



# **Rajendra University**

**Prajna Vihar, Balangir-767002**

**Odisha, India**

## **Minimum Standards and Procedure for the Award of Ph.D. Degree Regulations-2023**

(Effective from the Academic Session 2023-24)

**Website: [www.rajendrauniversity.ac.in](http://www.rajendrauniversity.ac.in)**

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**RAJENDRA UNIVERSITY  
PRAJNA VIHAR, BALANGIR-767002**

**REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)**

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These Regulations may be called as Rajendra University Doctor of Philosophy (Ph.D.) Degrees Regulations, 2023 and shall come into force with effect from the academic session 2023-24.

- 1. Subject Areas:** Ph.D. Degree shall be offered in all the subjects in which Post-Graduate teaching is imparted both at Rajendra University, Prajna Vihar, Balangir (RUB) campus and at the affiliated colleges of the University.

**2. Eligibility:**

**(1) Candidates who have completed:**

- i. A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme (as per the Ph.D.Regulations-2022 of UGC or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme (Subject to implementation of new regulations of UGC and NEP-2020 by the State govt.) should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time. (Ref. UGC Ph.D. Regulations 2022, Point-3,Page-9)

(2) Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

However, admission to Ph.D. program shall be as per the notification by the University Grants Commission (UGC), New Delhi or the appropriate agency of Ministry of Education, Government of India, as issued from time to time.

**3. Duration of the Programme:** (1) Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.

(2) A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

(3) Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240days in the entire duration of the Ph.D. programme.

**4. Admission Notification:** The Chairperson Post-Graduate Council (CPGC) of the University shall invite applications for Research Eligibility Test (RET) in newspapers and University website, preferably in the month of April every year. The CPGC shall notify the eligibility criterion for RET, tentative dates of entrance test and interview of RET. The number of Ph.D.

seats available with different Supervisors shall be notified by the Controller of Examinations (CoE).

## **5. Research Eligibility Test (RET):**

5.1 The eligible candidates are required to apply in the prescribed form (**Appendix-I**) which can be downloaded from the website of the University. The completed application along with the receipt of payment of the requisite fee (Table-1) must be submitted to the office of the CPGC by registered post.

5.2 The syllabus for RET, as far as practicable shall consist of 50% from research methodology and 50% from the subject concerned.

5.3 Exemption from RET: The candidates who have qualified NET/JRF (conducted by UGC/CSIR/DBT/other national testing agencies with eligibility for research in the same subject or relevant subject), GATE or INSPIRE fellowships, Maulana Azad fellowship, UGC national fellowship for SC, ST and OBC candidates, and/or such other research fellowships awarded by the State and Central funding agencies are exempted from entrance test and their performance in the interview will be the sole criterion of selection. Candidates those who have possessed M.Phil. Degree from any University, recognized by UGC, where the M.Phil. Course content must have contained Research Methodology (RM), Research and Publication Ethics (RPE) and ICT, apart from the subject related courses as prescribed by UGC will be exempted and performance in the interview will be the sole criterion of selection. The candidates covered by University-Institution or University-Industry MoU or Executive Ph.D. being offered by the University, will be assessed based on interview performance only. The candidates exempted from written test also have to apply in the prescribed form (**Appendix- I**) and deposit the requisite fee. The completed application along with the receipt of payment of the requisite fee (Table-1) must be submitted to the office of the CPGC by registered post.

5.4 The Chairman, PG Council or the Head of the Department shall issue intimation letter (through E-mail) to the candidates to appear RET. The list of eligible candidates to appear RET, date, time, venue of written test and interview of RET shall be notified in the University website by the Chairman, PG Council. The number of Ph.D. seats available with different supervisors shall also be notified in the University website by the Controller of Examinations of Rajendra University.

For successful clearance of the written part of the RET, a candidate is required to score at least 50% marks (with a relaxation of 5% of marks for the candidates belonging to SC/ST/OBC (Non-creamy layers)/ Differently-abled category). The Chairperson, PG Council shall notify the merit list of successful candidates and date of admission in the University website. The number of candidates empanelled will be at the maximum of 40% more than the number of vacancies available with the University depending on available vacancies with individual guides.

## 6. Criteria of Selection of Candidates in RET

RET consists of three components for a total of 200 marks. They are:

- i. Research Eligibility Written Test (REWT) for 100 marks of MCQ pattern in which the minimum pass mark is 50. This
- ii. Points from Career Marks (Maximum 30) as mentioned below.

Programmes	10 <sup>th</sup> /HSC	+2/HS	+3/UG	Masters Degree/PG
Ph.D. in all Subjects	4 (First Division) 3 (Second Division) 2 (Third Division)	6 (First Division) 4 (Second Division) 3 (Third Division)	7 +1 (First Division + 1 for Distinction) 6 (Second Division) 4 (Third Division)	12 (First Division) 10 (Second Division)

- iii. Viva voce for 70 marks

## 7. Pre-Ph.D. Coursework (PPC):

7.1 The selected candidates are required to apply in the prescribed form (**Appendix-II** which can be downloaded from the University website) for admission to PPC after depositing the requisite fee. The completed application along with the receipt of payment of the requisite fee (Table-1) must be submitted to the office of the CPGC by registered post or by hand. The candidates exempted from PPC also have to apply in the prescribed form (**Appendix- II**), but they do not have to deposit fee at this time. However, if it is found that the candidate is not eligible for exemption, s/he will be intimated by the CPGC to deposit the requisite fee.

7.2 Each candidate has to undertake a Pre-Ph.D. Coursework (PPC) of one semester in the subject concerned. The candidates possessing M.Phil Degree, or those who have completed a PPC from a UGC recognized University in the same subject will be exempted from the PPC, provided their qualifying degree has been obtained within last five calendar years. The PPC for

working candidates covered under MoU or Executive Ph.D., could be planned through seminars, reading courses and/or online/offline courses for equivalent credits.

7.3 The PPC will be organized offline/online as per the decision of the university authorities. A candidate shall be required to attend at least 75% of the classes to be eligible to appear the final exam. The final exam shall be in the physical mode (offline) at the university or at the selected centres as decided by the university authorities. The timing, conduction of classes (both by internal and external resource persons), candidates' submission of assignments, project presentations shall be uniformly monitored by the Ph.D. programme coordinators of the respective Departments.

## 8. Syllabus Structure for PPC

PPC shall consist of four papers. They are:

Paper-1	Research Methodology (RM), ICT & Research and Publication Ethics (RPE)	6 Credits	100 Marks
Paper-2	Core Paper-1	4 Credits	100 Marks
Paper-3	Core Paper-2	4 Credits	100 Marks
Paper-4	Minor Research Project of 5000 words plus Presentation	4 Credits	100 (80 for Project + 20 Marks for Presentation)

8.1 After the completion of the PPC, End Semester examination shall be conducted by the Controller of Examinations of the University at the centres decided by the University. To pass PPC, a student has to secure at least 50% marks in aggregate. The results of the examination shall be published by the Controller of Examinations of the University.

## 9. Allotment of Supervisor:

Allotment of supervisor shall be made through mutual discussion with the candidate by the Subject Research Committee (SRC) within 30 days from the date of admission into PPC. The CoE shall convene a meeting of SRC to allot supervisors both to the candidates passed PPC and the candidates exempted from PPC. At that time, the candidates have to present their respective broad areas of research and then bring forth the specific topic/title of their research by evolving their research problems through mutual discussion with the designated supervisor.

## **10. Submission of Research Proposal:**

10.1 The scholars should submit Research Proposal within two months from the date of allotment of Supervisor. The candidate needs to apply in the prescribed form (**Appendix-III**) which can be downloaded from the University website. The completed application along with the receipt of payment of the requisite fee (Table-1) must be submitted to the CoE by registered post.

10.2 The CoE shall convene the Subject Research Committee (SRC) on the date approved by the Vice-Chancellor. Letters to the persons concerned be communicated by the CoE through E-mail. All SRC meetings shall be coordinated by the CoE or the person authorized by the CoE.

10.3 Applications for Ph.D. registration shall be placed before the SRC. A candidate has to give a presentation in support of her/his proposed research work. The presentation shall include:

- research title, abstract, key words, background of the proposed study, problem statement, research questions and objectives, review of literature, research gap, research design including materials and methods to be used, sources of data, possible outcomes of the proposed research work, implications, a list of references and a road map including tentative time frame.

10.4 The SRC may accept, suggest necessary changes or reject any application. The proceedings of the SRC meeting with the final synopsis of the scholars should be submitted by the Chairperson, SRC to the CoE within seven days from the date of the SRC meeting. If any SRC member is the supervisor, s/he shall not participate in the decision making of her/his candidate.

## **11. Subject Research Committee (SRC)**

11.1 The Subject Research Committee (SRC) shall be constituted by the Vice Chancellor, for one year, on the recommendation of the Post-Graduate Council. The SRC shall consist of

(i) Head of the Department (Or the senior most faculty member of the Department with Ph.D. Degree and requisite experience in research in case the HoD of the respective Department is not a Ph.D. Degree holder) of the department concerned as the Chairperson.

(ii) Three faculty members (only Ph.D. degree holders) of the department concerned. If suitable faculty members are not available, the Vice Chancellor may recommend faculty members from other interdisciplinary departments.



(iii) Three subject experts from outside the University nominated by the Vice Chancellor. The SRC shall be convened by the CoE with prior approval of the Vice Chancellor, as and when required. Three members shall form quorum or 50%.

## **12. Functions of SRC:**

- (i) Shall allocate Supervisors through mutual discussion with the candidate, in the meeting of the SRC.
- (ii) Shall assess the research proposal presented by candidates applying for Ph.D. registration. The synopsis submitted by the scholars should be presented before the SRC for modification and necessary correction if any.
- (iii) Shall consider the eligibility of Supervisors.
- (iv) Shall consider matters relating to research with reference to the revision/modification of the guidelines of the University.

## **13. Research Advisory Committee (RAC):**

A three-member Research Advisory Committee (RAC) would be formed by the SRC for each candidate. The RAC shall consist of the Supervisor and two Advisors as recommended by the Supervisor. The RAC shall monitor the progress of the Ph.D. work of the candidate. The RAC shall consider request of the candidate for partial modification of the title of the thesis. The RAC shall discharge its responsibility in confidence with the Supervisor of the Ph.D. scholar. The scholar may discuss her/his problems linked to Ph.D. work with the Advisors anytime with permission from the Supervisor. There will be an annual review by the RAC with reports submitted regularly to the SRC through the CoE.

## **14. Application for Registration:**

14.1 If the SRC recommends a candidate for Ph.D. registration, the RAC should be convened within 15 days from the receipt of the approved research proposal from the SRC. On approval of the SRC and RAC, the candidate must be informed by the CoE (through E-mail) within seven days.

14.2 The scholars can apply for Ph.D. registration after successful completion of PPC and approval of SRC and RAC. The scholars exempted from PPC, can apply for Ph.D. registration after approval of SRC and RAC.

14.3 The candidates are required to apply for Ph.D. registration within 30 days of the issue of E-mail of CoE (Section 10.2 above) in the prescribed form (**Appendix-IV**) which can be downloaded from the University website. The completed application along with the receipt of payment of the requisite fee (Table-1) must be submitted to the CoE by registered post or by hand. The date of registration shall be from the date of receipt of application by CoE in **Appendix-IV**.

### **15. Validity of Registration:**

The registration shall remain valid for 5 years from the date of registration. However, in exceptional cases, extension may be granted, maximum for a period of one year at a time, for not more than three times after completion of five years of registration. For extension of validity, the candidate has to apply to the CoE in the appropriate form (**Appendix-V**), which can be downloaded from the University website, along with the receipt of payment of the requisite fee (Table 1). **The application for extension must reach the Controller of Examinations before the completion of the term.** The RAC may recommend for extension if the scholar has consistent progress as evidenced from the annual review by RAC and submission of annual progress report. The Vice-Chancellor is the final authority to grant extension.

### **16. Additional responsibilities of the Ph.D. Scholars (Full-time & Part-time):**

Apart from conducting research works, the full-time research scholars have to regularly assist in the respective departmental activities such as conducting Seminars, Workshops and Conferences. Part-time research scholars also have to work in line with the research and scholarly activities of the respective Departments from time to time in active response to their Supervisors and the HoDs.

### **17. Ph.D. Supervisor: (Ref. UGC Ph.D. Regulations-2022, Point-6, Page-11)**

17.1 The regulations regarding the eligibility of Ph.D. Supervisor will be as per UGC guidelines from time to time.

17.2 Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least five post-Ph.D. research publications in peer-reviewed or refereed journals (in ISSN/ISBN) and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three post-Ph.D. research publications in peer-reviewed or refereed journals (ISSN/ISBN) may be recognized as a

Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions where they can only act as co-supervisors.

For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors/co-supervisors if they fulfill the above requirements.

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

Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

17.3 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.

17.4 An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively. However, in order to avoid one-time saturation in one academic year, the allotment of the number of candidates to the eligible supervisor shall be decided by the university authorities adopting a uniform policy.

In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution 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 a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken. Also, the scholar must obtain consent from the host or new institution where she wants to be relocated.

Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members

can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

17.5 No external supervisor is allowed to independently supervise a Ph.D. scholar of the University. However, a co-supervisor may be allowed in inter-disciplinary areas from other departments of the University or any of the affiliated colleges of the Rajendra University or from any other institution if recommended by SRC and approved by the Vice Chancellor.

17.6 When an external Co-supervisor is selected from another institution, s/he has to give an undertaking that s/he shall maintain the intake capacity as during supervision of the scholar concerned.

17.7 To be considered as approved supervisors of Rajendra University, the eligible persons are required to apply to the CoE in prescribed form (**Appendix-VI**), which can be downloaded from the University website, along with the payment of the requisite fee (Table- 1). Research experience and publications of the prospective supervisors, on application, shall be considered by SRC for eligibility for guidance of doctoral dissertation. After the recommendation of SRC, the same will be approved by the Vice-Chancellor. The CoE shall issue a RU recognized Supervisor Serial Number (RURS. Sl.No.) in **Appendix-VII**.

17.8 Co-supervisor: A research scholar may prefer to take a co-supervisor, in addition to a supervisor, if the work is of inter-disciplinary nature. The justification of a co-supervisor must be given at the time of application for Ph.D. registration (**Appendix-IV**). The SRC shall scrutinize all such applications and recommend whether it is essential to take a co-supervisor for that particular research project. However, a student can take only one co-supervisor, if necessary. If both the scholar and the supervisor feel the necessity of a co-supervisor, at any stage of work after registration, and if the candidate does not have a co-supervisor already, the candidate can apply through the supervisor stating the justification of a co-supervisor, to the CoE, who shall place the matter before the next SRC. If SRC recommends, the Vice-Chancellor shall take a final decision.

17.9 If the candidate wants to change supervisor/co-supervisor at any stage during the work after registration but before thesis submission, the candidate has to apply in **Appendix-VIII** with justification. The CoE shall place it before the SRC and a new supervisor shall be allotted by the SRC depending on the number of students per faculty member, the available specialization

among the faculty supervisors, and the research interest of the student as indicated during interview by the student. The decision of the SRC shall be placed before the Vice Chancellor, whose decision is final on this matter.

#### 17.10 Role of the Supervisor:

- (i) Must regularly supervise the research work of the candidate.
- (ii) Shall convene RAC meeting annually to monitor the research progress.
- (iii) The supervisor must endorse annual reports of the scholar to the CoE to be placed in the SRC.
- (iv) Shall have the responsibility to get the thesis checked for its correctness.
- (v) Shall also have the responsibility to get the thesis checked through permissible anti-plagiarism checks (Ouriginal, Turnitin, iThenticate, or any other prescribed by RUB from time to time).
- (v) The Institutional Ethics Committee (IEC)'s clearance certificate and anti-plagiarism certificate signed by the designated authority of the University are required to be endorsed by the Supervisor(s).
- (vi) The supervisor(s) shall recommend the thesis for valuation by forwarding the letter of the candidate. A certificate must be given by the supervisor(s) stating that:  
The work done by the scholar is within the limit of proposed area of work and the registered topic. The work done is the original work of the scholar. No portion of the work has been taken from other's work. No portion of the thesis has been copied from any other source. The work has not been submitted previously, in the form of thesis or dissertation to this or any other University for award of any Degree or Diploma. This certificate should be incorporated in the thesis.
- (vii) The supervisor, in consultation with the members of RAC, is required to submit a list of names, in the prescribed form (**Appendix-IX**) of eight to ten examiners drawn exclusively from outside Odisha (except for Odia, in which at least one name be from outside Odisha). While preparing the list of examiners, care should be taken on the seniority, experience and expertise of proposed examiners.

viii. Shall be the Chairman of the Board of Examiners for viva-voce; invite the members of the viva voce committee to attend viva-voce examination.

(ix) If required, the supervisor in consultation with the RAC shall recommend with reasons, for a partial modification of the title of the thesis (**Appendix-XII**) to the CoE for approval. Unwillingness to supervise the scholar: If such a need arises, the supervisor shall inform in writing to the CoE his/her inability to guide a registered scholar giving reasons thereof. The CoE shall place the matter before the SRC for a decision.

### **18. Place of Research:**

18.1 A candidate can carry out research for a Ph.D. degree at the Department concerned or allied teaching Department of Rajendra University, Prajna Vihar, Balangir.

18.2 The University may recognize any affiliated College of Rajendra University as place of research if the following conditions are met:

- (i) The affiliated college imparts PG teaching in the subject of research.
- (ii) The college has basic requirements such as availability of books and reference materials, well-equipped lab, etc. for conducting a Ph.D. program in a specific subject.
- (iii) The college has at least one qualified Ph.D. guide in the subject concerned as per the UGC guidelines and
- (iv) The College has at least two teachers with a Ph.D. degree in the same subject including the eligible guide.

### **19. Submission of thesis:**

19.1 Every registered candidate can submit Ph.D. thesis on completion of two years from the date of registration with the following terms and conditions:

- (i) Prior to the submission of the thesis, the candidate has to make a pre-Ph.D. presentation (PPP), in the presence of RAC, in the Department or the place of research.
- (ii) The PPP shall be open to all faculty members and research students for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.
- (iii) The candidate has to request the CoE through her/his supervisor to convene the PPP, at least 15 days in advance, in the prescribed form (**Appendix-X**).

(iv) The CoE shall request the Head of the Department/Head of the Institution/Principal of the College or the Controller of Examinations, as the case may be, to convene the PPP.

#### 19.2 Intention to submit the thesis

- (i) The candidate has to apply through supervisor to the CoE her/his intention to submit thesis in the prescribed form (**Appendix-XI**) at least 90 days before the date of submission of thesis.
- (ii) Three printed copies of the abstract of the thesis (within 500 words) need to be submitted with the application form.
- (iii) The scholar must submit the final copies of the thesis within 90 days of application.

#### 19.3 At the time of submission of thesis, the scholar has to produce evidence of:

- (i) Publication (print copies) of at least two research papers on the topic/relevant areas of the Ph.D. thesis are required to be published in UGC-CARE listed/peer-reviewed journals. In this case, standard peer-reviewed journals (a list of such journals may be approved by the respective SRCs) may be considered for the purpose.
- (ii) At least one paper presentation in a National/International Conference/Seminar organized outside the university and its affiliated colleges. The scholar has to submit copy of presentation certificate in support of presentation.
- (iii) The published research papers as well as the paper presented in the seminar/conference must be on the domain/related areas of the Ph.D. carried out by the scholar during the period of research. The affiliation of the Rajendra University must be unambiguously stated in each publication. The print copies of both publications and presentation certificate should be attached with the thesis.
- (iv) The scholar is required to submit four (04) copies of the thesis (one hard bound copy and three soft bound copies) with an electronic copy (PDF format) within 90 days of the Pre-Ph.D. presentation (PPP). The CoE may ask for additional copies, if there is a need. If the examiner(s) specifically suggest some modifications of the thesis, the candidate shall incorporate modifications and resubmit only one hard bound copy of the thesis for the library. These modifications must also be incorporated, by the candidate, in the electronic copy.

19.4 Minor modification of the title of thesis: If there is a need for minor modification of the title of the thesis, the candidate must apply to the CoE not later than 15 days of PPP (**Appendix-XII**). The CoE shall convene the meeting of RAC to consider the request for partial modification of the title of the thesis. The recommendation of the RAC shall be placed before the Vice-Chancellor whose decision is final on this matter.

19.5 Requirement at the time of submission of thesis: The thesis shall be submitted to the CoE along with:

- (i) Photocopy of the original letter of Registration issued by the CoE.
- (ii) Photocopy of any other letter issued to the scholar with regard to Ph.D. work.
- (iii) A certificate from the supervisor that the work done by the candidate is original and is consistent with the approved synopsis.
- (iv) Prescribed fee (Table 1).
- (v) Three copies of the abstract of the thesis (within 5000 words).
- (vi) Anti-plagiarism certificate by the designated authority endorsed by the Supervisor (s).
- (vii) The Institutional Ethics Committee (IEC) clearance certificate, if the study is related to plant/animal/human experimentation.

19.6 Language of the thesis: The language of the entire thesis shall be in English. In case of language subjects such as Odia, Hindi, Sanskrit, Parsi, Urdu, etc., the candidate can write the thesis in that particular language or in English.

## **20. Evaluation of thesis:**

20.1 The adjudicators for the evaluation of the thesis shall be selected by the Vice Chancellor from the panel of eight examiners being shortlisted by the Chairperson, SRC.

20.2 Dispatch of thesis: The Ph.D. thesis shall be dispatched to the adjudicators within a maximum of ten days from the receipt of the thesis and all documents from the scholar, duly forwarded by the supervisor. The panel of adjudicators should be finalized two months before the expected date of the submission of Ph.D. thesis and their consent obtained (**Appendix-XIII**). The expected date of submission of thesis should be communicated to the CoE, within one (01) month of the Pre-Ph.D. seminar, by the scholar and forwarded by the supervisor.

20.3 A consent letter from all the adjudicators should be procured by the office of the CoE in advance, within one month of the list of adjudicators approved by the Vice Chancellor.



**(Appendix-XIV)** In case of necessity, a second list should be finalized within seven days of refusal from the selected adjudicators. The request letter seeking consent of adjudicator (s) be sent immediately. Communication should be made through E-mail.

20.4 Period of evaluation of thesis: A maximum of six weeks may be given to the adjudicators for the evaluation of the thesis. Follow-up action may be initiated after 30 days from the date of dispatch of the thesis to the adjudicators. In case of non-compliance beyond 45 days, correspondence with the 3<sup>rd</sup> examiner shall be initiated after obtaining approval from the Vice Chancellor. The report of the examiner, through E-mail or Fax may also be accepted, provided the report bears the signature (scanned) of the examiner. If any examiner suggests any kind of modification, the candidate must be communicated immediately to incorporate modifications and resubmit the thesis within two weeks.

20.5 The board of examiners for examining thesis shall consist of Supervisor, Co-supervisor (if any) and two external examiners (From outside the state except for Odia) shall independently evaluate Ph.D. thesis and submit reports to the CoE confidentially as per the format in **Appendix-XV**.

20.6 Conduct of Viva Voce: If all examiners recommend for the award of the degree, the viva voce examination shall be conducted within 15 days from the receipt of the reports from all adjudicators. The viva voce committee shall consist of the RAC, one out of two external examiners who has examined the thesis, one member of SRC and a nominee of the Vice Chancellor. The Vice-Chancellor shall approve the list of examiners, who will be invited to conduct viva-voce The Committee shall be chaired by the HoD of the department concerned and convened by the Supervisor.

20.7 The viva voce will be an open forum and notified well in advance. All the committee members will be provided with a copy of the comments of the adjudicators. The committee members will be given the privilege of examining first following which, the others can raise their queries.

20.8 In case, any one of the adjudicators do not recommend awarding Ph.D. degree, and has given reasons thereof, the comments of all adjudicators are to be forwarded to the SRC and the Supervisor. The SRC shall meet and recommend the future course of action. The Vice Chancellor shall take a final decision on the matter.

20.9 If any one of the examiners fails to attend the viva-voce, on the scheduled date which has already been fixed, due to unavoidable circumstances, alternative arrangements may be made by the CoE with the approval of the Vice-Chancellor. The viva voce reports are required to be submitted to the Chairperson SRC individually as per the format in **Appendix-XVI**.

20.10 Notification of award of Ph.D. degree shall be made within seven working days from the date of viva voce examination. The candidate can apply for Provisional Certificate after seven (7) days of the notification.

20.11 Completion of Ph.D. degree: The whole process of award of Ph.D. degree starting from the date of thesis submission to notification is to be completed within 120 days. In instances of revision of the Ph.D. thesis, the notification should be made within 90 days following submission of the revised thesis.

## **21. Research Committee of the University (RCU):**

The RCU shall be constituted by the Vice-Chancellor for one academic year by taking five to seven faculty members of the University. When there is a need, the Controller of Examinations shall convene RCU meeting as per the approval by the Vice-Chancellor. The RCU shall consider all such matters relating to research program of the University and submit its recommendation to the Vice Chancellor, which shall facilitate the latter to take a decision. The CoE shall place the agenda before the RCU as approved by the Vice Chancellor. The RCU shall consider:

- (i) All appeals on the decision of the RAC, SRC and CoE
- (ii) The adverse reports or lack of unanimous recommendation by the examiners.
- (iii) The complaints of the research supervisors/research scholars/examiners.
- (iv) The location of Pre-Ph.D. coursework centers.
- (v) Any matter referred by the Vice Chancellor concerning to research program of the University.

## **22. Anti-plagiarism Policy**

- (i) 'Plagiarism' means the act of copying or paraphrasing others' work or ideas into your work without full acknowledgement.
- (ii) All academic documents such as theses, dissertations, project reports, field study reports, and project proposals have to be checked for plagiarism.

(iii) ‘Collusion’ means involvement of unauthorized collaboration of students with others in a piece of academic work. This is another form of plagiarism. For example, the publications in support of the Ph.D. thesis should be authored by the Ph.D. student herself/himself with the proper guidance of his/her supervisor/co-supervisor. If it is necessary to have collaboration in some instances, then prior approval should be sought from the competent authority of the university.

(iv) Broadly, the act of plagiarism will include all or any one of the following:

(a) Verbatim quotation without clear acknowledgement (b) Paraphrasing (c) Cutting and pasting from online sources (d) Collusion (e) Inaccurate citation (f) Failure to acknowledge including self-plagiarised content/ salami slicing

(v) The students and their guides/supervisors, before submitting the thesis, synopsis, research proposal or any kind of academic document related to the curriculum of the university must follow the below-given criteria for plagiarism check.

(vi) The candidate will submit a declaration that the thesis is free from plagiarism or produce a certificate from the institutional plagiarism cell to that effect.

(vii) Plagiarism check should be carried out using the Turnitin / iThenticate/Ouriginal software or any other software like Copyleaks provided to the supervisor by the Controller of Examinations (CoE).

(viii) The supervisors are herewith advised to follow the exclusion criteria outlined below at the time of actual checking of the document.

(a) Quotes (‘....’ Or “....”) used in the manuscript.

(b) Bibliography or references

(c) Common function words or phrases like “the,” “an,” “a,” “and,” “but,” “of” and so forth.

(d) Small word matches up to 10% or less than 10%

(e) Similarity up to 10% or less than 10%

(f) Author name (s)

(g) Affiliation details

(h) Mathematical or statistical formulae

(i) Anything that is considered ‘common knowledge’

(ix) The cumulative similarity matching up to a maximum of 15% shall be permitted. However, the supervisors should encourage the students to similarity matching below 10%.

(x) The supervisors are also advised to do away with self-plagiarism. However, the materials and methods section and the results section of previously published research papers/articles [if they contribute to the similarity] of the findings reported in the paper relates to her/his Ph.D. work.

(xi) The plagiarism report along with the thesis/dissertation should be forwarded by the guide through the head of the Department to the CoE. The CoE is the ultimate authority to check the plagiarism status, and his/her report shall be final for taking action as deemed fit.

(xii) The certificate obtained after plagiarism check by the CoE has to be submitted along with the thesis/dissertation at the time of its final submission.

### **23. Common Guidelines for the Preparation of Ph.D. Thesis**

Ph.D. Scholars of all the disciplines are expected to ensure that the thesis submitted to the university complies with the guidelines.

#### **23.1 Parts of the thesis**

Every thesis will have three parts. The first part is the title page. The second part is the preliminary pages and the third is the main body. The University guidelines for the title page and the preliminary pages are the same irrespective of discipline. The format and style guide for the main body may differ from discipline to discipline.

#### **23.2 Cover page and title page**

The cover page and title page (inner page) are identical in all respects except the colour of the cover page.

The font used on the cover page and title page shall be Times New Roman and the font size is 14 throughout.

The title of the thesis will be in **UPPERCASE**, Bold and Centred.

The next sentence <Thesis submitted to Rajendra University, Balangir, Odisha for the award of Degree of ..... The next sentence is < DOCTOR OF PHILOSOPHY IN **DISCIPLINE**> and is typed in Bold, **UPPERCASE** and split into three lines as shown in the figure. In the place **discipline**, add your particular discipline. Example: Physics or Psychology or Law and so on.

<By> will hang loose in the centre of the page in lower case.

<NAME OF CANDIDATE> WILL BE CENTERED, UPPERCASE and non- bold. Enter the name of the candidate without any prefixes as in the University Register.

<Under the supervision of> followed by < Name of Supervisor> followed by <Academic designation of supervisor> All centred one below the other with 1.0 line spacing in-between.

Academic designation means Assistant Professor, Associate Professor or Professor. Do not place administrative designations such as director, HoD on the cover page or title page. Also, do not prefix the name with Mr. , Dr. , Prof., and so on.

Rajendra University logo is placed next centred and used in accordance with the stipulations of the University. Thesis printed with the wrong logo will not be accepted.

Below the logo, type <Rajendra University, Balangir, Odisha, India> in UPPERCASE one below the other with single line spacing.

Next, type the Month and Year of Submission in UPPERCASE and Numerals respectively.

**TITLE OF THE THESIS**

**Thesis Submitted to Rajendra University  
for the Award of the Degree of**

**DOCTOR OF PHILOSOPHY  
IN  
SUBJECT**

**By**

**NAME OF THE CANDIDATE**

**Under the Supervision of  
Name of the Supervisor  
Academic Designation**



**Rajendra University**

**Prajna Vihar, Balangir-767002**

**TITLE OF THE THESIS**

**Thesis Submitted to Rajendra University  
for the Award of the Degree of**

**DOCTOR OF PHILOSOPHY  
IN  
SUBJECT**

**By**

**NAME OF THE CANDIDATE**

**Under the Supervision of  
Name of the Supervisor  
Academic Designation**



**Rajendra University**

**Prajna Vihar, Balangir-767002**

<b>Odisha, India</b>	<b>Odisha, India</b>
<b>Month &amp; Year</b>	<b>Month &amp; Year</b>
(Cover Page with Colour)	(Inner/Title Page)

### 23. 3 Approval page by Research Advisory Committee (RAC)

The format for the Approval sheet by the Research Advisory Committee (RAC) is given in the Appendix. The signatures of all the members of the RAC are required for the draft thesis to be submitted to the University.

<p style="text-align: center;"><b>APPROVAL OF THE THESIS</b></p> <p>The thesis titled (Print in UPPER CASE)-----</p> <p>-----</p> <p>-----</p> <p>by -----</p> <p>is approved by the Research Advisory Committee (RAC) for submission to Rajendra University, Balangir.</p> <p>1.----- Chairperson of RAC (Supervisor) (Name and Signature)</p> <p>2. ----- (Co-Supervisor if applicable) (Name and Signature)</p> <p>3. ----- (RAC Member) (Name and Signature)</p> <p>4. ----- (RAC Member)</p>
---

( Name and Signature)

The candidate must retain the original copy of this **Approval of the thesis** for all official purposes related to the submission of the thesis. While binding the final thesis, the original copy must be placed in the thesis. All other copies thesis will contain the photocopies of the Approval Sheet.

### 23.4 Declaration page

This is a declaration by the scholar. The declaration page (Appendix) has to be signed by the candidate. The title of the page <DECLARATION> should be centered in **Bold UPPERCASE**

The content of the page will be typed in 14 point font size and the front type will be Times New Roman.

#### DECLARATION BY THE CANDIDATE

I declare that the thesis entitled “TITLE OF THE THESIS IN UPPERCASE” is a record of original research work undertaken by me for the award of the degree of Doctor of Philosophy in Discipline under the supervision of **Name and Academic Designation of Supervisor, Name of the Department , Rajendra University, Balangir, Odisha**, and it has not been formed the basis for the award of any degree, diploma, fellowship or titles elsewhere.

I hereby confirm the originality of the work and that there is no plagiarism in any part of the thesis.

Place: Balangir

Date:

Full Signature of the Candidate

Name of the Candidate

Regd. No.-----

Name of the Department

Rajendra University, Balangir

### 23. 5 Certificate page

This is the certificate by the supervisor. The certificate page has to be signed by the supervisor and dated. The Title of the page <CERTIFICATE> should be centered in **BoldUPPERCASE**

The content of the page will be typed in 14 point font size and the front type will be TimesNew Roman.

#### **CERTIFICATE BY THE SUPERVISOR**

This is to certify that the thesis submitted by Name of the Candidate (Regdn. No.-----  
----) entitled “TITLE OF THE THESIS IN UPPERCASE” in fulfillment for the award of the degree of Doctor of Philosophy in **Discipline** is a record of original research work carried out by him/her during the academic year ----- to ----- under my supervision.

The thesis has not formed the basis for the award of any degree, diploma, fellowship or other titles. I hereby confirm the originality of the work and that there is no plagiarism in any part of the thesis.

Place:

Date:

Signature of the Supervisor

Name of the Supervisor

Academic Designation

Name of the Department

Rajendra University, Balangir

### 23.6 Acknowledgements

The acknowledgments page will be titled <ACKNOWLEDGEMENTS> in **Bold UPPERCASE** and centered. This page is optional.

An optional dedication page may also be placed immediately after this page.



### **23.7 Abstract**

The abstract page will be titled <Abstract> and centred in non-bold Sentence case. The abstract of the thesis must be limited to 500-1000 words and presented either in latest APA style for Humanities, Social Sciences, Commerce, Management or IEEE for Science and Engineering with a minimum of five key words at the end of the abstract.

### **23.8 Binding of the draft thesis**

After the completion of the Pre-Ph.D. presentation, three copies of the draft thesis (incorporating necessary changes/modifications as suggested in the presentation) approved by the RAC of the scholar shall be submitted to the university provided the candidate has completed all the requirements. The draft theses will be soft bound, and printed on both sides of the paper. In addition, a PDF copy of the thesis in a CD and three copies of research proposal of the thesis should be submitted to the University along with a cover letter signed by the research scholar and research supervisor.

### **23.9 Binding of the final thesis**

Four hard bound copies of the final thesis incorporating the suggestions given by the examiners during the thesis evaluation and public viva-voce examination have to be submitted to the University within a week's time after the viva voce. The binding must pertain to the stipulations given by the University. The printing of the cover page is in digital format. Rexine or leather based binding is no longer permitted.

### **23.10 Appendices**

Appendices are placed at the end of the thesis after References / Bibliography and may include any supplemental materials that the scholar wants to place. Appendices are numbered in UPPERCASE Alphabets (Example: APPENDIX A, APPENDIX B).

The title APPENDIX appears only on the first page of the section, in capital letters, centered two inches from the top. Examples of such material include, Research tools, Questionnaires, letters etc. Each appendix is a separate subdivision of the text and must begin on a separate page. Each appendix must be listed in the table of contents. Students must certify that any copyrighted material used in their thesis, beyond brief excerpts, is being used with the written permission of the copyright owner also can be included in appendix. The following materials are mandatory appendices for all scholars:

- a. Details of Publications and Conference Presentations carried out by the scholar during the period of the PhD programme.
- b. Copy of Research Conduct and Ethics Committee (RCEC) approval form for all theses involving human subjects, animals, animal tissues or any others stipulated in Regulation for code of research conduct and research ethics of the University.
- c. Informed Consent Forms (For applicable disciplines) after removal of personal information such as phone number and e mail of the candidate.

### **23. 11 Page Numbering**

All pages must be numbered, with the exception of the title page. Page numbers should appear at the bottom center of each page, at a minimum of 0.5” from the edge of the page. Preliminary pages of the thesis must be numbered with lower case roman numerals. On the first page of the main body, page numbers must restart with 1.

The first page is the title sheet whose number is not printed. The second page is the approval of the thesis and this page shall bear the page number two in lower case roman numeral.

<ii> The order of preliminary pages is given in the table below with required and optional pages. Scholars are not permitted to change the order of the pages. The number of pages may vary from thesis to thesis from acknowledgement onward depending on the content placed by the scholar.

Chapters in the main body are numbered in Arabic numerals and the first chapter is always the first page.

Chapter separation pages are optional and generally not recommended.

### **23.12 General Format of the Chapter Contents**

A Ph.D. thesis should ideally have the following contents as headings and/or sub-headings suitably set in a proper sequence depending on the requirements of the discipline specific/topic specific chapter division.

- i. Introduction, Background of the study, Problem statement, Hypothesis formation/ Research questions and Research objectives, Chapter summary
- ii. Literature review and a clear-cut mention of research gap
- iii. Research design/Use of methods and materials/ Data collection methods/ Sampling/Research model, etc.

- iv. Result analysis and discussion/ Data presentation and analysis/ Data evaluation/Data interpretation, etc.
- v. Conclusion, implications/applications of the research, future scopes of the research, etc.

### **23.13 Page size, Margin, Line-Spacing and Font of the Chapters**

- i. Paper Size: Standard A4 size, 85GSM, Executive Bond
- ii. Margins: Top Edge: 1 inch (25 mm)
- iii. Left side: 1.5 inch (38mm)
- iv. Bottom Edge: 1 inch (25 mm)
- v. Right side: 1 inch (25mm)
- v. Binding of the final thesis is double- sided. There should be 1.5 spacing of the lines throughout the chapters and also in Bibliography
- vi. Font and its size in the Chapters: 12 Times New Roman (14 for the Preliminary pages)
- vii. Heading: Capital Bold
- viii. Sub-heading: Sentence case Bold

### **24.14 University Approved Style Sheets for the main body of the thesis are:**

- i. American Psychological Association (APA Style Sheet) latest edition (Suitable for Social science, Commerce and Management)
- ii. Modern Language Association (MLA Style Sheet) latest edition (Suitable for languages)
- iii. Institute of Electrical and Electronics Engineers (IEEE Style Sheet) latest edition (Suitable for Science and Engineering)
- iv. Chicago Manual Style (CMS Style Sheet) latest edition (Suitable for International studies)

**25. Fee Structure:** The structure of fees and processing charges shall be decided by the Syndicate from time to time. The existing fee structure is given in Table. 1

**Table 1. Fee Structure**

<b>Sl. No.</b>	<b>Fees</b>	<b>Amount</b>	<b>Application Form</b>
1.	Research Eligibility Test (RET)	Rs. 1000/-	Appendix-I
2.	Admission to Pre-Ph.D. Coursework (PPC) and Evaluation	Rs. 5000/-	Appendix-II
3.	Presentation of Research Proposal (PRP)	Rs. 1000/-	Appendix-III
4.	Application for Ph.D. Registration	Rs. 5000/-	Appendix-IV
5.	Extension of Registration (Per year or its part)	Rs. 3000/-	Appendix-V
6.	Application to be recognized as a Supervisor	Rs. 500/-	Appendix-VI
8.	Change of Supervisor	Rs. 1000/-	Appendix-VIII
9.	Partial modification of title of the thesis	Rs. 500/-	Appendix-XII
10.	Evaluation of the thesis with single Supervisor	Rs. 10,000/-	-
11.	Evaluation of the thesis with two Supervisors	Rs. 12,000/-	-
12.	Duplicate Registration Number	Rs. 200/-	-
13.	Original Degree Certificate	Rs. 500/-	-

The requisite fees should be deposited in the form of account payee bank draft drawn in favor of the Comptroller of Finance, Rajendra University, payable at Balangir



## **Appendix- I**

### **Rajendra University, Prajna Vihar, Balangir-767002**

Application for Research Eligibility Test (RET)  
(To be submitted to the Chairperson, P.G. Council)  
Appendix-I

1. Name of the applicant (In capital letters): .....
2. Subject: .....
3. Date of Birth: .....
4. Nationality: .....
5. Sex: .....
6. Mobile No(s): .....
7. E-mail ID: .....
8. Address for correspondence:
9. Percentage of marks scored at Master's level:.....  
(Submit self-attested photocopy of mark sheet/certificate as evidence)
10. Indicate any special claim:  
(Please submit document in support of your claim)
11. Indicate your claim for Exemption/ Relaxation:  
(Please submit document in support of your claim)
12. Whether employed: Yes/No  
(If employed, the application should be submitted through proper channel)
13. Bank Draft No: .....Date: .....Amount Rs.: .....  
Name of issuing bank: .....Branch: .....

Full Signature of the Applicant:

Date:



## **Appendix- II**

### **Rajendra University, Prajna Vihar, Balangir-767002**

#### **Application for Pre-Ph.D. Coursework (PPC)**

(To be submitted to the Chairperson, P.G. Council)

#### **Appendix-II**

1. Name of the applicant (In capital letters):
2. Subject:
3. Date of Birth:
4. Nationality:
5. Sex:
6. Mobile No(s):
7. E-mail ID:
8. Address for correspondence:
9. Whether Employed (Yes/No): .....  
(If employed, application should be submitted through proper channel)
10. Whether qualified in Research Eligibility Test (RET)?.....  
(Please submit a photocopy of the letter/notification issued by the competent authority)
11. Indicate any special claim/Exemption/ Relaxation:  
(Please submit evidence of your claim)
12. Subject in which the candidate intends to do Ph.D:
13. Place at which the candidate desires to carry out the coursework:  
(RUB campus/Affiliated College of the University)
14. Bank Draft No.: .....Date: ..... Amount: .....

Name of the Issuing Bank.....Branch:.....

Full Signature of the Applicant:

Date:



1. Name of the applicant (In capital letters):.....
2. Date of birth: 3. Sex: 4. Nationality:
4. Subject:
5. Mobile No(s):
6. E-mail ID:
7. Address for correspondence:
8. Proposed Title of the Ph.D. thesis:
9. Whether the candidate has carried out PPC?: Yes/No
10. If yes, date of completion of PPC: From..... To.....
11. Place of PPC:
12. Full Name of the Supervisor:  
RU Recognized Supervisor Serial Number (R.S.SI.No):  
Address:  
E-mail: Mobile No.
13. Full Name of the Co-Supervisor (if any):  
RU Recognized Supervisor Serial Number (R.S.SI.No)/ From any other Universities:  
Address:  
E-mail: Mobile No.
14. Bank Draft No.....Date.....Amount Rs. ....  
Bank Details: Name of Issuing Bank.....Branch:.....
- Full Signature of the Applicant: Date:



## **Appendix- IV**

### **Rajendra University, Prajna Vihar, Balangir-767002**

#### **Application for Ph.D. Registration**

(To be submitted to the Controller of Examinations)

#### **Appendix-IV**

1. Name of the applicant (In capital letters):
2. Date of birth:
3. Sex:
4. Nationality:
5. Subject:
6. Mobile No(s):
7. E-mail ID:
8. Address for correspondence:
9. Proposed Title of the Ph.D. thesis:
10. Full Name of the Supervisor: .....RU R.S.SI.No: .....  
Address:  
E-mail: Mobile No.:  
No. of students already registered under the Supervisor:
11. Full Name of the Co-Supervisor (if any): .....RU R.S.SI.No:  
...../Other University  
Address:  
E-mail: Mobile No.  
No. of students already registered:  
(Statement regarding the justification of a Co-supervisor must be attached)
12. Place of Research:  
(The consent letter of the Head of the Department/Institute must be attached)
13. Bank Draft No.....Date.....Amount Rs. ....  
Bank Details: Name of Issuing Bank.....Branch:.....

Full Signature of the applicant:

Date:

Signature of the Supervisor:

Signature of the Co-Supervisor (if any)





**Rajendra University, Prajna Vihar, Balangir-767002**

**Application for Extension of Ph.D. Registration**

(To be submitted to the Controller of Examinations)

**Appendix-V**

1. Name of the applicant (In capital letters):
2. Subject:.....
3. Ph.D. Registration No:.....
4. Mobile No(s):
5. E-mail ID:
6. Address for correspondence:
  
7. Title of the Ph.D. thesis:
  
8. Please indicate whether applying for First/Second/Third Extension:
9. Reason for applying Extension:  
(The scholar has to justify why extension is necessary Annexure-I)
10. Full Name and Address of the Supervisor:
  
11. Recognized Supervisor Serial Number (RU R.S.SI.No):  
E-mail: Mobile No.:
  
12. Place of Research:.....  
(The consent letter of the HoD/Institute for extended period of research must be attached)
  
13. Bank Draft No.....Date.....Amount Rs. ....  
Bank Details: Name of Issuing Bank.....Branch:.....
  
- Full Signature of the applicant: Date:
  
14. Views of the RAC for Extension (Annexure-II):  
Signature of the Supervisor: Date



## **Appendix- VI**

### **Rajendra University, Prajna Vihar, Balangir-767002**

#### **Application to be Recognized as a Supervisor**

(To be submitted to the Controller of Examinations)

#### **Appendix-VI**

1. Name of the applicant (In capital letters):
2. Designation and place of posting:  
(No objection certificate of the HoD/Institute to apply must be attached)
3. Date of birth:
4. Sex:
5. Nationality
6. Subject in which the applicant wants to be a recognized Supervisor:
7. Mobile No(s):
8. E-mail ID:
9. Address for correspondence:
10. Date of the award of Ph.D.:  
(Please attach a photocopy of certificate/notification)
11. Name of the Ph.D. awarding University:
12. Subject in which the applicant had Master's Degree: Ph.D. Degree:
13. No. of years of experience: Teaching: Research:
14. No. of research publications in refereed journals:  
(Please attach photocopies of the cover page of research publications)
15. Please mention if you are a recognized supervisor/co-supervisor in any other University:
16. Bank Draft No: Date: Amount Rs.:  
Name of the Issuing Bank: Branch:
- Full Signature of the Applicant: Date:



## **Appendix- VII**

### **Rajendra University, Prajna Vihar, Balangir-767002**

(Recognized Ph.D. Supervisor Certificate)

#### **Appendix-VII**

From  
The Controller of Examinations,  
Rajendra University  
Prajna Vihar, Balangir-767002

To

1. Name of the applicant (In capital letters):
2. Designation and place of posting:
3. Date of birth:
4. Subject in which the applicant wants to be a recognized Supervisor:
5. Mobile No(s):
6. E-mail ID:
7. Address for correspondence:
8. Serial No. allotted:

RUB-00 ..... /20.....

Sir/Madam,

The Rajendra University, Balangir recognizes you as a Ph.D. Supervisor on the recommendation of the Subject Research Committee (SRC).

Controller of Examinations



**Rajendra University, Prajna Vihar, Balangir-767002**

**Application for Change of Supervisor**

**(To be submitted to the Controller of Examinations)**

**Appendix-VIII**

1. Name of the applicant (In capital letters):
2. Date of birth:
3. Sex:
4. Nationality:
5. Subject:
6. Ph.D. Registration No:
7. Mobile No(s):
8. E-mail ID:
9. Address for correspondence:
10. Title of the Ph.D. thesis:
11. Name of the Supervisor to be replaced:  
Recognized Supervisor Serial Number (RU R.S.SI.No):
12. Name of the proposed Supervisor:  
Recognized Supervisor Serial Number (RU R.S.SI.No)/Other University:  
Mobile No: E-mail:  
Address for correspondence:
13. Please give justification for the change of Supervisor:  
(If necessary, attach a separate sheet)

Full Signature of the applicant:

Date:

Signature of the Supervisor to be replaced (if available):

Date:

Signature of the proposed supervisor:

Date:



## **Appendix- IX**

### **Rajendra University, Prajna Vihar, Balangir-767002**

(List of Examiners to be submitted by the Supervisor to the CoE)

#### **Appendix-IX**

- 1. Subject:**
- 2. Name of the Candidate (In capital letters):**
- 3. Ph.D. Registration Number:**
- 4. Name of the Supervisor/Co-supervisor:**
- 5. Title of Thesis:**

#### **List of Proposed Examiners:**

<b>S.N</b>	<b>Name &amp; Address</b>	<b>Specialization</b>	<b>Experience (Years)</b>	<b>Telephone Number(s)</b>	<b>E-mail</b>
1					
2					
3					
4					
5					
6					
7					
8					

Signature of RAC members

Signature of the Supervisor



**Rajendra University, Prajna Vihar, Balangir-767002**

**Application for Pre-Ph.D. Presentation**

**(To be submitted to the Controller of Examinations)**

**Appendix-X**

1. Name of the applicant (In capital letters):
2. Subject:
3. Ph.D. Registration No:
4. Mobile No(s):
5. E-mail ID:
6. Address for correspondence:
7. Title of the Ph.D. thesis:
8. Name of the Supervisor:
9. Place of Research:
10. Tentative date for Pre-Ph.D. Presentation:

Full Signature of the Candidate:

Date:

Signature of the Supervisor:

Date:



**Rajendra University, Prajna Vihar, Balangir-767002**

**Application for Intention to Submit the Thesis**  
**(To be submitted to the Controller of Examinations)**  
**Appendix-XI**

1. Name of the applicant (In capital letters):
2. Subject:
3. Ph.D. Registration No:
4. Mobile No(s):
5. E-mail ID:
6. Address for correspondence:
7. Title of the Ph.D. thesis:
8. Name of the Supervisor/Co-supervisor:
9. Place of Research:
10. Tentative date to submit the final copies of complete thesis:

(Maximum within 90 days of application)

Full Signature of the Candidate:

Date:

Signature of the Supervisor:

Date:



**Rajendra University, Prajna Vihar, Balangir-767002**  
**Application for partial modification of the title of thesis**  
**(To be submitted to the Controller of Examinations)**  
**Appendix-XII**

1. Name of the applicant (In capital letters):
2. Date of birth:
3. Sex:
4. Subject:
5. Ph.D. Registration No:
6. Mobile No(s):
7. E-mail ID:
8. Address for correspondence:
9. Title of the Ph.D. thesis which was approved at the time of registration:
10. Proposed new title of the thesis:
11. Justification of modification (Additional sheet may be attached, if required:  
Minor modification of the title is necessary for the following reason.

Full Signature of the Applicant:

Date:

Signature of the Supervisor:

Date





**Rajendra University, Prajna Vihar, Balangir-767002**

(Request letter seeking consent of Adjudicator)

Appendix-XIII

From  
The Controller of Examinations  
Rajendra University, Balangir-767002  
Odisha  
Contact Number:  
E-mail:

No. .... / RUB ..... Date:

To

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

Sub: Adjudication of the thesis submitted by

.....

Subject:.....

Title of thesis.....

Sir/Madam,

I have the honour to inform you that the Vice-Chancellor has been pleased to appoint you as an examiner to adjudicate the above thesis for award of Ph.D. degree from Rajendra University, Balangir. You are requested to send your consent (In Appendix XI/XIV) within a fortnight of receipt of this letter to adjudicate the thesis so that steps shall be taken to dispatch the copy of the thesis to your address.

Please do not hesitate to contact me if I will be of any assistance.

Yours faithfully

Controller of Examinations

**Appendix-XIV**



(Consent of the Adjudicator)

**Appendix-XIV**

To

The Controller of Examinations

Rajendra University, Balangir-767002, Odisha

Subject: Adjudication of Ph.D. thesis submitted by.....

Title:.....

Ref: RUB Letter No..... Dated.....

Sir/Madam,

In inviting reference to the letter cited above, I accept/ do not accept the appointment to adjudicate the above candidate.

Signature



## **Appendix- XV**

### **Rajendra University, Prajna Vihar, Balangir-767002**

(Report of the thesis for the award of Ph.D.)

#### **Appendix-XV**

#### **PART A (To be filled up by the office)**

1. Name of the candidate:
2. Name of the Subject:
3. Title of the thesis:

#### **PART B (To be used up by the examiner)**

4. Report (separate sheet may be used)
5. Do you recommend that the thesis be accepted for the award of the degree?  
(Please write Recommended or Not recommended):
6. If recommend, do you suggest that the queries/suggestions, if any, pointed out by you in your report shall be met by the candidate and submitted before the viva-voce board to the satisfaction of the members of the Board of Examiners. (Please write Yes or No).
7. If not recommended, do you suggest that the thesis be re-submitted after necessary revision. (Please write Yes or No)

If yes, kindly suggest the necessary modification required to be done by the candidate in the report. (In such a situation, the revised thesis will be sent to the examiner concerned for further evaluation).

Signature of the Examiner

Address



**Rajendra University, Prajna Vihar, Balangir-767002**

(Report of the viva voce committee for the award of Ph.D.)

**Appendix-XVI**

**PART A (To be filled up by the office)**

1. Name of the candidate:
2. Name of the Subject:
3. Title of the thesis:

**PART B (To be used up by the Board of Examiners)**

4. Report (Separate sheet may be used)
5. On the basis of the performance of the candidate in the viva-voce and considering the report of the examiners of the thesis, we recommend/ do not recommend the award of the degree of Doctor of Philosophy to:

.....(Name of the candidate)

6. We certify that:
  - I. We have examined the reports of the examiners of the thesis and
  - II. The queries/ mistakes/ suggestions reported by the examiners have been/ have not been compiled with by the candidate to our satisfaction.

Signature of the Chairman

(Signature and Name of the Members of the Board of Examiners)