as equivalent to PG degree as per public notice issued by UGC D. O. No. 9-35/2016 dated 15th April 2021.

<sup>1</sup> Necessary document to be provided by the candidate and will be verified by the **Departmental Research Committee (DRC)**

## 4.3 Duration of The Program

The duration of the program and the time for submission of thesis are counted from the date of registration.

- 4.3.1** PhD program shall be for a minimum duration of three years, including course work and a maximum of five years for full-time candidate and seven years for part-time candidates.
- 4.3.2** The Provost may allow extension of two years beyond the maximum tenure upon the request and recommendation from the Doctoral Advisory Committee through DRC.
- 4.3.3** The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for PhD in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of PhD for up to 240 days.
- 4.3.4** The registration of a Research Scholar who has not submitted his / her thesis by the end of the extended period as provided in the Regulations will be cancelled by the Dean Research. Revocation of cancellation may be considered only when a draft copy of the thesis is submitted. Revocation would require approvals from appropriate authorities. (Doctoral Advisory Committee, Departmental Research Committee, Dean Research and Provost)
- 4.3.5** Total period for completion of a PhD program in any case should not exceed ten (10) years.
- 4.3.6** For university transfer candidate, minimum 50% of the program duration shall be done at the University awarding degree.

## 4.4 Leave Rules and Attendance Requirement

- A Full-Time research scholar is required to sign on all working days of the faculty in an attendance register to be kept in the concerned department or Biometric attendance except when he is on duty/ sanctioned leave.
- Full-Time PhD scholar shall be eligible to avail a leave of 30 days in an academic year. He/she shall not be entitled for any inter semester breaks, winter and summer vacations. However, he is entitled for an additional leave of up to 10 days on medical grounds in an academic year.
- Notwithstanding anything contained above, on application of the research scholar, the Provost may grant additional leave(s) on grounds of prolonged illness or under exceptional circumstances on recommendation of the Doctoral Advisory Committee (DAC). Provided that the period spent on leave(s) should not result into extension for submitting the PhD thesis beyond the maximum period as prescribed.
- A research scholar, who is pursuing course-work as a part of his Ph. D. Program is expected to have full (100%) attendance in each course. However, a maximum of 25% attendance may be condoned by the Dean Research for genuine reasons.





## 4.5 International Students

- 4.5.1** Candidates who have equivalent qualification as required by MU for national applicants 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the PhD program.
- 4.5.2** Faculty Dean of the respective department will form interview panel based on academic background of applicant. Admission would be done based on recommendation of the interview panel and approved by DRC.
- 4.5.3** Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of PhD scholars as specified in clause 6.1.7.
- 4.5.4** MU may modify admission procedure for PhD admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.

## 4.6 Transfer of PhD

### 4.6.1 MU to Other University :

In case of transfer of a PhD scholar due to genuine reasons, the research data shall be allowed to be transferred to the University to which the scholar intends to transfer, provided all the other conditions in these Regulations are followed. The research work belongs to a project sanctioned to the Marwadi University / Supervisor by any funding agency, transfer of PhD cannot be granted. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

### 4.6.2 Other University to MU:

The candidate will have to produce No Objection Certificate from the parent institution and/or parent supervisor. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken. Any such student seeking transfer to Marwadi University and having spent more than two years duration in parent University shall work on research for at-least two years at Marwadi University. Further, in case if the scholar has earned less than 12 credits, then he/she has to undertake the coursework to meet with the deficiency. Equivalence of the credit shall be mapped in the University Transfer From – PhD Program attached as Annexure I.

# ADMISSION PROCEDURE

- 5.1** The available seats in the various specializations under different disciplines will be determined well in advance depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-supervisor ratio (as indicated in Clause No. 6.2.7), laboratory, library, and such other facilities and will be notified on MU website and through advertisement.
- 5.2** The candidates desirous of pursuing PhD degree shall submit the application in the prescribed form through proper channels wherever applicable, before stipulated timeline given on website or advertisement. The application form and the necessary details are made available on the MU website.
- 5.3** Eligibility of the applications will be verified by the research office of the university.
- 5.4** All the eligible applications will be sent to the respective Faculty Dean who will forward the same to the Secretary of the Departmental Research Committee (DRC) of the departments. The DRC shall screen the applications to conduct the Entrance Test and interview.
- 5.5** All the eligible applications will be sent to the respective Faculty Dean who will forward the same to the Secretary of the Departmental Research Committee (DRC) of the departments. The DRC shall screen the applications to conduct the Entrance Test and interview.
- 5.6** Admission to the PhD program shall be made using the following methods:
  - 5.6.1** All the eligible research aspirants will have to appear in entrance test
  - 5.6.2** MU will admit research aspirants through an Entrance Test conducted at MU. The Entrance Test syllabus shall consist of 10% of research methodology, and 90% shall be subject specific. Applicable syllabus for each stream is as per NET/GATE examination as mentioned in Annexure
  - 5.6.3** Junior and Senior Research Fellows (JRF/SRF) working on projects will be admitted based on Entrance Test and interview.
  - 5.6.4** Students who have secured 50 % marks in the entrance test are eligible to be called for the interview. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time. MU will decide the number of eligible students to be called for an interview based on the number of PhD seats available.



- 5.6.5** MU may admit research aspirant who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR-NET/GATE/CEED/CPAT and similar National level tests are exempted from the MU entrance test and are allowed to appear in the interview directly. Selection of the research aspirant will be done based on an interview.
- 5.6.6** Selection of research aspirant based on the entrance test conducted by MU, a weightage of 70 % for the entrance test and 30 % for the performance in the interview will be given.
- 5.6.7** In the interview organized by the respective faculty/department, the research aspirants are required to discuss their research proposal in their area of interest through a presentation before the interview panel appointed by Faculty Dean. The interview shall also consider the following aspects, viz. whether:
- a. The research aspirant possesses the competence for the proposed research.
  - b. The research work can be suitably undertaken in the Department/ Faculty/ university.
  - c. The proposed area of research can contribute to new/ additional knowledge.
- 5.6.8** The allocation of a Research Supervisor for a selected research scholar shall be decided by the concerned DRC depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors, and the research interests of the scholars as indicated by them at the time of interview.
- 5.6.9** The respective DRC will forward the list of selected research aspirants along with the applications of all research aspirants to the Dean Research through the Deans of the respective faculties.
- 5.6.10** The Dean Research will seek the approval of the Provost for the provisional registration of the selected research aspirants.
- 5.6.11** The research aspirants whose registration has been approved by the Provost shall be provisionally admitted to the PhD Program by the Dean Research. List of the provisionally admitted research aspirants will be published by the Registrar on MU website and intimation will be given to the concerned Faculty Dean, DRC and the research aspirant.
- 5.6.12** Research aspirant is required to complete the registration process. All the registered research aspirants will be known as research scholars.
- 5.6.13** Dean Research will review the allocation of supervisor and forward the list to the Registrar for the appointment. Registrar will appoint the supervisor to each research scholar based on recommendation of Dean Research.
- 5.6.14** On receipt of the Provisional registration of the candidates, the supervisors of the research scholar shall recommend a panel of the Doctoral Advisory Committee for their respective scholars as External Subject Expert and Co-Supervisor depending on the expertise required for the progress of proposed area by the scholar. Supervisor is required to send the same to the Dean Research by getting approved through DRC.
- 5.6.15** MU shall maintain the list of all the PhD registered scholars on its PhD dashboard on a year-wise basis. The list shall include the name of the registered research scholars, the topic of his/her research, the name of his/her supervisor/co-supervisor, date of enrolment/registration.

# SUPERVISOR

## 6.1 Recognition of PhD Supervisor / Co-Supervisor

- 6.1.1** Any regular faculty member of Marwadi University with a PhD degree may be recognized as Research Supervisor.
- 6.1.2** A person who desires to be a PhD supervisor has to submit detailed curriculum vitae in a prescribed PhD Supervisor/Co-Supervisor Application Form as per Annexure – II with necessary supporting documents to the Dean Research through DRC.
- 6.1.3** Recognized research supervisors of MU cannot supervise research scholars in other institutions, where they can only act as co-supervisors. PhD awarded by another university under the supervision of a faculty member who is an employee of MU would be in violation of these regulations.
- 6.1.4** A minimum of two years of research or teaching experience along with PhD degree is essential for getting recognition as a PhD supervisor. However, exemptions based on merit shall be considered and approved by the Provost.
- 6.1.5** PhD holders / Scientists in research institutions / Prestigious Organization who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as Co-Supervisors if they fulfill the above requirements.
- 6.1.6** In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the DRC.
- 6.1.7** A Research Supervisor /Co-Research Supervisor who is a Professor/ Associate Professor / Assistant Professor, at any given point of time, cannot guide more than Eight / Six / Four PhD scholars respectively.
- 6.1.8** Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of PhD scholars.
- 6.1.9** Recognition of supervisor/co-supervisor will be done by the Registrar for the applications forwarded by Dean Research received from DRC.

- 6.1.10** Provost is conferred with special powers to relax the conditions in special cases and also to cancel or withdraw the recognition status given to a PhD supervisor.
- 6.1.11** 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 Dean Research.
- 6.1.12** When a supervisor of a research scholar happens to be away from MU, for more than six months, he/she may continue to guide the candidate, but a supervisor belonging to the same faculty of MU shall be officially nominated as a Co-supervisor by the DRC of the department and forwarded through proper channels to the Dean Research for approval.
- 6.1.13** If the supervisor leaves MU, he/she may be permitted to continue as a Co-supervisor for his/her scholar depending upon the availability of the individual, a new supervisor belonging to the same faculty/department nominated by the DRC of respective department will be appointed as the supervisor after obtaining the necessary approval from the Dean Research.
- 6.1.14** Appointment of all the supervisor/co-supervisor or any change in supervisorship is done by Registrar.
- 6.1.15** Any distinguished faculty members whose appointment is not permanent in nature are allowed to co-supervise research scholars but are not permitted to be a Research Supervisor.



## 6.2 Role of Supervisor

The supervisor's responsibilities to advise the scholars on all aspects related to the PhD program while focusing on guidance on academic aspects of research activities. This may include regular meetings with a scholar (typically once a week unless restricted due to reasons otherwise). The supervisor should ensure relevant and adequate advice on important aspects such as involvement of additional supervisors were deemed appropriate, whether the proposed PhD project is feasible within the given time frame, whether the project has the potential to lead to new results of significantly high standard of an international level PhD thesis, and whether the scholar has sufficient time to enable him/her to have a realistic opportunity for submission of thesis. It is envisaged that an ideal PhD program necessitates a good working relationship between the research scholar and the supervisor from the beginning of the PhD program and they have reached an agreement on the demands and expectations from each other. The responsibilities of the supervisor include:

- 6.2.1** It is supervisor's responsibility to ensure at all formalities described in the PhD Regulations are fulfilled.
- 6.2.2** Regular contact with the PhD scholars, and discuss to see if the ideas are good for the research project.
- 6.2.3** Guiding the research scholar about the choice of relevant courses and conferences related to the field.
- 6.2.4** Advising the research scholar for contacting relevant national and international organizations in the area of research.
- 6.2.5** Assisting the research scholar on incorporation of knowledge dissemination element in the course of study.
- 6.2.6** Regular review and feedback on the PhD progress.
- 6.2.7** Guiding research scholars in selection of standard referred journals.
- 6.2.8** Help in preparing the schedule and stages of the research progress so that research outcomes can be published or patented in the stipulated time as required in RPR4 and RPR5 as mentioned in Clause No. 8.8.8.
- 6.2.9** Preparation of the final statement from supervisor summarizing the overall PhD program at the time of PhD thesis submission.
- 6.2.10** Active participation in the assessment and PhD defense.
- 6.2.11** An overall plan of the mutual demands and expectations during the supervision process which includes expectations of the contours and extent of supervision should normally be included in the PhD research plan. The tasks of co-supervisors, if any, should also be agreed upon and should normally include academic discussions in decided relevant parts of the research progress.

## 6.3 Allocation of Supervisor

Registrar will provide the allocation letter to the Research Scholar and the concerned Supervisor(s) approved and forwarded by Dean Research.

- 6.3.1** The allocation of Research Supervisor for a selected research scholar shall be decided by the concerned DRC 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 at the time of interview.
- 6.3.2** In case of topics which are of inter-disciplinary nature where the concerned department feels that the expertise in the DAC has to be supplemented from outside department may appoint a Research Supervisor from the department itself whom shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department / Faculty / University on such terms and conditions as may be specified and agreed upon by the consenting Department/Faculty/Institution/Organization.
- 6.3.3** There shall not be more than three supervisors for a research scholar including one supervisor and two co-supervisors.
- 6.3.4** Guiding research scholars is a significant investment of one's time. Care must be taken before accepting doctoral scholars considering the load on hand.
- 6.3.5** In case of relocation of an PhD woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred from MU to which the scholar intends to relocate provided all the other conditions in these regulations are followed and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The research scholar will however give due credit to the parent supervisor and the institution for the part of research already done.

## 6.4 Change of Supervisor

A research scholar desirous to change his/her Supervisor shall apply to the DRC Chairman with both the old and the new supervisors. The decision on this will be taken by the Dean Research based on the recommendation of DRC. In case of death of a Supervisor or long leave or prolonged sickness of a supervisor or the cases of similar nature, a research scholar may apply to the DRC Chairman for changing his/her supervisor and such application shall be forwarded by DRC Chairman to Dean Research for the approval. Or on the application of the research scholar / supervisor for the reasons other than above for change of supervisor the Dean Research may form a committee and after thorough inquiry and on the report of the committee the Dean Research will take appropriate decision.



# VARIOUS COMMITTEES

## 7.1 University Research Council (URC)

The University Research Council is the apex body of the Research and Development Cell headed by Provost or his/her nominee. The URC would help creating a research ecosystem for reliable, impactful, and sustained research output. The essential elements of such an ecosystem, viz., generation of knowledge and facilitation of research, innovation and technology development for industrial & societal benefits, are addressed by human resource (researcher & faculty), intellectual capital (knowledge & skills), governance (regulation & policies) and financial resources (funding & grants). DRC is comprised of,

- I. Provost would be the chairman of the council.
- II. Three to five external members having wide range of research experience.
- III. Registrar
- IV. Dean Research
- V. Three to five internal members holding key positions.

Provost, Registrar and Dean Research are holding permanent positions in the council. External and internal members will hold the position for minimum of three years. Provost may change external and internal members depending on requirement and their contributions.

## 7.2 Departmental Research Committee (DRC)

Departmental Research Committee (DRC) is constituted at each department of all the faculties of the university.

- I. DRC Chairman (Faculty Dean/Head of Department)
- II. DRC Secretary (Departmental Faculty nominated by DRC Chairman)
- III. Advisory Members (Max. three nominated by Dean Research)
- IV. Members (Faculty members involved in research related activities nominated by DRC Chairman)

Faculty Dean or Head of the Department would be the DRC Chairman as decided/suggested by Faculty Dean. Senior person having good insight and experience of research will be nominated as DRC Secretary by DRC Chairman. Dean Research is by default members of the DRC. Advisory Members will be nominated by Dean Research as per strength and need of the department. All the faculties of the department involved in the research related activities of the department will be the members of the DRC as nominated by DRC Chairman.

Role of the DRC would be to plan and review the progress of the research related activities at the department level. To identify need of the research related facility and avail them. To admit research scholar and observe their progress as per university norms by offering requisite support to them. To review and approve the applications for the research related activities like attending training programs, national and international conferences, research incentives etc. Arrange research sensitization sessions to promote research at the department level.

### **7.3 Doctoral Advisory Committee (DAC)**

Doctoral Advisory Committee (DAC) is to be constituted by the DRC for each research scholar comprising of

- I. DRC Chairman (Chair Person)
- II. Supervisor (Convener and Coordinator) and Co Supervisor (If applicable)
- III. Expert conversant with the research (External Expert)
- IV. Representative(s) of DRC (Internal Expert)
- V. Faculty Dean
- VI. Dean Research
- VII. Dean Research Nominee (From other than parent department)

Supervisor will propose the co-supervisor, external and internal experts as per need of the research topic and the expertise available with the proposed nomination as DAC experts. DRC-Chairman will approve the DAC proposed by supervisor and intimate to the Dean Research for each of the admitted research scholars. This will cover names of the co-supervisor and external expert conversant with the proposed area of research. Internal subject expert will be nominated by DRC Chairman. This formation of the DAC shall be submitted to Dean Research within one month of the date of joining of the research scholar. Details of the coursework submitted by research supervisor should be reviewed by DAC and submitted to Dean Research within one month from the date of joining of the research scholar.

#### **7.3.1 Functions of DAC**

The following activities are to be carried out by DAC.

- I. To review the research area and see the research potential in the area of research proposed by the research scholar.
- II. To guide the research scholar to develop study design & methodology of research & identify the course that they have to do.
- III. To guide and review the progress of research scholar at periodical Research Progress Review (RPR) presentations and approve/disapprove the progress.
- IV. To review the reports submitted by the research scholars and guide them for effective presentation.
- V. To recommend synopsis for submission for review through the external members.
- VI. To recommend the draft thesis presentation for review through the external members.

## 7.4 Thesis Review Committee (TRC)

Thesis Review Committee (TRC) is to evaluate the research outcome and presentations in the forms of synopsis and draft thesis. To constitute TRC, supervisor have to propose three national and three international reviewers having vast experience in the same area of research of the proposed research work to the Controller of Examination (CoE). Recommended reviewer shall be preferably professor level. CoE will form the TRC through Provost by selecting one national and one international reviewers from the proposed list by supervisor. TRC will review the synopsis and once synopsis is approved by them, research scholar is permitted to submit the draft thesis. Again, draft thesis will be sent to the TRC. TRC will review the thesis and may recommend as,

1. The thesis be accepted for the award of PhD degree in its present form
2. The thesis be revised as per minor corrections and re-review not required.
3. The thesis be revised as per major corrections and send for review again.
4. The thesis be rejected.

Maximum duration for the thesis review will be of ten weeks. If review comments are not received from the TRC member, CoE will get approval of another TRC member from the Provost from the list of experts suggested by the supervisor.

## 7.5 Open Defence Committee (ODC)

Research scholar must present the thesis and appear for the Public Viva-Voce/Open Defense in front of ODC nominated by Provost. The ODC will examine the research work. ODC shall include,

- I. Any one external examiner selected from Thesis Review Committee by Provost. If it is not feasible to attend open defense by any of the TRC member, Provost reserves the right to appoint any other external examiner from the panel of examiners submitted by supervisor.
- II. Supervisor of the candidate will be the convenor of the open defense.
- III. Doctoral Committee (DC) of three members conversant with research will be appointed by the Provost from the university.
- IV. Co-Supervisor, if any. - Invitee
- V. Doctoral Advisory Committee members – Invitee

Research scholar has to satisfy the comments/modifications given by the reviewers before the final defense and incorporate in the final thesis. After successful completion of defense, Research scholar must have to submit FOUR copies of upgraded thesis (incorporating all suggestions/corrections given by ODC) to the DRC. The DRC will verify the same and submit to the Controller of Examination. The Registrar will publish the PhD notification of research scholar.

## 7.6 Academic Integrity Committee (AIC)

Academic Integrity Committee observes and deals with the issues related to academic integrity and originality of work in academic as well as research work done leading to the partial fulfillment for the award of PhD by a research scholar in the form of thesis, publication of research papers, book chapter, full-fledged books and any other similar work.

Research office shall use appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

Every scholar and respective supervisor submitting a any other such documents outside university for the publication have to agree that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism. Any documents submitted for publication outside without similarity check by the research office and if found guilty, such cases are reviewed and handled by the AIC. Formation of AIC would be as,

- I. Chairman - Dean Research
- II. Member - Registrar
- III. Member - Dean of the Faculty concerned
- IV. University Research Coordinator / VC Nominee

### 7.6.1 Levels Of Plagiarism And Penalty

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- I. Level 0: Similarities up to 10% - Minor similarities, no penalty
- II. Level 1: Similarities above 10% to 40%
- III. Level 2: Similarities above 40% to 60%
- IV. Level 3: Similarities above 60%

AIC shall impose penalty considering the severity of the Plagiarism. For minor similarities there shall be no penalty or author may be asked to submit a revised script within a stipulated time period not exceeding 6 months or may be debarred from submitting a revised script for a period of one year or for the great extent registration for that program may be cancelled.

## 7.7 Grievance Redressal Committee (GRC)

In case of any dispute, the initial communication may be done with the research office. If the dispute is not resolved, it may be escalated to the committee formed to address the dispute. If the dispute is between a research scholar his/her Research Supervisor/ Department/ Faculty/ University, a Committee consisting of the following shall examine the matter and report to the Provost / to the person nominated by the Provost of the University, whose decision shall be the final.

- I. Level 0: Similarities up to 10% - Minor similarities, no penalty
- II. Level 1: Similarities above 10% to 40%
- III. Level 2: Similarities above 40% to 60%
- IV. Level 3: Similarities above 60%

If the complaint is against the Head/the Dean, he/she shall not participate in the proceedings of the meeting. In that case, additional member/s may be appointed by the Provost to replace them.

# PROGRESS OF **PhD PROGRAM**

## **8.1 Phd Entrance Examination & Interview**

Research aspirants eligible as per Clause No. 4.2 have to pass through the admission procedure as per Clause No. 5. Research aspirants clearing the entrance examination and personal interview are eligible for the registration in PhD program.

## **8.2 Registration**

Successful candidates are required to contact student section of the university for document submission and pay requisite fees. On completion of registration process, the research aspirant will be termed as a research scholar. Every PhD research scholar of the Institute shall be associated with Parent Department, offering the degree program that the scholar undergoes (or the department that his Research Supervisor belongs to), throughout his study period.

Research Scholars can be permitted to break their studies either on medical grounds or for accepting a job with the specific permission from the DRC in writing. The break is for a maximum period of one year. If prior permission is not sought and obtained, it will be considered as a case of discontinuation and action will be taken to cancel the registration of such research scholars. For permitting a break in studies on medical grounds, a medical certificate is essential. For resumption of studies, such a research scholar should produce a fitness certificate to the DRC.

PhD registration is valid up to maximum period mentioned in clause no. 4.3 from the date of joining. Beyond that, scholar should seek extension of registration by applying in the specific format as per Annexure III within the stipulated date. Extension will be granted on yearly basis. The registration is liable to be terminated if the research scholars fail to obtain extension of registration.



## 8.1 Cancellation of Registration

- 8.3.1 Submission of false information at the time of registration.
- 8.3.2 The research scholar should also pay fees every term as prescribed by the University, failing to which progress of the scholar will be frozen or registration may be cancelled for consistently irregular scholars.
- 8.3.3 The registration of a research scholar whose progress is not satisfactory or who has not reported in person to the supervisor for any one semester is liable to be cancelled by MU.
- 8.3.4 On recommendation of Doctoral Advisory Committee through Departmental Research Committee due to unsatisfactory Research progress.
- 8.3.5 Voluntary withdrawal of registration.
- 8.3.6 At the end of seven years of registration.
- 8.3.7 The Research scholar fails to obtain extension of registration.
- 8.3.8 If the thesis is not submitted within six months after submitting the synopsis.
- 8.3.9 If the Thesis is asked for re-submission and not submitted within one year after asking for resubmission.
- 8.3.10 If the PhD Thesis has not been accepted after TWO submissions.
- 8.3.11 The registration of a research scholar who has not submitted his/her thesis by the end of the prescribed /extended period as provided in the Regulations will be cancelled by MU.
- 8.3.12 The registration can be cancelled on the recommendation of the committee duly constituted by the Provost on the charges proved being guilty of breach of professional ethics, misbehavior, misconduct, moral turpitude, or arrested by police on serious criminal charges.
- 8.3.13 If it is found that a research scholar had not in fact fulfilled all the requirements stipulated in the offer of admission, in any form whatsoever, including possible misinformation etc., this matter shall be reported to the Dean Research, recommending revoking the admission of the research scholar.
- 8.3.14 A research scholar is not eligible for re-registration for PhD after cancellation of his / her earlier registration.
- 8.3.15 Due to unfair means in examination.

## 8.4 Conversion of Registration

The Dean Research be empowered to permit the conversion of registration from PhD (Full-Time) to PhD (Part-Time) and vice-versa by reviewing application and justified requirement of conversion. Application should be recommended by respective supervisor and sent to Dean Research through DRC.

## 8.5 Cancellation of Registration

After the expiry of the maximum period including the extension granted, a research scholar will be permitted to Re-register as per the following regulations.

- 8.5.1** For those research scholars who want to re-register under the same supervisor on the same area of research, the earlier Doctoral Advisory Committee and the course works completed will hold good.
- 8.5.2** If the area of research is the same, the new Doctoral Advisory Committee is formed then new DAC will decide whether the earlier course works completed can be considered for exemption or not.
- 8.5.3** For those research scholars who want to re-register with a different supervisor on a different area of research will be subjected to the regulations applicable for the fresh research scholars.
- 8.5.4** Research scholar is required to pay the requisite fees after re-registration as per university norms.

## 8.6 Orientation Program

Immediately on admission the research scholars are expected to undergo an orientation program at the university. This program is intended to familiarize the new research scholars with the faculties, department, research facility, research database, PhD dashboard and research related support available at the university. Main objective is to establish rapport with the faculty, library and research office.



## 8.7 Coursework

Every research scholar shall have to do course work for a minimum of six months. Research scholar must have to appear in coursework then only he/she will be allowed to appear in Research Progress Review (RPR) presentation in front of Doctoral Advisory Committee (DAC).

### 8.7.1 Coursework Subject & Credits

Every research scholar shall have to do course work for minimum of twelve credits. The course work shall include at least four courses, namely

- A 4-credit course on research methodology (may include quantitative methods and computer applications).
- A 2-credit course on Research & Publication Ethics as per UGC guidelines.
- A 3-credit professional/technical course (Department Elective Course) related to the department /faculty of the research scholar. (if not offered by any Department, its syllabus to be proposed by the allocated supervisor and approved by DRC)
- A 3-credit professional/technical (Domain Specific Course) course related to the research field of the research scholar. (if not offered by any Department, its syllabus to be proposed by the allocated supervisor and approved by DRC)
- A scholar, who has completed his/her bachelor and master program in regional language other than English, will have to undergo university level audit course in the English language.

### 8.7.2 Coursework Rules

- Courses may also be prescribed from those offered by university other than that in which the research scholar is registered as per need of the proposed research area. No change in
- courses prescribed shall be made without the approval of the DRC. It shall, however, be open to the DAC to prescribe additional courses wherever found necessary.
- The process of registration in the course work, examination, evaluation and grading shall be same as followed as per the MU Norms and it will be governed by the examination section.
- Candidates has to pass individually all prescribed courses offered by DRC with minimum CGPA of 6.00 on 10.00 point scale within one year from date of admission/registration to continue the PhD program.
- If research scholar who secures less than 6.00 CGPA, will be given another chance for repeating one or more of the courses or for taking an alternative course (to be identified by the DAC) to obtain the minimum CGPA. If the research scholar fails in the second attempt to secure 6.00 or more CGPA, his/her RPRs will be freezed. However, giving this chance arises only if all the course work can be completed within the extended period of six months over the maximum time limit of one year.
- Every research scholar will be required to submit a research proposal duly recommended by the Supervisor (s), after successful completion of the course work.
- In case the research proposal is rejected by the DRC, research scholar may resubmit it within next six months from the date of the meeting of DRC, failing to which his/her registration will be cancelled.

### 8.7.3 Coursework Exam

- Coursework exam of Research Methodology (RM) and Research & Publication Ethics (RPC) will be taken at the university level.
- Right to select the type of evaluation of Department Elective Course and Domain Specific Course are given to the supervisor. Type of evaluation can be End Semester Exam taken at university/department/supervisor level, presentation, MOOC Course like NPTEL, SWAYAM, etc., project or any other. Rubric planning of the course covering assignment and evaluation type is to be submitted by supervisor to the research office through DRC. If the course is offered in online mode through NPTEL, SWAYAM or any other, candidate will have to submit course completion certificate mentioning number of credits (Minimum 3) gained; otherwise online course will not be granted.
- The paper setting and assignments for the specialized courses will be the responsibility of the research supervisor.
- The evaluation of assignments and examination of the specialized courses is to be done by a supervisor by ensuring standards and in non-bias way.
- Supervisor have to submit the grades of the research scholars for any sort of evaluation done by them other than End Semester Exam taken at university level to the research office through PhD dashboard. Hard copy of the result sheet shall be submitted to research office.
- All grade sheets pertaining to the coursework of all research scholars shall be declared by the Controller of Examinations. Letter Grades and Grade Points (GP) Based on the performance in each subject, the student is awarded a final letter grade. The letter grades and the corresponding grade points are as MU Examination norms.
- The course work should preferably be completed within 12 months from the date of registration. A grace period of 6 months may be allowed by the Dean Research based on the merits of the cases.
- The above requirements are to be fulfilled by both the full-time and part-time research scholars.

### 8.7.4 Coursework Mapping for PhD Transfer

- Content of Research Methodology (RM) and Research & Publication Ethics (RPE) shall be mapped. If the content of these courses is not mapped, then that course shall be offered at MU in any case. The curriculum of both courses shall be attached to the application.
- Candidate has to earn a minimum 6 CGPA as per MU grade point system in the PhD coursework even in case of partial exemption of the courses. If the final CGPA of all the courses including courses offered by Marwadi University and exempted courses is less than 6, the candidate will have to appear for the remedial examination in a minimum of two courses having the lowest grades. Candidate may opt for additional courses as per choice if he/she wishes depending on grades obtained.
- Additional core course/seminar of 3 credits shall be offered in case all the content of the PhD coursework curriculum of Marwadi University is mapped and the total credit is less than twelve.

## 8.8 Research Progress Review (RPR)

A research scholar shall appear before the Doctoral Advisory Committee once in six months to make a Research Progress Review presentation of his/her work progress for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Doctoral Advisory Committee to the Dean Research. The Doctoral Advisory Committee meeting may be conducted through video conferencing if a DAC member is not able to attend the meeting in person.

- 8.8.1** Presentation of all the Research Review Progress will be done in front of DAC in the month of May/June and November/December every year.
- 8.8.2** Research scholar must submit five Research Progress Report (RPR) in prescribed format. Every RPR will be considered for partial fulfilment of the award of the PhD degree. On achieving a satisfactory level for the award of the PhD degree, DAC will allow the candidate to submit the synopsis.
- 8.8.3** To conduct first RPR presentation, the research scholar has to enter the proposed PhD title in the dashboard (must be in Title Case) which has to be approved by the supervisor. If title is required to be changed, DAC should approve the change of title proposed by research scholar and which has to send to the research office with due approval of the respective DRC.
- 8.8.4** All the scholars must attend the reviews in physical mode. Review card for RPR can be downloaded from the PhD dashboard. Review card should be maintained in three copies each one would be for research scholar, supervisor and research office. Scanned copy after due signature of all the reviewers is to be uploaded in the PhD dashboard by the supervisor.
- 8.8.5** A Research Scholar shall submit a written report and presentation of the research progress done by him / her in the prescribed proforma to the supervisor through PhD dashboard at least one weeks before the scheduled date of RPR. Supervisor has to review the report and presentation and check that the both of them has to be as per MU guidelines of report and presentation preparation. Supervisor is required to approve them and schedule the RPR presentation and apply in PhD dashboard for the approval from Dean Research. RPR request should be placed in the dashboard by supervisor at least three days in advance for the approval from Dean Research.
- 8.8.6** The request will be rejected if the uploaded details do not fulfil the university criteria. The supervisor has to reschedule the DAC after due modifications are suggested.
- 8.8.7** In case any research scholar is not able to present his/her Research Progress Review in the DAC meeting in a particular phase, then it will be considered as an extension for 6 months. In such a case, the research scholar will be eligible to present his/her research progress in the next phase of RPR.
- 8.8.8** Scholars appearing for RPR<sub>4</sub> or RPR<sub>5</sub> must have published/accepted first paper or second paper respectively as per university norms (Clause 8.9.1). Research scholar has to upload the publication details in the PhD dashboard and get it approved by his/her supervisor. The supervisor of such scholars is required to apply for approval to conduct RPR<sub>4</sub> or RPR<sub>5</sub> as applicable to the Dean Research. Application shall be supported with a copy of the publication along with the acceptance mail/letter or a published copy to arrange RPR<sub>4</sub> or RPR<sub>5</sub>. The research office will allow to raise a DAC request to the supervisor only after written approval is received from Dean Research.



- 8.8.9** If progress of the Research Scholar is tardy, the Doctoral Advisory Committee shall record the reasons for the tardiness and warn the Research Scholar and suggest corrective measures. If the Doctoral Advisory Committee finds that the progress is not satisfactory even after two such warnings, DAC may recommend for the cancellation of registration of the research scholar.

## **8.9 Synopsis of Thesis**

Synopsis will be recommended to submit by DAC at least after five successful RPR presentations and minimum two paper publications in peer reviewed journals as per university norms. Research scholar has to submit synopsis to Examination Section as under.

- 8.9.1** Research scholars have to publish TWO research papers, from the list of Web of Science – Core Collection or SCOPUS indexed journals. Or scholar shall have one Indian or International patent (Utility) granted where Scholar, Supervisor and Marwadi University shall be applicant; in this case application and grant of patent has to be done during the tenure of PhD program.
- 8.9.2** In case of other high-quality journals, not available in the above listed databases, the Provost may relax the above condition on recommendations of a Committee constituted by the DRC with two external experts (designation equivalent to a Professor or above) and one Professor of the concerned institute / department/area as the members.
- 8.9.3** The scholar must be the first author of those research publications and the publications shall be from the research work done to fulfil the objectives of the thesis approved by the DAC.
- 8.9.4** All research scholars shall write their synopsis in English language. Research scholars can submit synopsis covering relevant points of the research work carried out as mentioned in Annexure IV.
- 8.9.5** Similarity check is required as per the University norms.
- 8.9.6** Research scholar should submit two copies of the synopsis report after approval of synopsis to the University.
- 8.9.7** Synopsis submission fee applicable as per norms of the Marwadi University.
- 8.9.8** The research scholar should present the synopsis before the DAC. The DAC approves the work reported in the synopsis, permit the research scholar to submit the draft thesis.
- 8.9.9** A panel of at least six reputed reviewers (3 within India and 3 from foreign countries) with brief bio-data will be recommended by supervisor. The Provost reserves the right to appoint two reviewers for the thesis evaluation from the list of experts suggested by the supervisor. Synopsis will be sent by the COE to the renowned researchers for seeking consent to evaluate thesis and to form Thesis Review Committee (TRC).

## 8.10 Draft Thesis Submission

- 8.10.1** Research scholar has to submit draft copy of PhD thesis along with abstract within ONE year from the date of submission of the synopsis in soft form in PhD dashboard. One spiral bound copy is to be submitted to research office.
- 8.10.2** If this period exceeds one-year research scholar will have to apply for an extension to the DRC. The DRC may recommend the extension of maximum for one year.
- 8.10.3** If the research scholar fails to submit the thesis within the extended period, research scholar has to apply for the re-registration.
- 8.10.4** Format of the thesis should be as per the university norms as per Annexure V.
- 8.10.5** Similarity check is required as per the University norms.
- 8.10.6** The thesis submitted for PhD degree should show a definite contribution to advancement of knowledge in the research scholar's chosen field of study. It will be evaluated primarily on the quality and quantity of its contribution to new knowledge, interpreted in the widest sense, to include instrumentation, design, development and applied work of an innovative-adoptive nature. The thesis should show evidence of critical evaluation and judgement and good mastery of the background literature of the subject of research, as well as the research scholar's capacity to relate his / her specialized research to the broader framework of the general discipline within which it falls.
- 8.10.7** For research scholars pursuing interdisciplinary PhD degree, irrespective of the departments in which the research scholars are carrying out research, the names of the subjects should be indicated in the thesis, but not the names of the departments. For example: A candidate with post graduate in Chemical Engineering, but has undertaken PhD in Bioinformatics in the Department of Biotechnology. Then, degree will be awarded with the names of the subjects as (Chemical Engineering –Bio informatics) and the name of the department will be excluded in the same.
- 8.10.8** Draft thesis approved by supervisor, DRC and Dean Research will be sent to Thesis Review Committee (TRC) for the review formed by Provost through Controller of Examiner (CoE).

## 8.11 Thesis Evaluation

Controller of Examination will send the thesis for the review to both the members of Thesis Review Committee formed by Provost along with Thesis Evaluation Report as per Annexure VI and will request to submit the review within ten weeks. The report should highlight the contributions of the thesis, its strengths and weaknesses, modifications / corrections / clarifications if any needed and should include a definite recommendation regarding the acceptability of the thesis for the award of the PhD degree. The reviewers may give their recommendations and opinion about the thesis in the Thesis Evaluation Report provided by the Controller of Examination. Thesis Evaluation Report is in two parts. Part – 1 is related to rating of different sections of the thesis like introduction, review, material & methods, results & appendices, technical content, discussion, summary, bibliography and language. Finally reviewer have to recommendation for acceptance of thesis. If the rating provided by the reviewer is more than 50%, than only thesis would be accepted. Part - 2 of the Thesis Evaluation Report is for the final recommendation in which comment of the review shall be done by selecting any one option given below.

1. The thesis be accepted for the award of PhD degree in its present form
2. The thesis be revised as per minor corrections and re-review not required.
3. The thesis be revised as per major corrections and send for review again.
4. The thesis be rejected.

**8.11.1** The Controller of Examination shall take such steps as deemed necessary to enable the reports of the examiners to be received as quickly as possible.

In case the examiner did not insist on sending the thesis back to him, then CoE may refer the revised thesis to the Supervisor for verification.

**8.11.2** In the case of major differences of opinions and recommendations of the two reviewers, Provost may take advice and recommendation of the third reviewer.

**8.11.3** If TWO reviewers consider the thesis unsuitable for the award of the degree, the thesis is considered as rejected. Research scholar will have to apply for registration again after approval from DRC.

**8.11.4** In case of unavailability of either the reviewers or delay from reviewers to submit a review within ten weeks, the Provost may appoint another reviewer from the panel.

**8.11.5** In case of unavailability of either the reviewers or delay from reviewers to submit a review within ten weeks, the Provost may appoint another reviewer from the panel.

**8.11.6** After approval of the reviewers thesis should shall be submitted for the review and approval from the DRC. Open defense of the PhD research scholar shall be arranged after approval of thesis from DRC.

**8.11.7** For open defense, the Provost shall appoint Open Defense Committee (ODC) consisting of any ONE of the two reviewers, Dean Research, Controller of Examination, and a member from DRC.

**8.11.8** Individual cases not covered by the above regulations shall be referred to the Provost for his final decision.

## **8.12 Viva-voce Examination (Open Defense)**

The public viva-voce examination – open defense of the research scholar to defend the thesis shall be conducted by Open Defense Committee constituted by the Provost if the evaluation reports of the external examiner on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination. Failure to attend the Oral Examination may lead to cancellation of the registration. Research scholar must present the thesis and appear for the viva-voce in front of Open Defense Committee (ODC) appointed by Provost.

A notification will be published on Marwadi University website/through email regarding open invitation to attend the research work presentation of the scholar. The ODC will examine the research work. Research scholar has to satisfy the comments/modifications given by the reviewers before the final defense and incorporate in the final thesis.

If the performance of the candidate in the Oral examination as reported by the Open Defense Committee is NOT SATISFACTORY, the candidate may opt to reappear for the Oral Examination at a later date (not later than six months from the date of the first Oral Examination). On the second occasion, the ODC shall include one more examiner nominated by the Provost. If the performance of the research scholar in the open defense on the second occasion also is reported to be NOT SATISFACTORY, the Provost, if he deems it necessary, shall refer to the remarks of the ODC, along with the thesis and comments of the examiners, to a committee constituted by the Provost for this purpose and decide. The decision of the Provost shall be final.

After successful completion of defense, research scholar must have to submit FOUR copies of updated hard bound thesis as per MU guidelines (incorporating all suggestions/corrections given by ODC) to the DRC. Copies for the co-supervisor will be extra if in case. The DRC will verify the same and submit to the Controller of Examination. The Registrar will publish the PhD notification of research scholar.

## **8.13 Notification of Award of Degree**

If the performance of the research scholar in the viva voce Examination is satisfactory Marwadi University will issue a notification of award of PhD degree and research scholar will receive the degree in the forthcoming convocation on the recommendation of the Academic Council and with the approval of the Board of Governance of MU.

## 8.14 Publication of Thesis

- 8.14.1** After the viva voce examination, the candidate shall submit a copy of the thesis in pen drive duly certified by the Supervisor that all the corrections have been duly carried out as suggested by the ODC members, if any, for MU Archives.
- 8.14.2** MU shall submit an electronic copy of the PhD thesis to the national repository/Institutional Electronic Archive, for hosting the same so as to make it accessible to all Institutions/Universities.
- 8.14.3** Papers arising out of the thesis may be published by the research scholar /supervisor. However, the thesis as a whole shall not be published by the research scholar without the specific approval of MU.

## 8.15 Verification of Plagiarism and Integrity

The thesis shall be submitted through the Supervisor and DRC of respective department to the research office. It shall contain similarity report derived from standard software available to check similarity.

- 8.15.1** Thesis incorporates the results of independent investigations carried out by the Research Scholar himself.
- 8.15.2** The work contains no plagiarism and that the work has not been submitted for the award of any other degree/ diploma of the same Institutions where the work was carried out or to any other Institution.
- 8.15.3** Text, diagrams or any other material taken from other sources (including but not limited to books, journals and web) have been acknowledged, referred and cited. and signed by the Research Scholar and the supervisor.
- 8.15.4** The Research Scholar shall not be permitted to submit thesis for which degree has already been conferred by this or any other University. But the Research Scholar shall not be precluded for incorporating his work, which has already been submitted elsewhere for a degree, in his present thesis covering a wide field. In such a case, he shall so indicate in written statement, which shall accompany the thesis.
- 8.15.5** Use of any type of AI tool to prepare thesis is not permitted. AI similarity will also be checked for the thesis.

## 8.16 Change of Research Topic

Change of Topic of Research: Normally the research scholars who are so registered shall not be permitted to change topic of research. The DRC may waive this, provided the problem of research remains substantially the same, with the approval of Dean Research.



# FINANCIAL **ASSISTANCE & FEES**

## **9.1 Scholarship**

Support will be provided to avail the scholarship as per eligibility of the research scholar from any external sources.

- 9.1.1** Part time and sponsored research scholars shall not be awarded any research fellowship/ assistantship by the University.
- 9.1.2** Other financial assistance offered to any scholar will be governed as per MU rules and regulations.

## **9.2 Research Fellowship**

All the full-time research scholars are motivated to apply for the JRF from MU, SHODH, INSPIRE, GATE, UGC etc. All administrative support will be provided to avail fellowship by the university. No student can receive scholarship/ fellowship from more than one source.

## **9.2 Payment of Fees**

Research scholar is required pay requisite fees for registration, examination, RPR, Synopsis, Open Defense, Convocation or any other fees as applicable to the research scholar.

# POWER TO **MODIFY**

Notwithstanding all that has been stated above, the MU has the right to modify any of the above Regulations from time to time with due approval from URC and AC.





## ANNEXURE-1

### University Transfer Form PhD Program

#### *Student Information*

Name of Candidate : \_\_\_\_\_

Father's Name/Husband's Name : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

Postal Address : \_\_\_\_\_  
\_\_\_\_\_

Mobile No. : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Gender : Male / Female / Others

Category : SC / ST / OBC / SEBC / GEN

Whether Physically Challenged : Y / N (if Yes \_\_\_\_\_ %)

Nationality : \_\_\_\_\_

Tick the category of candidature sought : Full Time / Part Time

Education (Qualification should be in chronological order; Attach all supporting documents; Add row as required)

| Degree | School / College / Board / University | Month & Year Passing | Result in Percentage / Grades | Div. / Class | Subject / Specialization |
|--------|---------------------------------------|----------------------|-------------------------------|--------------|--------------------------|
|        |                                       |                      |                               |              |                          |
|        |                                       |                      |                               |              |                          |
|        |                                       |                      |                               |              |                          |
|        |                                       |                      |                               |              |                          |
|        |                                       |                      |                               |              |                          |

**PhD Registration Details of Previous University** (Attach registration/approval letter & other supporting documents):

## University Transfer Form PhD Program

Institute/University : \_\_\_\_\_ Student ID/Enrollment No.: \_\_\_\_\_

Programme Faculty : \_\_\_\_\_ Department : \_\_\_\_\_

Research Topic : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Supervisor : \_\_\_\_\_

Supervisor's Email : \_\_\_\_\_ Supervisor's Contact No. : \_\_\_\_\_

**Course Work Details :** (Attach Detailed syllabus, Grade sheet etc.):

Please list any courses and credits you would like to transfer from your current institution:

| Course Name | Course Code | Credits | Grade | Grade Points |
|-------------|-------------|---------|-------|--------------|
|             |             |         |       |              |
|             |             |         |       |              |
|             |             |         |       |              |
|             |             |         |       |              |
|             |             |         |       |              |
|             |             |         |       |              |

**Publication Details :** (Attach Detailed syllabus, Grade sheet etc.):

| Sr No. | Title of the Paper | Journal/Conference | Name of the Journal/Conference | Name of Indexing Agency (SCI, SCOPUS etc..) | Year of Publication |
|--------|--------------------|--------------------|--------------------------------|---|---------------------|
|        |                    |                    |                                |   |                     |
|        |                    |                    |                                |   |                     |
|        |                    |                    |                                |   |                     |

## University Transfer Form PhD Program

**Course Work Details :** (Attach Detailed syllabus, Grade sheet etc.):

| Sr. No. | Doctoral Progress Review Committee Meetings | Date |
|---------|---|------|
| 1.      |   |      |
| 2.      |   |      |
| 3.      |   |      |
| 4.      |   |      |

**Reason for Transfer:** (Please Tick ☐ and provide a brief explanation for transferring from your current institution to Marwadi University):

- ☐ Better research opportunities
- ☐ Advisor expertise matches research interests.
- ☐ Relocation for personal reasons.
- ☐ Other (please specify): \_\_\_\_\_

### DECLARATION

I \_\_\_\_\_  
certify that the information given above are correct/true to the best of my knowledge. I confirm that I have sought consent from my previous Supervisor and/or Co-supervisor about transfer of my PhD as well as permission to publish the data of the research work done under his/her/their guidance through the supervisor allotted by Marwadi University. I shall abide by the University rules and regulations, if admitted. If anything is proved to be wrong my admission may be cancelled. I want to transfer my PhD Admission to Marwadi University as per following:

Branch/Stream : \_\_\_\_\_

Faculty : \_\_\_\_\_

Research Topic : \_\_\_\_\_

Preferred Guide : \_\_\_\_\_

Preferred Co-Guide : \_\_\_\_\_

Place : \_\_\_\_\_

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

Candidate's Signature: \_\_\_\_\_

## University Transfer Form PhD Program

Name of Supervisor Allocated : \_\_\_\_\_

Admission Batch : \_\_\_\_\_

Research Outcomes from PhD work : \_\_\_\_\_

Other Remarks/suggestions by DRC : \_\_\_\_\_

### DRC Committee Members (Name & Signature):

|   |       |
|---|-------|
| 1 | _____ |
| 2 | _____ |
| 3 | _____ |
| 4 | _____ |
| 5 | _____ |
| 6 | _____ |
| 7 | _____ |
| 8 | _____ |

**Department Head**

**Dean/ Faculty**

**Dean Research**

### Guidelines for Coursework Mapping

- Marwadi University (MU) offers four courses with a total of twelve credits in Ph.D. coursework in the first term.
- Candidate must have earned a total of twelve credits with a minimum 6 CGPA as per MU grade point system and MU PhD guidelines.
- Content of Research Methodology (RM) and Research & Publication Ethics (RPE) shall be mapped. If the content of these courses is not mapped, then that course shall be offered at MU in any case. The curriculum of both courses shall be attached to the application.
- Candidate has to earn a minimum 6 CGPA as per MU grade point system in the Ph.D. coursework even in case of partial exemption of the courses. If the final CGPA of all the courses including courses offered by Marwadi University and exempted courses is less than 6, the candidate will have to appear for the remedial examination in a minimum of two courses having the lowest grades. Candidate may opt for additional courses as per choice if he/she wishes depending on grades obtained.
- Additional core course/seminar of 3 credits shall be offered in case all the content of the Ph.D. coursework curriculum of Marwadi University is mapped and the total credit is less than twelve.



## ANNEXURE-2

### Application Form for Recognition as PhD Research Supervisor/Co-Supervisor Marwadi University, Rajkot

**Application for :** ☐ Supervisor ☐ Co-Supervisor

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

Research Area : \_\_\_\_\_

Full Name of the Teacher: \_\_\_\_\_

\_\_\_\_\_

Date of Appointment in current institute/organization: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Name of current institute/organization: \_\_\_\_\_

\_\_\_\_\_

Date of Birth : \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Permanent address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address for correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personal Email Id: \_\_\_\_\_ Contact Numbers: \_\_\_\_\_

**Educational qualifications:** (Enclose attested copies of certificates)

| Sr No. | Name of the Examination (Starting from Graduation) | Institute/ University | Month & Year of Passing | Percentage of Marks/CGPA Division | Specialization |
|--------|--|-----------------------|-------------------------|-----------------------------------|----------------|
|        |  |                       |                         |                                   |                |
|        |  |                       |                         |                                   |                |

**Experience:** (Enclose attested copies of relevant certificates)

| Name of the Organization | Designation | Duration | No. of Year/s | Selection / Promotion | Remarks, if any |
|--------------------------|-------------|----------|---------------|-----------------------|-----------------|
|                          |             |          |               |                       |                 |
|                          |             |          |               |                       |                 |

**Research Publications:**( Please enclose photocopies of papers duly certified by the applicant

| Sr No. | Title | Name of Journal / Conference | Vol./ Year/ Page No. | Indexed in SCI/ SCOPUS/ ABDC / UGC CARE or Any Other |
|--------|-------|------------------------------|----------------------|--|
|        |       |                              |                      |  |
|        |       |                              |                      |  |
|        |       |                              |                      |  |

**Number of Ph.D. Candidates of Other University you are guiding currently**

**Declaration by the Applicant:**

I \_\_\_\_\_, Hereby declare that, the information given in the application form is correct to the best of my knowledge and belief. I shall also abide the by rules and regulations of Ph.D. program as well as code of conduct for recognized research supervisor. At any stage of prosecution of my research supervision, if the information is found incorrect, I am aware that my Status of Recognized Research Supervisor shall be liable for termination.

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

**Place :** \_\_\_\_\_

**Signature of Applicant**

**Remarks of the Forwarding Authority**

Forwarded an application form of Dr. \_\_\_\_\_ for registration as Supervisor at the Doctoral Degree Program in Engineering / Technology / Pharmacy / Physiotherapy/Agriculture/Science/Computer Science/Management (Ph.D. Program) / Law / Social Sciences conducted by Marwadi University, Rajkot

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

**Place :** \_\_\_\_\_

**Signature of the Faculty Dean /Head of Department/ Institute with seal**

**For Office Use Only :**

Application of Dr. \_\_\_\_\_ is **Approved / Not approved** for Recognition as Ph.D. Research Supervisor in \_\_\_\_\_ Department of Marwadi University.

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

**Dean Research/University Research Committee**



## **ANNEXURE-3**

### **PhD Registration Extension**

To,  
**The Provost**  
Marwadi University,  
Rajkot.

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

**Through:** Supervisor Dr. \_\_\_\_\_

**Sub:** Application for extension of Ph.D. registration with Marwadi University

**Respected Sir,**

I, \_\_\_\_\_ Enrollment No \_\_\_\_\_,  
doing Ph.D. research work under supervision of Dr. \_\_\_\_\_,  
in faculty of \_\_\_\_\_, Department \_\_\_\_\_ am going to  
complete six years in Month & Year. Presently, I have completed \_\_\_\_\_.DAC reviews and published  
\_\_\_\_\_ no. of papers as approved by DAC. Kindly approve extension as per University norms.

Thanking you,

Yours Faithfully,

**Name & Sign of Research Scholar**

**Supervisor Remarks:**

---

---

---

## ANNEXURE-4

### Marwadi University Guidelines for Synopsis Submission

1. A Research Scholar can submit the synopsis after completion of the following requirements:
  - 1.1 A Research Scholar whose registration has been confirmed and who has completed his/her research work and is sure of compiling the results into a thesis may submit the synopsis after the research scholar has successfully completed, the minimum duration of research after successful completion of a minimum of five DACs in stipulated course duration of admission from date of registration.
  - 1.2 Research scholar has to publish at least TWO research papers (excluding literature review papers) in Science Citation Index (SCI-indexed), SCOPUS-indexed, ABDC listed journals or UGC CARE listed journals after the peer-review before the submission of the thesis for adjudication, and produce evidence for the same in the form of acceptance letter from the publisher, copies of the publication, paper link (DOI), and indexing details along with the submission of synopsis.
  - 1.3 Copies of all the publications duly approved and endorsed by the concern DAC & DRC shall be submitted by the Research Scholar to the Research office, Marwadi University at the time of submission of the synopsis. Further, a copy of fees receipt for synopsis & thesis submission is also required to be submitted.
2. The primary objective of the synopsis is to enable the reader to judge whether a prima facie case exists for accepting the proposed Ph.D. thesis for the award of the Ph.D. degree. The synopsis should therefore, list, clearly the contributions resulting from the investigations carried out by the research scholar, which have led to the advancement of knowledge in the field of investigation.
3. The Research Scholar has to submit two copies of the synopsis report in spiral binding to the Research Office, Marwadi University duly signed by the Supervisor/Co-Supervisor. The research scholar also needs to upload softcopies in Marwadi University PhD portal.
4. The synopsis shall be in English and should include the components in following sequence:
 

|   |  |
|---|--|
| ◦ Title of the Thesis   | ◦ Original Contribution by the Thesis.   |
| ◦ Originality Report Certificate                                  | ◦ Methodology of Research, Results / Comparisons Achievements With Respect to Objectives |
| ◦ Index   | ◦ Copies of Papers Published and A List of All Publications Arising from the Thesis      |
| ◦ Extended Abstract   | ◦ Patents (if any)   |
| ◦ Literature Review Summary                                       | ◦ References   |
| ◦ Brief Description on The State of the Art of the Research Topic |  |
| ◦ Definition of the Problem                                       |  |
| ◦ Objective and Scope of Work                                     |  |
5. References should be according to IEEE Reference Style V 11.12.2018 only.

## 6. Format for Synopsis Submission

|     |  |   |
|-----|--|---|
| 1.  | <b>Paper Size</b>                              | International A4, not less than 100 GSM white paper   |
| 2.  | <b>Margins</b>                                 | Left - 1.5"   Right - 0.75"   Top and Bottom - 1.0"   |
| 3.  | <b>Line Spacing</b>                            | 10 to 12 characters per inch must be used with 1.5 line spacing.  |
| 4.  | <b>Paragraph Spacing</b>                       | Double Lines/Vertical space of around 12 points should be left between the section title line and the first paragraph of each section and subsections, start without any indentation, In single column format with full justification. Make one blank space between each paragraph.   |
| 5.  | <b>Pagination</b>                              | <b>At bottom–Center</b><br>Beginning with the first page of chapter 1 (Introduction) to all pages shall be numbered consecutively using Arabic numerals (i.e. 1,2,3) with font size 12 pts. From the title page to the page before the chapter 1 starting page, shall be lower case Roman numerals (e.g. i, ii, iii etc.) with font size 12 pts. <b>“No Page Number on Title Page”</b>  |
| 6.  | <b>Chapter(s):</b>                             | <ul style="list-style-type: none"> <li>◦ Chapter Title of Font size of 20 should begin with the font style Cambria and “Title Case” right aligned. First write the chapter number alone like “Chapter 1” and then write chapter title in second line, both must be right aligned.</li> <li>◦ New chapter always start from odd numbered page if thesis is printed double sided.</li> <li>◦ A vertical space of around 36 point should be left between the chapter heading and the title of the first section of every chapter.</li> <li>◦ For all subsequent sections/subsections, leave vertical space of around 24 points before the section/subsection headings</li> </ul> |
| 7.  | <b>Sections and Subsections (left aligned)</b> | <ul style="list-style-type: none"> <li>◦ For example, say the first and second sections in chapter 5 shall be numbered as 5.1 and 5.2, respectively. Likewise the third subsections of sections 1 and 2 in a chapter shall be numbered as 4.1.3 and 4.2.3, respectively.</li> </ul>   |
| 8.  | <b>Font Type</b>                               | Cambria   |
| 9.  | <b>Font Size (FS)</b>                          | Normal text–12<br>Heading-1: 16 Pts + Bold<br>Heading-2: 14 Pts + Bold<br>Heading-3: 12 Pts + Bold + Italic   |
| 10. | <b>Bold/Italic/Underline</b>                   | Should be used for specific purposes only   |
| 11. | <b>Alignment</b>                               | Page Justify  |

|     |   |   |
|-----|---|---|
| 12. | <b>Tables / Graphs / Diagrams / figures Equations</b> | <ul style="list-style-type: none"> <li>◦ All tables, figures, and equations must be Numbered sequentially and chapter-wise using Arabic numerals. It must reflect the chapter number also, e.g. 2.1, 6.25 etc.</li> <li>◦ e.g., Figure 2.1, Table 3.2. A caption indicating figure number should be placed below the figure while a caption indicating table number should be placed above the table.</li> <li>◦ Font size for the caption should be 10 Pt universally.</li> <li>◦ Images, Photographs, etc. must be scanned in resolution at least 600 DPI.</li> </ul> |
| 13. | <b>Figures and Illustrations</b>                      | Figures, tables, etc., should be positioned according to the scientific publication conventions of the discipline.  |
| 14. | <b>Borders</b>  | No Borders on any page  |
| 15. | <b>Header/Footersa</b>                                | <ul style="list-style-type: none"> <li>◦ When the header style is chosen, the header can have</li> <li>◦ Chapter title should be placed on even numbered page headers (Left align) and on the odd numbered page header (Right Aligned) if thesis is printed double sided.</li> <li>◦ Chapter title should be placed on the all page header (Right align) if thesis is printed single side.</li> <li>◦ “No Header / Footer on Title page”</li> </ul>   |
| 16. | <b>Word Breaking</b>                                  | No word Breaking  |
| 17. | <b>Printing</b>                                       | Single sided only.  |

7. The synopsis shall not be longer than 50 pages.

8. All relevant formats are attached herewith.

9. The synopsis will not be accepted if it does not fulfil the above requirements.

10. The synopsis shall be uploaded on the University’s portal.

11. If a patent is being filed, the Supervisor may request for the Non-Disclosure Agreement to be signed by the examiner to maintain confidentiality of proprietary information.

12. The format for the title page of the synopsis is on Pg. No. 50 of this document.



# ANNEXURE-4.1



**Marwadi**  
University  
Marwadi Chandarana Group



Height 0.65" Length 2.33"

Gap 1 line

16 pt. Bold | Font - Cambria

## SYNOPSIS

Gap 1 line

On 12 pt. Normal | Font - Cambria

Gap 1 line

16 pt. Bold

## Title of Research Work

Gap 1 line

Proposed to be submitted in  
Partial Fulfilment of the Requirements for the Degree of 12 pt. Normal

Gap 1 line

16 pt. Bold | Font - Cambria

## Doctor of Philosophy

Gap 1 line

in 12 pt. Normal

Gap 1 line

16 pt. Bold | Font - Cambria

## Program Name

Gap 1 line

By 12 pt. Normal

Gap 1 line

## 16 pt. Bold Name of Student as per University Record

12 pt. Normal Enrol. No: [Write your Enrolment No]

Gap 1 line

Under the Supervision of 12 pt. Normal

**Name of Supervisor as per University Record** 16 pt. Bold

and Under the Co-Supervision of 12 pt. Normal

**Name of Co-Supervisor as per University Record** 16 pt. Bold

Gap 1 line

12 pt. Normal

Current Month and Year

**MARWADI UNIVERSITY** 16 pt. Bold

Rajkot-Morbi Road, At & Po. Gauridad,  
Rajkot-360003, Gujarat, India. 12 pt. Normal

## SYNOPSIS

On

### Title of Research Work

Proposed to be submitted in  
Partial Fulfilment of the Requirements for the Degree of

### Doctor of Philosophy

in

### Program Name

By

### Name of Student as per University Record

Enrol. No: [Write your Enrolment No]

Under the Supervision of

### Name of Supervisor as per University Record

and Under the Co-Supervision of

### Name of Co-Supervisor as per University Record

Current Month and Year

**MARWADI UNIVERSITY**

Rajkot-Morbi Road, At & Po. Gauridad,  
Rajkot-360003, Gujarat, India.

## ANNEXURE-4.2

### ORIGINALITY REPORT CERTIFICATE

It is certified that PhD Thesis entitled [Thesis Title] by [Research Scholar Name & Enrollment No.] has been examined by us. We undertake the following:

1. Thesis has significant new work / knowledge as compared already published or are under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
2. The work presented is original and own work of the author (i.e. there is no plagiarism). No ideas, processes, results or words of others have been presented as Author own work.
3. There is no fabrication of data or results which have been compiled / analyzed.
4. There is no falsification by manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
5. The Thesis has been checked using [Name of any reputed plagiarism check Software] (copy of originality report attached as an appendix) and found within limits as per UGC Plagiarism Policy and instructions issued by the University from time to time

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

**Signature and Name  
of Student**

(Student Enrollment No.)

**Signature and Name  
of Supervisor**

Designation of Supervisor

**Signature and Name  
of Co-Supervisor**

Designation of Co-Supervisor

## ANNEXURE-5

### Marwadi University Guidelines for Thesis Submission

1. The PhD program culminates with the submission of a thesis of substantial original research work carried out by the Research Scholar under the guidance of the Supervisor. The thesis is expected to be potentially fit for publication and should stand peer review.
2. Before the submission of the thesis, the Research Scholar should present the synopsis of the thesis before the Doctoral Progress Committee. The synopsis, along with the name, designation, and signature of attendees at the seminar and review cards of all the Doctoral Progress Committee meetings should be submitted to the Research Office.
3. Synopsis review is a prerequisite before submission of PhD thesis. The review is for getting feedback and comments, which must be suitably incorporated into the thesis under the advice of the Supervisor.
4. Draft thesis is to be submitted by research scholar in PhD portal. Once the draft is approved by the research office, scholar may initiate for the further process.
5. No Dues certificate duly endorsed by the Parent Department Head, Account Section/department, and Library / E-library, as per the format provided with this guideline must be submitted along with the thesis.
6. per UGC norms of PhD tenure, the academic term of the Full Time / Part Time / Independent Research Scholar is valid for a maximum period of Five / Seven years from the date of registration. This period may be extended by one year by the Provost based on the recommendation of the Supervisor (or in case of Independent Research Scholar, the convener of the Doctoral Progress Committee) stating valid reasons. Term Extension fees will be applicable as per the norms of Marwadi University.
7. Without prior permission of Provost, no Research Scholar shall be permitted to submit the thesis after the permitted maximum period. In case the Research Scholar fails to submit the thesis within this period, the Research Scholar shall have to get re-registered.
8. Every Research Scholar must check his / her thesis with any reputed plagiarism software and must submit the certificate of plagiarism check along with the thesis as per the format provided by the University. For the PhD student a similarity index less than equal to 10% ( $\leq 10\%$ ) will be required. (UGC 2018 Notification: Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions)
9. The University reserves the rights to conduct a plagiarism check of its own before the submission of thesis as per University norms.
10. The Research Scholar has to submit the Hard-Bound Final Thesis to the Research Office of Marwadi University after completion of Viva-Voce (Open Defense) minimum 04 (Four) copies plus additional copy for Co-Supervisor. Soft copy of the same is to be uploaded in MU PhD portal.
11. Final thesis is to be uploaded in the SHODH GANGA as per format suggested in their portal through the MU central library and get the no due from the library.

## Preamble

While utmost attention must be paid to the content of the thesis, which is being submitted in partial fulfilment of the requirements of the respective degree, it is imperative that a standard format be prescribed.

## Organization of the Thesis

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 and sub-sub-section.

## Thesis Format

### Documents Presentation Sequence (Hard and Soft Copy)

- FLY PAGE (2 Blank Pages)
- Cover and Title Page (Annexure -5.1)
- Declaration (Annexure- 5.2)(20pt, Bold, Uppercase, Center Aligned)
- Certificate (Annexure – 5.3)
- Acknowledgement
- Table of Contents
- Nomenclatures
- List of Figures
- List of Tables
- Abstract (Annexure-5.4)
- Thesis Body (Chapters)
- List of References
- Appendix 1: List of Publications (Mandatory)
- Appendix : List of Abbreviations (Optional)
- Appendix : Achievements/Researchgrants/Patents/Awards/
- Recognition/Monograms/ (Optional)
- Appendix : Matlab Code/Analysis Tool/Survey Tool/Others (Optional)
- Appendix : Bibliography (Optional)
- Appendix- : If Any Others Not Mentioned In Above List
- Appendix- : Similarity Check Certificate & Report (Mandatory & Attach As Pdf)
- Fly Pages (2 Blank Pages)

**Note:** Attached Appendices in the Thesis must follow the above sequence with numbered consecutively from 1.

## Cover and Title Pages

In general, the cover/title page shall contain the following details (Format as per the Annexure-1):

- Full thesis title in (20 points) size font properly centered and positioned at the top portion.
- Full name of the Research Scholar in 16-point font size properly centered at the middle of the page. In case of title page and cover page, this shall be followed by the name(s) of the supervisor(s) in a separate line.
- Marwadi University Latest Logo followed by the full name of the University and the year of submission, each in a separate line properly centered with 12-point font size and located at the bottom of the page shall be placed.
- The Thesis cover shall have printing on its side the Name of the Research Scholar, Enrollment No., Ph.D. Branch and Year of Submission in this order.
- **Color** code for the thesis covers are given in below table.
- A monochrome (black text on white paper) print out is to be used for the title page. (Annexure - 5.1)

| Sr no. | Program           | Color of Cover | Color of Lettering on Cover Page (Embossed) |
|--------|-------------------|----------------|---|
| 1      | Engineering       | Black          | Golden                                      |
| 2      | Science           | Black          | Silver                                      |
| 3      | Pharmacy          | Brown          | Golden                                      |
| 4      | Physiotherapy     | Brown          | Silver                                      |
| 5      | Management & Law  | Maroon         | Golden                                      |
| 6      | Rest all programs | Maroon         | Silver                                      |

## Abstract

- The abstract should be a concise description of the problem(s) addressed, method of solving, findings, and conclusions all in one place. As such, it shall highlight the important features of the thesis. It should able to the readers to quickly ascertain the purpose of the thesis. An abstract is a self-contained, short, and powerful statement that describes the entire work. It must be self-contained without any references. Format as per Annexure - 5.4.

## Table of Contents

- This section of the thesis shall list all content that follow it. It shall enlist titles of the chapters, sections, and sub-sections including reference and appendices (if any) using decimal notations (as in text), with corresponding page numbers against them flushed to the right with dotted line indication.

## References & Citations

- All cited literature must appear in the list of references and numbered sequentially as they are referred in the text of the thesis in standard format of referencing. All particular works consulted but not specifically cited should be listed as Bibliography which shall appear after the References.
- Cited materials shall be listed at the end of the thesis. A citation repeated in more than one chapter shall be given same number.



|     |  |  |
|-----|--|--|
| 1.  | <b>Paper Size</b>                              | International A4, not less than 100 gsm white paper  |
| 2.  | <b>Margins</b>                                 | Left - 1.5"   Right - 0.75"   Top and Bottom - 1.0"  |
| 3.  | <b>Line Spacing</b>                            | 10 to 12 characters per inch must be used with 1.5 line spacing.   |
| 4.  | <b>Paragraph Spacing</b>                       | <p>All the paragraphs of each section and subsections, would start without any indentation in single column format with full justification.</p> <p>Gap Before and After:</p> <ul style="list-style-type: none"> <li>◦ <b>Title to Paragraph</b> - Before 24 pt &amp; After 12 pt</li> <li>◦ <b>Continuous Sub Section Title after a Title</b> - Before 0 pt &amp; After 0 pt</li> <li>◦ <b>Paragraph to Paragraph</b> - Before 0 pt &amp; After 12 pt</li> </ul>   |
| 5.  | <b>Pagination</b>                              | <p><b>At bottom - Center Aligned - 0.5" from bottom</b></p> <p>Beginning with the first page of chapter 1 (Introduction) to all pages shall be numbered consecutively using Arabic numerals (i.e. 1,2,3) with font size 12 pts. From the title page to page before the chapter 1 starting page, shall be lower case Roman numerals (e.g. i, ii, iii etc.) with font size 12 pts. <b>"Don't show Page Number on Cover Page"</b></p>   |
| 6.  | <b>Chapter(s):</b>                             | <p><b>New Chapter on New Page</b></p> <ul style="list-style-type: none"> <li>◦ Chapter Title has Font size of 20 should begin with the font style Cambria and "Title Case" right aligned. First write the chapter number alone like "Chapter 1" and then write chapter title in second line, both must be right aligned.</li> <li>◦ New chapter always start from odd numbered page if thesis is printed double sided.</li> <li>◦ A vertical space of around 36 point should be left between the chapter heading and the title of the first section of every chapter.</li> <li>◦ For all subsequent sections/subsections, vertical space of around 24 points before the section/subsection/sub-subsection heading and previous paragraph end.</li> </ul> |
| 7.  | <b>Sections and Subsections (left aligned)</b> | For example, say the first and second sections in chapter 5 shall be numbered as 5.1 and 5.2, respectively. Likewise the third subsections of sections 1 and 2 in a chapter shall be numbered as 5.1.1 and 5.1.2 respectively.   |
| 8.  | <b>Font Type</b>                               | Cambria  |
| 9.  | <b>Font Size (FS)</b>                          | <ul style="list-style-type: none"> <li>◦ Normal text - 12</li> <li>◦ Heading-2 - 14 Pts + Bold</li> <li>◦ Heading-1: 16 Pts + Bold</li> <li>◦ Heading-3 - 12 Pts + Bold + Italic</li> </ul>  |
| 10. | <b>Font Size (FS)</b>                          | Should be used for specific purposes only  |

|     |   |  |
|-----|---|--|
| 11. | Alignment   | Page Justify   |
| 12. | Tables/Graphs/Diagrams/<br>figures Equations                            | <ul style="list-style-type: none"> <li>◦ All tables, figures, and equations must be Numbered sequentially and chapter-wise using Arabic numerals. It must reflect the chapter number also, e.g. 2.1, 6.25 etc.</li> <li>◦ e.g., Figure 2.1, Table 3.2. A caption indicating figure number should be placed below the figure while a caption indicating table number should be placed above the table &amp; centered aligned.</li> <li>◦ Font size for the caption should be 10 Pt and font style is Cambria universally.</li> <li>◦ Images, Photographs, etc. must be scanned in resolution at least 600 DPI.</li> <li>◦ If it is not possible to accommodate in the portrait then reduce the size of the font then after only try to accommodate it in the landscape position.</li> <li>◦ Border to the tables can be given as per data of representation. All the lines should be uniformly spaced. Content in each cell shall be centrally aligned vertically and as appropriate horizontally.</li> </ul> |
| 13. | Figures and Illustrations   | Figures, tables, etc., should be positioned according to the scientific publication conventions of the discipline.   |
| 14. | Borders   | <ul style="list-style-type: none"> <li>◦ No Borders on any page.</li> <li>◦ Index, list of abbreviations, tables, figures or any table out of thesis body shall not have any borders. Contents in such table shall be at 1.5 line spacing. Font size should be 12 pt.</li> </ul>   |
| 15. | Borders   | <ul style="list-style-type: none"> <li>◦ Main and chapter titles in index should be first letter capital, bold and of 12 pt. Other subtitles in index should be first letter capital of 12 pt. Contents in such table shall be at 1.5 line spacing. All the lines should be uniformly spaced. Content in each cell shall be centrally aligned vertically and as appropriate horizontally.</li> </ul>   |
| 16. | List of Table, List of Figure,<br>List of Abbreviation,<br>Nomenclature | <ul style="list-style-type: none"> <li>◦ Font size should be 12 pt. Contents in such table shall be sentence case centrally aligned vertically and as appropriate horizontally and at 1.5 line spacing.</li> </ul>   |
| 17. | Header/Footers  | <p>When the header style is chosen, the header can have</p> <ul style="list-style-type: none"> <li>◦ Chapter title should be placed on even numbered page headers (Left align) and on the odd numbered page header (Right Aligned) if thesis is printed on double sided with vertical gap 0.2" from top, font size 10 pts and Cambria Style.</li> <li>◦ Chapter title should be placed on the all the page's header (Right aligned) if thesis is printed on single sided with vertical gap 0.2" from top, font size 10 pts and Cambria Style.</li> </ul> <p><b>"No header/footer on Title page"</b></p>  |

|     |                      |   |
|-----|----------------------|---|
| 18. | <b>Word Breaking</b> | No word Breaking  |
| 19. | <b>Printing</b>      | <p>Thesis Body should be printed in double sided if total page is more than 250 numbers otherwise print on single side.</p> <ul style="list-style-type: none"> <li>◦ The thesis cover shall have printing on its side the Name of the Research Scholar, Enrollment No., Ph.D. Branch and Year of Submission in this order.</li> </ul> |

## Binding

- The examination copies of the thesis may be soft (spiral) or paperback cover (soft cover) bound. A paperback cover means a thick laminated cover (front and back). However, the finally corrected and accepted copies of thesis need to be submitted in hard bound only.
- Two separate additional white sheets (fly pages) shall be put at the beginning and end of the thesis (after and before the front and back cover pages, respectively).
- A transparent sheet shall be put before the title page, certificate, thesis approval page & Undertaking about originality page.

These guidelines only the salient requirements for preparing the thesis. Over and above, a thesis should be reader-friendly in its presentation. Wherever confusion arises, Research Scholars should follow appropriate guidelines from a standard literature from his/her research area with prior approval of Dean Research/Research Office, Marwadi University.

## ANNEXURE-5.1

### THESIS TITLE

(Keep Gap Max. Three & Min. One line, Adjust as per length of Title)

A Thesis Submitted to

**Marwadi University**

For the Partial Fulfillment of the Requirements for the Degree of

**Doctor of Philosophy**

in

**Program Name**

(Keep gap of one line)

By

**Name as per official MU record**

Enrol. No: [Enrollment Number]

(Keep Gap of one line)

Under the Supervision of

**Supervisor's Name**

Under the Co-Supervision of

**Co-Supervisor's Name**

Month and Year

(Keep Gap of Max Two lines & Min. One line)



Rajkot-Morbi Road, At & Po. Gauridad,  
Rajkot-360003, Gujarat, India

**NOTE: Give Page Number in Roman Style with Lower case but don't show on Cover page**

## ANNEXURE-5.2

### Declaration

I hereby declare that the thesis entitled “**Thesis Title**” submitted by me, for the award of the degree of Doctor of Philosophy to **Marwadi University** is a record of Bonafide work carried out by me under the supervision of **Dr. Supervisor Name, Designation, Faculty, Marwadi University, Rajkot**.

I further declare that the work reported in this thesis has not been submitted and will not be submitted, either in part or in full, for the award of any other degree or diploma in this institute or any other institute or university.

Date :

Place :

**Name & Signature of  
the Research Scholar**

## ANNEXURE-5.3

### Certificate

This is to certify that the thesis entitled “**Thesis Title**” submitted by **Mr./ Ms. Your Name in Capital Letter, Faculty, Marwadi University, Rajkot** is submitted as partial fulfillment for the **award of the degree of Doctor of Philosophy**, is a record of bonafide work carried out by him/her under my supervision, as per the Marwadi University code of academic and research ethics.

The contents of this report have not been submitted and will not be submitted, either in part or in full, for the award of any other degree or diploma in this institute or any other institute or university. The thesis fulfills the requirement and regulations of the University and in my opinion meets the necessary standards for submission.

Date :

Place :

**Signature of the  
Supervisor**

**Dr. Supervisor Name**

## ANNEXURE-5.4

### Abstract

[Thesis Title-font size 16pt, Bold]

[Research Scholar Name- font size 16 pt, Bold]

[Research Scholar Enrollment No.-font size 14pt]

#### Abstract:

The abstract should be a concise description of the problem(s) addressed, method of solving, findings, and conclusions all in one place. As such, it shall highlight the important features of the thesis. It should be able to help the readers to quickly ascertain the purpose of the thesis. An abstract is a self-contained, short, and powerful statement that describes the entire work. It must be self-contained without any references (Maximum 500 words)

#### Keywords:

*Write keywords of the thesis in Italic Format with Comma Separation.*

## ANNEXURE-5.5

### No Dues Certificate

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

It is to be notified that **Mr./Ms./Mrs. [Research Scholar Name - Enrollment No.]**, Research Scholar, **[Program Name]**, **Marwadi University** has no dues in the following department. He/She can submit the Ph.D. Thesis to Research Office.

| Sr. No. | Department Name    | Signature with Date |
|---------|--------------------|---------------------|
| 1.      | Library            |                     |
| 2.      | Supervisor         |                     |
| 3.      | Account Department |                     |

NOTE: Don't attach Followings in hard bound Thesis but submit manually to Research Office at the time of Final Thesis Submission.

- No Dues Certificate-----Filled by Research Scholar
- Ph.D. Final Thesis Submission Form-----Filled by Research Scholar
- Ph.D. Final Thesis Submission Check List Form-----Filled by Research Supervisor



## ANNEXURE-5.6

### PhD. Draft Thesis for Evaluation Submission Form

- Name (As per University Record) :
- (Capital Letters in English) :
- Address (in CAPITAL Letters) to :
- which all communications are to be sent (with pin-code) :
- Mobile Number :
- Current Email ID & Mobile No. for communication :
- Title of the Thesis :
- (In Capital Letters) :
- Enrollment Number :
- Duration of Ph.D. Registration : From : \_\_\_\_\_ To : \_\_\_\_\_
- Extension (if applicable) : From : \_\_\_\_\_ To : \_\_\_\_\_
- Synopsis Report Submission Date :
- Draft Thesis Submission Date :
- Name & Designation of Supervisor :
- Current Email ID & Mobile No. for communication :
- Name of Co-Supervisor ( If any ) :
- Current Email ID & Mobile No. for communication :

Signature of  
Research Scholar

Signature of  
Supervisor with Date

Signature of  
Co-Supervisor

Signature of  
Research Office Coordinator

## University Seal

Required Enclosures to be in the following order:

1. Filled-in Ph.D. Draft Thesis Submission Form
2. Two copies of Synopsis Report (Spiral Binding).
3. One copy of Draft Thesis (Spiral Binding) for Evaluation.

---

### Declaration from Research Scholar

- I. I have uploaded a soft copy of the synopsis and Thesis to the Marwadi University Portal & Emailed same to Research Office Coordinator & Supervisor(s).
- II. Also submitted Four hard copies of the Final thesis, as prepared in accordance with the norms of Ph.D. Thesis Guidelines of Marwadi University, along with the following:
  - No Dues Certificate
  - Filled-in Ph.D. Final Thesis Form
  - Ph.D. Final Thesis Submission Checklist Form Duly signed and filled by Supervisor

Signature of Research Scholar

## ANNEXURE-5.7

### Final Thesis Submission Enclosures Check List

- Name (As per University Record) :
- (Capital Letters in English) :
- Address (in CAPITAL Letters) to :
- which all communications are to be sent (with pin-code) :
- Mobile Number :
- Current Email ID & Mobile No. for communication :
- Title of the Thesis :
- (In Capital Letters) :
- Enrollment Number :
- Duration of Ph.D. Registration : From : \_\_\_\_\_ To : \_\_\_\_\_
- Extension (if applicable) : From : \_\_\_\_\_ To : \_\_\_\_\_
- Synopsis Report Submission Date :
- Draft Thesis Submission Date :
- Name & Designation of Supervisor :
- Current Email ID & Mobile No. for communication :
- Name of Co-Supervisor ( If any ) :
- Current Email ID & Mobile No. for communication :

Signature of  
Research Scholar

Signature of  
Supervisor with Date

Signature of  
Co-Supervisor

Signature of  
Research Office Coordinator

## University Seal

Required Enclosures to be in the following order:

1. Filled-in Ph.D. Draft Thesis Submission Form
2. Two copies of Synopsis Report (Spiral Binding).
3. One copy of Draft Thesis (Spiral Binding) for Evaluation.

---

### Declaration from Research Scholar

- I have uploaded a soft copy of the synopsis and Thesis to the Marwadi University Portal & Emailed same to Research Office Coordinator & Supervisor(s).
- Also submitted Four hard copies of the Final thesis, as prepared in accordance with the norms of Ph.D. Thesis Guidelines of Marwadi University, along with the following:
  - No Dues Certificate
  - Filled-in Ph.D. Final Thesis Form
  - Ph.D. Final Thesis Submission Checklist Form Duly signed and filled by Supervisor

Signature of Research Scholar

### Final Thesis Submission to Library

Hard Bound Copy ☐ Soft Copy ☐

Receiver Name : \_\_\_\_\_

Receiver Sign & date : \_\_\_\_\_

## ANNEXURE-5.8

### Final Thesis Submission Enclosures Check List

Name of Research Scholar \_\_\_\_\_

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

|   |                          |       |
|---|--------------------------|-------|
| 4 Copies of Thesis ( Hard Bound)                                  | <input type="checkbox"/> | _____ |
| Soft copy of thesis in Word & PDF format conciliate(single) file  | <input type="checkbox"/> | _____ |
| Format as per MU Standard-Precisely Checked soft and hard Copy    | <input type="checkbox"/> | _____ |
| Copy of Registration/Enrollment Certificate                       | <input type="checkbox"/> | _____ |
| Copy of Registration renewal and Extension letter (If applicable) | <input type="checkbox"/> | _____ |
| Copy of Permission letter for change of Title (If applicable)     | <input type="checkbox"/> | _____ |
| Copy of Course work Certificate                                   | <input type="checkbox"/> | _____ |
| Paper Publication Certificate                                     | <input type="checkbox"/> | _____ |
| Original report of Anti-Plagiarism of approved software           | <input type="checkbox"/> | _____ |
| Copy of Fee Slip of Synopsis and Thesis Submission                | <input type="checkbox"/> | _____ |
| Copy of Master Final Mark Sheet                                   | <input type="checkbox"/> | _____ |
| No dues certificate   | <input type="checkbox"/> | _____ |

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

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

**Research Supervisor  
(Name & Sign)**

**Verified by: Research Office  
Marwadi University, Rajkot**

## ANNEXURE-6

### Syllabus for PhD Entrance Exam

|                                     |   |      |
|-------------------------------------|---|------|
| Faculty of Arts                     | English                                 | NET  |
| Faculty of Computer Application     | Computer Science                        | NET  |
| Faculty of Law                      | Law                                     | NET  |
|                                     | Political Science                       |      |
|                                     | Sociology                               |      |
| Faculty of Computer Application     | Commerce                                | NET  |
|                                     | Management                              |      |
|                                     | Economics                               |      |
| Faculty of Pharmacy                 | Pharmacy                                | GPAT |
| Physical Education & Sports         | Yoga Science                            | NET  |
|                                     | Stress and Mindfulness                  |      |
|                                     | Sports and Technology                   |      |
|                                     | Physical Fitness                        |      |
|                                     | Sports Management                       |      |
|                                     | Sports Nutrition                        |      |
|                                     | Female and Wellness                     |      |
|                                     | Sport Physiology                        |      |
|                                     | Sports Psychology                       |      |
| Faculty of Science                  | Agriculture                             | NET  |
|                                     | Mathematics                             |      |
|                                     | Microbiology                            |      |
|                                     | Biotechnology                           |      |
|                                     | Physics                                 |      |
|                                     | Chemistry                               |      |
|                                     | Environmental Science                   |      |
| Faculty of Engineering & Technology | Chemical Engineering                    | GATE |
|                                     | Environment Engineering                 |      |
|                                     | Computer Engineering                    |      |
|                                     | Civil Engineering                       |      |
|                                     | Electrical Engineering                  |      |
|                                     | Electronics & Communication Engineering |      |
|                                     | Mechanical Engineering                  |      |

**Note:** In addition to the above syllabus, a total of 10 % weightage(approx) will be given to research methodology questions for all PhD programs.



**Marwadi**  
University  
Marwadi Chandarana Group



For Admission Inquiry, Call or WhatsApp

 **89800 30090**

[www.marwadiuniversity.ac.in](http://www.marwadiuniversity.ac.in)

[research.office@marwadieducation.edu.in](mailto:research.office@marwadieducation.edu.in)

Rajkot-Morbi Road, 360 003 Gujarat, India