

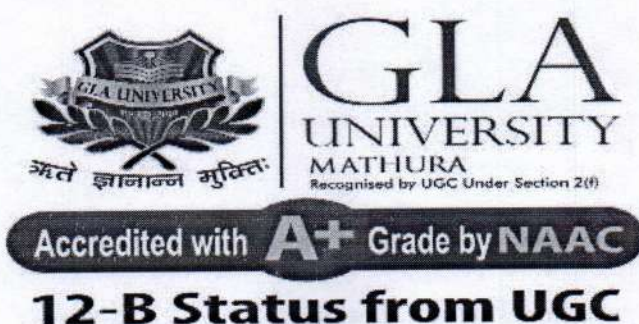
GLA

UNIVERSITY

MATHURA

ORDINANCE/REGULATIONS FOR RESEARCH PROGRAMME

(Inclusive of Modifications approved by Academic Council up to its meeting held on December 15th, 2024)



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Abbreviation:

- **URDC – University Research Degree Committee**
- **RDC – Research Degree Committee**
- **DRDC – Departmental Research Degree Committee**
- **DRSC – Departmental Selection Research Committee**

1. PREAMBLE

A. Consistent with the availability of the required infrastructure, the GLA University, Mathura, established under UP Act 21 of 2010, is approved by UGC under section 22 of the UGC act 1956 and is also inspected by UGC under section 2F, hereinafter referred to as the University shall provide facilities for research in several areas of Science & Technology, Engineering, Pharmacy, Management, Humanities and other interdisciplinary fields leading to the award of the Degree of Doctor of Philosophy, hereinafter abbreviated as Ph.D.

B. The Regulations, hereinafter specified, lay down the procedure to be adopted for the research programme for the Ph.D. Degree of the University.

C. Department, wherever mentioned in these Regulations refers to a Department of the University.

D. Departmental Research Degree Committee (DRDC) wherever mentioned in these Regulations refers to the Research Degree Committee (RDC) of the Department of the University.

E. Research Degree Committee (RDC) wherever mentioned in these Regulations refers to the Research Degree Committee (RDC) of the University.

F. Academic Council, wherever mentioned in these regulations, refers to the Academic Council of the University.

G. A scholar is any eligible person, who is registered at the University for any specific Ph.D. programme. Prior to registration, this person is referred to as an applicant.

H. Supervisor/Co-Supervisor/Internal Supervisor/External Supervisor is a person approved by the RDC/Academic Council/DRDC for the guidance of the Scholar while pursuing the programme of research leading to Ph.D. degree of the University.

The objectives of the Research Programmes at the GLA University, Mathura are:

- To be a leading R & D Institution,
- To carry out research in the frontier areas of science, technology, pharmacy, biotechnology, humanities and management. To develop and transfer technologies to the industries.
- To develop the scientific, managerial and engineering manpower of the highest quality to cater the needs of the society,
- To be a role model of educational Universities in the country,
- To provide a broad grasp of the fundamental principles of the sciences and scientific and technological methods,
- To provide a deep understanding of the area of specialization, to provide an innovative ability to solve new problems,
- To provide a capacity to learn continually and interact with multidisciplinary groups,
- To develop the students with a capacity for free and objective enquiry, confidence and integrity, awareness and sensitivity to the needs and aspirations of society and, to develop

knowledge and create new Technology in the process of student learning.

With these goals in view, the Research Programmes are designed to include Courses of study, Seminars and Thesis through which a student may develop his/her concepts and intellectual skills.

The procedures and requirements stated in these Ordinances embody the philosophy of the Research Programme and ensure a high standard of performance at the University. Within this general framework, subject to the approval of the Research *Degree Committee* (RDC), the various Departments may impose such additional requirements as will serve their particular academic goals. The Department Research Degree Committee (DRDC) shall ensure that all the Rules and Procedures given in the Ordinance are adhered to and implemented without any change. While considering an issue if the Ordinance does not specifically mention something, the same shall be forwarded to Dean (R&D) through RDC for its consideration.

1.1 Research Programme

Various Institutes/Departments of the University offer the Doctoral Programme. The Research Degree Committee (RDC), established according to the bylaws of the Dean (R&D) office, operates through the Department Research Degree Committees (DRDCs) to administer all aspects of the Programmes.

1.2 University Research Degree Committee (URDC or RDC)

The University Research Degree Committee (RDC) shall consist of one representative from each of the Academic Departments who shall be the Chairperson of DRDC and six additional members of whom one shall be the outgoing Chairperson RDC (if not otherwise a member), Dean (R&D), two Vice- Chancellor's nominees holding Ph.D. degree. Dean (R&D) will be the Chairperson of RDC. In case of no Dean R&D is appointed or nominated then the Vice-chancellor will nominate the Chairperson amongst the members of the RDC. The RDC shall meet two times in every semester

The Research Degree Committee shall have jurisdiction in the recommendation of the following matters concerning the Research Programme of the University:

- Introduction of new Course(s) of instruction, Desirable modification of Courses already approved, Modification of the credit value of Courses in consultation with Academic council.
- Modification of eligibility criteria for admission in consultation with admission committee, Modification of the Rules governing the form of presentation and disposal of Thesis, Conduct of oral and written Examinations in consultation with Controller of Examination.
- Award of Degrees, and Other related matters as may be referred to it by the Dean (R&D and Controller of Examination).

The functions of the RDC shall be of general policy determination, coordination and review, but the Dean (R&D) shall retain the power of final decision. In the discharge of its responsibilities the Committee shall make full use of the appraisals and recommendations of the various Academic Departments. This Committee shall be assisted by the Department Research Degree Committee (DRDC).

1.3 Department Research Degree Committee (DRDC)

Each Department shall have a Department Research Degree Committee (DRDC) consisting of Director / Head of the Department and four faculty Members (with earned Ph.D. Degree) to be chosen from the Department, including one Faculty Member from other Department and preferably one member from other Institute/ University within India. However, so far as the External Members (outside the university) are concerned depending on requirement the department may opt for more members of different specialization keeping in view proper justification, proper guidance and planning for future work of research scholars. But this would require approval of Vice-chancellor and Dean R&D. Apart from the other Departmental Faculty Members at least two members from the Department should be Professor, if available; at least one each should be Associate Professor and Assistant Professor. The DRDC and its Chairperson shall be proposed by the Head of the Department in consultation with the Faculty of the Department in the departmental meeting for a term of two years. The duration of the Committee shall be two years starting from the month of July of the Academic Session. Chairperson of DRDC should be appointed by concerned Head of the Department for a time period of five (5) years. The proposed DRDC shall be approved by the Dean (R&D).

The DRDC shall be responsible for the following:

- (i) Monitoring of quality of instructions to students.
- (ii) Attending to the problems of Ph.D. students and advising them in academic matters.
- (iii) Quality research and PhD output

The Chairperson DRDC shall hold its meeting regularly and keep record of its decisions.

1.4 Office of the Dean (R&D)

The Dean (R&D) shall be responsible for the implementation of the decisions taken on academic matters by the RDC. The office of the Dean (R&D) shall

- (i) receive, process and maintain all records related to the Research Programmes including Curricula, Courses offered, Academic Calendar, Registration, Semester Leave, Examinations, Grades and Award of Degrees and Medals/Prizes,
- (ii) disseminate information pertaining to all academic matters,
- (iii) Issue necessary Memoranda/Orders, (iv) act as a channel of communication between the Students, Instructors/Supervisor(s), Institute/Departments and RDC. The Ph.D. and D.Sc. Section of the office of Dean (R&D) shall assist the RDC in its functioning.

2. ACADEMIC SESSION

The Academic Session of the University is divided into two Regular Semesters, termed as Odd and Even Semesters. The Odd Semester shall normally commence from the third week of July, and the Even Semester from the last week of December (or first week of January) every year, respectively. Each regular Semester (Odd and Even) shall be normally of fourteen weeks' duration for the purpose of instructions.

2.1 Academic Calendar

The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submission of grades, vacation, mid-semester recess, official student activities etc., during the Academic Session shall be specified in the Academic Calendar of the University as approved by the Academic Council. The Dean (Academic) will notify the Academic Calendar of each Semester. However, the schedule of DRDC progress review viva and other research related events and activities shall be notified separately by the Office of Dean R&D.

3. ADMISSION

3.1 Admission Committee

Each department shall have a Ph.D. admission committee duly approved by the academic Council/Vice-Chancellor with the following composition:

- (a) Chairperson (to be nominated and/or approved by Vice-Chancellor)
- (b) All professors or at least two teachers of the Department who are eligible to become Ph.D. guide – Members
- (c) Two teachers from allied department – Members

3.2 Admission Calendar

Admission shall normally be made in June-July for the odd Semester. However, Academic Council may decide to admit students in December- January for the Even Semester.

3.3 Eligibility for Admission

a. The eligibility conditions given below shall be considered to be the absolute minimum. Departments shall reserve the right to prescribe any requirements over and above these, subject to the approval of the Chairperson Academic Council.

b. The “specified minimum” marks/CPI (Cumulative Performance Index), referred to in subsequent sections shall imply a minimum of 60% aggregate marks or CPI of 6.75 at qualifying Examination (As per UGC 70% percent weightage should be given to written test followed by the Interview and presentation)

For SC/ST candidate's eligibility in specified minimum marks/CPI shall be relaxed as per the Government of India norms.

c. Reservation in the Programme shall be done as per the Government of India Rules.

d. A woman Ph.D. scholar registered in any UGC recognized University may take admission in Ph.D. at GLA University as per the guidelines laid by UGC dated 12th April, 2016.

3.2.1 Ph. D. in Engineering

Master Degree in relevant branch of Engineering/Technology with marks not below 60% or CPI 6.0

OR

Bachelor's Degree in Engineering or Master's Degree in Science/Applied biological sciences/Computer Application or any appropriate discipline with a minimum 75% marks or CPI 7.5.

3.2.2 Ph. D. in Management

Master's Degree in Management/Technology/ Engineering/ Economics/ Commerce/Science/Computer Applications/Social Science or AIU equivalence with a minimum 55% or equivalent CPI 5.5.

3.2.3 Ph.D. in Sciences, Humanities, Social Sciences (HSS) and Law

Master's Degree in the relevant subject with a minimum 55% Marks or CPI 5.5

3.2.4 Ph. D. in Pharmacy, Biotechnology and Agriculture

Master's Degree in Pharmacy/ M. Pharma/Pharm. D (PB)/ Biotechnology and Agriculture with a minimum marks 60% or CPI 6.0

Where the eligibility qualification is Master's Degree in Engineering/ Pharmacy Science/Computer application/Commerce /Economics/English or any subject of Humanities or Life Sciences or Management, GATE/GPAT/NET qualification is desirable.

3.3 Admission Categories of Ph.D. Research Scholars

All the Departments offer full-time and part-time Doctoral Programmes under following categories. The category code is also given in the table below:

S. No.	Description	Category Code
I.	Institute Stipendiary Full-Time Research Scholar	01
II.	Self-financed Full-Time Research Scholar	02
III.	Sponsored Full-Time Research Scholar	03
IV.	Self-finance Part-Time Research Scholar	04
V.	Faculty/Staff/Sponsored Project Fellow of GLA University, Mathura: Part-Time Research Scholar sponsored by other Institute/ University	05

The student can change his/ her admission category only from Full-Time (01, 02 & 03) to Part-Time (04) only after completing minimum residential requirement and state of Art Seminar.

3.3.1 Institute Stipendiary Full Time Research Scholars (Category Code-01): These scholars shall be eligible for financial assistance in the form offellowship at the approved rates and guide lines as notified by office ofRegistrar, GLA University, from time to time. The fellowship shall be awarded to the students of this category on a Semester-to-Semester basis on therecommendation of DRDC through Head of the Institute (Form:RP-07). The renewal of the assistantship is dependent on the satisfactory academic performance of the scholar.

3.3.2 Self-financed Full-Time Research Scholars (Category Code-02):

Self-financed full-time research scholars are those who support themselves or receive fellowship from other agencies such as UGC, CSIR, DST, etc. They shall not receive any financial support from the University in any form.

3.3.3 Sponsored Full-Time Research Scholars (Category Code-03):

(a) Sponsored Full-Time Research Scholars are those who receive financial support from AICTE under QIP scheme OR from Government/Semi- Government Institutions/Private Organizations, under study leave. Such a candidate must be sponsored by his/her employer and must have been in employment with the sponsoring organization for at least two years at the time of admission. Candidates in service are to be released on study leave or extraordinary leave from the organization for full-time research work at the University and must furnish a sponsorship along with No-objection certificate (NOC) from the employer.

(b) Foreign students shall be sponsored by their Government or awarded scholarship by Govt. of India, Indian Council for Culture Relations (ICCR) or other such agencies/organizations.

3.3.4 Self-finance Part-Time Research Scholar (Category Code - 04):

Self-financed part-time research scholars are those who support themselves. They shall not receive any financial support from the University in any form.

3.3.5 Faculty/Staff/Sponsored Project Fellow of GLA University, Mathura: Part- Time Research Scholars (Category Code - 05):

Candidates under this category shall be Faculty/Staff of the University/Project Fellow working in the various sponsored research projects undertaken by the University.

Candidates in service are to be released on study leave or extraordinary leave from the organization for full-time course work at the University and must furnish a sponsorship along with No-objection certificate (NOC) from the employer.

3.4 Admission Procedure

1. Admission to the Ph.D. Programmes shall be based on interviews and written examination followed by the presentation of the eligible/shortlisted candidates by the DRDC.

The University may decide separate terms and conditions for those students who qualify UGC/CSIR (JRF) Examination/SLET/GATE/teacher fellowship holder or have passed M.Phil. Programme for Ph.D. Entrance test.

2. All admissions shall be made only after approval of Vice Chancellor on the recommendations of the Dean (R&D) and Department Research Selection Committee (DRSC) and Chairperson DRDC.

3. The DRSC shall be constituted every year in the month of July for admissions to Doctoral Programmes. The DRSC shall consist of at least four faculty members (all with earned Ph.D. Degree), one of whom shall be from another Department. The constitution of the Selection

Committee shall be proposed by the Head of the Department and approved by Chairperson RDC i.e. Dean (R&D).

4. Reservation for various categories shall be applicable as per GOI Rules.
5. On approval by the Dean (R&D), the Head of the Department shall issue the admission letter to the candidates, who shall be required to accept the offer of admission by depositing the prescribed fee before the specified date.
6. In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission shall stand automatically withdrawn, and the admission may be offered to the candidates in the waiting list, if any.
7. The offer of admission shall also stand withdrawn if the candidate fails to register by the last date of registration after accepting the offer of admission.
8. The selected candidate, who has completed all the pre-requisite Examinations including Project/Thesis Examination and the Viva-voce before the date of registration but is unable to produce the certificate of proof of having passed and secured the minimum specified qualifying marks, shall be considered for provisional admission. However, if admitted provisionally, he/she shall be required to produce the evidence of his/her having passed the qualifying degree examination within eight weeks from the last date of registration, failing which the admission shall automatically be cancelled.

3.4.1 Admission of Faculty/Staff of the Institute/Sponsored Project Fellow: Part- Time Research Scholar

1. Faculty/Staff and Sponsored Project Fellow of the University shall be admitted after screening to fulfill eligibility criteria as specified in clause 3.3, by DRSC. These candidates shall apply through proper channel and follow the admission procedure as mentioned in clause 3.4.
2. Project Fellow, if admitted, shall be required to pursue his/her Ph. D. research work in the area of research project and with Principal Investigator and/or Co- Principal Investigator only.

3.4.2 Admission of Non Residential Indian Abroad (NRI) and Foreign Nationals

1. NRI candidates must have been residing abroad continuously for at least five years at the time of applying for admission. Foreign/NRI applicants/ Applicants with Master's degree from a foreign university must apply with an equivalence certificate of AIU along with the Online Application Form. They shall apply for admission through Indian Embassy in their country. Their applications shall be processed by the DRSC as and when they are received or according to any schedule convenient to the Department. The applications shall be

scrutinized to make sure that, both in terms of qualifications and attainment; they are comparable with the candidates admitted in the respective category. Such candidates may be exempted from written examination at the discretion of the Vice- Chancellor.

2. The applications of foreign nationals, who are sponsored by the Indian Council of Cultural Relations (ICCR) /MHRD, shall be scrutinized by the Department concerned to assess their suitability for admission to the programme. Foreign students under this category shall be admitted through Embassy of their countries after getting approval from the Ministry of Home Affairs and the Ministry of Human Resource Development, Government of India.

3.5 Cancellation of Admission

All students admitted to Ph.D. Programme shall submit copies of their mark- sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. The Dean (Academic) in consultation with the Vice Chancellor may cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Academic Council may also cancel the admission at any later stage if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

4. REGISTRATION

The office of the Dean (Academic) shall coordinate the registration process with the assistance of the Chairpersons of DRDC. A student shall register each Semester for the Courses/Mini-projects/Comprehensive Examination/State-of- the-Art Seminar/Thesis Performance Credits that he/she intends to pursue in that Semester.

1. The registration process shall involve payment of fees for that Semester and clearance of any outstanding dues of the previous Semester, and Signing the registration.
2. All the students including those who are on authorized leave shall continue to register in the following semesters till they submit their Thesis.
3. Those students who after registering the Semester have to avail leave for more than as admissible in the Ordinance must be either advised for Semester drop.
4. A student who has delivered his/her Open Seminar/submission Seminar successfully shall register with Semester fee in subsequent Semester(s) till the submission of the Thesis.
5. A student who has submitted his Ph.D. Thesis shall not be required to register in subsequent Semesters.

The sole responsibility of registration shall rest with the student concerned.

4.1 Late Registration

No registration shall be done after the notified last date of Registration in the Academic Calendar during the Semester except in special cases with the permission of the Vice Chancellor.

4.2 Academic Advising

A student shall be advised to submit the subject name & code for course work and the supervisor on the prescribed format (Form: RP-12).

4.3 Semester Load Requirements

A Student shall also deliver seminar at the end of each Semester for showing the progress made during that Semester. Chairperson DRDC shall announce such a date right at the beginning of each Semester. The progress shall be evaluated by DRDC. The progress report shall be submitted to office of Dean (R&D) in a prescribed format (Form: RP-03).

4.4 Adding/Dropping of Courses and Withdrawal from Courses

4.4.1 Adding and dropping of Courses after registration shall be permitted only if the student's request in a prescribed format (Form: RP-04), advised by the Supervisor(s) endorsed by the Coordinator of the Course with justification that he/she is adding or dropping a Course and is also routed through the Chairperson DRDC and HoD. The last date of applying for adding and dropping of Courses shall be notified by Dean (R&D) from time to time.

4.4.2 A student shall be required to drop a Course at any stage but prior to last date if it is found that he/she does not fulfill the prerequisites for the Course, or any Rule in the ordinance forbids him/her to take the Course(s) that he/she has registered for.

4.4.3 The Chairperson DRDC in consultation with the Course Coordinator and with the approval of the Chairperson RDC may allow a student at his/her request to withdraw from one or more Courses during the semester, if he/she has been sick for considerable time of three weeks, and has submitted a certificate to the satisfaction of the Chairperson DRDC, but the reduced load shall not be less than the minimum semester load (specified in Section 7.2).

4.5 Change of Registration from Full-Time (Code 01) to Part-Time (Code 04)

1. A student admitted to a full-time Ph.D. Programme may be permitted to change to a Part-time Ph.D. Programme. A student requesting such a conversion must:

(i) have completed the, passed the Comprehensive Examination, given the State-of-the- Art Seminar which is adjudged as satisfactory, and completed the residence requirements,

(ii) Get the request endorsed by the Supervisor(s) and recommended by Chairperson.

(iii) DRDC in the prescribed format (Form: RP-05).

2. Such conversion, if approved by the Chairperson RDC, shall be subject to the following conditions:

(i) The student must complete his/her Thesis within 6 years counted from the date of his/her first registration in the Programme. For the PhD duration, the UGC guideline, 2022 shall be prevailed.

(ii) Provision of conversion from full-time to part-time status can be availed only once by the student during his/her Programme.

5. LEAVE RULES

Full-time students may be granted leave on submission of application to the Head of the Department concerned through the Supervisor and Chairperson DRDC. Application in the prescribed format (Form: RP-06) must be submitted well in advance of the date of commencement of the leave requested.

5.1 Leave

1. A Ph.D. student may be allowed maximum leave of 15 days in a Semester or 30 days in an Academic Calendar year.

2. The students going for prescribed training, or any academic work related to the Thesis work up to maximum of 15 days, assigned by the Supervisor, recommended by Chairperson DRDC and approved by the HoD shall be treated as On-duty. Any such assignment for more than this period shall require prior approval of the Chairperson Academic Council through Chairperson RDC.

5.2 Semester Leave

Semester leave for up to a maximum of two Semesters may be sanctioned for valid reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her residence requirements. Leave for more than one Semester at a time shall not be granted.

5.3 Absence without Sanctioned Leave

Absence without sanctioned leave shall entail loss of financial assistantship for the period of absence in case of stipendiary candidates, and may result in the termination of the student's Programme on the recommendation of the DRDC and approval of RDC. Head of the Department shall issue the termination letter.

6 PROGRAMME RESIDENTIAL REQUIREMENTS AND GRADINGSYSTEM

6.1 Pre-Ph.D. Qualifying courses:

(a) All Ph.D. Scholars with master's degree or equivalent qualification will be required to complete the following courses after admission to the Ph.D. Programme.

- (i) Theory courses related to the discipline/domain of research: 2 units (minimum)
- (ii) Theory courses on research methodology/imbibing- Computational Technique/Scientific Computing/Statistics Data analysis, etc.: 1 unit (minimum)
- (iii) Project based on Literature Review/ Research Methodology, etc. : S/U (Including comprehensive examination) related to the domain of research
- (iv) Research and Publication Ethics : Grade

(b) All Ph.D. Scholars with B.E./B.Tech. will be required to complete the following courses after admission to the Ph.D. Programme.

- (i) Theory courses related to the discipline of research: 2 unit (minimum)
- (ii) Theory courses on research methodology/imbibing- Computational Technique/Scientific Computing/Statistics Data analysis, etc.: 1 unit (minimum)
- (iii) Theory courses related to the domain of research : 3 unit (minimum)
- (i) Theory/Laboratory courses related to discipline/domain : S/U(Including comprehensive examination) of research,comprehensive report on the domain of research
- (ii) Research and Publication Ethics : Grade

(c) The maximum duration for completion of the Pre-Ph.D. qualifying courses will be 18 months for categories 6.2 (a) and 24 months for category 6.2(b) including comprehensive examination from the date of admission to the doctoral programme of the University. A maximum of three opportunities will be given to any student to clear the comprehensive examination. In case, the candidate is not able to clear the comprehensive examination as mentioned. his/her registration for Ph.D. Program will automatically stand cancelled.

(d) The theory courses shall be offered through class room instructions. A Ph.D. student pursuing the course work must attend at least 75% of classes in each course. However, the Director may condone the attendance requirement for a student depending upon the genuineness of the case.

(e) Course work may be carried out by doctoral candidates in sister Departments/ Institutes either within or outside the University for which due credit will be given to them. In such case the candidate should take prior written approval from Chairman Academic Council through DRDC and Dean (R&D).

(f) The student must clear the comprehensive examination. In case, the candidate is not able to clear the comprehensive examination as mentioned, he has given one more chance to clear his Comprehensive Examination. If he failed again then his/her admission/registration for Ph.D. programme will automatically stand cancelled.

(g) The candidate can make an application to the DRDC, duly recommended by the Supervisor, for change of the title, prior to preparation of a draft thesis which will normally be accepted by the DRDC depending upon the nature of the research work carried out by the candidate.

(h) A scholar of the Ph.D. Programme may be advised to take appropriate/audit courses at the postgraduate levels at the University, without payment of any fees, to make up for his deficiencies.

6.2. Time limit for the Ph.D. work

(a) The minimum period for submission of thesis by candidate holding Master's Degree in Engineering, Technology, Management, Computer Application, Arts & Science shall be 3 years for full-time and part-time candidates from the date of registration/admission (deposition of first fee).

The minimum period for submission of thesis by candidate holding B.E./B.Tech. Degree shall be 4 years for full-time candidates and part-time candidates from the date of registration/admission (date of deposition of first fee).

(b) The maximum period for submission of thesis shall be 6 years for full-time and part-time candidates from the date of registration/admission (deposition of first fee). However, this period can be extended by another 2-years by the Vice-Chancellor, on the recommendations of the DRDC through the Supervisor/Dean R&D, on genuine grounds.

(c) Women candidates and persons with disability (more than 40% disability) may be

allowed a relaxation of two years. In addition, women candidates may be provided maternity leave/ child care leave once in the entire duration of Ph.D. for up to 240 days.

(d) The student will have to register with proper registration fees in every semester until the submission of the thesis.

6.3 GRADING SYSTEM

Grading system is similar as UG and PG courses of the university ordinance.

6.4 Academic Performance Requirements

The minimum acceptable cumulative grade point average for the course work shall be 6.75 on 10-point scale or 60%.

6.5 Appeal Against Termination

A student, whose programme is terminated on account of inadequate Academic Performance or otherwise, may appeal to the Chairperson Academic Council for reconsideration through DRDC and RDC. While making the appeal against termination, he/she shall give reasons for his/her poor Academic Performance and/or to explain why his/her position merits reconsideration. The RDC shall take a final decision after considering all the available inputs. The RDC shall not entertain any further appeal for review unless substantial additional information is brought to its notice. The RDC shall not entertain the appeal more than two times from the same student.

7.0 SEMESTER WISE EVALUATION AND ASSESSMENT

- The candidate has to submit the progress report of the semester in one- page approved by the Supervisor(s).
- The presentation to assess the progress of the candidate is to be preferably made at the end of semester (April-June/Oct-Dec), but in any case one week before the date of registration. Progress of the candidate assessed by his work in terms of publications.
- A full-time and a part time student shall submit progress report of the research work at the end of each semester to the supervisor which shall be assessed by the DRDC, along with the supervisor and the co-supervisor for award of 'S' grade for the work/progress, if it is found satisfactory and 'U' grade for the work/progress, if it is found unsatisfactory. Three 'U' grades or 'Absent' in three consecutive assessments will lead to automatic cancellation of registration of the candidate from the Ph.D. degree Program.
- If the candidate has given (open Seminar/Pre-PhD Thesis Submission Seminar) then the presentation for assessing the progress is not required.

8.0 COMPREHENSIVE EXAMINATION

1. Students registered in the Ph.D. Programme must pass a Comprehensive Examination with "S" grades designed to test the overall comprehension of the student in various subjects. A student can appear in the Comprehensive Examination only after he/she has completed the Course Work requirement satisfying the minimum specified CPI requirement.
2. Students after the completion of the Course Work shall appear in the Comprehensive Examination in the subsequent Semester.
3. In case a student fails to clear Comprehensive Examination within the specified period, extension of three months can be given by Chairperson DRDC.
4. The Examination shall be in oral form but may be supplemented with a written part if Department so desires as a policy with the approval of Chairperson RDC.
5. A student shall be considered to have passed the Comprehensive Examination if all members of the Board (Form: RP-08) are satisfied with student's performance in the Examination. The report of the Comprehensive Examination must be sent to the Chairperson RDC within two weeks of the date of Examination in the prescribed format (Form: RP-09).
6. If a student fails to clear the Comprehensive Examination in his/her first attempt, a second Comprehensive Examination shall be conducted. A student shall not be allowed to appear in the Comprehensive Examination more than twice. In case the candidate fails to clear Comprehensive Examination in the second attempt, he/she shall be deemed to have been terminated from the Programme. The Head of the Department shall issue the letter in this regard. All such cases shall be brought to the notice of the Academic Council.

8.1 Candidacy for the Ph.D. Degree

A student enrolled in the Ph.D. Programme is formally admitted to the candidacy for the Ph.D. Degree after he/she has completed the Course requirements suggested for the Degree with at least the minimum required CPI, and has passed the Comprehensive Examination. Only such students who are admitted to the candidacy shall be allowed to submit Ph.D. theses in accordance with the guidelines.

9.0 STATE-OF-THE-ART SEMINAR

Every Ph. D. student admitted to the candidacy for the Ph.D. degree shall be required to give a general seminar in the Department covering the State-of-the- Art in the area of research. A detailed problem statement along with sub-problems with its literature review (two copies) shall be submitted by the candidate at the time of delivering the State-of-the-Art Seminar. The State-of-the-Art Seminar shall be given within six months from the successful completion of the Comprehensive Examination by giving a prior notice. If a student fails to deliver State-of-the-Art Seminar satisfactorily within this period he/she may be given one time extension of

maximum six months by Chairperson RDC on recommendation of DRDC with valid reasons, failing which the registration shall automatically stand cancelled. Head of the Department shall issue the termination letter. State-of-the-Art Seminar shall be evaluated by Departmental Research Degree Committee (DRDC). A report of satisfactory completion of this requirement shall be communicated to Chairperson RDC, along with the duly approved research plan, by the Thesis Supervisor through the Chairperson DRDC in the prescribed format (Form: RP-10).

10.0 OPEN SEMINAR/ Pre Ph.D. SUBMISSION SEMINAR

Before submission of the Thesis, a Ph.D. student shall deliver an Open Seminar before the DRDC which shall be open to the Faculty and students. For open seminar supervisor get written approval from Dean R&D with the proof of publication indexing, conference presentation and thesis requirement of the course through DRDC. The student shall present his/her research work to obtain comments and criticism, which shall be incorporated in his/her Thesis to the satisfaction of the Supervisor(s). A notice of the Seminar must be displayed at least five working days in advance. A Thesis can be submitted only after the satisfactory fulfillment of this requirement. The candidate shall inform the Chairperson DRDC through his Supervisor for his/her readiness to deliver the Open Seminar after the proof of two research paper published and indexed in a referred WOS core collection or SCOPUS or alike journal of repute. Department Research Degree Committee (DRDC) shall evaluate and submit report of the Open Seminar in the prescribed format (Form: RP-11). In case candidate fails to deliver the Open Seminar satisfactorily, then he/she may be given another opportunity by Chairperson RDC on the recommendation of DRDC but candidate has to deliver the Open Seminar within next six months. The thesis (soft bound) cannot be shown to anybody except thesis supervisor and Office of Dean (R&D) before open seminar.

Revised thesis should be submitted within 03 months after the date of Pre-Ph.D.Seminar. However, three months' extension can be given with prior written approval from Dean (R & D) for the thesis submission.

If the candidate fails to submit the same within the extended period, then he/she has to deliver Open Seminar again after the written approval of the Dean (R & D). The university shall not incur the financial liability in such case.

11. COMPLIANCE REPORT

Prior to the submission of the thesis, the scholar registered for the Ph.D. Programme at the University should have complied with the following requirements:

1. He/she must have carried out the research work for a minimum period, counted from the date on which the admission fee has been deposited as specified in section 6.3. He/she should have satisfied the minimum residence requirement as section 6.1.
2. He/she should have taken and passed the prescribed qualifying examination and course work as provided as section 6.2.
3. He/she must have published at least two research papers in a referred WOS core collection or SCOPUS or alike journal of repute.
4. He/she must have made Pre-Ph.D. thesis submission seminar presentation of his/her thesis work in the concerned department of the University.
5. The candidate will be allowed to submit the thesis only after the permission of DRDC. The candidate should submit four copies of synopsis and the thesis in soft cover in the format prescribed by the University along with its soft copy along with form No. RP-20 and RP-21.

12. APPOINTMENT OF THESIS SUPERVISOR(S) AND CONSTITUTION OF VARIOUS COMMITTEES/BOARDS

12.1 Criteria for Approval of Thesis Supervisor(s)

- a. A full time faculty Member of the concerned department having Ph.D. degree can only become Ph.D. Thesis Supervisor as per UGC Ordinance, 2022.
- b. In addition, every faculty member must have at least 01-year post Ph.D. experience of teaching/ Research OR a total teaching/Research experience of 10 years or above. Post graduate (PG) teaching will be preferred in those departments where PG courses run.
- c. Every faculty member must have publications in a referred Journal of Repute (DRDC approved listed Journal) to become Ph.D. supervisor. 03 papers in referred journals for Asst. Professor and 05 papers in referred journals for Associate Professor and Professor.

12.2 Appointment of Thesis Supervisor(s)

Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals 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. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post- Graduate Colleges/institutes would be in violation of these Regulations. 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 if they fulfill the above requirements.

In the case of GLA University, the external co-supervisor's research credentials shall be examined based on his/her research contribution in the related field.

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

- a. A student shall be provided Thesis Supervisor(s) during the coursework tenure.
- b. A student shall not have more than two Supervisors, including external Supervisor/Co-supervisor, at any time.
- c. The student shall propose the Supervisor(s) in the application form itself. The registered candidate shall submit the Form: RP-12 and the concerned Supervisor(s) shall submit the Form: RP-13
- d. A student can have a Co-Supervisor from outside the University (within or outside the country) or the department in addition to a Supervisor from the University on the recommendation of the DRDC and the URDC and with approval of the Chairperson Academic Council.
- e. Any change/addition in the existing Supervisor, if desired, shall be routed through DRDC. Candidate shall fill up the prescribed form (Form: RP-14) to propose the new Supervisor(s), with no objection certificate from existing Supervisor(s) and consent of the proposed Supervisor(s) routed through Chairperson DRDC and HoD. The change/addition shall be decided by the Chairperson Academic Council on the recommendation of the Chairperson DRDC.

- f. In case of change/addition of Supervisor(s), the Open Seminar can be held only after one year from the date of approval of such change.
- g. The Supervisor shall cease to be a Supervisor if he/she proceeds on leave for more than one year. The HoD in consultation with the Supervisor(s) and the student shall appoint another Thesis Supervisor before the Supervisor proceeds on leave. Further, if all research work and related analysis are complete except writing of the Thesis, and the Supervisor proceeds on leave, the Chairperson DRDC shall take care of the formalities, such as providing the list of Examiners, conducting the Oral Examination, etc in consultation with the Thesis Supervisor.
- h. In case a Supervisor resigns/retires or otherwise ceases to be a Faculty Member of the Institute and if the student has delivered Open Seminar, then HoD shall appoint a Thesis Coordinator/Administrative Supervisor.
- i. An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time. 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. In case a Faculty Member is suspended/debarred for indulging in lowering the prestige of the Institute, in any manner, he or she shall cease to be a Thesis Supervisor.

12.2 A The GLA University shall not be allotting research scholars to those having age 62 years and above (However, may remain co-supervisor till 70 years) The change of the supervisor may be possible if the circumstances are of such a nature which are unavoidable or any other reasonable ground which deemed fit to the Dean Research and Vice chancellor of the university. The reasonable ground shall be judged by the Dean Research/Vice chancellor of the university.

The supervisor/co-supervisor shall be appointed based on his/her research area and post PhD 01-year experience. Also the newly joined faculty members shall only be allotted PhD scholar after completing 01 year with the organization.

Finally, in the situation where the main supervisor has left the organization, the allotment of new supervisor is expected on the priority but not more than 01 months from the date of relieving of the supervisor. In the circumstances where all the work of the research scholar is complete including research publication, conference presentation and thesis writing, the Administrative Supervisor shall be allotted. Administrative supervisor shall ideally be a 'Professor'.

Criteria for Appointment of Administrative Supervisor shall be as follows:

The administrative supervisor shall be recommended at DRDC level (with proper documentation) subject to the approval of Dean R&D and Chairperson Academic Council.

Criteria for selecting administrative supervisor is as follows:

- a. The administrative supervisor shall be at professor designation and as far as possible from the same/ parallel area of research of the research scholar.
- b. Minimum two PhDs must have already been awarded in his/her name as supervisor/Co-Supervisor. However, preference shall be given to the professor, who has guided as a main supervisor. In case of more than one supervisor fulfilling the above criteria, the preference shall be given to the faculty members who have longer employment tenure with GLAU.

NOTE: *The request in this regard shall be raised by DRDC chairman of concerned department and on the recommendation of Dean R&D, Vice Chancellor shall give final approval. The guideline shall be followed in letter and spirit.*

Definition Clause

Administrative Supervisor

'Administrative Supervisor' shall be allotted for a longer duration or permanent in a case if the research scholars' (Pursuing PhD) research work is already completed in terms of research paper/conferences and thesis writing is at final stage.

The Administrative Supervisor is clearly different arrangement from routine research supervisor allotment process. Administrative Supervisors are allotted when the existing main research supervisor leaves the organization (GLAU) and the research scholar is left with the either 'no supervisor' or only Co-supervisor with external affiliation.

12.2 Constitution and Appointment of Departmental Research Degree Committee (DRDC) or SRC (Student Research Committee for individual student)

A Research Committee is formed on Department basis. If this committee is formed for individual student, then it is known as SRC if one committee is formed for entire department then it is known as DRDC. Departmental Research Degree Committee (DRDC) or SRC (preferable) shall be formed immediately after the first registration of each student and it will be proposed by Supervisor in the prescribed format (Form: RP-02). It shall consist of Supervisor(s), one Faculty of the Department of the same specialization and one Faculty Member of other Department. Supervisor shall be the Chairperson of the Committee. In case any member of DRDC is not available, another Faculty Member shall be substituted for a particular examination with the approval of Dean (R&D).

12.3 Constitution and Appointment of Comprehensive Examination Board

The Comprehensive Examination Board shall consist of at least three but not more than four Faculty Members (all having earned Ph.D. Degree) from the Department plus one Faculty Member from other Department including Supervisor(s). Constitution of the Board shall be proposed by the Thesis Supervisor(s) and forwarded by the Convener DRDC and the Head of the Department, to the Chairperson RDC in a prescribed format (Form: RP-08), for approval. The Thesis Supervisor of the student shall be the Chairman of the Board. In case the Thesis Supervisor is on long leave, the Convener-DRDC shall be the Chairman of the Board.

12.4 Constitution of Thesis Evaluation Board

The Examination Board for the Ph.D. thesis shall consist of two External Examiners, one from abroad (developed nation) and others from IIT/NIT/IIM/Central Research Institutes and other reputed institute, who shall be experts in the subject area of the thesis, not below the rank of Associate Professor or Professor or equivalent. The two external examiners shall be chosen/appointed, by the Vice-Chancellor, from a list of six (6) experts proposed by the Supervisor and an equal panel by Dean R & D, 3 each from India & Abroad. The Vice-Chancellor may appoint expert(s) outside the lists provided by the Supervisor and Dean R & D. The information about the appointed examiners shall not be made available to the candidate and the Supervisor by the Dean R & D.

1. The Thesis Supervisor(s) shall propose a list of Examiners consisting of at least six experts within and outside the country in prescribed format (Form: RP-15). This list along with synopsis (hard copy and soft copy in CD prepared according to the prescribed guidelines GL-1 in Specification and Information Regarding the Preparation of Thesis) shall be forwarded by the Chairperson DRDC and HoD to Chairperson Academic Council at the time of submission of the Thesis.
2. The Chairperson Academic Council in consultation with the Chairperson RDC shall select the members of the Thesis Evaluation Board from this list. If considered necessary, the Chairperson Academic Council may ask for additional names of experts to be submitted or add additional names of experts in consultation with Chairperson RDC. In case Chairperson RDC is the Supervisor of the student concerned, Chairperson Academic Council may consult Dean (Academic) for the selection of the Thesis Evaluation Board. If Chairperson Academic Council is the Thesis Supervisor, then Dean (Academic) shall approve the Thesis evaluation board in consultation with Dean (R&D).
3. The names of the members of the Thesis Evaluation Board shall be kept confidential till the successful completion of the Thesis Evaluation. On completion of Ph.D. Thesis

evaluation, the Chairperson RDC shall send to the Thesis Supervisor(s), the names of the member who are from outside the University but are from within the country so that one of these names can be included in the proposed list of the Members of the Oral Board.

Further, please ensure:

1. The candidate should be the first author for the publications of research papers in order to meet the PhD award requirements. Research Papers should be authored by Candidate, Supervisor and Co-Supervisor only.
2. The candidate may acknowledge the support extended by other experts in the research paper, however, he/she should not be included as an author in the research papers.
3. In the case of multiple affiliations of candidates or/and supervisors, the GLA University, Mathura affiliation is MANDATORY.
4. The research papers should be indexed in the WOS core collection or SCOPUS database before pre-submission.
5. The thesis should be plagiarism free (Zero tolerance).
6. The hardbound thesis final print should be taken only after the Final viva (only after the consent of the thesis supervisor and Dean R&D office).
7. Please follow the prevailing research ethics guidelines as per UGC guidelines for the same.

12.5 Constitution of Ph.D. Oral Board

1. The oral board shall consist of three members in addition to the Thesis Supervisor(s),
 - (i) One Faculty from the Department.
 - (ii) One Faculty from outside the Department preferably from DRDC.
 - (iii) One shall be from among the members of the Thesis Evaluation Board within the country but outside the University.
 - (iv) Chairperson DRDC
 - (v) Dean (R&D)
2. The Thesis Supervisor(s) shall propose the constitution of the Oral Board in prescribed format (Form: RP-16), and Chairperson DRDC and HoD shall forward the same to the RDC, who shall recommend it to the Chairperson Academic Council for approval. However, the RDC may propose the constitution of the Oral Board on its own for seeking recommendation of the Chairperson Academic Council for approval.

13. THESIS SUBMISSION, EVALUATION AND EXAMINATION

13.1 Ph. D Thesis Submission after Pre-PhD seminar/Open Seminar

Ph. D. Thesis can be submitted only after satisfactory completion of the Open Seminar and submission of no dues certificate (RP-20). Soft bound copies (in spiral) of the Ph.D. Thesis (prepared according to the prescribed guidelines: GL-1) one for each Examiner of the Thesis Evaluation Board shall be submitted. The student shall submit soft copy of the entire Thesis document in CD along with the hard copy of the same. The student shall submit the Thesis within six months from the date of Open Seminar. If the candidate fails to submit the Thesis within the specified period, then an extension of three months can be given by Dean (R&D) on the recommendation of DRDC. If the candidate fails to submit the same within the extended period, then he/she has to deliver Open Seminar again after the written approval of the Dean (R & D). Ph.D. student and Supervisor(s) will not handover their soft/ hard thesis copy of their work to anyone except DRDC till the final Viva is held.

13.2 Ph.D. Thesis Submission after Oral Examination (Viva-Voce)

Four copies of hard bound Ph.D. thesis (prepared according to the prescribed guidelines: GL-1) after incorporating the comments of the Oral Board Should be submitted in the Office of Dean (R&D) within 15 days of Oral Examination along with (RP-20 and RP-21). The student shall submit soft copy of the entire Thesis document in CD along with the hard copy of the same thesis.

Plagiarism

Plagiarism is a serious offence and at any stage if it is found that a part of the Thesis is plagiarized, the Thesis shall be withdrawn and the Programme shall be terminated. A certificate will be issued from the Librarian of the GLA University after submission of Thesis in Dean (R&D) office in prescribed format (Form: RP-19). For plagiarism, UGC guideline shall be followed in letter and spirit. The similarity index shall not be more than 10% of the thesis.

13.2 Ph. D. Thesis Evaluation

1. After submission of the thesis and constitution of Thesis Evaluation Board, Dean (R&D) shall process the Evaluation of thesis. Dean (R&D) shall be responsible for seeking consent of the approved *Examiners. In case the Examiner refuses or no response is received from the Examiner within four weeks (with a reminder being sent after two weeks), steps shall be taken to appoint another Examiner. Thesis supervisor(s) is advised to not interfere in the correspondence between Dean (R&D) and examiners.

*The examiner name should not be repeated twice in one academic year for evaluation of

the submitted thesis.

2. After receiving the consent of Examiners, the Dean (R&D) shall send the Thesis for evaluation to the Examiners.

3. Examiners shall place their report in any of the following categories in the prescribed format (Form: RP-17):

Category I: The Thesis is acceptable in the present form for the award of the Ph.D. Degree.

Category II: The Thesis is acceptable and the corrections, modifications and improvements suggested by me would be incorporated in the Thesis to the satisfaction of the Oral Board.

Category III: The Thesis needs technical improvement/modifications, which must be carried out to my satisfaction before I recommend the Thesis for acceptance.

Category IV: The Thesis is rejected.

4. After receiving the reports of all the Examiners, copies of the categorized reports (without the identity of the Examiners) shall be sent to the Thesis Supervisor(s) and the Head of the Department, by the Dean (R&D). The

Supervisor(s) shall ensure and certify that all the suggestions (if any) have been incorporated.

5. If the reports are either in Category I or Category II then Dean (R&D) shall intimate the Supervisor about the name(s) of Indian Examiner(s) and also request to constitute the Oral Board as per Para 12.5. The Supervisor shall send the list of suggested Examiners for Ph.D. Oral Board along with the responses of student against the comments of Examiner(s), if any, to Dean (R&D) who shall recommend it to the Chairperson Academic Council for approval.

6. If an Examiner gives his report in Category III then clarification/ modifications suggested by the Examiner shall be done by the candidate in consultation with Supervisor(s). Then Supervisor shall send the corrected Thesis along with the responses and explanatory notes to Dean (R&D) to send the corrected Thesis along with the responses and explanatory notes to the same Examiner with a request to respond within six weeks. If no response from the Examiner is received within six weeks' time or the Examiner gives his report again in Category III then the matter shall be referred to Chairperson Academic Council for further course of action.

7. If more than one Examiner gives their report in Category III then clarification/ modifications suggested by the Examiners shall be done by the candidate in consultation with Supervisor(s). Then Supervisor shall send the corrected Thesis along with the responses and explanatory notes to Dean (R&D) to send the corrected Thesis along with

the responses and explanatory notes to all the external Examiners. If no response from the Examiners is received within six weeks' time or the Examiners give their report again in Category III then the matter shall be referred to Chairperson Academic Council for further course of action.

8. If one of the Examiner places his report in Category IV, the matter shall be referred to Chairperson Academic Council for deciding the further course of action. If the reports received from more than one Examiner are in Category IV, the Thesis shall be rejected and the candidature of the student shall stand automatically terminated.

9. In case, Dean (R&D) is the Supervisor, then the processing to be done by Dean (R&D) shall be done by Dean (Academic).

10. In case, Dean (R&D) and Dean (Academic) both are the Thesis Supervisors, then the processing to be done by them shall be done by the Controller of Examination.

13.3 Ph. D. Oral Examinations

1. The candidate shall submit the requisite number of hard bound copies of the revised Thesis after incorporating all the modifications suggested by the Examiner(s) to the Supervisor, and as laid down in GL-1.

2. The Supervisor shall be the Chairperson of the Oral Board and shall fix the date of the Oral Examination in consultation with the members of the Oral Board and intimate the date to the Academic Section for official communication to all the Examiners.

3. If the external Examiner of the oral board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairperson Academic Council shall decide the further course of action.

4. Each internal member of the oral board shall be given a copy of the Thesis before the date of the Oral Examination.

5. The Oral Board shall

(i) Examine if necessary modifications, if any, suggested by the Thesis Examiner have been incorporated,

(ii) Elicit the candidate's replies to the questions raised by the Thesis Examiner,

(iii) Judge if the presentation of the work by the student and the answers to the questions asked have been satisfactorily replied, and

(iv) Submit a report of the Oral Examination in a prescribed format (Form: RP-18), which shall be communicated by the Supervisor(s)/Thesis Coordinator to the Dean (R&D) through the Chairperson DRDC.

6. On receipt of the report that the student has passed the Oral examination, the Dean (R&D) shall recommend the same to the Chairperson Academic Council for approval after checking all the relevant documents of the student. The

approval accorded by the Chairperson Academic Council shall be reported to Academic Council for the award of Ph.D. Degree to the candidate in forthcoming Convocation.

14. DEGREE REQUIREMENTS

A student shall be deemed to have completed the requirements, if the student has

1. Passed all the prescribed Courses,
2. Attained the minimum required CPI with no Course having E or F grade,
3. Satisfied the minimum academic and residence requirements,
4. Satisfied all the requirements specified by the Academic Council and the Ordinances.
5. Has earned at least minimum credits of 6.75 CPI.
6. Paid all the dues of the Institute and has no pending case of indiscipline.

15. CONDUCT AND DISCIPLINE

15.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with University of national importance. He/she shall not indulge in any activity, which is likely to bring down the prestige of the Institute. He/She shall show due respect and courtesy to the Faculty Members, Administrators, Officers and Employees of the Institute, and good neighborly behavior to fellow students. Due attention and courtesy shall be paid to visitors to the University and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging shall lead to his/ her expulsion from the Institute.

15.2 Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as Reprimand, Disciplinary Probation, Fine, and Debarring from Examinations, Withdrawal of Scholarship and / or Placement Services, with holding of Grades and/or Degrees, Cancellation of Registration and even expulsion from the Institute.

Violation of the Code of Conduct by an individual or by a group of students shall be referred to Proctorial Board. A student, Faculty or other functionary of the Institution may refer a case to this committee for consideration. Further, the Chairperson Academic Council may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the University.

The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Academic Council for its final decision.

The Academic Council may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements

ACADEMIC REGISTRATION DETAIL

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Name of Supervisor(s):

Status: Regular/Part Time

Semester Registration for:

Declaration

I hereby certify that the above information is true to the best of my knowledge. I have no dues against any university fees.

Signature of Student

Supervisor(s) Comments:

Signature of Supervisor(s)

Name: _____

Affiliation: _____

Forwarded by:

Chairperson -DRDC

Name:

Approved by:

Head of Department

Name:

DEPARTMENTAL RESEARCH DEGREE COMMITTEE (DRDC)

S. No.	Name of the Faculty Members	Designation	Department/Institute
1			
2			
3			
4			

Proposed by:

Signature:

Name:

(HOD/ DRDC Chairperson)

Forwarded by:

Dean R&D

Name:

Approved by:

Vice-Chancellor

Name:

SEMESTER PROGRESS REPORT OF THE STUDENT

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Receipt No. & Date of submission of current Semester/ Annual Fees:

(Mandatory for Semester Progress presentation):

Title of PhD Thesis:

Name of Supervisor(s):

Affiliation:

Date of Comprehensive Examination:

Date of State of the Art Seminar:

Date of Progress Presentation:

Semester:

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Progress of Candidate: Satisfactory/Unsatisfactory

Supervisor(s)

Internal Member of DRDC

External Member of DRDC

Name:

Name:

Forwarded by:

Chairperson -DRDC

Head of Department

Name:

Name:

Recommended by:

Dean (R&D)

Approved by:

Chairperson (Academic Council)

- The candidate has to submit the progress report of the semester in one-page approved by the Supervisor(s)
- The presentation to assess the progress of the candidate is to be preferably made at the end of semester (April-June/Oct-Dec), but in any case one week before the date of registration.
- If the candidate has given (Pre-PhD/Open Seminar) then the presentation for assessing the progress is not required.

ADDING/DROPPING OF COURSE

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

COURSES TO BE ADDED

S. No.	Course Name with Code	Credit	Department	Reason
1				
2				

COURSES TO BE DROPPED

S. No.	Course Name with Code	Credit	Department	Reason
1				
2				

Signature of Candidate

Advised by:

Supervisor(s)

Forwarded by:

Chairperson DRDC

Head of Department

Approved by:

Dean R&D

CHANGE OF REGISTRATION STATUS

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Present Registration Status:

Registration Status to be converted to:

Justification/Reason:

(Signature of the Student)

Comment of the Supervisor(s):

(Signature of the Supervisor(s))

Recommended by:

Chairperson DRDC

Head of Department

Name:

Name:

Approved by:

Dean(R&D)

LEAVE APPLICATION

Dated:

Dear Sir,

I _____ Ph.D. Scholar in the department of _____
Univ. Roll No. _____
want to avail **Leave/Duty Leave/ LWP** from date _____ to date _____
for _____ days and station leave from date _____ to date _____.

My address during leave will be as below.

Address:

Reason for Leave:

Type of Leave: 1. CL () 2. LWP () 3. D.L. ()

Last Balance _____ Availed _____ Current Balance _____

Yours Sincerely

Name:

Department:

Univ. Roll No.:

For Official use

Recommended/Not Recommended:

Supervisor(s)

Name:

Chairperson DRDC

Name:

Recommended by:

Head of the Department

Name:

Approved by:

Dean (R&D)

Monthly Report for the release of Scholarship/Teaching- Assistantship to Ph. D students

Department & Institute: _____ Date: _____

Name of the Student: _____ Univ. Roll No.: _____

Date of Admission: _____

Percent Marks in Qualifying Examination: _____ GATE/GPAT Score: _____

Details of Load engagement in Month of _____, 20____.

SPI/CPI in previous semesters/trimesters Details of teaching work performed/classes engaged in Month of _____, 20____.

S. No.	Course Code	Subject Name	Teaching load in hours per week	Co-teachers in class	Classes engaged in the month

(Name and Signature of the applicant)

Verified by

Supervisor (if assigned)

Chairperson DRDC

Head of Department

Recommended for release of Scholarship/Teaching-Assistantship of Rs. _____
 (Rupees _____ thousand only) for the month of _____, 20____.

Dean (R&D)

Registrar

Approved

Vice-Chancellor

RP-08

LIST OF SUGGESTED EXAMINERS FOR PH.D. COMPREHENSIVE EXAMINATION

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Area of Research:

Name of Supervisor(s): _____ Affiliation: _____

S. No.	Name of Examiners	Designation, Department & Address	Department
1			
2			
3			
4			
5			
6			

Proposed by:

Supervisor(s)

Name:

Forwarded by:

Chairperson -DRDC

Name:

Head of Department

Name:

Recommended by:

Dean (R & D)

Approved by:

**Chairperson
(Academic Council)**

RP-08 (A)

LIST OF SUGGESTED EXAMINERS FOR PRE PH.D. PRESENTATION

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Title of the Thesis: _____

Name of Supervisor(s): _____ Affiliation: _____

S. No.	Name of Examiners	Designation, Department & Address	Official Email & Mobile No.	Specialization
1				
2				
3				
4				
5				
6				

Proposed by:

Supervisor(s)

Name:

Forwarded by:

Chairperson -DRDC

Head of Department

Name:

Name:

Recommended by:

Dean (R & D)

Approved by:

Chairperson
(Academic Council)

RP-08 (B)

LIST OF SUGGESTED EXAMINERS FOR PROGRESS PRESENTATION IN DRDC

MEETING

Department:

S. No.	Name of Examiners	Designation, Department & Address	Official Email & Mobile No.
1			
2			
3			
4			
5			
6			

Proposed & Forwarded by:

**Chairperson -DRDC/Head of Department
Name:**

Recommended by:

Dean (R & D)

Approved by:

**Chairperson
(Academic Council)**

REPORT OF EXAMINERS OF COMPREHENSIVE EXAMINATION

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Date of Examination: _____

Name of Supervisor(s): _____ Affiliation: _____

Comments: _____

Candidate has Passed (SS)/Failed (XX)

S. No.	Name of Examiners	Designation, Department & Address	Signature
1			
2			
3			
4			
5			
6			

Chairperson -DRDC

Name: _____

Date: _____

Head of Department

Name: _____

Date: _____

Dean (R&D)

Name: _____

Date: _____

For Office Use Only

Chairperson, DRDC may kindly advise the Supervisor(s) to ensure that State of Art Seminar is held before i.e. within six month of the Comprehensive Examination.

Dean (R&D)

REPORT OF STATE OF THE ART SEMINAR

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Date of Passing the Comprehensive Examination: _____

Date of State of the Art Seminar: _____

Name of Supervisor(s): _____ Affiliation: _____

Thesis Title: _____

Comments: _____

Supervisor(s)	Internal DRDC Member	External DRDC Member
	Name: _____	Name: _____

Forwarded by:	Chairperson -DRDC	Head of Department
	Name: _____	Name: _____

Recommended by:	Dean (R&D)
-----------------	------------

Approved by:	Chairperson (Academic Council)
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REPORT OF PRE-PH.D. SUBMISSION/OPEN SEMINAR

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Date of Passing the Comprehensive Examination:

Date of State of the Art Seminar:

Date of Pre Ph.D. Submission/Open Seminar:

Name of Supervisor(s): _____ Affiliation: _____

Thesis Title:

Comments:

It is certified that the candidate has successfully delivered the Open Seminar required for submission of the Thesis.

Supervisor(s)	Internal DRDC Member	External DRDC Member
	Name:	Name:
 Forwarded by:	Chairperson -DRDC	Head of Department
	Name:	Name:
 Recommended by:	Dean (R&D)	
 Approved by:	Chairperson (Academic Council)	

COURSEWORK & SUPERVISOR SELECTION
(To be filled by the candidate)

Name of the Student: _____ Univ. Roll No.: _____

Name of Institute: _____ Department: _____

Date of First Registration: _____

Full Time (Stipendiary/Non-stipendiary/QIP/Sponsored)/Part-Time (Faculty/Project Staff) (Please tick whichever is applicable).

Area/Field of Research: _____

Details of Course Work

S. No.	Subject Name with code	Credit	Department	Subject Coordinator
1				
2				
3				
4				
5				

Name of Supervisors

S. No.	Name of Faculty	Designation	Department
1			
2			

Date:

Signature of Candidate:

SUPERVISOR SELECTION
(To be filled by the Supervisor)

Name of Faculty: _____ Designation _____

Department: _____ Co-Supervisor (if any): _____
(Affiliation): _____

Details of the Ph.D. students being supervised at present:

S. No.	Name of the Student	Reg. No.	Date of Registration	Department in which registered	Co-supervisor (if any)	Status of Research - work
1						
2						
3						

I wish to supervise the Ph.D. Thesis of Mr./Mrs./Ms. _____

Date:

Signature of Supervisor
Name:
(Affiliation)

Signature of Co-Supervisor
Name:
(Affiliation)

Approved by:

Chairperson -DRDC
Name:

Head of Department
Name:

Dean R&D

ADDITION/CHANGE OF SUPERVISOR

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Title of PhD Thesis: _____

Existing Supervisor(s): _____ Affiliation: _____

Present status of the work:
(with supporting document)

Suggested Supervisor:
(with affiliation)

Reason for Addition/Change of Supervisor: _____ (Signature of the Student)

Comment & No objection of Existing Supervisor(s): _____

(Signature of the Supervisor(s))

Consent of the suggested Supervisor: _____ (Signature of the Suggested Supervisor)

Remark of Chairperson -DRDC: _____ (Signature of Chairperson DRDC)

Approved by:

(Head of the Department)

Dean R&D

Enclosures:

- Bio-data of new supervisor (with publications)
- Progress of the candidate duly signed by the supervisor(s)
- Fee Receipt
- Course work Mark sheet

LIST OF SUGGESTED EXAMINERS FOR PH.D. THESIS EVALUATION BOARD

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Date of Passing the Comprehensive Examination:

Date of State of the Art Seminar:

Date of Pre Ph.D. Submission/Open Seminar:

Name of Supervisor(s): _____ Affiliation: _____

Thesis Title (in capital):

Name of Examiners with Address/Fax/Phone/Email:

S. No.	Name of Examiners	Designation, Department & Address	Official Email & Mobile No.	Specialization
1				
2				
3				
4				
5				
6				

Name(s) of communication details of Supervisor(s)

S. No.	Name & Official Address	Phone/Fax	E-mail
1			
2			

Proposed by:

Thesis Supervisor(s)

Dean R&D

Vice Chancellor

Approved by:

Chairperson (Academic Council)

AFFIDAVIT OF NO BLOOD RELATION

This is to certify that Mr./Ms. _____ Department _____ is not in my "Blood Relationship" (Husband, Wife, Son, Daughter, Brother, Sister, Nephew, Niece, Sister-in-law, Brother-in-law, Son-in-law or Daughter-in-law etc.)

Explanation:

'Blood Relation' means a relation which relates the supervisor and the research scholar by any relations mentioned hereunder:

- a. Father and Son/Daughter to the extent of three degrees
- b. Mother and Son/Daughter to the extent of three degrees
- c. Father-In-Law and Son-in-law/ Daughter-in-law to the extent of three degrees
- d. Mother-In-Law and Son-in-law/ Daughter-in-law to the extent of three degrees
- e. Husband and Wife which include divorcee spouse also
- f. Brother
- g. Sister
- h. Children of brothers
- i. Children of Sisters

Explanation: Relations falling between clause (f) and (i) includes the full blood relation, half-blood relation, uterine blood relation from both, the maternal and paternal sides, step relations and cousin relation.

1. Wife of father's brother or mother's brother or
2. Any other relation, which is adequate in ordinary course of nature to bring or produce undue influence between the Supervisors and the Research Scholar.

Signature of Supervisor

Date:

Signature of Research Scholar

Date:

Forwarded by:

Chairperson - DRDC

Approved by:

Dean (R&D)

THESIS EVALUATION REPORT

1. Name of the Candidate: _____ Univ. Roll No. _____
2. Department: _____
3. Thesis Title (in capitals): _____
4. General Features of Thesis: _____
5. **Organization and Structure of Thesis**
(Whether the Thesis has embodied any new ideas with original thoughts?)
6. **Kindly Provide detailed comments on the following section:**
 - (a) Originality: _____
 - (b) Abstract and Introduction section: _____
 - (c) Literature Review: _____
 - (d) Methodology: _____
 - (e) Result Section: _____
 - (f) Implications for research, practice and/or Society: _____
 - (g) Quality of Communication: _____
 - (h) Structure of Thesis: _____
7. **Comments (the Examiner may give details on additional sheet(s), if required)**
 - (a) Strong points of the Thesis

 - (b) Weak Points of the Thesis

(c) Write at least 5 questions from the area of research to be asked in the oral examination

8. Specific Recommendations

(Please place a tick mark at any one of following category)

Category I: The Thesis is acceptable in the present form for the award of the Ph.D. degree.

Category II: The Thesis is acceptable and the correction, modifications and improvement suggested by me would be incorporated in the Thesis to the satisfaction of the oral board. ☐

Category III: The Thesis needs technical improvement/modifications, which must be carried out to my satisfaction before I recommend the Thesis for acceptance. ☐

Category IV: The Thesis is rejected. (Please provide reasons for the same). ☐

(Signature of the Examiner)

Name: _____

Designation: _____

Address: _____

REPORT OF PH.D. THESIS ORAL BOARD

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Date of Passing the Comprehensive Examination:

Date of State of the Art Seminar:

Date of Pre Ph.D. Submission/Open Seminar:

Date of Oral Defense Viva:

Thesis Title:

Recommendation of Oral Defense Committee:

S. No.	Name of Examiners	Internal/External	Signature
1			
2			
3			
4			
5			

On the basis of the recommendations of both the examiners and the satisfactory performance in the viva-voce examinations, it is recommended that the Ph. D. degree be awarded to Mr./Ms. _____ Univ. Roll No. _____.

Dean (R&D)

Approved by:

Vice-Chancellor

REPORT FOR PLAGIARISM (CONFIDENTIAL)

1. Name of Candidate: _____
2. Department: _____
3. Thesis Title: _____
4. Name of Supervisor's: _____ Affiliation: _____
5. Date of Plagiarism: _____
(not to be mentioned by department)
6. Report of Plagiarism: _____
(not to be mentioned by department)
- (a) Statement of Supervisor: I am satisfied for the limits of similarity index and plagiarism under the rules given in The Ordinances of GLA University before forwarding the thesis in the format prescribed by the University to Dean (R&D).
7. Software/website used for : www.turnitin.com
8. Overall Similarity Report by Librarian: _____

Date:

Signature of Supervisor

Checked by:

Signature of Librarian

Report by Dean (R&D):

Dean (R&D)

RP-20 (A)

APPLICATION FOR PRE-SUBMISSION SEMINAR FOR PH.D.

To,

Dated:

The Dean R&D

GLA University, Mathura

Respected Sir

I _____ a Ph.D. Scholar of the Department of
_____ registered on _____ would
like to present my research work at a pre-submission seminar of my thesis entitled
_____.

I request you to please grant me the permission

With regards

Yours sincerely,

.....

(Full signature of the candidate)

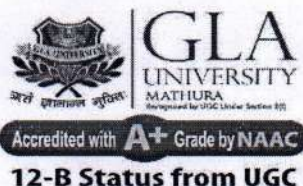
Univ. Roll No: -

Recommendation of the Supervisor:

Forwarded by the H.O.D./ Chairperson of DRDC:

Forwarded to F.O

For No Dues



RP-20

APPLICATION FOR SUBMISSION OF PH.D. THESIS
(To be filled by the Candidate)

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Thesis Title (as per Pre Ph.D./ Open seminar):

Name of Supervisor(s):
(with affiliation)

Date:

Signature of Applicant

This is to certify that Mr./ Ms. _____ has completed minimum residential requirement as per the ordinances for Research Programme and is submitting his/ her thesis for the degree of Doctor of Philosophy (Ph.D.) and it is recommended that his/ her thesis may be accepted for evaluation.

I am satisfied with the thesis of similarity indexed plagiarism under rule according GLAU ordinance/UGC guideline before the application for No-Dues.

The Total similarity index _____

Supervisor(s)
Name:

Chairperson DRDC
Name:

Head of the Department
Name:

Dean (Academic)

University No Dues (If Any)

Establishment Section
(Academic Documents)

Finance Officer
(Accounts)

Librarian

Head of the Department

This is to certify that Mr./Ms. _____ has submitted his/ her Ph.D. thesis entitled _____.

Date:

Dean (R&D)

HANDING AND ARCHIVING OF THESIS AND DISSERTATIONS (HATD)

Declaration by the Author of the Thesis or Dissertation

I, Sh./Smt./Kum _____ Univ. Roll no. _____
registered as a Research Scholar or a student of program such as M.Sc./M. Tech/M. Pharma or
equivalent, (tick whichever is applicable) in the Department _____ GLA
University, Mathura do hereby submit my thesis title _____

(Hereinafter referred to as 'my thesis') in a printed as well as electronic version for holding in the library record of the University.

I hereby declare that:

1. The electronic version of my thesis submitted herewith on CDROM is in _____ format. (Mention whether PostScript or PDF).
2. My thesis is my original work of which the copyright vest in me and my thesis does not infringe or violate the rights of anyone else.
3. The contents of the electronic version of my thesis submitted herewith are the same as that submitted as final hard copy of my thesis after my viva voce and adjudication of my thesis in _____ (date).
4. I agree to allow the institution to make available the abstract of my thesis in both hard copy (printed) and electronic form.
5. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission/statement from the owner(s) of each third party copyrighted matter to be included in my thesis/dissertation, allowing distribution as specified below.

1	I hereby grant to the university and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis/ dissertation, in whole or in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis/ dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or project report.	1. Release the entire work for access worldwide.
2	Release the entire work for 'GLA University' only for following "Embargo Period"	1 Year 2 Year 3 Year and after this time release the work for access worldwide.
3	Release the entire work for 'GLA University' only, while at the same time releasing the following parts if the work (eg. Because other parts relate to publications) for worldwide access: a. Bibliographic details and Synopsis only. b. Bibliographic details, synopsis and the following chapters only. c. Preview/ Table of contents/ page only.	
4	View Only (No downloads)(Worldwide).	

Signature of Student

Date:

Place:

Signature of Supervisor

Name:

Affiliation:

Website: www.gla.ac.in
 Email: glauniversity@gla.ac.in

Fax: 05662-241697
 Phone: 05662-250900, 250909

ACCEPTANCE FORM FOR THESIS EVALUATOR

Dean (R&D), GLA University,
Mathura, U.P. 281406

Subject: Appointment of PhD. Thesis Evaluator for GLA University, Mathura.

Dear Prof.

I hereby convey my acceptance to act as PhD. Thesis Evaluator submitted by Mr. _____ Department of _____ to GLA University. My appointment and any other information relating to this examination will be kept as strictly confidential. Further, I undertake to perform this work with due diligence and integrity.

Correspondence Address:

Ph. No.: _____ Mob. No.: _____ Email ID: _____

Official address: _____

Ph. No.: _____ Mob. No.: _____ Email ID: _____

Bank A/c No.																			
IFSC Code																			

Bank Name: _____

Bank Address: _____

NOTE:

Please attach a photocopy of Cheque/ Cancelled Cheque along with the acceptance to verify the account details for remuneration.

Yours faithfully,

Signature

Name: _____

Designation: _____

Address: _____

Website: www.gla.ac.in

Email: glauniversity@gla.ac.in

Fax: 05662-241697

Phone: 05662-250900, 250909

ACCEPTANCE FORM FOR EXPERT FOR DRDC MEETING

Hon'ble Vice-Chancellor,

GLA University, Mathura, U.P. 281406

Subject: Appointment of Experts for DRDC at GLA University, Mathura.

Sir,

I _____ Designation _____ Address _____

_____ have served as External Expert for DRDC of Mr./Ms.

_____ Department of _____ at GLA

University on date _____ My appointment and any other information relating to this

examination will be kept as strictly confidential. Further, I undertake to perform this work perfectly in

accordance with the rules and regulation of the University.

I request you to kindly pay T.A./honorarium as per University rules to the undersigned with following details for its remittance.

Correspondence Address: _____

Ph. No.: _____ Mob. No: _____ Email ID: _____

Official address: _____

Ph. No.: _____ Mob. No: _____ Email ID: _____

Bank A/c No.																	
IFSC Code																	

Bank Name: _____

Bank Address: _____

Only for the office of Dean

Yours faithfully,

1. Travel Amount: Rs. _____

2. Honorarium: Rs. _____

Total Amount to be paid: Rs. _____

Signature

Put up for kind approval by Hon'ble Vice-Chancellor

Chairperson DRDC

Name: _____

Approved
Vice-Chancellor

Website: www.gla.ac.in

Fax: 05662-241697

Email: glauniversity@gla.ac.in

Phone: 05662-250900, 250909

ACCEPTANCE FORM FOR EXPERT FOR PRE-Ph. D. SEMINAR

Hon'ble Vice-Chancellor,

GLA University, Mathura, U.P. 281406

Subject: Appointment of Experts for DRDC at GLA University, Mathura.

Sir,

I _____ Designation _____ Address _____

_____ have served as External Expert for Pre Ph. D. Viva presentation of Mr./Ms. _____ Department of _____

_____ at GLA University on date _____. My appointment and any

other information relating to this examination will be kept as strictly confidential. Further, I undertake to perform this work perfectly in accordance with the rules and regulation of the University.

I request you to kindly pay T.A./honorarium as per University rules to the undersigned with following details for its remittance.

Correspondence Address: _____

Ph. No.: _____ Mob. No: _____ Email ID: _____

Official address: _____

Ph. No.: _____ Mob. No: _____ Email ID: _____

Bank A/c No.																	
IFSC Code																	

Bank Name: _____

Bank Address: _____

Only for the office of Dean

Yours faithfully,

3. Travel Amount: Rs. _____

4. Honorarium: Rs. _____

Total Amount to be paid: Rs. _____

Signature

Put up for kind approval by Hon'ble Vice-Chancellor

Chairperson DRDC

Name: _____

Approved
Vice-Chancellor

Website: www.gla.ac.in

Fax: 05662-241697

Email: glauniversity@gla.ac.in

Phone: 05662-250900, 250909

ACCEPTANCE FORM FOR EXPERT FOR ORAL DEFENSE VIVA VOCE

Hon'ble Vice-Chancellor,

GLA University, Mathura, U.P. 281406

Subject: Appointment of Experts for DRDC at GLA University, Mathura.

Sir,

I _____ Designation _____ Address _____
 _____ have served as External Expert for Oral Defense Viva
 Voce presentation of Mr./Ms. _____ Department of
 _____ at GLA University on date _____. My appointment and any
 other information relating to this examination will be kept as strictly confidential. Further, I undertake to perform
 this work perfectly in accordance with the rules and regulation of the University.

I request you to kindly pay T.A./honorarium as per University rules to the undersigned with following details
 for its remittance.

Correspondence Address: _____

Ph. No.: _____ Mob. No: _____ Email ID: _____

Official address: _____

Ph. No.: _____ Mob. No: _____ Email ID: _____

Bank A/c No.																	
IFSC Code																	

Bank Name: _____

Bank Address: _____

Only for the office of Dean

Yours faithfully,

5. Travel Amount: Rs. _____

6. Honorarium: Rs. _____

Total Amount to be paid: Rs. _____

Signature

Put up for kind approval by Hon'ble Vice-Chancellor

Chairperson DRDC

Name: _____

Approved
 Vice-Chancellor

GLA University, Mathura
Student details form for Degree Printing

Doctor of Philosophy in the Department: _____

Univ. Roll No.	
Name of Candidate	
Name in Hindi	
Gender	
Father's Name	
Father's Name (in Hindi)	
Mother's Name	
Mother's Name (in Hindi)	
CPI	
Title of Thesis	

Date of Open Defense / Viva-voce Examination: _____

Note: Email Photograph & Aadhar Card on exam.cell@gla.ac.in

Signature of Candidate

Signature of Supervisor

Name:

Signature of Dean (R&D)

THESIS SUBMISSION AFTER PRE-PH.D./OPEN SEMINAR

Dean (R & D)

Mr./Ms. _____ Univ. Roll No. _____ of
department _____ has submitted his/her Ph.D. thesis entitled

for evaluation. The following documents are attached along with for ready reference and necessary action.

Spiral bound thesis with Soft Copy (1 copies)

Synopsis of thesis hard & soft copies (1 copies)

Form No. RP-11

Form No. RP-15

Form No. RP-19

Form No. RP-20A & RP-20

Attendance Sheet of Pre Ph.D./Open Seminar

Mark sheet of Course Work

Thesis Supervisor(s)

Name: _____

Chairperson DRDC

Name: _____

Head of Department

Name: _____

THESIS SUBMISSION AFTER ORAL DEFENSE

Mr./Ms. _____ Univ. Roll No. _____ of
department _____ has submitted his/her Ph.D. thesis entitled

after successfully defending his/her oral.

The following documents are attached along with for ready reference and necessary action.

Hard bound thesis with Soft Copy (3 copies, 4 Copies in case candidate has a Co- Supervisor):

Form No. RP-18

Form No. RP-19

Form No. RP-21

Form No. RP-23

Attendance Sheet of Oral Defense

Mark sheet of Course Work

Proposed by:

Date:

Thesis Supervisor(s)

Name:

Forwarded by:

Date:

Chairperson -DRDC

Name:

Head of Department

Name:

Attendance Sheet Oral Presentation of Ph. D.

Name of Candidate:

Univ. Roll No.:

Department:

Date of Oral Presentation:

S. No.	Name	Dept./Designation	Signature
1			
2			
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18			
19			
20			

Attendance Sheet Pre Presentation of Ph. D.

Name of Candidate:

Univ. Roll No.:

Department:

Date of Oral Presentation:

S. No.	Name	Dept./Designation	Signature
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18			
19			
20			

GUIDELINES FOR THESIS SUBMISSION

Three hard copies (Four Hard Copies if candidate has Co-Supervisor) of the Thesis and one soft copy (CD) should be submitted.

The Thesis should be in the specified format as given below:

1. The back and front cover of the Thesis copy should be in *Maroon Color*.
2. The Thesis should be typed in 1.5 spacing using Times New Roman font with 12 font size.
3. Chapter heading: Bold/Caps 14 font size.
4. Main Heading (Section): 12 font Bold
5. Subsection Heading 12 font, bold, italic
6. References in the thesis should be as per standard of International Journals (e.g. IEEE, Springer, Elsevier, etc. journals, the scholar must ensure that every reference cited in the text is also present in the reference list (and vice versa) and all references must be at the end of the Thesis.
7. List of Publications (Papers, Conferences etc.) after references.
8. Authors biography (Briefly descriptive in paragraph) along with the photograph. The sequence of the authors will be 1. Candidate, 2. Supervisor, 3. Co-Supervisor. Biography of any author should not exceed half of the page.
9. Thesis should be printed back to back (both sides) but new chapter should start from a new front page.
10. The sequence should be: Inner cover page, Candidate declaration, Certificate of the Supervisor(s), Acknowledgement, Abstract (not more than 4 pages), Table of content, List of figures, list of tables, nomenclature followed by Chapters, References, Appendix, List of Publications and at last page brief Bio-data of the authors not more than 100 words (Scholars and Supervisor).

Requisite number of hard bound copies with soft copy (CD*) pasted on last page of thesis:

[1. Central Library, 2. Departmental Copy 3. Supervisor (s). Candidate incorporating all the corrections suggested by the Thesis Examiners is to be deposited in the respective offices/departments.

CD: containing the final corrected copy of the Thesis in PDF format is to be submitted in the Dean (R&D) Office.

***Please mention on the CD with black CD Marker:**

- (1) Name of the candidate
- (2) Roll No. of the candidate
- (3) Title of the Thesis.

INFORMATION SHEET FOR PHD PROGRESS PRESENTATION

Department of _____ Session 20__ - 20__, Semester _____

Univ. Roll No. _____ Date of Registration: _____

Name of the Student: _____

Email: _____ Contact No: _____

Name of Supervisor(s): _____

Thesis Title: _____

Presentation Category: Comprehensive/State-of-Art/Semester Progress Presentation

Status of Research work in Previous Progress Presentation:

Progress made in Research work after last progress Presentation (write 5-10points):

List of Publications till date:

Recommendation of Supervisor with comments:

(Name & Signature of Supervisor)

(Name & Signature of Student)

Date:

PROJECT PROPOSAL FOR INTERNAL SEED GRANT

1. Principal Investigator (PI):
2. Co- Principal investigator if any (Co-PI):
3. Designation/ Department:
4. Project Category: Basic research, Applied Research (Process/ product development), Technology development, any other.
5. Duration:
6. Structured Project Summary: (Maximum 500 words), please attached separate sheet if required.
7. Introduction with need to undertake the study:
8. Methodology:
9. Novelty:
10. Outcome:
11. International, and national status of R&D in the subject with justification of your study
12. Importance of the project in the context of current status
13. Budget claimed:
14. Project duration with Six months' milestone achieved:

S. No.	6-month period	Work carried out	Budget amount consumed	Achievement

Maximum Time duration to bring External Research Grant, after the completion of internal project (should not exceed 1 ½ years).

List of publications of PI and Co-PI in SCI/SCOPUS/ABDC relevant to the field in which project has been proposed.

Recommendation of DRDC (Minutes of DRDC meeting must be attached).

Signature of Applicant (PI)

PH.D. SCHOLARS WITH NO GUIDE/SUPERVISOR ALLOCATION

Name of the Department: _____

S. No.	Name of the Candidate	Univ. Roll No.	Session of Admission	Coursework Completion Status (Completed/Going on)



GLA
UNIVERSITY
MATHURA
Recognized by UGC Under Section 2(f)

Accredited with **A+** Grade by NAAC

12-B Status from UGC

RP-29

SUPERVISOR/CO-SUPERVISOR DETAILS

Name of the Faculty Member: _____

Department: _____

Designation: _____

Date of Joining: _____

Year of Completion of Ph.D.	Area of Specialization /Domain for Ph.D. Guidance	Presently No. of Candidates Guiding/Supervising as Supervisor/Co-supervisor

Signature

PROJECT PROPOSAL EVALUATION FOR INTERNAL SEED GRANT

Project Title: _____

1. Principal Investigator (PI): Designation/Department:
2. Co- Principal investigator (Co-PI):
Designation/Department:
3. Project Category:
4. Duration of grant: _____ Years
5. Project Summary:
6. Two best publications in the field by the PI in last five years and brief references to any patents filed or technologies developed:
7. Two best publications in the field by the Co-PI in last five years and brief references to any patents filed or technologies developed:
8. Total Budget Claimed:

Note:

Please put a tick (✓) against each statement which you think is adequately addressed in the research proposal.

Give your comments in areas that need to be improved.

Criteria	Tick (✓)	Comments
A. RELEVANCE & TECHNICAL QUALITY		
1. Appropriate & clear conceptual framework The research proposal: Research topic stated clearly Research question(s) stated clearly Is in line with the priorities listed by the college/organization Is relevant to the problems at the local/national level Has the potential for policy formulation to improve educational system and /or current practice Addresses efficiency & effectiveness		
2. Logical relationship between the conceptual framework & the problem of the study The framework is supported by sufficient literature on the research topic		

3. Research Method is explicitly & satisfactorily explained in terms of: Research design Pilot testing of questionnaires & instruments (validity) Sampling framework Data collection technique(s) Data compilation procedures Data analysis framework Dissemination of information		
4. Work Plan Duration of study Start & end date of study mentioned Name(s) of people responsible Expected outcome(s) Limitations & potential benefits of the study spelt out Work plan realistic & achievable		
5. Budget Plan Total project cost spelt out clearly In line with financial rules & regulations		

Other comments:

Reviewed by:

Date:

Name:

Signature

Name:

Signature:

Verified by

Chairperson DRDC

Dean (R&D)

Registrar

Approved by

Vice-Chancellor

PHD EXTENSION

Name of the Student _____ Univ. Roll. No. _____

Department _____ Date of first Registration _____

Name of Supervisor(s): _____

Status: Regular/Part Time Semester Registration for:

Undertaking

I have understood the condition that after an extension of 1 year, if I will be not submitting the thesis with required eligibility even after this extension then my admission will automatically stand cancel.

Current Status of Thesis and Publications:

Thesis Stage:

Publication Details (including title, journal name, indexing etc.):

Signature of Student

Supervisor(s) Comments:

Signature of Supervisor(s)

Forwarded by: Chairperson -DRDC Recommended by:

Dean (R&D)

Approved by: Chairperson (Academic Council)

A Thesis
Titled
**Electrochemical Detection of Dopamine, Guanine and Uric Acid Using Nano-Composite
of Spinals and Rare-Earth Ortho-Ferrite with Carbon Paste Electrode**
Submitted for the partial fulfilment of the requirement for the degree
of

DOCTOR OF PHILOSOPHY

In
CHEMISTRY

By
Akash Sharma
(Univ. Roll No.)

Under the Supervision of

Name:

Supervisor:

Designation:

Affiliation:

Name:

Co-Supervisor:

Designation:

Affiliation:



GLA University, Mathura- 281406 (U.P.), India

September, 2023

Candidate's Declaration

I Akash Sharma, do hereby solemnly affirm and declare that:

- The work contained in this thesis is original and has been done by myself under the supervision of my supervisor(s).
- This work has not been submitted to any other institute/ university/for any degree or diploma.
- All the standard guidelines prescribed by the university are followed in writing the thesis.
-
- All the materials used for data, practical analysis and text from all sources have been given credit in the thesis along with detailed references.
- All materials quoted from different sources have been marked with quotation marks.

(Akash Sharma)

This is to certify that the above statements made by the candidate are correct to the best of my knowledge.

Name:

Supervisor:

Designation:

Affiliation:

Name:

Co-Supervisor:

Designation:

Affiliation:

GLA University, Mathura- 281406 (U.P.), India

Certificate from the Supervisor

This is to certify that the thesis titled " _____ ", is the bonafide work of Mr./Ms _____ who has carried out thesis work under my supervision. Certified further that to the best of our knowledge, the work reported herein does not form part of any other thesis report or dissertation based on which a degree award was conferred on an earlier occasion on this or any other candidate.

Name:

Supervisor:

Designation:

Affiliation:

Name:

Co-Supervisor:

Designation:

Affiliation:

GLA University, Mathura- 281406 (U.P.), India

Acknowledgement

(Akash Sharma)

Table of Content

Date - 12-07-2023

THESIS TITLE

Name of the Student: _____ Univ. Roll No.: _____

Department: _____ Date of First Registration: _____

Date of Passing the Comprehensive Examination: _____

Date of State of Art: _____

Name of Supervisor(s): _____ Affiliation: _____

Thesis Title

Note: The Title finalized at this stage shall not be changed.

The date of Two (02) viva cannot be same. (Must have a gap equal to a semester)

Supervisor(s)

Internal DRDC Member

External DRDC Member

Name:

Name:

Forwarded by:

Chairperson - DRDC

Head of Department

Name:

Name:

Recommended by:

Dean (R&D)

Approved by:

Chairperson (Academic Council)