

**MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA
REGULATIONS FOR RESEARCH COUNCIL
AND
AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) 2014
(w. e. f. 12.01.2015)**

(Approved by the 2nd meeting of the Academic Council held on .20th November, 2014 and notified by Vide No: MSSV/R/37/2014/1253 dated 12.01.2015)

and

(Modified and approved in the 3rd meeting of the Academic Council held on .28th August, 2015 and notified by Vide No: MSSV/R/30/2014/3309(B) dated 18.01.2016)

and

(Modified and approved in the 6th meeting of the Academic Council held on .20th February, 2017 and notified by Vide No: MSSV/R/30/2014/5732 dated 05.04.2017)

and

(Modified and approved in the 15th meeting of the Academic Council held on 10th August, 2020 and notified by Vide No: MSSV/R/30/2014/15217 dated 13.08.2020)



**MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA
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MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA REGULATIONS FOR RESEARCH COUNCIL AND AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.), 2014

(Approved by the Academic Council in its 2nd Meeting held on 28th November, 2014)

Short Title : This Regulation may be called the Mahapurusha Srimanta Sankaradeva Viswavidyalaya Regulations for Research Council and award of the Degree of Doctor of Philosophy (Ph.D.).

Commencement : It shall come into force with effect from such date as the Governing Body decides by a resolution.

A. REGULATIONS FOR THE FORMATION OF THE RESEARCH COUNCIL:

1. The Research Council is an apex body that administers the research programmes of the University.
2. The **Research Council** shall consist of the following persons:
 - (i) The Vice-Chancellor -Chairperson
 - (ii) The Registrar -Member
 - (iii) All Professors and Heads of the Teaching Departments of the University -Members
 - (iv) The Assistant Registrar (Academic) -Member Secretary

Provided further that the Chairperson may nominate a person(s) as and when necessary to the Research Council from amongst recognized supervisors from Centres / Institutions recognized as Research Centres by the Mahapurusha Srimanta Sankaradeva Viswavidyalaya.

3. Functions of the Research Council:

- I. The Research Council, hereinafter called the 'Council', shall look after, review and plan Ph.D. programmes in the University on the recommendations of the respective Research Advisory Committee (RAC).
- II.
 - (a) The Council shall consider and approve recommendations of the respective Research Advisory Committee (RAC) with regard to applications of the candidates as indicated in the Ph.D. Regulations.
 - (b) shall take decision regarding the admission of the candidates to the Ph.D. Programme.
 - (c) shall scrutinize and approve the Ph.D. Research proposals as recommended by the Research Advisory Committee (RAC) for registration.
 - (d) shall recognize/approve Ph.D. Supervisors on the basis of recommendations of respective Research Advisory Committee (RAC) to that effect as provided in the Ph.D. Regulations.

- (e) shall receive and forward the Panel of Examiners for the Ph.D. Thesis, to the Chairperson of the Research Council for approval.
- (f) shall go through the Reports of the Examiners of the Ph.D. Thesis examination and recommend holding of Viva-Voce for the Ph.D. candidate concerned.
- (g) shall review the policy matters/Regulations pertaining to research leading to Ph.D. Degrees.
- (h) shall consider applications recommended by the respective Research Advisory Committee (RAC) for the award of Junior Research Fellowship (JRF) and such other fellowship/scholarship.

4.

(a) Constitution of the Research Advisory Committee (RAC):

It is the Research Advisory Committee of a teaching Department of the University. There shall be a Research Advisory Committee (RAC) for each Ph.D. scholar constituted as below in each Department/ Centre for Studies:

Head / Head (i/c)	-Chairperson
All eligible Ph.D. Supervisors of the Department	-Member
Supervisor	-Convenor

- i. Provided further that the Vice-Chancellor shall constitute appropriate Research Advisory Committee (RAC)s for the subjects in which there is no Post Graduate teaching Department in the University.
- ii. Provided that in the case of Departments where the Head of the Department being a single eligible recognized Supervisor, at least two members for the Research Advisory Committee (RAC) of such Departments shall be nominated by the Vice- Chancellor from the allied Departments in consultation with the Convenor, Research Advisory Committee (RAC).
- iii. The Registrar, MSSV shall act as the Chairperson of the RAC for the Departments where the Head is not a Ph.D holder.

(b) Functions of the Research Advisory Committee (RAC):

This Committee shall have the following responsibilities:

- (i) To review the research proposal and finalize the topic of research;
- (ii) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- (iii) To periodically review and assist in the progress of the research work of the research scholar.
- (iv) To arrange the Abstract/Pre Submission seminar for the eligible scholars.
- (v) The Convenor, Research Advisory Committee (RAC) shall place all matters relating to research before the Research Advisory Committee (RAC) for its recommendation before sending the same to the Research Council concerned.
- (vi) The Convenor shall also take action on the procedure for admission as stated under this Regulation.

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

1. Eligibility:

For admission to the Ph.D. program candidate fulfilling the following conditions shall be treated as eligible:

- (i) Persons with Post-Graduate Degree (Master degree) from any recognized University with at least 55% marks or equivalent grade point average (GPA). 5% relaxation (i.e. 50%marks) tenable only for reserved category candidates.
- (ii) Persons working in national institutes/ government/private organization nominated/sponsored by the respective employer. These persons should have recognized Post-Graduate Degree, with minimum marks.
- (iii) Above-noted rules will also be applicable to overseas candidates who have obtained masters degree from the statutory Indian/Foreign Universities.
- (iv) Application for research in interdisciplinary subject areas and from applicants belonging to the faculty or subject other than the faculty or subject in which the research project is proposed to be undertaken shall be considered on the basis of the proven competence of the candidate. Application for such research projects will be meticulously examined by the research supervisor and the research committee, subject to confirmation by the Vice-Chancellor of the University.
- (v) Admission for foreign students with 55% marks in the Master Degree or equivalent GPA, and relevant Passport and Visa, may be considered, subject to the ratification of the Vice-Chancellor.
- (vi) During the pendency of the Ph.D. program the candidate will not pursue any other parallel program or course outside the programme.
- (vii) Candidates who have cleared the M.Phil. Course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-able and other categories of candidates as per the decision of the Commission from time to time.

2. Eligibility Foreign Students:

Applications of foreign students with proper official documents, including passport and visa, either sponsored or non-sponsored, being qualified for admission to the research programme, shall be examined by the Registrar, and the same will have to be ratified by the Vice-Chancellor, subject to the approval of the Academic Council of the University.

- 3. Entrance Test:**
Candidates seeking admission to Ph.D. programme shall have to go through an entrance test, to be held by the University. (**Annexure – I**)
- 4. Structure of the Entrance Test:**
The Entrance test will have two papers: Paper–I and Paper–II. Paper – I will be for the Research Methodology for 50 marks, while Paper – II will be for the subject concerned chosen by the candidate for the research program for 50 marks. Paper–I Research Methodology will have 50 questions with multiple options. Paper – II will have questions of descriptive / essay/ long answer type. Total marks for the paper will be 50 marks with the following breakups:
- **Objective questions : 5 Marks**
 - **Short Note : 10 Marks**
 - **Descriptive : 35 Marks**
- 5. Standard in the Qualifying Entrance Test:**
Candidates having obtained at least 50% marks in each paper.
- 6. Exemption from Entrance Test:**
The following category of candidates may have exemption from entrance test:-
- (a) Candidates having passed the NET/SLET/JRF/SRF examinations conducted by the UGC, DST, ICAR or CSIR or nationally competent authorities, as per the UGC rules.
 - (b) Candidates with M.Phil. Degree (with regular mode only) in the concerned subject from any recognized Indian University. Such candidates will have to furnish the original copy of the M.Phil. Degree to the members of the interview board. Such candidates will have to appear before the interview board of the department concerned.
 - (c) For the MSSVRAT (Written) exempted candidates, selection shall be done based on their performance in the Viva-Voce.
 - (d) Foreign students.
- 7. Admission Procedure:**
- i. The eligible candidates shall apply for admission to the Registrar of the University.
 - ii. The application for admission shall be made in the prescribed form obtainable from the Office of the Assistant Registrar (Academic) on payment of prescribed fees.
 - iii. The Registrar of the University shall send the applications to the Research Advisory Committee (RAC) of respective Departments. The Research Advisory Committee (RAC) of respective Departments shall place the applications at the meeting of the Research Advisory Committee (RAC) for scrutiny and selection of candidates. The Research Advisory Committee (RAC) shall conduct an interview of the applicants and finalize the list of candidates for admission.
 - iv. The eligible applicants shall have to take admission in the Department for a one-semester pre-registration course work as notified by the University.
 - v. For the M. Phil degree holders in regular mode and in the concerned subject are exempted from the course work.

- vi. The Research Advisory Committee (RAC) concerned shall assign supervisors to each student based on the area of interest of the supervisor as well as the scholar at the time of admission.

8. Course Work:

- (i) After getting admitted, a student shall have to undertake a course work for one semester and complete the prescribed coursework before registration of Ph.D. research work.
- (ii) The course structure and syllabus shall be as per the provisions in Annexure – II and distribution of course and assignment of marks shall be as below:-

A. Assignment of Marks, Examination and Evaluation shall be as shown below:

Course	Internal Assessment	Final (End-Term Examination)	Total
Course – I	30	70	100
Course – II	30	70	100
Course – III	30	70	100
Course – IV	30	70	100
Total			400

After the completion of the course work the candidate will have to sit for written examinations for all the four papers. To be declared successful in the course work examination one will have to secure a qualifying **55 %** marks in aggregate of Internal Assessment and End-Semester Examination.

Further, in addition to the above mentioned 04 (four) Courses, all scholar shall have to study the mandatory 2 Credit “Research and Publication Ethics (RPE)” course. The marks obtained in the Research and Publication Ethics (RPE) course shall not be counted in the aggregate of the End-Semester Examinations. Instead a certificate of completion of the course shall be issued to all scholars who qualify the Examination for the course. The qualification marks for the Research and Publication Ethics (RPE) course shall be 55% of the total marks for the course. Continuous assessment will be done through tutorials, assignments, quizzes and group discussion. Weightage will be given for active participation. Final written Examination will be conducted at the End of the course. The evaluation for the Research and Publication Ethics (RPE) course as per the following breakup of In-Semester assessment and End-Semester evaluation:

Course	Internal Assessment	Final (End-Term Examination)	Total
Research and Publication Ethics (RPE)	7(Theory) + 7(Practice)=14	18+18=36	50

B. Distribution of marks in Internal Assessment:

- (i) There shall be internal assessment of 30 marks in each theory paper to be awarded against the following:

Sessional Test	- 10 Marks
Library/Assignment	- 10 Marks
Seminar Presentation	- 10 Marks

Two Sessional tests must be conducted for each of the courses. The first Sessional test should be of 20 marks in total and the second Sessional test should be of 30 marks in total. And for marking the 10 marks (Sessional Test) out of 30 marks of Internal Assessment, the marks obtained in the two Sessional examinations is be averaged to 10 marks.

(ii) Internal assessment shall not be repeated.

C. The performance of the candidates shall be evaluated under the following heads of passing under the grade point:

Examination	Full Marks	Pass Marks (in individual paper)	Grade Point	
			Total	Passing Grade for individual paper
Theory I	100	55	1.00	0.55
Theory II	100	55	1.00	0.55
Theory III	100	55	1.00	0.55
Theory IV	100	55	1.00	0.55
Research and Publication Ethics (RPE)	50	27.50	0.5	0.275

D.

(i) For qualifying at the Examination for award of the Degree of Ph.D. a candidate must secure not less than **2.2** points in aggregate and not less than **0.55** points in each individual theory paper.

(ii) Grading system for Course – I, Course – II, Course – III and Course – IV:

Letter Grade	Quantity	Grade points	Equivalent numerical figure in the 50 scale out of 400 Marks
O	Outstanding	3.2 and above	80% and above i.e., 320
E	Excellent	3.0 and above and above but below 3.2	75% and above but below 80% i.e., 300 and above but below 320
A+	Very Good	2.8 and above and above but below 3.0	70% and above but below 75% i.e., 280 and above but below 300
A	Satisfactory	2.6 and above and above but below 2.8	65% and above but below 70% i.e., 260 and above but below 280
B+	Good	2.4 and above and above but below 2.6	60% and above but below 65% i.e., 240 and above but below 260
B	Average	2.2 and above but below 2.4	55% and above but below 60 % i.e., 220 and above but below 240
F	Fail	Below 2.2	Below 55% i.e., below 220

Grading system for Research and Publication Ethics (RPE) course:

Letter Grade	Quantity	Grade points	Equivalent numerical figure in the 50 scale out of 400 Marks
O	Outstanding	0.44 and above	80% and above i.e., 44
E	Excellent	0.4125 and above and above but below 0.44	75% and above but below 80% i.e., 41.25 and above but below 44
A+	Very Good	0.385 and above and above but below 0.4125	70% and above but below 75% i.e., 38.50 and above but below 41.25
A	Satisfactory	0.3675 and above and above but below 0.385	65% and above but below 70% i.e., 35.75 and above but below 38.50
B+	Good	0.3 and above and above but below 0.3575	60% and above but below 65% i.e., 30 and above but below 35.75
B	Average	0.275 and above but below 0.3	55% and above but below 60 % i.e., 27.50 and above but below 30
F	Fail	Below 0.275	Below 55% i.e., below 27.50

- (iii) The period of course work should be between January and June in every year unless or otherwise notified by the university under special circumstances or for admission to July-December session.
- (iv) The candidates will have to pay a semester fee for undergoing the course work. The course fee will be decided by the University in consultation with the Departments.
- (v) Candidates having M.Phil. Degree (with regular mode) from a different recognized University may be exempted from the course work. However, such a candidate will have to undergo a course work on Inter disciplinary subjects.
- (vi) Conduct of examination and evaluation will be the responsibility of the Department. For the question papers will be designed by the Department.
- (vii) Evaluation of the scripts/project works/dissertation/seasonal or mid-term tests will be conducted by the Department.
- (viii) The University will issue a certificate to the qualified candidates within the approved norms in a prescribed format.
- (ix) The Head of the Department will prepare a list of candidates who have successfully completed the course work, and the list is to be submitted to the Registrar.
- (x) In order to conduct the course work examination the University may collect or charge a fee per candidate as decided by the University.
- (xi) For the registration of a Ph.D. candidate, the certificate from the Head of the Department regarding the successful completion of the course work will be mandatory.
- (xii) A candidate may avail a maximum of three chances for the completion of the course work.

9. Registration:

- (i) After successful completion of the course work, a student shall submit a synopsis of the proposed research work in triplicate to the Research Advisory Committee (RAC) concerned through his/her supervisor within one year from the date of declaration of the results.
- (ii) The Convenor, Research Advisory Committee (RAC) shall forward the applications along with the feasibility report and recommendations of the Committee to the Member-Secretary of the Research Council concerned.
 - (a) for approval of the Research Topic by Research Advisory Committee (RAC),
 - (b) for approval of the name of the Supervisor and
 - (c) for registration of the name of the candidate and fixation of the date of effect of registration.
- (iii) The candidates from other Universities/ Institutes must submit Migration Certificate to the Assistant Registrar (Academic) within one year from the date of admission.

10. Eligibility to be a supervisor:

- (i)
 - (a) Any full-time regular Professor/Officer with equivalent rank of Professor of the University with at least five research publications in refereed journals may be recognized as Research Supervisor.
 - (b) Any full-time regular Assistant/Associated Professor of the university with Ph.D. Degree and having at least two research publications in refereed journal may be recognised as supervisors.
 - (c) Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the university has the right to relax the above criteria wherever necessary subject to proper reasons documented/ recorded in written form.
 - (d) The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.
 - (e) The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
 - (f) In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions

as may be specified and agreed upon by the consenting Institutions/Colleges.

- (g) In case of relocation of an M.Phil/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 guide and the institution for the part of research already done.

(ii) Prescribed applications accompanied by all the evidential documents of the intending scholars for research supervisor ship will have to be submitted to the respective Department of the University. The Research Advisory Committee (RAC) will process and examine the applications and the evidential records submitted by the applicants and send them to the Research Council for appropriate step. The Research Council will take step and notify the names of the approved research supervisors - subject wise.

(iii) **Allocation of scholars to Supervisors:**

- a) A maximum of 01(one)M. Phil. Scholar and 04(four) Ph. D. scholars may be allotted to Assistant Professor.
- b) A maximum of 02(two) M. Phil. Scholars and 06(six) Ph. D. scholars may be allotted to Associate Professor
- c) A maximum of 03 (three) M. Phil. Scholars and 08(eight) Ph. D. scholars may be allotted to Professor/Officers with equivalent rank of Professor.

11. Change of Supervisor:

In case the Supervisor of a candidate leaves the University/ constituent Research Centre/ before the completion of research of the scholar, the Research Council may allow the Supervisor concerned to continue the supervision of the research work as the Joint/ Co supervisor. In such cases, the Research Advisory Committee (RAC) concerned shall take necessary steps for appointment of a Joint/Co-supervisor of the Department for that particular research work. Further, the Supervisor, who is in long leave on lien, shall continue the supervision of the ongoing research work as the Joint/ Co supervisor. In such cases, the Research Advisory Committee (RAC)concerned shall take necessary steps for appointment of a Joint/ Co supervisor for that particular research work before the outgoing teacher leaves the Department/ constituent centre. The Co-supervisor will be eligible to discharge all responsibilities of the earlier supervisor on his/her absence. The change of supervisor shall be permitted only in exceptional cases like death, state of being incapacitated due to illness, mental disabilities, removal from the job and the likes by the Research Council. In such cases the contribution of the former/original supervisor shall be recognised / acknowledged.

12. Periodical Report

- (i) Registered scholars shall submit a progress report on every semester from the date of registration through the Supervisor to the Convenor, Research

Advisory Committee (RAC) in duplicate (as per format in **Annexure – III**). The Research Advisory Committee (RAC) will review the Progress Report and the Convenor, Research Advisory Committee (RAC) will forward the Progress Report along with recommendations of the Research Advisory Committee (RAC) to the Research Council for consideration.

- (ii) The submission of semester Progress Report shall be a regular procedure for all research scholars; every scholar shall have to submit it positively at the end of every semester. Non-submission of progress report beyond a period of one year shall lead to cancellation of his/her registration.
- (iii) The Progress Reports will be reviewed by the Research Council taking note of the opinion of the Research Advisory Committee (RAC)s from time to time. If at any stage, it is found that a candidate is not making satisfactory progress, his/her registration may be cancelled.

13. Modification of Title:

A scholar may be allowed by the Research Council on the recommendation of Research Advisory Committee (RAC) to modify the title, provided it does not alter the basic thrust or contention of the research work.

14. Change of Topic:

A scholar may be allowed by the Research Council to change the topic. In such case, fresh feasibility report on the revised topic shall be necessary and the matter shall be processed through the Research Advisory Committee (RAC) as stated under this Regulation.

15. Language:

In all subjects, the thesis shall be written in English. However, in the language subjects, the thesis may be written in English or in the language concerned.

16. Periodicity:

The minimum period for Ph.D. degree shall be three (3) years from the date of registration and the maximum period shall be five years.

Provided the Vice Chancellor may grant the candidate an extension of the sixth year on reasonable ground. After the expiry of the 6th year the PhD registrations will stand cancelled. In that case the candidate will have to seek re-registration. In such cases *the thesis shall be submitted not later than two years from the date of re-registration* failing which his/her registration shall stand cancelled.

17. Re-registration:

- (i) A scholar may be allowed by the Research Council on the recommendation of the Research Advisory Committee (RAC), to register afresh on expiry of five years from the date of registration.
- (ii) Re-registration shall also be necessary in case of change of topic as stated under Clause 14 above.
- (iii) In all cases of re-registration, the scholar will have to pay the usual registration fee.

18. Prerequisite for submission of Thesis

- (i) Every registered scholar shall present *at least two presentations* during the tenure of his/her research at Seminars organized by the Department/constituent Centre recognized by the University, where the scholar is working. The first presentation should be based on review of literature and methodology.
- (ii) Every scholar shall have to publish at least one (1) research paper on his/her research work in a referred Journal/CARE listed Journal before submission of the thesis and produce evidence to that effect in the form of re-print or acceptance letter of the paper from competent authority.
- (iii) Prior to submission of the abstracts of the thesis, the scholar shall make seminar presentation of the whole thesis in the department/centre based on the findings of his/her research work in presence of **Research Advisory Committee (RAC) concerned** and all faculty members and students for getting feedbacks and comments, which may be suitably incorporated into the thesis under the advice of the supervisor.

19. Submission of Abstracts of Thesis/Pre-Submission Seminar:

- (i) On completion of the research work, the scholar shall write to the Research Advisory Committee (RAC) concerned seeking permission to submit the thesis along with the quadruplicate copies of the abstracts of the thesis through the supervisor. The Convenor, Research Advisory Committee (RAC) shall place the application before the DRC along with the filed in format as stated in **Annexure-V**. The Convenor, Research Advisory Committee (RAC) shall forward the quadruplicate copies of the abstracts of the thesis to the Research Council, provided the scholar fulfils all the requirements as mentioned in Clause 18.
- (ii) The quadruplicate copies of the abstracts must accompany a panel of experts prepared by the Supervisor in consultation with the Convenor of the Research Advisory Committee (RAC) concerned. The panel should consist of at least 07 (seven) experts with all requisite information as stated in the clause 16 of this Regulation. Further, the panel shall consist of at least 3 (three) experts from outside the state / country. The Panel *must contain the initials of the Supervisor and the Convenor*, Research Advisory Committee (RAC). If the Chairperson, RC is satisfied that the Panel is in order in all respects; he/she shall take it up with the Controller of Examinations. The list of external examiners should not contain the names of recognized Ph.D. Supervisors of the University or of any person from the institution where the Supervisor(s) or Co-supervisor is/are working. The abstract of the thesis along with the panel of examiners are to be forwarded to the Controller of Examinations. Strict secrecy must be maintained by the officer concerned in all the formalities.

20. Submission of Thesis

- I. The scholar shall submit four printed or type-written copies (five copies in case the work is done under joint supervision) of Ph.D. thesis within four (4) months from the date of submission of the abstracts/**Pre-submission Seminar** in the prescribed formats as mentioned in **Annexure-V** along with requisite amount of fees.

II. The Scholar on completion of all formalities in the respective Departmental Level, shall apply through the “*Application for submission of M.Phil. Dissertation / Ph.D. Thesis*” through the Supervisor with a Forwarding from the Head of The Department, to the Assistant Registrar (Academic) for processing along with Annexure-IV- Proforma (To be filled in and submitted along with Ph.D Thesis/M.Phil Dissertation), Certificate of Originality, Plagiarism Free Certificates, Self Plagiarism Free Declaration and others including Semester Fee clearance and payment of the prescribed fee for submission of thesis by the Scholar. The Assistant Registrar (Academic) shall issue necessary instruction to the scholar and submit the Thesis along with the Abstracts to the Controller of Examinations. The Controller of Examinations will send the thesis to the Examiners approved by the Vice-Chancellor along with a recommendation Proforma.

III. The candidate shall submit the thesis, if allowed by the Research Advisory Committee (RAC), with the following documents:

- (i) Copy of the no objection certificate from the HOD.
- (ii) Copy of the evaluation note from the examiner of the pre-submission draft thesis.
- (iii) Copies of the registration papers.
- (iv) Library clearance certificate from the Librarian of the University.
- (v) Hostel clearance certificate from the authority's of the hostel, if he/she is a resident of hostel.
- (vi) Necessary fee for thesis submission as fixed by the University.
- (vii) Six copies of the abstract of the thesis with the following details:
 - (a) An Executive Summary.
 - (b) A brief chapter-wise account of the thesis.
 - (c) Conclusion.
- (viii) Evidence of research papers published in a standard referred journal.
- (ix) Plagiarism free certificate from the Supervisor and Librarian, MSSV.
- (x) Certificate of Originality & Self Plagiarism Free Certificate.

21. Design of the Thesis:

The copies of the thesis submitted must be soft-bound in high quality A4 paper, accompanied by a soft copy. The shape and size of the thesis will have the specifications as stated in the **Annexure-V** of this Regulation.

22. Appointment of Examiners

- (i) The Vice-Chancellor shall appoint two examiners out of the panel of experts as stated in Clause 24(2) at least one from outside the state/ country, besides the Supervisor(s) of the thesis.
- (ii)
 - (a) The Controller of Examinations shall send the Abstracts to the external examiners as approved by the Vice-Chancellor as a first step towards

the examination of the Thesis within **10 days** after submission by scholars, with a written request to send his/her consent within **07days**.

- (b) If the examiner accepts the offer, then the full thesis will be sent to the examiner **within 07 days** after getting the consent with a written request to send back the report of the thesis within **30days** from the date of receipt of the same by the concerned examiners.
- (c) After getting the report from the examiners, the Controller of Examinations /Respective Department will conduct the open Viva-Voce within **15 days**.
- (d) If the examiner(s) reject the offer, then the abstract should be sent to other approved examiner(s) **within 07 days** and the similar procedures will be followed as mentioned **a, b and c**.
- (e) The overall procedures should be completed within a maximum of **180** days.

23. Examination:

The thesis shall be examined in two parts:

- (a) **Written** reports by the Examiners on the thesis submitted; While giving detailed comments on the thesis, the Examiner shall recommend that in his/her opinion – either, **the thesis be accepted**.

(This opinion will be given on the basis of the thesis Examiner's detailed report and it must not contradict the detailed report.)

Or, the thesis be revised and resubmitted.

(In this case, the examiner shall indicate the lines along which the thesis should be revised. For such revision, the candidate shall be provided with the reports of the examiner/examiners who have recommended revision of the thesis.)

Or, the thesis be rejected.

(In this case, reasons for rejection will be given by the Examiner(s).)

The Examiners shall also state whether the thesis is worthy of publication or not. If not, the reasons will be clearly stated by the Examiner(s). The recommendation, however, is necessary only for publication of the thesis. In case the thesis is not recommended for publication; this will not have any bearing on the award of the degree.

- (i) In case one examiner suggests resubmission while the other examiners accept the thesis, the Research Council may ask the candidate to resubmit the thesis along with a prescribed fee after six months in the light of the suggestions made by the Examiner concerned. The revised thesis will be referred to the examiner who had sought for revision.
- (ii) If one of the examiners recommends rejection, then the thesis shall be referred to a Third External Examiner from the Panel. In the case the candidate will have to pay a prescribed fee. If this examiner also recommends rejection, the thesis shall be rejected.
- (iii) The examiners shall also specify if viva-voce test would be required.

- (b) The Controller of Examinations shall place the Reports of the Ph.D. Thesis before the Chairperson of the Research Council in confidential. The Chairperson on behalf of the Research Council shall examine reports of the

Ph.D. Thesis and suggest the Controller of Examinations for further action accordingly. However, the Controller of Examinations shall place a consolidated report on the theses examined before the next meeting of the Research Council for ratification.

24. Viva-Voce, if recommended

- (i) The Board of Examiners to conduct Viva-Voce shall consist of:
 - (a) The Convenor of the Research Advisory Committee (RAC).
 - (b) The Supervisor/Supervisors of the Thesis.
 - (c) One External Examiner of the Thesis to be chosen by the Vice-Chancellor.
- (ii) In case, the Convenor happens to be the Supervisor of the candidate, the Vice-Chancellor shall nominate a member of the Research Advisory Committee (RAC) of the Department for the Viva-Voce Board of Examiners.
- (iii) Provided that in case of a Department where there is no other eligible member to be nominated, the Vice-Chancellor will nominate some other member from an allied Department or the Vice-Chancellor himself will chair the proceedings.
- (iv) The Viva-Voce Board of Examiners so formed shall have at least two members, one of whom must be an external examiner of the thesis. Under an exceptional situation some other Expert from the Panel of Examiners may be invited by the Vice-Chancellor in lieu of the External Examiner. Provided that the Viva-Voce shall be open, and the examiners' report shall be read only by the members of the Board of Examiners and the Viva-Voce report shall be prepared only by the Board of Examiners for conducting the Viva-Voce.
- (v) In the event of absence of unanimity amongst the members of the Viva-Voce Board with regard to the award of the Ph.D. degree, the majority decision shall prevail.
- (vi) The Report of the Viva-Voce and examiner's report along with the executive summary submitted by the scholar shall be forwarded by the Chairperson, Research Advisory Committee (RAC) to the Controller of Examinations for necessary action.
- (vii) Provided that in case of rejection by the majority, the candidate shall be required to appear again for the Viva-Voce after three months but preferably not later than six months.
- (viii) The Report of the Viva-Voce shall be submitted to the Controller of Examinations, MSSV for appropriate action.

25. Result:

- (i) The Governing Body on the recommendation of the Board of Examiners of the Viva-Voce Test shall confer the degree of Doctor of Philosophy (Ph.D.) and shall cause the candidate's name to be published immediately with the title of the thesis, name of the Supervisor and the subject to which the thesis belongs.

- (ii) The scholar shall submit one hard bound copy of the thesis along with two soft copies (in CD form) to the Controller of Examinations after incorporating corrections, modifications, etc. as suggested by the experts within one month from the viva-voce examination, which to be duly certified by the supervisor concerned.

26. Issue of Certificates:

- (i) A Provisional Certificate shall be issued to the successful scholars certifying that the Degree has been awarded in accordance with the provision to the Regulations of UGC, 2009 after submission of Five hard bound copies of the thesis along with the two soft copies (in CD form) to the Controller of Examinations.
- (ii) Original Certificate shall be issued to the successful candidates only in the Convocation of the University. After the award of the degree, one copy of the thesis shall be preserved in the University Library duly certified as such by the Supervisor and Convenor of the Research Advisory Committee (RAC).
- (iii) After the award of the Degree, the Controller of Examinations through the Assistant Librarian, MSSV shall send a soft copy of the thesis to the UGC within a period of thirty days for hosting the same in INFLIBNET/ SHODHGANGA PORTAL. Refer Annexure-VI: STEPS TO BE FOLLOWED FOR SUBMISSION OF PHD THESIS/ MPHIL DISSERTATION FOR PLAGIARISM CHECKING AND UPLOADING IN SHODHGANGA PORTAL.

27. Publication of the Thesis:

Thesis accepted by the University must not be published without prior permission of the Registrar of the University. The scholar shall get the permission from the University for publication of the thesis, provided at least two of the examiners recommended for publication.

28. Semester Fee:

The candidate will have to pay semester fees as fixed by the University till the submission of the Thesis. Besides, the candidate will have to furnish semester progress report endorsed by the Supervisor.

29. Removal of Obstacles:

Notwithstanding anything contained in the above heads, the Research Council / Joint Research Council/Academic Council/ Governing Body may take appropriate measures that may be felt necessary for the removal of those seen or unforeseen difficulties or obstacles blocking or clogging the process from the beginning till the end of the research exercise.

ANNEXURE – I

GUIDELINE FOR MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA RESEARCH ADMISSION TEST(MSSVRAT)

1. The Mahapurusha Srimanta Sankaradeva Viswavidyalaya Research Admission Test (MSSVRAT) would be conducted by the Departmental MSSVRAT Board consisting of all the Ph.D. supervisors of the Teaching Departments. The Head of the Teaching Departments/Centres of Studies concerned shall be the Member-Secretary of the Departmental MSSVRAT Board.
2. MSSVRAT may be conducted twice a year; however the final schedule of the Test would be notified in advance by the Office of the Registrar, Mahapurusha Srimanta Sankaradeva Viswavidyalaya.
3. The Office of the Registrar shall issue the Application Forms of MSSVRAT after receiving a prescribed fee. However, the filled-in application Forms shall be received by the Office of the Teaching Departments.
4. The MSSVRAT shall be conducted to select eligible candidates for admission to the M.Phil. and Ph.D. programmes of Mahapurusha Srimanta Sankaradeva Viswavidyalaya. Only the pre-determined number of students shall be given admission.
5. Candidates eligible for admission to the M.Phil. and Ph.D. Programmes are also eligible to apply for MSSVRAT.
6. The Departmental MSSVRAT Board shall carry out the entire process of holding the Test including receiving of application forms, preparing the question papers, evaluation of answer-scripts, tabulation and processing of results.
7. The results shall be declared by the Teaching Departments concerned with approval from the Vice-Chancellor.
8. The MSSVRAT shall be conducted in two papers based on the Research Methodology and the subject concerned. Each paper shall carry 50 marks and the duration of examination shall be of two hours.
9. The Member-Secretary of the Departmental MSSV Board would recommend to the Vice-Chancellor the panel of Paper-setters, Moderators, Tabulators and Examiners for approval. All recognized supervisors shall be eligible to act as Paper-Setters, Moderators, Tabulators and Examiners of MSSVRAT
10. The minimum marks for clearing the MSSVRAT shall be 50. However, for the final selection of a candidate, 50 per cent weightage will be given to performance in the written entrance test and 50 per cent to the oral interview/viva-voce. The Departments shall prepare the list of eligible candidates for admission to the Ph.D. Pre-registration Course Work on the basis of the MSSVRAT Score, Marks/Grade of the PG Examination, viva-voce performance and other criterion as deemed fit by the University.
11. For MSSVRAT (Written) exempted candidates, selection shall be done based on their performance in the Viva-Voce.
12. Validity of the MSSVRAT score shall be valid only for the notified MSSVRAT of a particular academic session.
13. Any matter not covered above shall be decided upon by the Departmental MSSVRAT Board with the Vice Chancellor's approval.

ANNEXURE– II

PH.D. COURSE STRUCTURE AND COURSE SYLLABUSES

FIRST SEMESTER

(As approved by the Academic Council in its meeting held on 20.11.2014)
(Course Work)

Course I : Research Methodology[Compulsory]	(Marks 100)
Unit I :	Introduction to Research (Marks 25) Necessity of Research Philosophy of Research Methods & Techniques of Research
Unit II :	Perspective of Research (Marks 25) Synopsis and Abstract Writing Language of Dissertation Field Study Seminar Preparation for Viva Voce
Unit III :	Thesis/Dissertation writing (Marks25) Selection of Topic of research Design of Thesis/dissertation Chapterization Foot Note/End Note Preparation of Bibliography/ Subject index/Author index Consultation of MLA handbook Finding/Conclusion
Unit IV :	Computer Application or Practice of Dissertation Writing (Marks25)
Course II :	Subject based [Compulsory] (Marks 100)
Course III :	Subject based [Optional] (Marks 100) (Students may choose one out of 3.1., 3.2 and 3.3)
Course IV :	Subject based [Compulsory] (Marks 100)
Course V :	Research and Publication Ethics (RPE) [Compulsory] (Marks 50)

ANNEXURE –III

**MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA PH.D.
PROFORMA
for
SIX-MONTHLY PROGRESS REPORT**

[To be submitted by registered Ph.D. Scholars under Clause 12 of the MahapurushaSrimantaSankardevaViswavidyalaya Regulations for Research Council and Award of the Degree of Doctor of Philosophy (Ph.D.)]

No. of the Report (Tick appropriate box):

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Period: From _____ to _____

1. **Name of the Scholar:** _____
2. **MSSV Registration No. & Date of Topic Registration:** _____
3. **Date of Re-Registration (if applicable):** _____
4. **Topic of Research:** _____
5. **Work done during the period:**
 - (i) Books consulted including names of libraries visited (attach separate sheet if necessary):
 - (ii) Field Study /Survey/Work conducted:
 - (iii) Experiments conducted (attach separate sheet if necessary):
 - (iv) Seminars/Workshops attended or papers presented:
 - (v) Publications if any during the period:
 - (vi) Any other work done

Date: _____

Signature of the Ph.D. Scholar

6. Opinion of the Supervisor on the progress made by the scholar:

Date: _____

Signature of the Ph.D. Supervisor

FOR RESEARCH ADVISORY COMMITTEE (RAC) AND OFFICE USE:

Verified and recommended by the Research Advisory Committee (RAC) in its _____ meeting held on _____

DATED _____

Signature of the Ph. D. Supervisor/RAC Convenor: _____

Placed in the Research Council in _____ **held on** _____

Signature of Assistant Registrar (Academic): _____



**MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA
NAGAON, ASSAM**

Application for submission of M.Phil. Dissertation / Ph.D. Thesis

To,

**The Assistant Registrar (Academic)
Mahapurusha Srimanta Sankaradeva Viswavidyalaya,
Nagaon**

Sir,

I would like to inform you that I have completed the curriculum for the M.Phil / Ph.D. Programme and I have also cleared the Pre-Submission requirements for submission of M. Phil. Dissertation / Ph.D. Thesis. I would, therefore like to submit the Dissertation / Thesis for favour of initiating the process of examination. Necessary particulars in are furnished below:

PARTICULARS

1. Name (in Block letters):.....
2. Father's name:.....
3. Mother's name:.....
4. Permanent Address:
- Village/town:.....
- Police Station:..... Post Office:.....
- District:..... State:.....
- Pin:.....
5. Address for Communication:.....
.....
.....
6. Mobile No:..... 7. Email Id:.....
8. Title of Dissertation/Thesis:.....
.....

-
9. Date of M.Phil. Admission / Ph.D. Registration:
 10. MSSV Registration No. :, Date of Topic Registration:.....
 11. Name of Supervisor:.....
 12. Department/Office of the Supervisor:
 13. Designation of Supervisor:
 14. I have enclosed copies of the following documents:
 - i) Self attested copy of the Course work Completion Certificate.
 - ii) Self attested copy of the Course work pass Mark sheet.
 - iii) Photocopy of MSSV Registration.
 - iv) Clearance certificate from the Central Library, MSSV.
 - v) Departmental Clearance Certificate.
 - vi) 04 (four) Copies of Dissertation / Thesis, with Plagiarism Free Certificates.
 - vii) Duplicate copy of the receipt of payment of Dissertation/Thesis submission fee.

Additional documents for Ph.D Thesis submission:

- i) 04 (four) copies of Abstract of the Thesis.
- ii) Filled in Proforma as per Annexure-IV.

.....

DECLARATION OF RESEARCH SCHOLAR

I declare that the Dissertation/Thesis is the result of my original work and personal investigation and whole or any part of it has not been submitted for any other research degree to any other institutions of India.

Signature of Research Scholar

.....

CERTIFIED BY THE SUPERVISOR

Certified that the particulars furnished by the above named candidate are true to the best of my knowledge. He/she has fulfilled all the requirements under the regulations of the M.Phil. / Ph.D. Programme and is eligible to submit his/her M.Phil. Dissertation / Ph.D. Thesis.

Signature of Supervisor

.....

FORWARDING COMMENT OF THE HEAD OF THE DEPARTMENT

Seal & Signature of the Head

.....

OFFICE NOTE

[To be filled by the Assistant Registrar (Academic)]

Examined the particulars and found correct. The .Phil. Dissertation / Ph.D. Thesis is accepted for initiating the process of evaluation.

Signature of the Assistant Registrar (Academic)
MSSV, Nagaon

Proforma I

MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA

NAGAON: ASSAM

Department of.....

Date: _____

Certificate of Originality

The research work embodied in this thesis entitled

“ _____
_____ ” has

been carried out by me at the Department of _____,

Mahapurusha Srimanta Sankaradeva Viswavidyalaya Nagaon, Assam, India.

The manuscript has been subjected to plagiarism check by _____ software. The work submitted for consideration of award of Ph.D. is original.

Name and Signature of the Candidate

Proforma II

MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA

NAGAON: ASSAM

Department of.....

Date: _____

Self Plagiarism Exclusion Certificate from Supervisor

The content of the chapters of the thesis entitled

“.....” have been published as mentioned below:

Sl. No.	Title of the Article/Chapter	Name of the Journal/Book	Publisher	Vol. & Issue No./ISSN/ISBN
1				
2				
3				
4				
5				
6				

These published works have been included in the thesis and have not been submitted for any degree to any University/Institute.

Signature of the Candidate

Signature of Supervisor

Place:-----

Place:.....

Date:_____

Date:.....

Proforma III
MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA

NAGAON: ASSAM

Department of.....

Date: _____

Plagiarism Verification

Title of the Thesis.....

.....Total Page.....

Researcher.....

.....Supervisor.....

.....

Department.....

.....

This is to report that the above thesis was scanned for similarity detection. Process and outcome is given below:

Software used.....Date.....

Similarity Index..... Total word count.....

The complete report is submitted for review by the Supervisor/ HOD.

Checked by

Date :.....

Librarian

Place :.....

Signature of Assistant

Central Library, MSSV

The complete report of the above thesis has been reviewed by the undersigned.

(Tick Check Box)

The similarity index is below accepted norms.

The similarity index is above accepted norms, because of the following reasons:

1.....

2.....

3.....

The thesis may be considered for the award of degree. (Relevant documents attached).

Signature of the Student

Signature of the Supervisor

ANNEXURE –IV

PROFORMA

To be filled and submitted along with Ph.D Thesis/M.Phil. Dissertation

1. Name of the Scholar: _____
2. Department: _____
3. Date of Registration: _____
4. Date of Re-Registration (if applicable): _____
5. Title of the Thesis/Dissertation: _____

6. Six-Monthly Progress Reports Submitted (**as per** the Mahapurusha Srimanta Sankaradeva Viswavidyalaya Regulations for Research Council and award of the Degree of Master of Philosophy (M.Phil.) and Degree of Doctor of Philosophy (Ph.D.) :

Sl. No.	Period	Date of Recommended by the RAC	Meeting of the Research Council in which the recommendation of the RAC was placed. (to be filled in by the Office)

7. Details of the papers presented at Department /Regional/National/International Seminars during the tenure of Research (at least two presentations) on the research work as per Ph.D. Regulations (attested photocopies of certificate to be enclosed):

Sl No.	Title of the paper	Place of Presentation	Date(s)	Name of the Seminar	Status (Regional/National/International)
1					
2					
3					
4					

8. Paper Published in **Referred Journal / UGC-CARE List** (minimum one): Enclose copy of the paper(s).

Dated: _____
Scholar

Signature of the M.Phil./Ph.D.

9. **Verified and forwarded** _____

Signature (s) & Seal (s) of Supervisors (s)

<p><u>Verified and forwarded along with panel of examiners (Panel in a sealed envelope and marked as "Confidential") :</u></p>	
<p>RAC in</p>	
<p>.....Mahapurusha Srimanta Sankaradeva Viswavidyalaya; Dated: _____.</p>	
<p>(Signature & Seal) Chairperson,RAC</p>	
<p>(For office use only)</p>	
<p><u>Checked and Verified:</u></p>	
<p>Assistant Registrar (Academic), Mahapurusha Srimanta Sankaradeva Viswavidyalaya</p>	

ANNEXURE – V

1. All copies of the thesis will be printed or type-written on both side standard A4 size paper. The right margin should be 2.5 cm, the left margin 3.75 cm, the top margin 3.75 cm and the bottom margin 3.75 cm. Material should be typed on both sides of the paper. All textual material should be composed in Times New Roman font (12 point) and 1.5-spaced. Different font size and spacing may be used for quotations, footnotes, tables and figures, appendix and index, (if any). Same style and type should be used throughout the thesis. Throughout the manuscript an indentation of five spaces or as required in a standard word processor should be used at the beginning of paragraph and quotations. Dividing of words at the end of the line should be avoided as far as possible.
2. The Maps and drawings may have appropriate size as advised by the Supervisor.
3. The title page (including the cover) should include the following – title of the thesis, name of the degree, logo of MSSV, name of the scholar of the thesis, Department/Research Centre under which the student was registered, Registration Number, Supervisors Name and Designation, Department and the year of submission. The titles should be in capital letters beginning six spaces from the top of the page. If the title is too long to be centered on one line, an inverted pyramid style should be followed, without splitting words or phrases. Below the title, other items may be centered or balanced against the left and right margins of the page. Other items should not be typed in capital letters, only the initials of the principal words be capitalized. Name of the degree, the year of submission, title of the thesis and short name of the author be embossed / printed also on the spine of the cover of the final copy of the thesis in the hard bond form as stated in clause 5 of this annexure.
4. The thesis should be within 250 – 350pages.
5. Bibliography at the end of the thesis.
6. The Colour of the thesis cover will be given as below:

Faculty wise Colour of the cover	
a. Arts, Commerce, Management etc:	Black
b. Science:	Brown
7. The candidate shall submit four copies (five copies in case of joint Supervision) of the thesis in soft binding. However, a scholar shall have to submit one copy of the thesis in a hard bound form within 10 (ten) days from the date of viva-voce for preservation in the library.

Annexure-VI

STEPS TO BE FOLLOWED FOR SUBMISSION OF PHD THESIS/ MPhil DISSERTATION FOR PLAGIARISM CHECKING AND UPLOADING IN SHODHGANGA PORTAL

For the purpose of checking plagiarism of the PhD thesis, M.Phil and Masters' Dissertation and uploading of the PhD thesis in the Shodhganga Portal, the following steps shall have to be followed by the M.Phil/Ph.D scholars and supervisor concerned :

1. The thesis/dissertation intended for plagiarism check should be mailed by the supervisor concerned from **his/her institutional email id** to **centrallibrarymssv@gmail.com**.
2. The supervisor concerned may also upload the dissertation/thesis for plagiarism check in the URKUND portal from his/her URKUND account. The Supervisor should send the manuscript to the analysis address- centrallibrarymssv.mssv@analysis.orkund.com only.
3. Before uploading/sending the manuscript for plagiarism check, the Supervisor concerned should ensure that the scholar has submitted the full version of the thesis/dissertation without Bibliography which he/she is going to submit to the University for award of the concerned degree.
4. The full manuscript must be in a single file.
5. If the Supervisors themselves upload the manuscript for plagiarism check, they should skip the preliminary pages & reference section of the thesis/dissertation before uploading to the URKUND portal.
6. The verified report from URKUND will be forwarded to the Supervisor concerned through mail id from which he/she had mailed the manuscript for plagiarism check. It takes generally 2-3 days.
7. If the similarity report is above the prescribed limit of MSSV, then it needs to be edited and resubmitted.
8. If the report is ok, then the scholars should apply to the Library i/c through HoD for issuing of Plagiarism Test Certificate.
9. First page of similarity report along with the prescribed formats (as per MSSV MPhil/ PhD Regulations) properly signed by both the Supervisor and scholar should be submitted to the Library i/c, MSSV.
10. The manuscript will be invariably checked by the library even if it has already been checked by the Supervisor earlier.
11. After checking all documents, the library shall issue a Plagiarism Free Certificate for similarity index as per MSSV M.Phil/ Phd Regulations.

12. The checking process needs time as the manuscript is checked online. So, the scholars are advised to submit the thesis at least 5 working days before the plagiarism check certificate is expected to be issued by the Library.

13. The final/Complete thesis (after plagiarism free certified) shall be submitted in the non-re-writable CD/DVD to the Library in the following format which will be uploaded in SHODHGANGA after Viva/Award (provided there is no revision suggested).

14. The final CD should be submitted in the following format (both Folder A & Folder B are mandatory):

Folder A- Full Thesis in pdf in single file (word/pagemaker/coral, etc will not be accepted).

Folder B- Full thesis in separate files for each components, viz., :

- *Title page*
- *Certificate*
- *Declaration*
- *Acknowledgement*
- *Preface*
- *Abstract*
- *Contents*
- *List of Tables*
- *List of figures*
- Chapter 1
- Chapter 2
- Chapter 3
- Chapter 4
- Chapter 5 (upto last chapter)
- *Reference*
- *Bibliography (if any)*
- *Annexure I*
- *Annexure II*
- *Annexure III etc.*
