

**GALGOTIAS  
UNIVERSITY**  
— Uttar Pradesh —  
**CREATING KNOWLEDGE**

## **Research Guidelines**

*2015 Onwards*

# **Galgotias University**

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# **GUIDELINES FOR GU ACADEMIC FACULTY MEMBERS AND RESEARCH SCHOLARS**

## **How to write good research papers and to publish in high impact referred journals?**

As research scholars, we strive to do high-quality research that will advance science and engineering. We come up with what we believe are unique hypotheses, base our work on robust data and use an appropriate research methodology. As we write up our findings, we aim to provide theoretical insight, and share theoretical and practical implications about our work. Then we submit our manuscript for publication in a peer-reviewed journal. For many, this is the hardest part of research. Writing and publishing a research paper in a peer-reviewed journal is a complicated process. This document describes how to prepare a good research paper, which should be structured.

While there are several types of research articles, such as short communications, review papers and so forth, these guidelines focus on preparing a full article (including a literature review), whether based on qualitative or quantitative methodology, from the perspective of the management, education, information sciences and social sciences disciplines.

Writing for academic journals is a highly competitive activity, and it's important to understand that there could be several reasons behind a rejection. Furthermore, the journal peer-review process is an essential element of publication because no writer could identify and address all potential issues with a manuscript.

Although the research paper structure can vary, most journal articles in education have six parts: introduction, literature review, methodology, limitations, results, and discussion. This tends to be what reviewers expect to see, and it is a good structure to follow, especially if you are just starting out. A manuscript that wanders and does not have a clear structure makes for a difficult read. The use of subheadings is fine, but they should be used sparingly. The American Psychological Association style guide mentioned below provides some advice on subheadings.

### Seven Steps to publishing in a scientific journal

- 1. Do not rush submitting your article for publication.**
- 2. Select an appropriate publication outlet.**
- 3. Read the aims and scope and author guidelines of your target journal carefully.**
- 4. Make a good first impression with your title and abstract.**
- 5. Have a professional editing firm copy-edit (not just proofread) your manuscript, including the main text, list of references, tables and figures.**
- 6. Submit a cover letter with the manuscript.**
- 7. Address reviewer comments very carefully.**



### **1. Do not rush submitting your article for publication.**

Research scholars should start writing their research papers during the early stages. This does not entail submitting your manuscript for publication the moment you have crafted its conclusion. Authors sometimes rely on the fact that they will always have an opportunity to address their work's shortcomings after the feedback received from the journal editor and reviewers has identified them. A proactive approach and attitude will reduce the chance of rejection. A logical flow of activities dominates every research activity and should be followed for preparing a manuscript as well. Such activities include carefully reading the manuscript at different times and perhaps at different places. Re-reading is essential in the research field and helps to identify the common problems and shortcomings in the manuscript, which might otherwise be overlooked. It is very helpful to share the manuscripts with your colleagues and other researchers in the network and to request their feedback.

### **2. Select an appropriate publication outlet.**

The most appropriate journal to submit a manuscript is to be identified. Finding the right journal for the article can dramatically improve the chances of acceptance. Innovative Journal finders are available in the journal's website. Authors enter the article title, a brief abstract and the field of research to get a list of the most appropriate journals for their article. Less experienced scholars sometimes choose to submit their research work to two or more journals at the same time. Research ethics and policies of all scholarly journals suggest that authors should submit a manuscript to only one journal at a time. Doing otherwise can cause embarrassment and lead to copyright problems for the author, the university employer and the journals involved.

### **3. Read the aims and scope and author guidelines of your target journal carefully.**

Once you have read and re-read your manuscript carefully several times, received feedback from your colleagues, and identified a target journal. The next important step is to read the aims and scope of the journals in your target research area. By doing so, it will improve the chances of having your manuscript accepted for publishing. Another important step is to download and absorb the author guidelines and ensure your manuscript conforms to them. Rejection can come at different times and in different formats. For instance, if your research objective is not in line with the aims and scope of the target journal, or if your manuscript is not structured and formatted according to the target journal layout, or if your manuscript does not have a reasonable chance of being able to satisfy the target journal's publishing expectations, the manuscript can receive a desk rejection from the editor without being sent out for peer review.

### **4. Make a good first impression with your title and abstract.**

The title and abstract are incredibly important components of a manuscript as they are the first elements a journal editor sees. It is good to receive the advice from editors and reviewers on the submissions, and feedback from the colleagues at academic conferences.

- **The title** should summarize the main theme of the article and reflect your contribution to the theory.



- **The abstract** should be crafted carefully and encompass the aim and scope of the study; the key problem to be addressed and theory; the method used; the data set; key findings; limitations; and implications for theory and practice.

**5. Have a professional editing firm copy-edit your manuscript, including the main text, list of references, tables and figures.**

The key characteristic of scientific writing is clarity. Before submitting a manuscript for publication, it is highly advisable to have a professional editing firm copy-edit your manuscript. An article submitted to a peer-reviewed journal will be scrutinized critically by the editorial board before it is selected for peer review. Research papers submitted to the referred journals are rejected before they even reach the peer-review stage, and one of the top reasons for rejection is poor language. A properly written, edited and presented text will be error free and understandable and will project a professional image that will help ensure your work is taken seriously in the world of publishing. On occasion, the major revisions conducted at the request of a reviewer will necessitate another round of editing. Authors can facilitate the editing of their manuscripts by taking precautions at their end. These include proofreading their own manuscript for accuracy and wordiness and sending it for editing only when it is complete in all respects and ready for publishing.

**6. Submit a cover letter with the manuscript.**

Never underestimate the importance of a cover letter addressed to the editor or editor-in-chief of the target journal. It is revealed that many submissions do not include a covering letter. The cover letter gives authors an important opportunity to convince them that their research work is worth reviewing. Accordingly, the content of the cover letter is also worth spending time on it. A good cover letter first outlines the main theme of the research paper; secondly, argues the novelty of the paper; and also justifies the relevance of the manuscript to the target journal. Limit the cover letter to half a page. More importantly, peers and colleagues who read the article and provided feedback before the manuscript's submission should be acknowledged in the cover letter.

**7. Address the reviewer comments very carefully.**

Editors and editors-in-chief usually couch the acceptance of a manuscript as subject to a "revise and resubmit" based on the recommendations provided by the reviewer or reviewers. These revisions may necessitate either major or minor changes in the manuscript. Inexperienced scholars should understand a few key aspects of the revision process. First, it important to address the revisions diligently; second, is imperative to address all the comments received from the reviewers and avoid oversights; third, the resubmission of the revised manuscript must happen by the deadline provided by the journal; fourth, the revision process might comprise multiple rounds. The revision process requires two major documents. The first is the revised manuscript highlighting all the modifications made following the recommendations received from the reviewers. The second is a letter listing the authors' responses illustrating they have addressed all the concerns of the reviewers and editors. These two documents should be drafted carefully. The authors of the manuscript can agree or disagree with the comments of the reviewers and are not always obliged to implement their recommendations, but they should in all cases provide a well-argued justification for their course of action.



Given the ever increasing number of manuscripts submitted for publication, the process of preparing a manuscript well enough to have it accepted by a journal can be daunting. High-impact journals accept less than 10 percent of the articles submitted to them, although the acceptance ratio for special issues or special topics sections is normally over 40 percent. Scholars might have to resign themselves to having their articles rejected and then reworking them to submit them to a different journal before the manuscript is accepted. These recommendations require proper attention, planning and careful implementation; however, following this advice could help doctoral students and other scholars improve the likelihood of getting their work published, and that is key to having a productive, exciting and rewarding academic career. A data base of high impact journals can be maintained, which helps the faculty members and research scholars to identify and publish. A teaching University gets transformed into a good research University, if the research papers are published of high quality in referred journals. It is possible only if the University shows more publication. It helps to attain QS ranking. All researchers must involve in publishing research papers and should be made as mandatory.

### **GUIDELINES FOR RESEARCH PUBLICATIONS**

- Every academic faculty member (of all the schools in GU) should publish 2 research papers in internationally referred journals per year.
- It is mandatory and strongly applicable to all the academic faculty members including the deans of the schools.
- The research papers will be published in peer reviewed journals.
- The research papers must be published in impact factor journals.
- Citation index should be also considered.
- More points under the performance appraisal will be given to the **FIRST AUTHOR**.
- Co-author or co-authors will be allocated lesser points in the performance appraisal calculations

### **Goals, guidelines and responsibilities of the academic faculty members and deans of the schools at GU**

- All academic faculty members of all the schools at GU (those who hold PhD) must supervise PhD Research scholars at any cost. It is a compulsory one and mandatory.
- The maximum number of PhD Research scholars under a research supervisor may be 5.
- The research supervisor must monitor the research scholar's work periodically.
- The research supervisor must identify the doctoral committee members for his research students.
- Half yearly progress review meeting of the scholars must be conducted by the research supervisor to monitor their progress.
- Since the PhD research scholar is supported by research scholarships by GU, he or she should assist the research supervisor in teaching assignments or in the allocated research assignments.
- Every week, 12 to 15 hours of assistance is expected from the research scholars.



- Research scholars must meet their research supervisors regularly, at least twice a week. They have to report their research progress.
- All research supervisors must properly supervise and guide the PhD Research scholars in the right way and right direction.
- It is the entire responsibility of the research supervisors to monitor and guide the scholars.
- The research supervisors have to set their goals in order to complete the PhD work of their scholars.
- The key responsibility of the academic faculty research supervisors must maintain a file, individual file for every research scholar, for ready reference.
- Besides, the deans of the schools have the responsibilities mentioned below:
  - The deans of the schools are responsible to arrange and chair the meeting of the progress review of the PhD research scholars periodically after every semester. It is called as half yearly progress review meeting.
  - The dean of the schools are responsible to monitor the progress of the research scholars randomly, any time, and also has the authority to make enquiries to the concerned research supervisors.

The deans of the schools must follow their targets and goals regarding the complete research activities of the research scholars and as well as the entire research activities of all the faculty members.

The deans responsibility towards research activities of all the schools at GU are: targeting and attaining the required number of research publications per year, setting the goals to get the number of research projects from the research funding agencies through faculty members, motivating the faculty members to go for industrial consultancy work. These are the key responsibilities of the school deans.

The deans of the schools should also set their goals to produce more number of PhD graduates per year. The number should be fixed by the respective school deans.

The deans of the schools must send invitations to the M.Tech Alumni of GU, requesting them to register for PhD research degree program AT GU. This is a key responsibility of the deans of the schools.

Yearly performance of the academic faculty members will be assessed by the research dean and he is the key responsible officer. He verifies all the data submitted by the faculty members. An action will be taken by him after the verification process. Details of the performance incentive scheme are furnished below.

PI is called as Performance Incentive Scheme. The performance of the academic faculty is assessed by several components for every year. The weightage for every component differs from one to one. Some of the components are mentioned below. The whole responsibility should be taken by the school dean.



Number of research publications in referred journals with Scopus indexed Impact factor and Hirsch index.

Number of PhD research scholars supervising.

Number of Industrial Visits organized.

Number of Guest lectures arranged.

Number of Research funds obtained from the research funding agencies.

Number of lecture classes and courses taken for every semester and credits.

Number of students in the class.

Number of video lectures files prepared.

Participation in the administration work.

Assisting in the departmental activities.

ADMINISTRATIVE POSITION HOLD AND Special responsibilities.

Number of research papers published in Conferences.

Participation as DC DOCTORAL COMMITTEE MEMBER for the outside doctoral scholar.

Industrial consultancy work and revenue generation.

AS A PROCTOR and Number of meetings conducted per year.

COORDINATING THE ACTIVITIES in ABET and NAAC as a coordinator.

Book Published or a Chapter published in a book.

International Conferences organized.

Workshops organized.

Holding editorial board memberships or Chief Editor in Journals.

Invited lectures.

Key note speaker in conferences, Invited by the conference chair.

International research awards.

National research awards.

Members in Professional and Scientific bodies, both national and international levels.



## **Funded Research proposals**

### **Guidelines to the faculty / Research proposals**

- All academic faculty members (from all the schools) of GU must submit research proposals to the research funding agencies (National level).
- One research proposal submission is compulsory.
- The faculty members of all the schools must submit the proposals through proper channel.
- The school deans must monitor every faculty member, whether they are working on the proposal or not.
- The faculty member must present the entire proposal in front of the Director (Research) along with the appointed technical committee members.
- Then the committee may give the comments for modification and further amendments.
- Finally, it will be uploaded in the research funding website after getting the authentication from the Director (Research)
- The research proposal submission by the faculty member is mandatory and it has reflection on the performance appraisal

### **Guidelines for PhD programs**

#### **Categories and Eligibility**

##### **a. Internal full-time Candidates:**

A candidate who wishes to work for Ph.D degree on full time (including project staff working in sponsored projects being carried out at the institute) should apply in the prescribed form on or before due dates to be announced normally once every year.

##### **b. Internal part-time candidates:**

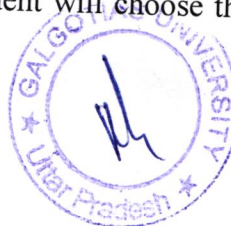
All the staff members of the institute having the requisite minimum qualifications can work on a part time basis for Ph.D degree. They should apply in the prescribed form on or before the dates to be announced normally once every year.

##### **c. External part-time candidates:**

Teachers working in other colleges in a permanent position and candidates sponsored by R & D organizations.

#### **Research guidance and Research guide**

- a. At the end of the orientation programme, each student will be assigned by the concerned Director of the Centre/School to a Research Guide keeping the following in view.
- (i) The preference and research interests of the student
  - (ii) The research programme of the School / Centre as a whole with an equitable distribution of research students amongst the various research programmes/ faculty members
  - (iii) The interest of the concerned faculty member. The student will choose the topic of his research based on the advice of the Research Guide





b. There shall not be more than two guides for a research scholar.

c. In areas where there is not enough expertise at the institute to guide a research scholar on a particular topic, an expert from a neighbouring educational institution / R & D lab / Industry may be appointed as a Research Advisor after due approval by the appropriate authority at the institute. Even in such cases there will be a Research Guide identified from within the institute. The Research Advisor will be appointed on a specific request to the Director: Research from the Research Guide through the respective Director of the Centre/School giving sufficient justification for the request. A detailed biodata of the proposed Research Advisor should be enclosed along with the request.

#### Research Guideship

a. Any faculty member of the institute who satisfies the following requirements is eligible to be appointed as a Research Guide.

(i) He / She should have Doctoral degree (Ph.D., D.Sc., or Dr. Ing)

(ii) He / She should have research publications to his / her credit, of which at least one paper must be in a refereed journal on research work that is not directly based on his / her Ph.D thesis or included / incorporated therein.

(iii) He / She should have a minimum of three years of service left at the institute.

b. When a faculty member is to be appointed as a guide for first time, he should make an application to be recognized as a guide enclosing his detailed curriculum vitae to be considered by an authorised committee under the chairmanship of the Director, Research.

c. Faculty who are resigning will be forfeiting their claim as a research guide unless otherwise recommended by Director, Academic Research under extenuating circumstances

#### Registration

a. The Doctoral Committee will normally meet within one month of its being constituted, interview the research scholars, consider his application for registration and the proposed research topic, fix the date of registration and prescribe the courses to be taken by the candidate.

b. The registration is normally effective from the date of admission to the programme.

c. However the Doctoral Committee may backdate the registration by a maximum of six months from the date of admission with proper justification. Further backdating limited to a maximum of another six months can be permitted by the Academic Council based on the recommendation on the Doctoral Committee.

#### Course Work

c. All PhD scholars need to compulsorily take a minimum of four courses (offered by the University at Ph.D/Masters level), as advised by the doctoral committee and to sit for the examinations conducted by the COE and complete the same with an average of minimum B grade in the four courses. If not, the scholar shall repeat one or more courses till he achieves the prescribed minimum average.

d. One of the courses should be pertaining to Research Methodology including quantitative methods and computer applications.



- e. All Ph.D coursework evaluation should be as follows:  
50% Internal Assessment Marks and 50% Term End Examination Marks. Internal assessment is based on the regulations in practice at the University. All procedures related to coursework assessment & evaluation will be based on the regulations in practice at the university.
- f. In case the doctoral committee/ Director of Academic Research decides that specialized courses are required to be taken by the research candidates, then not more than two courses can be prescribed which may be on a contact or self study basis.
- g. The examinations for the specialized (contact/self study) courses shall be conducted by the Research Guide with information to the offices of Director, Research & COE.
- h. For self study and contact courses the internal assessment may be done at the discretion of the concerned course teacher/guide.
- i. The paper setting for the specialized courses will be the responsibility of the research guide after due consultations with doctoral committee. The examination evaluation of the specialized courses is to be done by a member of the doctoral committee to ensure standards and non-bias.
- j. All grade sheets pertaining to the coursework of all research candidates shall be issued by the Controller of Examinations.
- k. The course work should preferably be completed within 12 months from the date of registration. A grace period of 6 months may be allowed by the Director: Research based on the merits of the cases.
- l. Courses may also be prescribed from those offered by School / Centers other than that in which the Research Scholar is registered. No change in courses prescribed shall be made without the approval of the Doctoral Committee. It shall, however, be open to the Doctoral Committee to prescribe additional courses wherever found necessary.
- m. If a registrant secures less than an average of C grade, he/she will be given another chance for repeating one or more of the courses or for taking an alternative course (to be identified by the Doctoral committee) to obtain the minimum percentage of marks.
- If the registrant fails even in the second attempt to obtain the minimum percentages, his/her registration will be cancelled. However, giving this chance arises only if the all the course work can be completed within the time limits.
- n. Normally, only Courses completed after the date of registration will count towards the requirements of course completion.
- o. Notwithstanding the above Regulation, the Doctoral Committee may give credit to courses already undergone by a Research Scholar in this institute or other institutions as part of his / her research programme subject to the condition that he / she has secured a minimum of B grade.



- p. The above requirements are to be fulfilled by both the full-time and part-time students.
- q. However, to enable the part-time students to spend minimum time at the institute they may be permitted to write the examinations through self-study and periodical discussions with the concerned faculty member offering the course. This facility will be available for the internal part-time candidate also.

#### Progress of Research Scholars

- a. A Research Scholar shall submit within two weeks before the end of each six- month period from date of registration a written report of work done by him / her in the prescribed proforma to the Guide who shall forward it to the Director of the Centre / School with his remarks for consideration by the Doctoral Committee.
- b. The report should clearly indicate the progress achieved and cover the following points
- (i) Thesis proposal status
  - (ii) Course work completion status
  - (iii) Progress made given during period of the report
  - (iv) Publications / reports if any
  - (v) Problems / difficulty if any
  - (vi) Plans for future work
- b. The Doctoral Committee shall meet at least once in a six months and the Research Scholar is to make a presentation of the progress of his / her work to the committee. The Doctoral Committee would review the progress and suggest further needs if required.
- c. If progress of the Research Scholar is tardy, the Doctoral Committee shall record the reasons for the tardiness, warn the Research Scholar and suggest corrective measures. If the Doctoral Committee finds that the progress is not satisfactory even after two such warnings, the registration will be cancelled.

#### PhD research scholar Comprehensive Examination

- a. After successful completion of the course work a registrant for the Ph.D degree is required to undergo a comprehensive examination within a maximum period of two years. Preferably within one and half years from the date of registration.
- b. The comprehensive examination will be conducted by the Doctoral Committee. The Research Guide frames the syllabus for the comprehensive examination in consultation of the Doctoral Committee. The objective of the comprehensive examination is to test the general capability of the Research Scholar and breadth and depth of his / her knowledge in his / her discipline and areas related to his / her field of research. The syllabus for the comprehensive examination should therefore include not only the courses already undergone by the Research Scholar but also other related courses in his / her major discipline.
- c. The School / Centre shall intimate in writing to the Research Scholar sufficiently in advance about the date of examination, the scope of the comprehensive examination, the syllabus and other relevant details. At the comprehensive examination the candidate will make a brief presentation of his research work and answer all the questions raised by the members of the examination board related to his research work. However the emphasis of the comprehensive examination would be more on testing the knowledge of the candidate in the topics listed in



the syllabus. If a Research Scholar fails in the comprehensive examination in the first attempt, he or she may be allowed to appear once again, not earlier than four months and not later than six months from the date of the first examination. If the Research Scholar does not pass in this attempt also, his / her registration may be cancelled administratively by the Director of Research.

#### PhD research scholar's synopsis

a. When the thesis is nearly ready for submission, the candidate shall submit eight copies of the synopsis of his / her research work through the Guide and Director of the Centre / School to the academic section for consideration of the Doctoral Committee. This synopsis (not exceeding ten pages) is to be submitted by the candidate eight weeks in advance of the probable date of the actual submission of the thesis. This would facilitate finalization of panel of examiners for evaluation of the thesis, in advance.

b. The candidate should give at least one colloquium on his thesis work in the School / Centre before submitting the synopsis. It is mandatory that the candidate publishes at least one paper based on his / her thesis work in a refereed journal of repute before submitting his / her synopsis.

c. The candidate should present the synopsis before the Doctoral Committee. The Doctoral Committee will, if it approves the work reported in the synopsis, permit the Research Scholar to submit the thesis. It will also recommend a panel of at least eight experts (four from India and four from abroad) in the subject area for evaluation of the thesis.

#### PhD Thesis submission Guidelines

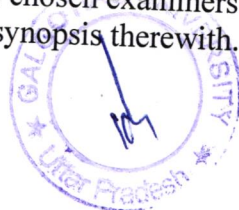
a. The candidate shall within one month of acceptance of the synopsis submit four copies of the thesis embodying the results of his / her investigation and also five copies of a one page abstract of the thesis.

b. The thesis submitted for Ph.D degree should show a definite contribution to advancement of knowledge in the candidate's chosen field of study. It will be evaluated primarily on the quality and quantity of its contribution to new knowledge, interpreted in the widest sense, to include instrumentation, design, development and applied work of an innovative-adoptive nature. The thesis should show evidence of critical evaluation and judgement and good mastery of the background literature of the subject of research, as well as the candidate's capacity to relate his / her specialised research to the broader framework of the general discipline within which it falls.

#### Panel of Examiners

a. The Director Academic Research would choose two examiners of repute for evaluation of the thesis from among the panel of examiners recommended by the Doctoral Committee at its synopsis meeting. Out of two examiners, one would be from outside the country and the other would be an expert within the country.

b. The Director Academic Research would write to the two chosen examiners inviting them to be the examiners of the thesis and enclosing a copy of the synopsis therewith.



c. On receiving their consent, the Director Academic Research would refer the thesis to the two examiners for evaluation.

#### PhD Thesis Report preparation guidelines

a. Each examiner is expected to send a detailed report of his evaluation of the thesis within two months of the receipt the thesis. The report should highlight the contributions of the thesis, its strengths and weaknesses, modifications / corrections / clarifications if any needed and should include a definite recommendation regarding the acceptability of the thesis for the award of the Ph.D degree.

b. In case of undue delay in receiving the evaluation report from any examiner, the Director of Research shall appoint another examiner in his place for evaluating the thesis.

c. If both the thesis examiners declare the thesis as 'Not Commended', the thesis would be rejected and the candidate's registration will be cancelled. However, if one of the two thesis examiners declares the thesis as 'Not Commended' the thesis shall be referred to a third examiner from the panel for his evaluation. If the third examiner also declares the thesis as 'Not Commended', the thesis would be rejected and the candidate's registration would be cancelled.

d. If reports of two examiners after referral to a third examiner (if necessary) declare the thesis as 'Commended', the Doctoral Committee will consider the reports and recommend for conduct of an oral examination which will be conducted normally not earlier than two weeks from the date of the constitution of the Oral Examination Board.

e. If an examiner suggests resubmission of the thesis after revision, the candidate will be allowed to resubmit the thesis with necessary revision within the time stipulated by the Doctoral Committee failing which the revised thesis will not be accepted and the candidate's registration will be cancelled.

f. In all other cases, not covered by the above Regulations the matter will be referred to the Doctoral Committee for consideration.

#### Guidelines for PhD Oral Examination

a. Candidates are required to take an oral examination on the thesis, at the Institute when arranged. An undertaking to this effect should be submitted along with the thesis.

b. Candidates who are permitted to leave the Institute without taking the oral examination are required to come for the Oral Examination at the Institute, when arranged, at their own expense. Failure to attend the Oral Examination may lead to cancellation of the registration.

c. The following is the composition of the Oral Examination Board

(i) Director of Academic Research - Chairman

(ii) Director of the Centre/School in which the candidate is enrolled - Member

(iii) The examiner of the thesis from within the country - Member

(If the examiner of the thesis from within the country regrets his inability to attend the oral examination, another specialist in the subject would be nominated by the Director of Academic



Research from the panel of examiners recommended by the Doctoral Committee to conduct the oral examination)

(iv) Guide / Guides / Research Advisor - Member / s

The Doctoral Committee members the candidate concerned, all the members of the academic council, the staff and students of the concerned School / Centre will be invitees to the Oral Examination. For this purpose, the concerned School / Centre will give a very wide publicity for the oral examination throughout the institute.

d. At the oral examination, the candidate will first give a seminar on his / her thesis work. The oral examination board then examines the candidate on his / her thesis work. The candidate is expected to answer satisfactorily all the questions raised by the thesis examiners, members of the oral examination board and the general audience present for oral examination. The oral examination board would, then, evaluate the performance of the candidate as 'Satisfactory' or 'Not Satisfactory'.

e. If the oral examination board declares the performance of the candidate as 'Not Satisfactory', the candidate would be asked to reappear for the oral examination to be held not earlier than month and not later than six months from date of the first oral examination. If the oral examination board on the second occasion also evaluates the performance of the candidate as 'Not Satisfactory', the matter would be referred to the Academic Council for a decision. If the oral examination board evaluates the performance of the candidate at the oral examination as Satisfactory, the guide would send to the academic section through the Chairman of the oral examination board, a report highlighting the proceedings of the oral examination board and signed by all the members of the board, along with a final corrected copy of the thesis to be lodged in the central library of the Institute. The report of the oral examination board should include the following:

(i) A brief summary of the thesis highlighting the contributions of the candidate.

(ii) Summary of the reports of the thesis examiners including both the positive and negative points.

(iii) A note on the oral examination of the candidate.

(iv) A certificate regarding the incorporation of the modifications / corrections in the thesis.

(v) Evaluation of the performance of the candidate by the board as Satisfactory or Not Satisfactory.

(vi) Recommendation to the Academic Council regarding the acceptance of the thesis and award of Ph.D degree to the candidate.

