SMU SIKKIM MANIPAL UNIVERSITY

DIRECTORATE OF RESEARCH, SMU

NOTIFICATION

UPDATE OF PH.D. REGULATIONS HANDBOOK

The University Research Committee of Sikkim Manipal University, during the 28th University Research Committee meeting held on 16th April 2026 approved the update of Sikkim Manipal University Ph.D. Regulations for Research Programme leading to Award of Ph.D. Degree, w.e.f. batch of June 2026.

(Authority: Agenda 26 of the 28th URC Meeting held 16 April 2026)

SD/-

SMU/URC/DoR/2026-257
June 2026

Prof (Dr) Kalpana Sharma
Director
Directorate of Research, SMU

ENCLOSURE: SMU REGULATIONS

DIRECTORATE OF RESEARCH
INSPIRED BY LIFE
TADONG, GANGTOK
SIKKIM MANIPAL UNIVERSITY

SMU SIKKIM MANIPAL UNIVERSITY

Established under Govt. of Sikkim, Act 9 of 1995, recognized under 2(f) of the UGC Act, 1956

(SMU REGULATIONS FOR RESEARCH PROGRAMME LEADING TO AWARD OF Ph.D. DEGREE)

(Effective from batch of June 2026)

Updated on June, 2026

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SIKKIM MANIPAL UNIVERSITY

Regulations for Research Programme Leading to Award of Ph.D. Degree

1 INTRODUCTION

SIKKIM MANIPAL UNIVERSITY (SMU) offers Ph.D. programmes in engineering, medical and allied health sciences basic sciences, management, humanities & social sciences.

SMU follows the standards and procedural guidelines for the Ph.D. programme prescribed by University Grants Commission (UGC) prescribed time to time. SMU, further, believes in reinforcing these regulations to produce quality Ph.D.

2 DEFINITIONS AND NOMENCLATURES

2.1. Department Research Committee (DRC)" consists of Head of the Department as the Chairperson, Department Research Coordinator, minimum of two senior faculty members of the Department, minimum of two faculty members of other Departments and all research Supervisor / Co- Supervisor(s) as special invitees.

2.2. "Research Advisory Committee (RAC)" consists of the Research Supervisor as the Convener, and at least two faculty members/subject experts from the Department/Institution or allied areas as members. The committee is constituted for each Ph.D. scholar to guide and periodically review the progress of the research work.

2.3. "Institute Research Committee (IRC)" consists of Head of the Institution as the Chairperson, Head of the Institute Research Unit as coordinator, minimum of four senior faculty members

of the Institute, Chairperson of DRC, an external expert depending on the research proposal and research Supervisor / Co- Supervisor(s) as special invitees.

2.4. "University Research Committee (URC)" consists of Vice Chancellor as the Chairperson, Director of the Directorate of Research as Convener, Registrar, Head of the Institutes and Head of the Institute Research Units. Controller of Examination of respective institutes and research Supervisor / Co- Supervisor(s) as the special invitees and any other invitee subject to approval of the Chairperson, URC.

2.5. "Department Research Unit", under the supervision of Head of the Department, is responsible for all research related matters of the Department. Enrollment for Ph.D. scholars, regular progress assessment from registration till the scholar stands eligible for thesis submission are the part and parcel role of this unit.

2.6. "Institute Research Unit", under the chairmanship of HOI (Head of The Institution) under the supervision by Associate Director (Research) of the Institute along with the faculty associates, is responsible for all research related matters of the Institute and works in close coordination with Department Research Unit. This unit also assesses the research protocol / proposal of fresh Ph.D. candidates and subsequently assesses the pre submission of thesis.

2.7. "Directorate Of Research", under the Chairmanship of Vice Chancellor and supervision of Director of the Directorate of Research along with faculty and staff associates, is responsible for overall monitoring and execution of all research related activities and policies.

2.8. "Academic Bank of Credits (ABC)" consists of a digital repository established as per the guidelines of the Government of India, which enables students to digitally store, accumulate,

transfer and redeem academic credits earned from recognized Higher Educational Institutions, thereby facilitating flexibility in academic mobility and supporting multidisciplinary learning pathways.

2.9. "Expression of Interest (EOI)" consists of a formal submission made by a candidate or researcher indicating the intent to pursue a research programme, project or collaboration, outlining the proposed research area, objectives and intent, and serving as a preliminary step prior to formal application or registration.

3 ELIGIBILITY FOR ADMISSION

A candidate seeking admission to the Ph.D. Programme of SMU should have completed either a Master's degree or M.Phil programme:

3.1. A master's degree program pursued in the following formats are eligible:

a) 1-year (2-semester) master's degree after completing a 4-year (8-semester) bachelor's degree,

b) 2-year (4-semester) master's degree after a 3-year bachelor's degree,

or any equivalent qualifications as recognized by the relevant statutory regulatory body, with a minimum of 55% aggregate marks or an equivalent grade on a point scale if a grading system is used,

or equivalent qualification from a foreign educational institution accredited by assessment and accreditation agency which is approved, recognized, or authorized by an authority, established or incorporated under a law in its home country or any other

statutory authority in that country to assess, accredit or assure quality and standards of the educational institution. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently abled, economically weaker section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

3.2. Candidates who have completed the M.Phil. programme in the following formats are eligible:

a) Such candidates with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.

b) A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently abled, economically weaker section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

3.3. Foreign students will be required to produce clearance from the Government of India/relevant authorities, for being considered eligible and are holding research visa.

NOTE: The eligibility criteria prescribed in this section are the absolute minimum.

4 ENTRANCE TEST

4.1. University holds Ph.D. entrance test twice a year in the month of May / November. Examination schedules with available vacancies and areas of research are advertised in national / local print and digital media well in advance. Application and information shall also be available in the University website (www.smu.edu.in).

4.2. The University upload a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/center), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list every academic year.

4.3. Candidates who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR NET/GATE/CEED and similar National level tests-based examinations are exempted from appearing in SMU Ph.D. Entrance Test. However, they shall appear for an interview / presentation scheduled by the Department / Institute.

4.4. (a) Pattern of Ph.D. entrance test question paper comprises of two papers, Research Methodology, and subject / specialization specific.

(b) Each paper will be of 50 marks with one hour duration.

(c) Question paper shall carry 50 marks of MCQ type (50 questions of 1 mark each).

4.6. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently abled category, economically weaker section (EWS), and other categories of candidates as per the decision of the Commission from time to time.

4.7. University may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.

4.8. Provided that for the selection of candidates based on the entrance test conducted by the University, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.

4.9. Candidates scoring an F grade in the Entrance Test will not be eligible for enrolment.

4.10. Candidates shall report to the Department Research Unit immediately after the declaration of the result for the enrolment process. The selected candidates must join by the date specified by the Institute/University, else the selection/examination score become invalid.

5 CATEGORIES OF Ph.D. CANDIDATES

There shall be three categories of Ph.D. candidates:

(a) **Full Time candidates**: All candidates who pursue full time research in this University shall belong to this category.

(b) **Part Time (Internal) candidates**: All candidates employed in SMU who pursue part time research in this University shall belong to this category.

(c) **Part Time (External) candidates**: Candidate admitted under this category shall be working in research organization, government department, academic Institute or industry and shall be sponsored for pursing Ph.D. programme in this University. This organization / academic institute / industry should facilitate research.

5.1 Full Time Candidate

5.1.1. Admission for full-time candidates is open throughout the year and based on the recommendation of DRC/RAC/IRC such a candidate may be granted provisional registration till he/she clears the SMU Ph.D. Entrance Test.

5.1.2. Candidates admitted under this scheme will work full time towards their Ph.D. research and will not take any other assignment till the submission of their final thesis. The Department concerned shall maintain the regular attendance of such candidates.

5.1.3. Application for full time candidature is open throughout the year. Such candidates, except the candidates eligible for exemption, shall appear in the Ph.D. entrance test whenever scheduled in that calendar year.

5.1.4. Depending on the availability, full time candidate will be provided with the University fellowship, charge free accommodation with nominal electricity and water charge for the period of three years from the date of registration or provisional registration whichever is earlier.

5.1.5. Full time candidate is eligible for 30 days of vacation and 15 days of casual leave in an academic year (August to July). Special casual leave of 15 days is permissible for attending conference / workshop / symposium / training programmes, etc. The women candidates may be provided Maternity Leave/Childcare Leave once in the entire duration of Ph.D. for up to 240 days.

5.1.6. Candidate admitted under full time category will be allowed for conversion of his / her candidature to part time only after completion of two years from the date of confirmed registration subject to the approval of Department / Institute Research Committee.

5.2 Part Time (Internal) Candidate

5.2.1. The candidate should furnish a "No Objection Certificate" from the Head of the Department concerned for applying for Ph.D. programme.

5.2.2. Subsequently, candidate should furnish "Sponsorship and No Objection Certificate" from the proposed Supervisor / Co- Supervisor.

5.3 Part Time (External) Candidate

5.3.1. Supervisor of part time candidate shall be the faculty member of one of the units of SMU. Co- Supervisor(s) may *preferably* be from the organization / academic institute / industry where he / she is working.

5.3.2. The candidate should furnish a "sponsorship and No Objection Certificate" from his / her parent organization / academic institute / industry.

5.3.3. The candidate shall meet the mandatory residential requirement of six months.

5.3.4. Candidates admitted under this part time category will be allowed for conversion of his / her candidature to full time within six months from the day of his / her provisional or confirmed registration, *whichever is earlier.*

6 ADMISSION PROCEDURE

6.1. Based on the advertisement of number of available seats in the various specializations under different disciplines, candidates desirous of pursuing Ph.D. degree shall submit the application online / offline to the University / Institute Research Unit by the prescribed date. The

application form and the necessary details shall be made available in the Sikkim Manipal University website (www.smu.edu.in).

6.2. A list of eligible candidates will be displayed in the University website and candidate shall report to the Office of the Controller of Examination / Directorate of Research prior or on the day of examination for the hall ticket / admit card.

6.3. Candidates who clear the entrance test must approach the Department Research Unit within 3 months to discuss their research interest/area, identify a research Supervisor, formulate a research proposal in the prescribed format, and create an ABC account.

6.4. Candidate shall present his/her research proposal (refer Appendix - B) before the Department and Institute Research Committee on a scheduled date. Refer Appendix –A for layout of write-up.

6.5. Successful candidates shall be provisionally registered by the Institute Research Committee.

6.6. Based on the recommendation of the Institute Research Committee, the University Research Committee confirms the registration of the candidate. However, the effective date of registration will be the date of his / her provisional registration.

6.7. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified below: 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.

NOTE: Registered scholars must meet the six months mandatory residential requirement at the campus where they are registered.

7 SUPERVISORS AND CO- SUPERVISORS

7.1 Eligibility

Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

(A) For Engineering, Management, Social Sciences, Basic Sciences, Physiotherapy, Nursing, Hospital Administration:

i. 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.

ii. A 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.

iii. 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 co-supervisors if they fulfill the above requirements.

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

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

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

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

viii. 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.

ix. In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such a scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

x. 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.

(B) For Medical and Allied Health Sciences:

i. Only full-time faculty members of SMU Institutions and researchers from SMU recognized Research Centres shall be eligible to be recognized as Research Supervisors (Guides).

ii. Researchers possessing MD/MS/MDS qualifications must be recognized postgraduate medical teachers as per NMC/DCI guidelines and should have teaching experience at the level of Assistant Professor or above in a recognized institution. They should have a minimum of five original research publications in indexed journals such as PubMed/Medline, Scopus or Web of Science, out of which at least two publications shall be as first author or corresponding author. The candidate should also have completed the Basic Course in Medical Education Technology (BCMET), wherever applicable.

iii. Researchers possessing a Ph.D. degree must have a minimum of five original research publications in indexed journals such as Scopus, Web of Science or PubMed, out of which at least two publications shall be as first author or corresponding author.

iv. Relaxation in the minimum number of research publications may be considered on a case-to-case basis, taking into account h-index, citations (Scopus/Web of Science), and overall research contribution of the candidate.

v. Preference may be given to faculty members having externally funded research projects capable of supporting the research work of a Ph.D. scholar.

vi. Co-Supervisors may be appointed from within or outside SMU Institutions, subject to fulfillment of the prescribed eligibility criteria.

vii. Researchers possessing MD/MS/MDS qualifications for Co-Supervisorship must be recognized postgraduate medical teachers as per NMC/DCI guidelines and should have at least three original research publications in indexed journals such as Scopus, Web of Science or PubMed, of which at least one publication shall be as first author or corresponding author.

viii. Researchers possessing a Ph.D. degree for Co-Supervisorship must have a minimum of three original research publications in indexed journals such as Scopus, Web of Science or PubMed, of which at least one publication shall be as first author or corresponding author.

ix. The maximum number of Ph.D./MD/MS students that can be guided at any given time shall be in accordance with NMC guidelines, as adopted by the University from time to time.

7.2 Allotment

7.2.1 Allocation of Supervisor / Co- Supervisor(s) shall be decided by the Department Research Committee depending upon the number of scholars under the Supervisor / Co-Supervisor(s), Expression of Interest (EOI), and nature of the research topic.

7.2.2 When a Supervisor of a candidate happens to be away from the University, for more than six months, he/she may continue to guide the candidate, but a Supervisor belonging to the same faculty of the University shall be officially nominated as a Co- Supervisor by the Department Research Committee and forwarded through proper channel to the Vice Chancellor for approval.

7.2.3 If the Supervisor leaves the University, a new Supervisor belonging to the same faculty of the University, officially nominated by the Department Research Committee will be appointed as the Supervisor. However, the previous Supervisor, if he / she wishes, may

continue as Co- Supervisor with his / her changed affiliation.

7.2.4 The Supervisor and Co- Supervisor(s) shall not be closely related to the candidate.

7.2.5 Approved Supervisors / Co- Supervisor(s) shall normally not register more than two candidates in one calendar year. Also, the total number of Ph.D. candidates permissible to be registered with a Supervisor / Co- Supervisor at any point of time is as shown in table below.

Professor	Not more than 8 scholars at a time
Associate professor	Not more than 6 scholars at a time
Assistant Professor	Not more than 4 scholars at a time

7.2.6 Foreign students will be required to produce clearance from the Government of India/relevant authorities, for being considered eligible and are holding research visa.

8 RELOCATION / TRANSFER OF RESEARCH WORK

8.1. In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ Supervisor from any funding agency. The scholar will however give due credit to the parent Supervisor and the institution for the part of research already done.

8.2. Transfer of research work from any other universities to Sikkim Manipal University is not permitted.

9 RESEARCH COMMITTEE AND ITS FUNCTIONS

Following are the Research Committees constituted as approved by the Vice Chancellor

9.1 Department Research Committee (DRC)

Every department offering a Ph.D. programme shall have the Department Research Committee. The committee consists of

- Head of the Department as Chairperson,
- Department Research Coordinator as Member Secretary / Convener,
- External Expert(s) depending upon the research proposals,
- Minimum two external member from other Departments,
- Minimum two senior faculty members of the Department, and
- All Supervisors and Co- Supervisors as special invitees

The committee shall have the following responsibilities:

- To review the research proposal and finalize the topic of research.
- To allocate Supervisor and Co- Supervisor(s).
- To decide the course work for candidate.
- To periodically review and assist the progress of the research work of the research scholar.
- To recommend the final submission of thesis by the candidate on his / her request after completion of all requisites as laid in the regulations.

- All other research related activities of the Department.

9.2 Research Advisory Committee (RAC)

Every Ph.D. scholar shall have a Research Advisory Committee (RAC). The committee consists of

- A Senior/Experienced Faculty Member as Chairperson, nominated by the Head of Institution (HoI) for the concerned Department,
- Research Supervisor as Convener and Member Secretary,
- Head of the Department (HoD) or HoD Nominee,
- Head of Institution (HoI) or HoI Nominee,
- Assistant Director (Research) [AD(R)] or AD(R) Nominee (who shall be a member of the Institutional Research Committee),
- Minimum three subject experts consisting of:
  - Two senior faculty members/professors from the concerned field of research within the Department, and
  - One subject expert from outside the Department
- Stage-based Members:
  - During Proposal Presentation:
    - University Representative(s)
    - One External Expert from outside the University
  - During Pre-Submission Presentation:

    - University Representative(s)
    - External Expert from outside the University (optional, wherever applicable)

  The Research Advisory Committee (RAC) shall function as:

  - Primary Academic Authority during Proposal Presentation for review and approval of research proposals and finalization of the research topic.
  - Monitoring and Guidance Committee during six-monthly reviews for evaluating research progress, methodology, coursework requirements, and compliance.
  - Evaluation Committee during Pre-Submission Presentation for assessing the readiness of thesis submission and recommending submission to the University.

  The committee shall have the following responsibilities:

- To review and approve the research proposal and finalize the topic of research.
- To guide the Ph.D. scholar in developing the study design, research methodology, and identifying the course(s), if any, that the scholar may need to undertake.
- To periodically review and assist the progress of the research work of the research scholar through six-monthly presentations and progress reports.
- To evaluate the progress of the Ph.D. scholar through presentations and reports submitted each semester.
- To ensure compliance with institutional, academic, ethical, and regulatory requirements including publication and IEC requirements wherever applicable.
- To submit its recommendations, along with the progress report, to the concerned Higher Educational Institution/University, with a copy to the scholar.

- To suggest corrective measures in case of unsatisfactory progress.
- To recommend cancellation of registration, with specific reasons, if the scholar fails to implement the suggested corrective measures.
- To evaluate the scholar during the pre-submission presentation and recommend submission of the thesis to the University.

9.3 Institute Research Committee (IRC)

Constituent units under Sikkim Manipal University offering Ph.D. programme shall have an Institute Research Committee (IRC). The committee comprises of

- Head of the Institution as Chairperson,
- Head of the Institute Research Unit as Member Secretary / Convener,
- Head of the Institute Academic Unit,
- Chairpersons of the Department Research Committees (DRC),
- Assistant Director (Research) / Research Coordinator,
- Representative(s) from the University during Proposal Presentation, Pre-Submission, and Final Viva-Voce, wherever applicable

The Institute Research Committee shall have the following responsibilities:

- To deliberate on the recommendations of the Department Research Committee (DRC)/Research Advisory Committee (RAC) regarding fresh research proposals, pre-submission, and other research related matters.

- To function as the custodian of research records, reports, and related documentation of the Institute.
- To maintain and monitor the progress records of all Ph.D. scholars registered under the Institute.
- To ensure compliance with University regulations, UGC guidelines, and research ethics requirements.
- To monitor mandatory coursework including Research Methodology and Research Ethics.
- To act as a linkage between the Institute and the University in all research related matters.
- To coordinate research activities and ensure proper implementation of research policies within the Institute.

9.4 University Research Committee (URC)

The University Research Committee (URC) shall be the apex committee governing all research related activities of the University and its constituent units. The committee comprises of

- Vice Chancellor as Chairperson,
- Director, Directorate of Research as Member Secretary / Convener,
- Registrar,
- Head of the Institutions,
- Heads of Institute Research Units,

- Two nominees of the Vice Chancellor,
- Controller(s) of Examination as special invitees,
- Supervisors and Co-Supervisors as special invitees,
- Any other invitee with approval of the Chairperson

The University Research Committee shall have the following responsibilities:

- To deliberate on and confirm the recommendations of the Institute Research Committee (IRC).
- To nominate University representatives during Proposal Presentation and Pre-Submission Presentation.
- To process thesis submissions and monitor compliance with University and UGC regulations.
- To ensure compliance related to plagiarism check, ethical requirements, and Shodhganga uploads.
- To approve examiners for thesis evaluation.
- To conduct the final Ph.D. viva-voce examination.
- To recommend the award of Ph.D. degree to eligible scholars.
- To monitor and regulate all research related activities of the University.

10 (a) COURSE WORK

All candidates admitted to the Ph.D. programme shall be required to complete the coursework prescribed by the Research Committee during the initial six months or within a year and submit the coursework completion certificate to the DRC/RAC within a year.

(a) All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

(b) A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the coursework to be eligible to continue on the programme and submit his or her thesis.

(c) The research scholars should successfully complete a minimum of 14 credits prescribed by the DRC /RAC / IRC and approved by the concerned Boards of Studies.

(d) Recommended course work, as per 14 credits, must include.

   (a) A course on "Research Methodology" - 4 credits (16 weeks)

   (b) A course on "Research and Publication Ethics" – 2 credits (8 weeks)

   (c) Research related theory subject – 4 credits (16 weeks)

   (d) Additional research related theory subject – 4 credits (8 weeks), OR,

   Two research related seminars – 2 credits each, OR,

Two research related workshop (minimum of 7 days duration each) – 2 credits each, OR,

One seminar and one workshop of 2 credits each and to be evaluated by DRC/RAC.

(e) For candidates with undergraduate degree, minimum of 16-20 credits of course work must be prescribed.

(f) The complete list of course works as mentioned below must be furnished to the URC by the IRC.

Name of the Candidate	Provisional Registration Number	Course Work	Subject Code	Month of Completion	Teacher

10 (b) COURSE WORK EXAMINATION

(A) <u>For Medical Sciences, Social Sciences, Physiotherapy, Nursing, Hospital Administration:</u>

(a) Course work of 4 credits carry 100 marks each (50 for internal assessment and 50 marks for semester examination). "Research and Publication Ethics" of 2 credits carry 50 marks (25 marks for internal assessment and 50 marks for semester examination). Seminar and workshop carry 2 credits (of 50 marks) each.

(b) The question paper pattern for all course work examination shall be:-

(i) **For 100 Marks Paper.**

1. Subjective Question: Answer 8 out of 10 – Marks: (8x10=80).
2. MCQ: Answer all – Marks: (20x1=20)

(ii) **For 50 Marks Paper.**

1. Subjective Question: Answer 4 out of 5 – Marks: (4x10=40).
2. MCQ: Answer all – (10x1=10)

(c) The minimum pass marks of course work of 4 credits and 2 credits are 35 and 18 respectively.

(d) Duration of examination of course work of 4 credits will be 3 hours and 2 credits will be $1\frac{1}{2}$ hours.

(e) After successful completion of course work, Coursework Completion certificate / consolidated marksheet shall be issued from the Office of the Controller of Examination.

(f) Evaluation of seminar and workshop must be done by DRC/RAC and marks/grades to be forwarded to the Office of the Controller of Examination.

(B) For Engineering, Management Studies, Basic Sciences:

(a) Course work of 4 credits carry 100 marks each (50 for internal assessment and 50 marks for semester examination). "Research and Publication Ethics" of 2 credits carry 100 marks (50 marks for internal assessment and 50 marks for semester examination). Seminar and workshop carry 2 credits (of 100 marks) each.

(b) The question paper pattern for all course work end semester examination shall be:-

1. No. of questions to be set: 05 – Marks: $(5 \times 20 = 100)$
2. No. of questions to be answered: 05 – Marks: $(5 \times 20 = 100)$

(c) If the no. of students in a coursework subject (4 credits / 2 credits) is more than 20, then relative grading of CGPA (Cumulative Grade Point Average) will be applicable. On the other

hand, if the no. of students is less than 20, then absolute grading scheme will be applicable with minimum pass marks of 40.

(d) Duration of examination of course work of 4 credits / 2 credits will be 3 hours.

(e) After successful completion of course work, course completion certificate / consolidated marksheet shall be issued from the Office of the Controller of Examination.

(f) Evaluation of seminar and workshop must be done by DRC/RAC and marks/grades to be forwarded to the Office of the Controller of Examination.

11 MONITORING THE PROGRESS OF CANDIDATES

11.1. A research scholar must submit a six–month progress report *in a prescribed format* in Appendix – C duly signed by the Supervisor / Co- Supervisor to DRC/RAC at the time of annual registration.

11.2. DRC/RAC shall schedule and assess the progress presentation by the candidates. In case the progress of the research scholar is unsatisfactory, the Supervisor shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Supervisor may recommend to the DRC /RAC / IRC with specific reasons for cancellation of the registration of the research scholar.

11.3. Candidate must have presented at least six satisfactory semesterly /six monthly progress (without break) along with the completion of prescribed course work before he / she becomes eligible for pre submission of thesis.

11.4. Candidate missing two consecutive progress presentations, or more than two semesterly / six monthly progress shall lead to the cancellation of registration and may apply for re-registration.

11.5. Candidate availing break from progress presentation due to reasons like maternity leave (for women) / genuine grounds as approved by Chairman / Chairperson, his / her minimum eligible period for pre submission of thesis will not be before three years (post his / her date of registration) years *plus the availed break period*.

12 ANNUAL REGISTRATION

DRC/RAC must process the annual registration of the candidate every January with following documents in the prescribed format (refer Appendix - G):

(a) Recent Ph.D. progress report in prescribed format with status of the course work (refer Appendix – C).

(b) Recent fee payment receipt

Details of annual registration must reach the University Research Unit through the IR.

13 DURATION OF Ph.D.

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

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

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

13.3 After completion of minimum duration of Ph.D. and fulfilling all mandatory requirements, the Department Research Committee/Research Advisory Committee approves the pre submission of thesis on the request by the candidate and the Supervisor.

13.4 Under extraordinary circumstances, if the candidate fails to submit the thesis within the maximum period, further extension of the period for a maximum of one year (for full time candidates) and two years (for part time candidates) may be granted by the Vice Chancellor, on the recommendations of the Department Research Committee/Research Advisory Committee and the Institute Research Committee.

13.5 After the expiry of the maximum period including the extension granted, a candidate will be permitted to re-register as per the following regulations:

Re-Registration	**Regulating Research Work**
Under the same Supervisor and same area of research	Same DRC/RAC shall regulate the research work. Course work completed previously may hold valid.
Under different Supervisor and same area of research	New DRC/RAC shall regulate the research work. However, validity of course work completed previously to be assessed.
Under different / same Supervisor and different area of research	DRC/RAC to regulate the research work as fresh Ph.D. candidate.

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

14 CANCELLATION OF REGISTRATION

Ph.D. registration will be cancelled on following grounds if:

(a) DRC/RAC finds the progress not satisfactory,

(b) Candidates miss two consecutive progresses / more than two progress assessments during the course of Ph.D.

(c) Candidate who is unable to submit his / her thesis by the end of the prescribed / extended period as provided in the University regulation.

Post cancellation, the candidate may apply for re-registration.

15 PUBLICATION AND PRESENTATION REQUIREMENTS FOR PhD SYNOPSIS AND THESIS SUBMISSION

Ph.D. scholars are required to publish **two (02) first-author research papers in journals indexed in Scopus or Web of Science** in the field of their Ph.D. research. These publications are mandatory for submitting both the synopsis and the final thesis. The detailed requirements are as follows:

i. Journal Publications: Prior to thesis submission, Ph.D. scholars must publish a **minimum of two (2) research papers** as first author.

- A minimum of **two research publications** is required prior to thesis submission. At least one publication must be in a **Web of Science Core Collection indexed journal** specific to the discipline, namely **SCIE** (for Engineering, Physical Sciences, and Basic Sciences), **ABDC/SSCI/AHCI** (for Management, Humanities, and Social Sciences), and **PubMed-indexed journals** (for Health and Medical Sciences).

- The second publication must be in a **Scopus or Web of Science indexed journal**. All publications must be **completed prior to the submission** of the dissertation/thesis for adjudication and must be **directly related to the research work of the thesis**.

ii. Conference Presentations: In addition to journal publications, Ph.D. scholars shall make at least two (2) research paper presentations in person at conferences of repute, preferably at national or international conferences.

Evidence of presentation and participation shall be submitted at the time of synopsis and thesis submission.

Where applicable, full-length papers published in:

- Scopus-indexed conference proceedings, or

- Web of Science indexed conference proceedings

may be considered as additional research dissemination outputs.

Note for Medical and allied Health Sciences: For Ph.D. scholars in **Medical & Health Sciences**, presentation of **research papers in reputed, indexed national or international conferences (recognized by Scopus/Web of Science** or relevant professional bodies), or publication in

conference proceedings indexed in Scopus/PubMed, may be considered equivalent to standard conference presentation requirements.

Substitution Clause:

In cases where a scholar has published **exceptional research papers in high-quality journals** (e.g., **Q2 /Q3/Q4 or higher**, or top-tier **SCIE/SSCI/PubMed** indexed journals), the **conference presentation requirement may be proportionately reduced**. This relaxation will be granted **based on the quality and number of journal publications**, subject to the recommendation of the **Department Research Committee/SRC/RAC**.

Important Note: Ph.D. supervisors must ensure that scholars **avoid presenting at predatory journal or unrecognized conferences.** All publications and presentations must be **directly related to the core research area** of the Ph.D. work.

16 PRE-SUBMISSION OF THESIS

16.1 The research scholar shall submit **six copies** of Ph.D. pre submission thesis (refer Appendix–E) to IRC and make a pre submission presentation of thesis to the Department Research Committee/Research Advisory Committee and the Institute Research Committee on a scheduled date.

16.2 The presentation may be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the thesis under the advice of the Supervisor.

16.3 Plagiarism check of the thesis shall be as per the plagiarism software TURNITIN / Drillbit and declaration certificate shall be endorsed by the Supervisor (refer Annexure – VIII a-c).

16.4 After the approval of the research work by the Institute Research Committee, the Supervisor shall forward following items to University Research Unit:

(a) ***Three*** hard copies of the spiral bind thesis in prescribed format (refer Appendix – E) with its electronic copy *in pdf* in the format.

01_title.pdf	Title Page
02_Certificate.pdf	Certificate
03_Abstract.pdf	Abstract
04_Declaration.pdf	Declaration
05_Plagiarism Verification Certificate.pdf	Plagiarism Verification Certificate
06_Acknowledgement	Acknowledgement
07_Index Page.pdf	Content/ Index Page
08_List_of_Tables.pdf	List of Tables
09_List_of_Figures.pdf	List of Figures
10_Abbreviations.pdf	Abbreviations
11_Notations.pdf	Notations
12_Chapter1.pdf	First Chapter
13_Chapter2.pdf	Second Chapter
14_Chapter...	Chapter...
15_Conclusion	Conclusion
16_Summary	Summary
17_Bibliography	Bibliography

(b) Ph.D. pre submission synopsis of around 21 pages also in a prescribed format (refer Appendix – D(b)) with its electronic copy *in pdf*, and

(c) A panel of at least six names (three from India, outside the State of the University campus and three from abroad) as examiners for adjudication of the Ph.D. thesis and a panel of three Indian examiners for the viva - voce examination.

(d) Forwarding note for pre submission Ph.D. Thesis (refer Appendix –D(a)).

16.5 The Ph.D. thesis submitted by a research scholar shall be evaluated by at least two external examiners nominated by the Vice Chancellor who are not in employment of the University, of whom one examiner should be from outside the country and another examiner from outside the state (where the University campus is located). The Vice Chancellor, if he deems it necessary, may also nominate examiners from outside the panel.

16.6 In the case of undue delay in receiving the report from the examiner, the thesis shall be referred to the second examiner selected by the Vice Chancellor, after waiting for three months and ensuring that the first examiner is not going to respond within a reasonable period of time.

16.7 The examiner shall include in his report an overall assessment placing the thesis in one of the following categories:

(a) Recommended for the award of the degree of Doctor of Philosophy: Commended / highly commended.

(b) Recommended that the candidate revises the thesis as suggested in the report and the revised thesis be referred to the Supervisor for verification.

(c) Recommended that the candidate revises the thesis as suggested in the report and the revised thesis be sent to the examiner for revaluation.

(d) Not recommended.

(e) The examiner shall enclose a report, indicating the standard attained in case *(a)*, the nature of revision in case *(b)* or *(c)* and the reasons for rejection in case.

17 FINAL SUBMISSION OF THESIS & THESIS ADJUDICATION

17.1 On receipt of the reports from the examiners, the following procedure shall be adopted:

(a) If all the examiners recommend the award of the degree, the thesis shall be provisionally accepted. Any minor revision, modification, etc., suggested by the examiners shall be carried out. Thesis with incorporation of minor revision / Modification and a separate addendum on the revision / modification made shall be submitted to the Institute Research Unit before the viva - voce examination.

(b) If any examiner recommends major modifications and revision of the thesis, the candidate shall be permitted to revise and resubmit the thesis and the addendum (as quoted in clause 18.7 (a) above), within 3 months with the approval of the Institute Research Committee. The revised thesis shall be referred to the same examiner for offering his/her final recommendation on the thesis. In such a case the examiner should offer his/her comments for the second time either as recommended for the award or rejection.

(c) If one external examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to a third examiner to be nominated by the Vice Chancellor. If the third examiner recommends the award, the thesis shall be provisionally accepted. Otherwise, the thesis shall be rejected, and the registration of the candidate cancelled.

(d) If both the external examiners recommend rejection, the thesis shall be rejected, and the registration of the candidate be cancelled.

(e) When the commendation of the examiner on the revised thesis is not as stipulated or in the case of any dispute, the Vice Chancellor, if he deems it necessary, shall refer the thesis and the comments to a committee constituted by the Vice Chancellor for this purpose.

17.2 A week ahead of the day of thesis viva - voce, the research scholar shall submit ***six hard bind copies*** of the thesis in prescribed format (refer Appendix- $E(b)$) to the Head of the Institute Research Unit. Under no circumstances, the submission of thesis shall be delayed except under special circumstances, where an extension of three months may be granted by the Vice Chancellor on recommendation of the Institute Research Committee.

17.3 The color to be used in Ph.D. thesis cover should be Maroon and Gold colour to be used for lettering on the same. A4 (210 mm × 297 mm) bond unruled paper (90 GSM) to be used and both sides of the paper to be used for all typed / printed matter.

17.4 Post viva - voce examination, IRC shall forward the following documents to the University Research Unit.

(a) One hard bind copy of the thesis

(b) e-thesis *(in pdf)* as quoted in 17.2, 17.3 and Appendix - $E(b)$.

(c) IRC report on Ph.D. viva - voce examination

(d) Scholar approval form (refer Appendix-F)

18 DEFENSE OF THESIS / VIVA - VOCE EXAMINATION

18.1 The open viva-voce of the research scholar to defend the thesis shall be conducted by a board of examiners to be constituted by the Vice Chancellor. Only if the evaluation reports of the external examiner on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination.

18.2 The open *viva-voce* examination shall be conducted as "Open defense type" examination with the following board:

(a) External examiner of the thesis or if the examiner of the thesis is not available, a member from the panel of Indian examiners already recommended by the Supervisor.

(b) Supervisor of the candidate as internal examiner

(c) The Head of the Institute Research Unit will be the Convener of Ph.D. viva - voce board.

(d) Members of the IRC and DRC/RAC

18.3 If the performance of the candidate in the Ph.D. viva - voce as reported by the Ph.D. viva - voce board to be NOT SATISFACTORY, the candidate may opt to reappear for the Ph.D. viva - voce at a later date (not later than six months from the date of the first Oral Examination). On the second occasion, the Ph.D. viva - voce board shall include one more examiner nominated by the Vice Chancellor.

18.4 If the performance of the candidate in the Ph.D. viva - voce on the second occasion also is reported to be NOT SATISFACTORY, the Vice Chancellor, if he deems it necessary, shall refer the remarks of the Ph.D. viva - voce board, along with the thesis and comments of the

examiners, to a committee constituted by the Vice Chancellor for this purpose and decide. The decision of the Vice Chancellor shall be final.

18.5 The entire process of evaluation of Ph.D. thesis shall be completed within a period of six months from the date of submission of the thesis.

19 AWARD OF Ph.D. DEGREE

19.1. Candidates will be issued a provisional Ph.D. degree certificate after the successful Ph.D. viva - voce examination.

19.2. His / Her confirmation on the award Ph.D. degree shall be based on the approval of the Academic Senate and with the ratification of the Governing Council of the University.

20 PUBLICATION OF THESIS

20.1. After the viva - voce examination, the candidate shall submit an electronic copy (in pdf) of the thesis along with the required number of hard bind copies for UNIVERSITY ARCHIVES and scholar approval form (refer Appendix – F).

20.1. The University shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

20.3. Papers arising out of the thesis may be published by the candidate. However, the thesis as a whole shall not be published by the candidate *without the specific approval of the University.*

21 PLAGIARISM

21.1. Candidate and Supervisor / Co- Supervisor must be aware and abide by the policy on 'Promotion of Academic Integrity and Prevention of Plagiarism in Sikkim Manipal University (SMU)'.

21.2. In the case of research scholars who have copied, as confirmed by a committee, a research work/ dissertation/thesis of Ph.D. degrees his/her thesis shall be rejected, and his/her research registration shall be terminated and also, he/she shall be debarred from registering for any other programme in this University. Supervisor / Co- Supervisor associated shall also be liable for action based on the recommendation of the committee.

22 CHANGE OF REGULATIONS

With approval from the University Research Committee (URC) and subsequent ratification in the Academic Senate, the University may revise, amend or change the regulations from time to time.

23 FEE STRUCTURE

23.1 Fee to be paid yearly by the scholar.

Candidature	**Annual Fee**	**One Time Registration Fee**	**Course Work**
Full Time	Rs.30,000	Rs.10,000	Rs.1000 per subject inclusive of seminar
Part Time (Internal)	Rs.30,000	Rs.10,000	Rs.1000 per subject inclusive of seminar
Part Time (External)	Rs.40,000	Rs.10,000	Rs.1000 per subject inclusive of seminar

23.2 Annual fees including library fees for the first year will be paid on the date of registration and subsequently, during the annual registration every year. *Fee shall be regularly paid annually till the submission of thesis at the Institute.*

23.3 Hall ticket / Admit card for course work examination will be issued after the payment of course work examination fee.

23.4 Candidate shall pay Rs.20,000/- as the Ph.D. defense fee at the time of Ph.D. viva - voce. *NOTE: The quantum of fees will be decided by the University from time to time.*

Appendix – A

STRUCTURED LAYOUT FOR FINAL THESIS

1. **Layout**

   The following presents a framework for a thesis. The information is offered as a general guideline. Candidates should always consult their advisor for additional guidelines. In particular, the layout of project reports can be different depending on the type and scope of the project. *Note that each chapter should start on a new page.*

   1.1 *Introduction*: background; statement of the problem; definition of terms; purpose of the study; theoretical basis; contributions of the study; organization of the remainder of the study (chapter number, title and in short what it deals with).

   1.2 *Literature Review*: chronological, categorical or related theoretical viewpoints related to topic.

   1.3 *Proposed Solution/Methodology*: research design or approach (quantitative, qualitative or algorithmic); experimental detail or methodology, population and / or sample; collection and tabulation of data; and data analysis procedures.

   1.4 *Solution Validation, Analysis of the Data, Results, and Discussion*: presentation and discussion of the findings, including limitations.

   1.5 *Conclusions, Recommendations summarize the entire research effort:* addresses the initial purpose of the study (stated in the introduction); stresses the importance of the work accomplished; leaves a final impression on the reader. It can also include suggestions for further work.

1.6 *Bibliography/References*: references should acknowledge any work done by someone other than the author. The reference should also include work performed by the author if presented or published at an earlier date. References should adopt one of the standard international styles; the American Psychological Association style for references and citation is recommended.

1.7 *Appendices*: material too detailed or lengthy for inclusion in the body of the study (e.g. questionnaires, maps). Appendices may also contain information that might clarify the thesis but is routine in nature or indirectly related to the thesis. Raw data and examples of calculation could be incorporated.

2. **Style and Form**

2.1 **Paper**: Use A4 (210 mm X 297 mm) bond unruled paper (90 GS) for all copies submitted. Use both sides of the page for all printed/typed matter.

2.2 **Printing**: A high-quality laser printer should be used for the final copy.

2.3 **Headings**: In disciplines where section numbering is normally used, the following guidelines apply:

(a) **Chapter number**: Use only Arabic numerals should be centered on the top of the page using Times New Roman 14, bold and lower case with 'C' capital e.g., **Chapter 1**.

(b) **Chapter Heading**: Times New Roman 14, bold and all capital.

(c) **Section Heading**: Use only Arabic numerals, Times New Roman 12, bold and lower case with leading capitals, only first letter in each word to be capital.

(d) **Subsection Heading**: Use only Arabic numerals, Times New Roman 12, bold and lower case with leading capitals, only first letter in each word to be capital. The style of Section Heading and Subsection Heading some way may be different, one may be italic.

2.4 **Text Font**: Acceptable fonts generated by word processing programs restricted to: Times New Roman 12. Bold and italics should not be used excessively in the text. Furthermore, colored text should not be used.

2.5 **Special Text**: Italics/ Superscript/ Subscript/Special Symbols etc., as per necessity. Special text may include footnotes, endnotes, physical or chemical symbols, mathematical, notations, etc., whenever these are required.

2.6 **Justification**: The text should be fully justified. Hyphenation should be avoided as far as possible. Text corresponding to be bullets, and listings should be indented. Quotations from other research work must be indented on the left and right, if they are longer than two lines. Shorter quotations can be included as a part of the regular text. Quotation may be in Italic font.

2.7 **References**: Single spacing for each entry and double spacing between entries or 1.5 spacing uniformly.

2.8 **Spacing**: Double spacing is required for the text. Only footnotes, long quotations, bibliography entries (double space between entries or 1.5 spacing throughout), table captions, and similar special material may be single spaced.

All paragraphs in the thesis should be left justified completely from the first line to the last line.

2.9 **Margins**: Left 1.25"; top 1.00", bottom 0.67", and right, 1.25". Please note that the bottom of page number should be 17.0 mm above the bottom edge of the numbered pages.

2.10 **Page Numbering**: Every page in the Thesis, except the Thesis title page, must be accounted for. The page numbering starting from acknowledgement and till the beginning of the introductory Chapter, should be printed in small Times New Roman number i.e. i, ii, iii,. . .

The page number of all the first page of each chapter should not be printed (but must be accounted for). All page numbers from the second page of each chapter should be printed using Arabic numerals i.e. 1, 2, 3,. . .

All printed page numbers should be located at the bottom centre of the page, 17 mm (2/3") from the bottom edge, using normal print.

2.11 **Tables and Figures**: Figures and tables should be inserted in the appropriate place in the text. Figures must have numbers and captions under the figures. Tables have their titles and numbers above. All figures should be drawn in black ink with sharp lines and adequate contrast between different plots if more than one plot is present in the same graph. Figures and tables should follow immediately after they are referred to for the first time in the text. Splitting of paragraphs, for including tables/figures on a page should be avoided. The last line of the title of the any table should be 10 mm to 15 mm above the top-most horizontal line of the table, whereas in figures the first line of the tittle for figures, graphs, drawing and photo should be between 10 mm to 15 mm below the bottom and they should be centered with respect to the table/ figure. The title must

be in the same font as the regular text and should be single spaced. The title format is given below:

Table Example:

Table<blank> <Chapter number> <serial number> <left indent> <table title>.

Example of a small table which is sought to be placed within the text:

The content of the table will be within the surrounding double line (which indicates the topmost, left-most, right-most, and bottom-most boundaries of the table.)

Figures Example:

Fig.<blank> <Chapter number> <serial number> <left indent> <figure title>. Wherever a table/figure exceeds one page present the full title of the table/figure on the first page and in the following pages provided the table number and state "**(contd.)**" after it. Wherever explanatory notes are used for clarification of any information presented inside the table, print them after leaving **a single space** immediately below the table. All the tables/figures in landscape format must be placed such that their top portions are near binding of the thesis and their bottom portions near the outer edge. When there are many plots in a single graph or figure, the lettering, labelling, or numbering of each plot for its for its identification should be of a size such that even after size reduction in the thesis, the identification should be clearly legible.

Drawings: Drawing which is larger than A4 size is not encouraged. Any material which cannot be typed, or computer generated should be drawn with permanent black ink in neat and heavy lines.

Photographs of drawings are acceptable. Xerox reproductions of drawings are acceptable if they are of high contrast. Drawing should be numbered and referred to as a figure. Drawing titles should be similar to those provided for figures.

2.12. **Photographs**: Use colour photographs only if necessary. Remember that the thesis may have to be photocopied. In case colour photographs are used, all copies of the thesis must contain only colour photos. Photos should be printed on glossy paper and should be mounted with glue. Do not use rubber cement or tape. High-clarity Xerox copies of photographs are also acceptable. However, high-quality scanned e-images can also be inserted into the thesis text. Each photo should be numbered and referred to as a figure. Photos titles should be similar to those provided for figures.

2.13. **Footnotes**: In disciplines where footnotes are normally used, they should appear at the bottom of the same page as their reference. Footnotes should be numbered in Arabic numerals. The footnote reference is superscripted and the explanation at the bottom of the page begins with the footnote reference number. Footnotes should have a smaller font size as the text.

2.14. **CDs and DVDs**: Identify with title, name of student, and date.

2.15. **Computer Software**: Describe in separate section in prefatory pages (e.g., list of figures and tables). If applicable, state requirements for the use of the software (e.g., hardware, screen resolution type) and any other information necessary for proper viewing of the software.

2.16. **Oversized Material**: Oversize foldout pages may be included, though ample margins for binding must be included. Leave the oversize page unfolded. The bindery will fold and insert them. All pages must be appropriately numbered if found in the text.

Appendix – B

FORMAT FOR RESEARCH PROPOSAL

1. Title/Cover page as per (Annexure –I)

2. Particulars of Supervisor / Co- Supervisor (Annexure – II)

3. Certificate from Supervisor /Co- Supervisor as per (Annexure –III)

4. Contents (refer Annexure – X)

5. Introduction: To include a brief description of the research area selected, its significance and motivation for research in the selected area.

6. Brief review of the Literature

7. Problem definition and Scope of Research: Limitations and Delimitations

8. Research Posers /Hypothesis

9. Methodology/Design (Methods & Procedures)

   (i) Statement of the Research Problem

   (ii) Approach (Experimental or Research survey)

   (iii) Sampling technique, size and selection

   (iv) Data collection & collation methods

   (v) Analysis and Interpretation of data. (Specify the procedures & technique you will use)

(vi) Anticipated Results: (Based on the related and previously conducted research in the area, what do you predict that the result of your expectations, surveys etc. will yield in terms of data and its implications to academic, industry and other organisation.

10. Year wise plan of work

11. Reference (refer Annexure – XVI)

12. One-page biodata of the researcher

Annexure - I

Title of The Proposal

Research Proposal

Submitted by

Name

Designation

Department

Organization

Under the Supervision of

Name of the Supervisor

Designation, Department, Address

SMU SIKKIM MANIPAL UNIVERSITY

Established under Govt. of Sikkim, Act 9 of 1995, recognized under 2(f) of the UGC Act, 1956

MONTH & YEAR

Annexure - II

Particulars of Supervisor /Co- Supervisor for Ph.D. Registration Scheme

1. Name of Proposed Supervisor /Co- Supervisor :
2. Academic Qualification :
3. Affiliated Institution :
4. Number of Journal (National) Publication :
5. Number of Journal (International) Publication :
6. Number of Conference (National) Proceeding :
7. Number of Conference (International) Proceeding :
8. Number of Patent (National / International) Accepted :
9. Number of External Research Project Funded :
10. Number of Consultancy Obtained :
11. Number of Ph.D. students presently under me (As Supervisor) :
12. Number of Ph.D. students presently under me (As Co- Supervisor) :
13. Number of Ph.D. supervised :

Signature & Name of the Supervisor with stamp

Date:

Annexure - III

Certificate of Supervisor / Co- Supervisor

This is to state that Mr/Ms. _____ has been selected for Ph.D. programme in the Department of _____ under the full time/part time (internal / external) Ph.D. Programme of SMU.

(a) I agree to be his/ her Supervisor /Co- Supervisor and shall extend all possible facilities to enable him/her to carry out his/her research programme towards the submission of thesis.

(b) I and my research scholar are fully aware of all regulations laid in the SMU Ph.D. Regulations and will be abided in true spirit.

(c) Any publications / patents made out of this Ph.D. work will be ***with my full awareness.***

(d) I/We are fully aware of the University policy on 'Promotion of Academic Integrity and Prevention of Plagiarism in Sikkim Manipal University (SMU)'.

Date: _____ Signature of Supervisor /Co- Supervisor

Appendix – C

SIKKIM MANIPAL UNIVERSITY, GANGTOK, SIKKIM SEMESTERLY / SIX

MONTHLY PROGRESS REPORT OF Ph.D. SCHOLARS

PART A: TO BE FILLED BY THE STUDENT (ALL COLUMNS TO BE FILLED)

1. Registration No. _____
2. Name of the Scholar _____
   Contact no _____
   E-mail ID _____
3. Name of the Department _____
4. Status _____ Full Time/Part Time (Please ✓the relevant)
5. Date of Joining _____
6. Topic of Research _____
7. Name(s) of Supervisor(s)

SL. NO.	Name(s)	Designation	Department
1.			
2.			
3.			

8. Summary of the projected work of the last review: _____
9. Status of current work: _____
10. Status of experimental/Theoretical/Modeling work (Attach duly signed progress report on a separate sheet)
11. Publications:

SL. NO.	Title of the paper	Authors	Journal/ Proceedings	Vol. and page nos.	National/ International

12. Any other information:

Date: _____ **Signature of the Scholar:** _____

PART B: RECOMMENDATIONS OF SUPERVISOR(S) (Please tick the relevant column)

1. My /our recommendations are given on the enclosed sheet.
2. Certified that the student continues to fulfill the requirements prescribed for Part – time/Sponsored Student (Applicable only in case of part-time and sponsored student)
3. Performance is Satisfactory. ☐

   OR

   Performance is Unatisfactory. ☐

   OR

   Termination of Registration is recommended because of _____

   _____
4. Registration beyond 5 years is recommended on account of _____

   _____

Date: _____ Signature of Supervisor(s)

Recommended by the Chairman, DRC/RAC:

Date: _____ Signature of the Chairman, **DRC/RAC**

IMPORTANT NOTE:

1. ***Part A of this form is to be filled in by the candidate before the review by the respective DRC/RAC.***
2. ***On the basis of the review of the DRC/RAC, Supervisor(s) will give their confidential report about the progress, countersigned by the Chairman, DRC/RAC.***
3. ***Chairman of the respective DRC/RAC will send the Part A & B of this form duly filled in to the Head, IRC confidentially.***
4. ***Head, IRC shall forward the filled form (Part - A and B) to Chairman, URC with a copy to the scholar.***

Appendix – D(a)

FORWARDING NOTE FOR PRE-SUBMISSION OF Ph.D. THESIS

Name of the Scholar	
Registration Number	
Registration Date	
Type of Registration (put ✓)	Part Time (Internal / External) Full Time
Title of Thesis	
Mandatory Residential Period	

Details of Prescribed Course Work			
Course Title	Subject Code	Completed on	Grade obtained
Signature of Dy Controller of Examination			

Details of Six-Monthly Progress Assessment	
Date	Report on Assessment
Signature of Chairman / Chairperson, DRC/RAC	

Details of Publications				
Title of Publication	Published in	Indexed in	Date of Publication	Authors

Remarks by Supervisor
The pre-submission details with all the information have been seen and verified by me. All criteria as per the SMU Ph.D. Regulations have been duly abided and information furnished above on research publications is true to my knowledge. Date: Name and signature of the Supervisor

Remarks by Head of the Institute Research Unit
All research publications mentioned above have been verified by the Institute Research Unit and are found as per the University norms. Date: Name and signature of the Head of the Institute Research Unit

Remarks by DRC/RAC
The pre submission presentation has been successfully made by the candidate. All information furnished above is found correct. Date: Name and signature of Chairman / Chairperson, DRC/RAC

Remarks by IRC
The pre submission presentation has been successfully made by the candidate. IRC recommends and forwards the thesis to the URC. Date: Name and signature of Chairman / Chairperson, IRC

Appendix – D(b)

FORMAT FOR Ph.D. PRE SUBMISSION SYNOPSIS (Approx. 20 pages)

1. Title/Cover page as per University format. (Annexure –IV)
2. Declaration and Certificate as per university format. (Annexure – V, VII & VIII a-c)
3. Introduction (Background, Description/Definition, Research propositions, Motivation for research, Organization of thesis to highlight chapters of the thesis)
4. Literature survey **(Short)** (Including summary of each of past works, **the research gap/limitation of past works** and proposed improvements).
5. Objectives (Limitations & Delimitations, research posers, propositions, and research hypotheses)
6. Methodology/Experimental setup (flow chart may be given)
7. Significant Contributions
8. References **(Short)** (refer Annexure – XVI)
9. Appendices/Annexures **(if required)** (refer Annexure – XVII)
10. List of Publications from Research

Appendix - E(a)

FORMAT OF PRE-SUBMISSION THESIS & FINAL THESIS

Thesis Arrangement

Assemble the thesis/project report in this order:

1.	Title/Cover page as per University format. (Annexure –IV)	
	Inside Cover Page	Front side: Same as cover page
		Reverse Side: Copyright on left side of reverse
		inside cover page
		© Sikkim Manipal University, Sikkim- 20. . .
		All rights reserved.
2.	Certificate	Should be exactly as shown in (Annexure-V)
3.	Abstract	A concise summary of the essential information of the work being presented, namely scope of study, purpose, and results. The reference- free single-spaced abstract should not exceed two pages. (Annexure – VI)
4.	Declaration	Annexure - VII
5.	Plagiarism Verification Certificate	Annexure VIII a-c
6.	Acknowledgement	Annexure IX
7.	Content / Index page	Includes all the subsections of each chapter and the list of appendices and annexures (if applicable) and page numbers Annexure (X)
8.	List of Tables / Figures / Abbreviations/ Notations	Refer Annexure XI-XIV
9.	Chapters	Thesis text; Introduction, Literature survey, methodology . . . , conclusion. Layout is described in Annexure - XV
10.	Conclusion	
11.	Summary	
12.	Bibliography	Refer Annexure - XVI

Appendix - E(b)

FORMAT OF THE FINAL THESIS SUBMISSION (SHODHGANGA)

Uploading Thesis in Shodhganga Repository

The following standards are to be maintained henceforth during submission of theses and dissertation:-

A. The Research Scholar needs to submit a soft copy and a hard copy of the thesis, which should contain following folders:

   (a) **Folder one should contain:** the complete thesis as a single PDF file. The soft copy should be exact replica of the print version accepted for award of Ph.D. the Supervisor / Head of the department must authenticate the soft copy submitted by the student.

   (b) **Folder two should contain:** the complete thesis as mentioned (a) split to multiple files of different thesis section and chapter

   (c) **Folder three should contain:** an abstract (not exceeding 2048 characters)

   (d) The Ph.D. thesis should not be password protected.

   (e) The certificate page should be on institute letter head duly signed by the supervisors (Scanned copy).

University Name:	
Department:	
Name of the Supervisor	Surname, Forename *(**Don't use Prof./Dr.) Please enter Joint Guide Name or Co-Guide name, if any, separated by 'and'. (E.g. Yadav, Ravi and Sharma, Ashish)**
Name of the Student	Surname, Forename (eg.Gandhi, M K or Yadav, Ashish)
Registration No.	
Registration Year	YYYY
Completer Year:	YYYY
Awarded Year:	YYYY
Title (with Subtitle):	Title. . . . . **(*Special Characters** $\&!\#\$\%\hat{}*()+=-[]';,./\{\}|:?$ **are not allowed)**
Alternative Title:	
Abstract Keywords:	*(Maximum characters: 2048) (Minimum 5 keywords)

FORMAT REQUIRED TO UPLOAD Ph.D. THESIS IN SHODHGANGA

Split each chapter in a separate file using an agreed file naming convention. It is suggested to start the file with 01_title, 02_certificate, 03_abstract and so on, so that the content of thesis are displayed in the record as they appear in hard copy of Thesis.

Sample naming conventions used for a Thesis submitted by the researcher is given in following Table:

ORCID ID	
Final Thesis	Full
01_title.pdf	Title Page
02_prelim pages.pdf	(title + declaration **(Signed)** + dedication + certificates **(Signed)** + acknowledgement + list of tables and graphs, etc.)
03_contents.pdf	Content
04_abstract.pdf	Abstract
05_chapter1.pdf	First Chapter
06_chapter2.pdf	Second Chapter
07_chapter3.pdf	Chapter. . .
08_chapter4.pdf	Chapter. . .
09_chapter5.pdf	Chapter. . .
10_annexures.pdf	(bibliography + references + questionnaire + maps + publications etc.):
80_Recommendation	***Note: The recommendation should contain: Title page and Chapter which contains Recommendation/ Conclusion/ Summary/ Future findings. Recommendation. File should be named as '80_Recommendation' and should be in pdf format without any images**
Plagiarism Certificate	

Annexure - IV

Thesis Title

A Thesis Submitted in Partial Fulfilment of the Requirements

for the Degree of

Doctor of Philosophy

by

[Name of the Scholar]

[Reg. No. of the Scholar]

under the guidance of

Dr. ABCD [Name of the Supervisor]

Dr. XYZ [Name of the Co-Supervisor]

[Department Name]

SMU SIKKIM MANIPAL UNIVERSITY

Established under Govt. of Sikkim, Act 9 of 1995, recognized under 2(f) of the UGC Act, 1956

Month of PhD Defence, Year

Annexure - V

CERTIFICATE

[In official letter head]

I / We certify that [Name of the Scholar] has prepared his/her thesis entitled [Title of the Thesis], for the award of Ph.D. degree of the [Name of the University], under my/our guidance. He / She has carried out the work at the Department of [Name of the Department], [University Name].

The results contained in this thesis have not been submitted, in part or full, to any other university or Institute for the award of any degree or diploma.

I/We, Dr _ _ _ _ _ _ _ _ _ _ _ _ certify and attest that the work done by my/our Ph.D. student Mr/Ms _ _ _ _ _ _ _ _ _ _ _ is original and vouch that there is no plagiarism. The work has not been submitted for the award of any other degree/diploma of the same University / Institution where the work was carried out, or to any other University / Institution.

[Name of the Supervisor]	[Name of the Co- Supervisor]
[Department Name], [University Name]	[Department Name], [University Name]
[University Address]	[University Address]

Place:

Date:

Note: In case the supervisors are from two different institutes, separate certificates to be issued.

Annexure - VI

(Sample)

ABSTRACT

Keywords: River Morphology, RS and GIS, Depth Elevation Model (DEM), Strahler's stream order, Artificial Neural Network (ANN), Bayesian, Shape-from-Shading (SFS), Rainfall runoff.

The Information Extraction System (IES) plays a vital role in extracting and processing the morphometric parameters from Reference maps and Satellite data in studying the morphological changes of the rivers using Remote Sensing and Geographical Information System (RS and GIS) techniques. It includes the selection, retrieval and storage of information in a GIS database from Reference maps and Satellite imageries for further processing and analysis for arriving at useful conclusions. The parameters taken into consideration in the present study are stream orders, drainage patterns, contour lines, Depth Elevation Models (DEM) and rainfall runoff. . . . . .

Annexure - VII

DECLARATION BY THE SCHOLAR

I declare that the thesis entitled [Title of the Thesis] has been prepared by me under the guidance of [Name of the Supervisor and Co- Supervisor], Professor of [Department Name], [University Name]. No part of this thesis has formed the basis for the award of any degree or fellowship previously.

I have not committed plagiarism in any of the forms described in the 'Promotion of Academic Integrity and Prevention of Plagiarism in Sikkim Manipal University (SMU)'. I have documented all methods, data and processes truthfully and I have not manipulated any data.

I have mentioned all persons who were significant facilitators of the work. The work has been screened electronically for plagiarism.

Signature

Name of the Scholar

Registration Number

University Address

(The certificate must be on the respective Institute's Letter Head)

Annexure – VIIIa

Plagiarism Report

1.	Name of the Research Scholar/Student	
2.	Registration number	
3.	Title of Dissertation/Thesis	
4.	Name of the Supervisor	
5.	Name of the Institution	
6.	Name of the Department	
7.	*Similar content (%) identified	
8.	*AI Text % identified	
9.	Name of the similarity check software	
10.	Date of check	
11.	Similarity Check was done by	Supervisor/ Co-supervisor

Justification for the similarity is above the accepted norm, (1) Self-Published work & (2) AI Text Detected by Turnitin or any other AI Detectors:

1.
2.
3.

Signature of Student

Signature of Supervisor (also to give current designation, affiliation and contact addresses)

Signature of Co-supervisor (also to give current designation, affiliation and contact addresses)

*Enclosure

1. Turnitin/Drillbit Certificate showing the Similarity Index and Submission Details (1/2 pages only)
2. % Detected Turnitin AI Report or other software report (1^{st} page, where % of AI Detection Mentioned)

Annexure – VIIIb

Sikkim Manipal University

Supervisor's Certificate for Exclusion of Self-Published work

Published documents by Scholar in support to his/her PhD work:

Name of the Article/Chapter/conference Paper/Patent/Copyright	Name of the journal/book/url with details (ISSN no., Year, Vol No., Issue. No. & DOI etc.)

This published work has been included in the dissertation/thesis and has not been submitted for any degree to any University/Institute.

Signature of Student:

Signature of Supervisor:

Signature of co-supervisor:

Annexure – VIIIc

Sikkim Manipal University

Declaration by Supervisor / Co-Supervisor / Research Scholar

We declare that the details given in Annexure I and Annexure II are correct. The research work _____(title) is original, and it doesn't contain any plagiarized contents.

If any plagiarism is found in this thesis I / we shall be solely responsible for it and University shall have sole right to initiate appropriate administrative action.

I / We shall be responsible for any legal dispute / case (s) for violation of any provisions of the Anti-plagiarism Policy / IPR act etc.

Signature of Student:

Signature of Supervisor:

Signature of co-supervisor:

Annexure – IX

(Sample)

ACKNOWLEDGMENT (OPTIONAL)

I would like to express my sincere gratitude and appreciation to my supervisor, _____, for guiding me throughout all my research technically and methodologically.

I would like to express my sincere gratitude and thanks to my co-supervisor, _____, for guiding me with his patience and sound intelligence. I would also like to express my sincere gratitude to _____, for constant encouragement and motivation.

I would also like to thank Sikkim Manipal University and the members of all Research Committees, Sikkim Manipal Institute of Technology / Sikkim Manipal Institute of Medical Science, for allowing me to carry out research work.

Name with Signature

[Reg. No. 20081008]

Department of.....

Annexure – X

(Sample)

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(Sample)

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(Sample)

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Annexure - XIII

(Sample)

LIST OF ABBREVIATIONS

ALSM	Airborne Laser Swath Mapping
AMC	Antecedent Moisture Condition
ANN	Artificial Neural Networks
AOI	Area of Interest
BP	Back Propagation
CMA	Cumulative Moving Average
CN	Curve Number
DEM	Digital Elevation Model / Depth Elevation Model
DFS	Depth First Search
DTD	Digital Terrain Data
DTM	Digital Terrain Model
EC	Evolutionary Computation
EMR	Electro Magnetic Radiation
GA	Genetic Algorithm
GCP	Ground Control Points
GGVF	Generalized Gradient Vector Flow
GIS	Geographic Information System
GVF	Gradient Vector Flow
HBV	Hydrologiska Byråns Vattenbalansavdelning
HMT	Hit-or-Miss Transformation
HSV	Hue-Saturation-Value

Annexure - XIV

(Sample)

Notation

η	Angle in degree
φ	Average gradient direction
$O(.)$	Big-Oh Notation
$\setminus$	Difference operator
δ	Dilation operator
ϵ	Erosion operator
μ	Lagrangian Multiplier
σ_S	Light source slant
τ_s	Light source tilt
θ	Surface tilt
Θ	Thickening operator
O	Thinning operator

Annexure - XV

(Sample)

Chapter 1

1. **CHAPTER HEADING**

1.1. **Section Heading**

1.1.1. **Subsection Heading**

Chapter 2

2. **CHAPTER HEADING**

2.1. **Section Heading**

2.1.1. **Subsection Heading:**

:

:

:

Chapter 9

Summary and Conclusion

9.1. Summary

9.2. Limitations and Scope for further studies

Annexure - XVI

(Sample)

Bibliography or References:

The following format may be used for the Bibliography / References:

The American Psychological Association (APA) style for references and citation:

Author, A. A., & Author, B. B. (Year of publication). Title of article. *Title of Journal, volume number,* page range.

For Book

Sl. No Author (s). (Year). Book, Publisher, Pages (PP).

For Journal / Proceedings

Sl. No Author (s). (Year). Paper, Journal, Vol. No, Pages (PP).

Citing References in Text/Thesis

Cite the work of those individuals whose ideas, theories, or findings have directly influenced. your work, even if you are paraphrasing or describing someone else's idea.

To avoid plagiarism, take careful notes as you research to keep track of all sources and collect the information you need to cite them properly. The following steps illustrate how to format citations in text:

1. APA style uses the author-date citation system. This system allows readers to find the sources cited in text in the reference list where each source is listed alphabetically.

2. To insert a citation in text, include the author's surname and year of publication. For a direct quotation include the page number or specific location of the phase or sentences in the original work.

Examples of In-Text Citations:

- **Single Author:** (Einstein, 1905)
- **Two Authors:** (Watson & Crick, 1953)
- **Three or More Authors:** (Grady et al., 2019)

Reference List Examples (APA 7th Ed.):

- **Single Author (Book):** Ahmed, S. (2012). *On being included: Racism and diversity in institutional life.* Duke University Press.
- **Two Authors (Journal Article):** Soto, C. J., & John, O. P. (2017). The next big five inventory (BFI-2)... *Journal of Personality and Social Psychology, 113*(1), 117–143. http://dx.doi.org/10.1037/pspp0000096
- **Three+ Authors (Journal Article):** Nguyen, T., et al. (2019). Metamotivational knowledge... *Journal of Personality and Social Psychology, 117*(5), 879–899.

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1. Abbott, M. B., Bathurst, J. C., Cunge, J. A., O'Conncll, P. E. and Rasmussen, J. (1986). An Introduction to the European Hydrological System - Système Hydrologique Européen "SHE". 1: History and Philosophy of a Physically based Distributed Modelling System. Journal of Hydrology, Vol. 87, No. 1/2, pp. 45-59.

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Annexure - XVII

APPENDIX –I

List of papers communicated/accepted/published/presented.

APPENDIX -II

Copies of acknowledgment/acceptance letter in case the papers are communicated/accepted.

APPENDIX –III

Any other data and material used during the research has to be put as an appendix.

Appendix-F

Scholar Approval Form

Name of the Author	
Department	
Degree	
University	
Supervisor	
Co- Supervisor	
Thesis Title	
Year of Award	

Agreement:

(e) I hereby grant to the University and "Shodhganga" INFLIBNET the non – exclusive license to archive and make accessible my thesis in all forms of media now and hereafter known.

(f) All rights of my thesis are reserved with the University.

Signature of Scholar Signature of Supervisor / Co- Supervisor

Place:

Date:

Appendix-G

SIKKIM MANIPAL UNIVERSITY

ANNUAL Ph.D. REGISTRATION FORM

A. 1. Name of Research Scholar. . . . . .

2. Registration Number . . . . . .

3. Date of Initial Registration . . . . . .

4. Registration Status:

(Full Time / Part Time (External / Internal)).....

5. Title of the Research.....

6. Details of fee deposited (*enclose copy*)

Challan No: . . . . . Date: . . . . . .

Date: *Signature of Applicant*:

B. **To be filled by the Supervisor (s)**

1. Department / Centre / Research Centre in which the applicant is registered. . . . . .

2. Status of course work

S.No.	Course Name	Status of Course Work (pass / fail / reappearing / detained / result awaited	Grade / Marks obtained
1.	Research Methodology		
2.			
3.			

3. Performance & recommendation (Satisfactory / Unsatisfactory) . . . . . .

(Signature of Supervisor(s))

C. To be filled by the Head of the Department

1. Mr / Ms..... has been reporting regularly for PhD six monthly progress presentation and progress has been found satisfactory.

2. Recommended for registration.

(Enclose the copy of six-monthly report duly signed by supervisor(s) / Chairman, DRC/RAC)

Head of the Department / Chairman, DRC/RAC

D. For use of Associate Dean (Research), SMIMS / Associate Director (Research), SMIT

On the basis of the above recommendations, the Registration is approved / not approved.

Associate Dean (Research) / Associate Director (Research)

SMU SIKKIM MANIPAL UNIVERSITY
Established under Govt. of Sikkim, Act 9 of 1995, recognized under 2(f) of the UGC Act, 1956

Appendix-H

Ph.D. Program Application Form for Sikkim Manipal University

(Please attach a passport size Photograph here):

Section A: Personal Information

1. **Full Name:**
    a. First Name: _____
    b. Middle Name: _____
    c. Last Name: _____
2. **Date of Birth:**
    a. DD/MM/YYYY: _____
3. **Gender:**
    a. Male [ ]
    b. Female [ ]
    c. Other [ ]
4. **Nationality:**
    a. _____

5. **Contact Information:**

    a. Address: _____

    b. City: _____

    c. State/Province: _____

    d. Country: _____

    e. Pin Number: _____

    f. Phone Number: _____

    g. Email: _____

Section B: Academic Background

1. **Undergraduate Education:**

    a. Institution: _____

    b. Degree: _____

    c. Major: _____

    d. GPA/ Percentage: _____

    e. Year of Graduation: _____

2. **Graduate Education (if applicable):**

    a. Institution: _____

    b. Degree: _____

    c. Major: _____

d. GPA/ Percentage: _____

e. Year of Graduation: _____

3. **Current PhD Program:**

a. Institution: _____

b. Department: _____

c. Supervisor: _____

d. Date of Enrolment: _____

Section C: Research Proposal and Interests

1. **Title of Research Proposal:**

a. _____

2. **Research Proposal (attach a detailed proposal, if available):**

a. Attached

3. **Type of Candidature: Full time/ Part time (Internal/ External):**

a. _____

4. **Brief Description of Research Interests:**

a. _____

b. _____

c. _____

Section D: Supporting Documents

1. **Transcripts:**

    a. Undergraduate Transcript Attached

    b. Graduate Transcript Attached

    c. Current PhD Transcript Attached

2. **Letters of Recommendation (optional):**

    a. Recommender 1: _____

        - Email: _____

    b. Recommender 2: _____

        - Email: _____

3. **Statement of Purpose (attach a detailed statement):**

    a. Attached

4. **Curriculum Vitae (CV):**

    a. Attached

5. **Research Progress Report (if applicable):**

    a. Attached

6. **Supervisor's Acceptance Letter (if applicable):**

    a. Attached

7. **Coursework Syllabi (if applicable):**

    a. Attached

8. **Entrance Exams Scores (if applicable):**

    a. NET/GATE

    b. Any other national Level Exams (as prescribed in UGC)

    c. Other: _____

9. **Proof of Funding (if applicable):**

    a. Attached

10. **Personal Identification:**

    a. AADHAR

    b. ABC ID

    c. ORCID ID _____

Section E: Declarations

I hereby declare that all the information provided in this application is true and correct to the best of my knowledge. I understand that any false information may result in the rejection of my application or cancellation of my admission.

Signature: _____

Date: _____