

Ph D Rules and Regulations

Updated July 2019



UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA
Techno-City, Kling Road, 9th Mile, Baridua, Ri-Bhoi-793101, Meghalaya
July 2019

UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA***Message from the Honorable Chancellor***

Greetings of the season!

The University of Science and Technology, Meghalaya (USTM) has been established under an Act 06 of 2008 passed by the Meghalaya State Legislative Assembly, in the Ri-Bhoi District of Meghalaya State in the North Eastern part of India and is sponsored by ERDF. It is dedicated to the cause of high quality science and technology education and advanced research in frontier and cutting edge areas, making USTM a University, where innovation, invention and entrepreneurship remain the cardinal focus and thrust. Facilities are being offered with this long term goal. Creating the best scholars who can think, innovate and invent, with relevance to society, would remain the all time driving force of USTM. The University would direct all its efforts to create the needed S&T manpower to foster relentlessly the economic and social development in our society in an inclusive manner.

Innovations of various applications are seen as engine for the growth of prosperity and natural competitiveness in the inclusive growth of the country. President of India has declared the present decade as decade of Innovation. Our country needs to invest in low cost innovative technologies. To achieve this, we need the support of all disciplines. The university will encourage teams of all disciplines of the university to contribute towards this goal, by encouraging the scholars to carry out their research on topics, which have social relevance in short term as well as long term

Keeping the above in focus and Guidelines of the UGC, circulated from time to time, the rules & regulations for carrying out Ph D Programme and award of degree in the University is framed. This book gives a brief account of the Ph D rules and guidelines of the University of Science & Technology, Meghalaya. I hope this book will be handy for all those connected with the Ph D programme of the University.

M Hoque
Chancellor

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PG Rao
Vice Chancellor

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University of Science and Technology Meghalaya

Techno-City, Kling Road, 9th Mile, Baridua, Ri-Bhoi-793101, Meghalaya

Rules and Regulations for the degree of Doctor of Philosophy

[Updated as per the UGC Guidelines in “University Grants Commission (Minimum Standards and Procedure for awards of M.Phil/Ph.D Degrees) Regulation 2016” and in conformity with University of Science and Technology, Meghalaya Act,2008(Act No.6 of 2008)]

1. Introduction

Most of the leading universities and illustrious colleges in the world are known for their quality research. It is through research these great institutions of higher education are globally recognized. In other words it is through quality research, the institutions of higher education make contribution to the task of the formation of knowledge capital. Micro and macro level research is need of the hour, so that the world of knowledge gets benefit out of it through this region. At the same time through quality research the region remains intellectually vibrant and viable.

Research at University of Science and Technology, Meghalaya aims to develop innovative solutions to the world's most daunting challenges. The university provides vibrant interdisciplinary research that will attract the best people from the country. This will creatively contribute in solving the economic, technological and social issues of the local as well as global human society. The university promotes active and vigorous leadership to the researchers in shaping their intellect for the achievement of common goals of humanity. For addressing needs of tomorrow, USTM's research efforts are enhanced through collaborations with leading research institutes and consortia around the world, where cutting-edge research is taking place.

Scholars seeking to pursue a doctorate degree will find a variety of specializations to choose from and qualified researchers to guide them. Scholars are encouraged to carry out interdisciplinary research under different schools.

The research activities in the university are being performed in every academic frontiers and diverse fields in various schools. At present the School of Applied Sciences, School of Biological Sciences, School of Business Sciences, Prof. Qoumrul Hoque School of Education, School of Engineering & Technology, School of Social Sciences & Humanities provides facilities for quality research under renowned supervisors.

2. About USTM

The University of Science & technology, Meghalaya (USTM) is the first state private university on Science & Technology in the entire North East India, sponsored by ERD Foundation, Guwahati. The university is being established in four adjacent plots of more than 400 acres of picturesque landscape surrounded by tranquil led greenery in Assam-Meghalaya border just 1 km from G.S. Road, Baridua, 9th Mile, opposite to CRPF Camp, Ri-

Bhoi District of Meghalaya. It is about 85 kms from Shillong, the Capital of Meghalaya & 6 kms from Dispur, the Capital of Assam. The campus is well connected by Rail & Air which is only 15 kms from Guwahati Railway Station & 48 kms from Guwahati International Airport.

The University has been established under the provisions of the University of Science and Technology, Meghalaya Act (No.6 of 2008) enacted by Legislative Assembly of Meghalaya and notified vide Gazette Notification No LL(B)87/2008/21, dated 02.12.2008 of Government of Meghalaya. The University is empowered by the University Grants Commission, to award degrees as specified by the UGC under section 22 of the UGC Act, 1956. USTM has also received necessary approval from AICTE, New Delhi & NCTE, ERC, Bhubaneswar to run MBA & B.Ed. and BCI to run BALLB (integrated) & LLB courses respectively.

With more than two years of focused study on the educational needs of the region by leading Academicians, Scientists and a group of Vice Chancellors and educational administrators of the region, USTM has started its systematic academic process. The University is dedicated to the cause of high quality science and technology education and advanced research in frontier and cutting edge areas leading to the creation of a University where innovation, invention and entrepreneurship remain the cardinal focus and thrust. Facilities are being offered with this long term goal with special focus and thrust on the S&T needs of this region. Creating the best graduates who can think, innovate and invent would remain the all time driving force of USTM. The University would direct all its efforts to create the needed S&T manpower to foster relentlessly the economic and social development of the region in an inclusive manner. USTM disseminates finest education in UG and PG courses under its different schools viz.

- **School of Applied Sciences**
- **School of Biological Sciences**
- **School of Business Sciences**
- **Prof Qoumrul Hoque School of Education**
- **School of Engineering & Technology**
- **School of Social Sciences & Humanities**
- **University School of Law & Research**

The university offer Under Graduate (UG) and Post Graduate(PG) courses in different subjects like Biotechnology, Zoology, Botany, Chemistry, Mathematics, Environmental Science, Computer Science & Applications, Electronics, Commerce, Business Administration, Economics, English, Sociology, Social work, Public Administration, Education, Library & Information Science, Geography, Rural Development, etc.

The University of Science and Technology, Meghalaya (USTM) has started intensive research work since its inception and appropriate facilities have been created to promote innovative and modern need base interdisciplinary research. Research students and faculties are greatly encouraged to innovate through quality research in emerging areas of science technology social science Media and cultural studies and other disciplines. The university is giving its effort to promote interdisciplinary research in science and social science, advanced teaching and training in chosen areas of interdisciplinary basic sciences leading to Ph.D

degrees. The university is also trying to provide a forum for interaction among scientists, research workers, teachers and students with national and international experts. USTM is conducting seminars, workshops, national and international conferences and extension lectures to promote interdisciplinary research in basic sciences, humanities and other disciplines. Every school and departments have well equipped laboratories, libraries and other research facilities, to handle high-end research.

3. Regulatory Bodies.

The Regulatory Bodies for Ph. D. Program shall be :

- (a) Academic Council (As per the University Act)
- (b) University Research Council (URC)
- (b) School Research Committee (SRC)
- (c) Departmental Research Committee (DRC)
- (d) Ph.D. Entrance Test Committee.

3.1 Academic Council.....As per the ordinance of USTM

The term of each council is for two years.

3.2 University Research Council (URC)

Vice Chancellor.....Chairman
 Deans of all schools of USTM.....Member
 Two senior Professors of USTM (To be nominated by Chancellor).....Member
 One member from ERDF (To be nominated by Chairman, ERDF).....Member
 Co-opted Members
 Outside experts
 Controller of Examinations and Admissions/ Academic Registrar...Ex-officio member

3.3 School Research Committee (SRC)

Dean of School.....Chairman
 All HODs of the school concerned.....Member
 All supervisors of the school concerned.....Member
 One Member to be nominated by Chancellor/Vice Chancellor.....Member
 Controller of Examinations and Admissions/ Academic RegistrarMember

3.4 Departmental Research Committee (DRC)

Head of the Department.....Chairman
 Supervisor(s) concerned.....Member
 One expert member of relevant field.....Member
 One member to be nominated by the Dean of School.....Member
 Academic Registrar/Controller of Examinations.....Convenor

4. Committee for Redressal of Dispute:

4.1 In case of any dispute, the Committee for Redressal of disputes will take the final decision.

Vice Chancellor.....Chairman
 Two members from Academic Council.....to be nominated by VC
 with approval from Chancellor
 Two membersto be nominated by Chancellor
 (Legal expert)

5. Right to amend.

5.1 The Board of Governors of USTM reserves the right to modify this Ordinance from time to time

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

The Ph.D degree awarded by the University of Science & Technology, Meghalaya (USTM) shall be designated as Doctor of Philosophy. The title of the Thesis and the School shall be indicated in the certificate.

6. Eligibility for admission to the Ph.D Programme

6.1. A Candidate intending to enroll him/ her for the Ph.D degree shall have, in addition to clearance of the Entrance Test,

- A. Master Degree in Science/Arts/Commerce/ Humanities and other relevant fields offered by the university with at least 55% marks
- B. Master Degree in Engineering with at least 60% marks;
- C. PGDM/other PG Diploma programme of two year regular course duration confirmed by autonomous institution and approved by respective Statutory Bodies under UGC, shall be considered equivalent to any two year PG Degree in Science/Commerce/Humanities. The qualifying marks should be 55% or equivalent

6.2. Those who have obtained the Qualifying Degree (with 55% Marks) under Distance Education Mode shall also be considered eligible for admission subject to their performance in the Entrance Examination conducted by the University.

6.3 There shall be relaxation of 5% marks for SC, ST, OBC, MOBC, minority and physically challenged candidates.

6.4. Candidates with the experience of working in industries/corporate and practical fields for a minimum of five years may be entitled to a relaxation up to maximum of 10 % over the minimum marks as defined in 6.1.1 and 6.1.2

6.5 Special consideration for the above points is subjected to the approval of URC.

7. Categories of candidature

7.1 The broad categories of Ph.D. Scholars shall be :

- (a) Category A : Full Time
- (b) Category B : Part Time

7.2 The duration of Ph.D. Programs shall be:

- (a) For Category A..... minimum of 3 years and upto a maximum of 6 years.
- (b) For Category B.... minimum of 4 years and up to a maximum of 7 years

8. Admission

8. 1. Notification for Ph.D. admission

- 8.1.1 The Registrar, USTM, through advertisements published in regional newspapers and through the University official website, shall make notification for admission to the Ph.D Programme. The notification shall be made on obtaining information from each department about the actual number of seats available for the PhD degree programme. The advertisement is usually released at least two months ahead from the date of admission. The notification shall include the (i) last date of submission of application form, (ii) date and time of holding the examination (iii) date of announcement of the result and (iv) date of admission
- 8.1.2 The application for admission shall be made in the prescribed format (*Annexure-1*) obtainable from the office of the Registrar, USTM or from the University Website (www.ustm.ac.in) on payment of prescribed fees.
- 8.1.3 The notification and admission may take place twice in a year i.e. Jun-July and Dec-Jan.

8.2 Selection Procedures

- 8.2.1 The selection process to the Ph.D programme at USTM shall include an Entrance Test (URET: University Research Entrance Test), followed by a Personal Interview to be conducted by the Ph.D entrance test committee.
- 8.2.2 A written test shall be held as per notification circulated by the Registrar, USTM. Each year/ semester the last date of holding the test shall be notified by the Registrar. The written test shall be of 100 marks for duration of two hours. The date of the examination shall be fixed by the Registrar in consultation with DRC/SRC.
- 8.2.3 The question paper shall contain questions from the post graduate course. The weightage of each course shall be determined by the respective Departments. The question paper shall consist of MCQ and Descriptive Questions and the qualifying marks shall be 50%.
- 8.2.4 The selection process shall be held twice in a year, in the month of Jun-Jul and Dec-Jan.

- 8.2.5 The student, who qualifies in the selection process, will be eligible for admission to Ph.D programmes of the University, subject to availability of guides in the respective field at the time of admission.

Entrance Examination

- 8.2.6 The Ph.D **Entrance Examination Committee** shall be constituted by the URC (University Research Council) with the Controller of Examinations & Admissions as one of the members.
- 8.2.7 The committee shall have one Chairperson and five members.
- 8.2.8 Mandate of the committee shall be as follows:
- i) To announce date and time table of the Examination.
 - ii) Get the screening of applications done by SRC
 - iii) To conduct the entrance examination and personal interview.
 - iv) Forward the results to DRC for confirmation
 - v) Preparation of merit list school wise for SRC information
 - vi) To declare the results and to forward the same to URC.
- 8.2.9 The University shall announce the last date for admission to the selected Ph. D candidates.
- 8.2.10 The number of seats for Ph.D may be made available by the School Research Committee (SRC) and on advice from Vice Chancellor, the Controller of Examinations and Admissions will conduct the admission process.
- 8.2.11 The number of seats available in each Department shall be notified in advance on the University website and newspapers.
- 8.2.12 while admitting students for the Ph.D programme the reservation policy shall be followed as prescribed by the UGC and University guidelines.
- 8.2.13 The result of the entrance examination will be announced (through telephone, E-mail and also uploaded in the university website) within 10 days from the date of Entrance examination.

8.3 Admission of selected candidates

- 8.3.1 Selected candidates shall take admission within 15 days from the declaration of results.
- 8.3.2 Candidates will furnish all information stated in the prescribed format along with
- (a) Attested copies of all Mark Sheets/ Certificates
 - (b) Six copies of Stamp Sized Colored Photographs
- 8.3.3 Prescribed admission fee in the form of Demand Draft payable in favour of University of Science & Technology, Meghalaya or cash paid in cash counter of USTM and provide the cash receipt.
- 8.3.4 A list of the admitted candidates school wise will be sent to the Dean of each school for necessary action like allotment of guides and record (*Form-I attached as Annexure-A*).
- 8.3.5 The first semester, the semester fee has to be paid at the beginning of the semester as per the dates given in the university calendar or notification.

- 8.3.6 From the second semester, the fees has to be paid at the end of the previous semester and register for the next semester.
- 8.3.7 If any scholar does not pay the semester fee as per the guidelines, scholar will not be allowed to continue in the next semester, without clearing the dues and will not be allowed to continue the research programme. If consecutively, two semesters fee is not paid, the scholars name will be removed from the rolls and he/she has to get readmitted with fresh admission fee within the stipulated period as per clause 7.2. Beyond that time, the scholar has to take a fresh admission.

9. Orientation

- 9.1 Admitted students shall be required to attend the Orientation programme organized within 7 days from the Last Date of Admission by respective Schools.
- 9.2 The University may arrange another orientation programme for the benefit of all newly admitted scholars at a time.

10. Course Work

- 10.1 All Admitted Candidate shall undergo a Course Work equivalent to a minimum of (i) 16 credits for the scholars of categories A1 & B1 except for those having Master Degree in engineering from IITs for whom the minimum credits will be limited to 8 credits and (ii) 24 credits for the scholars of categories A2 & B2. The SRC may allocate additional 4 credits on recommendation from DRC. This is, however not mandatory. Each scholar shall submit an application (as per Annexure-B) to enroll for course work
- 10.2 There will be four papers. Total marks in each paper shall be 100 (30 sessional + 70 end semester examination). The pass mark is 55% and the papers included are : (i) Paper I – Research methodology (as per UGC recommendation) (ii) Paper II- Computer Fundamentals. (iii) Paper III – On Recent Development in respective discipline (iv) Paper IV – On Thesis component of the concerned topic.
- 10.3 The duration of the course work shall be to cover a total of 90 hours of teaching for four subjects in one semester. Scholars must maintain 75% attendance during the course work programme to be eligible to appear for the course work examination.
- 10.4 The time table for the examinations shall be announced at the time of notification of course work. Sessional tests may be conducted as per the convenience of the respective departments. However, they should follow the following pattern.
- i. First sessional exam - one month after starting of the course work
 - ii. Second sessional exam - one month after first sessional exam
 - iii. Third sessional exam - one month after the second sessional
 - iv. End semester exam –one month after third sessional or during end semester exam

The written test of sessional exam shall be of one hour duration with a total mark of 30. (thirty).The best two out of three shall be taken to calculate the marks and converted to 30%. The scholar should attend at least two sessional exams to qualify for the course work exam in respective subject.

- 10.5 The Coordinator identified for the course work shall prepare the time table for the Course Work, the faculty identified for the common subjects by the Ph D Committee shall conduct the course and prepare the question paper and evaluate the answer scripts. The faculty members identified by the DRC will do the same for the departmental subjects and coordinated by Examination department, which will conduct examination in the semester.
- 10.6 Scholars should maintain 75% attendance during the course work, to be eligible to write the course work exam.
- 10.7 Result of the course work examinations will be declared in the University website within one month from the date of examinations.
- 10.8 Candidate shall have to secure a minimum of 50% marks in the Examination conducted to qualify in the course work examination.
- 10.9 After successful completion of the Course Work by the candidate the Controller of Exams shall issue a Certificate indicating that the Scholar has completed the course work and he/ she is qualified for proceeding with the research works, with a copy to the dean of respective school.
- 10.10 Candidates who have passed full time M.Phil with course work may be exempted from such course work by the SRC, subject to satisfactory verification.
- 10.11 The Ph.D. Course Work shall be started within 30 days from the date of admission and also conducted twice in a year based on the admission if it takes place twice in a year.
- 10.12 A Ph.D scholar will be eligible for provisional Registration after successful completion of the Ph.D. Course work. Candidate will be given maximum of three chances to clear the Course Work. For the candidates who required three chances will be allowed to pursue research work and his/her duration of final Registration may be extended by one year in addition to the present period with a fine.
- 10.13 After declaration of the course work exam results, if a Scholar has two back papers, he will be allowed to submit synopsis, with an undertaking, to the Controller of Examinations regarding clearing the back papers in the next course work examination. Scholars having back in more than two papers shall have to reappear for the course work examinations depositing the requisite course work examination fee.
- 10.14 Research Scholars shall have to clear all the four papers of Course work program in three attempts (Maximum) before presenting the fourth progress report. A Scholar's registration will be cancelled if he or she fails to clear all the subjects in three consecutive attempts.
- 10.15 After withdrawing a Scholar's registration from the university, he or she cannot claim for refund of their fee already paid to the University and have to clear all dues to University if any.
- 10.16 **Repeat Paper (s):** A scholar failing to clear the paper (s) will be allowed to clear the paper (s) by appearing in three repeat examinations which will be held i) within 45 days from the date of declaration of the result and ii) by appearing in second repeat examination when the paper is offered in the subsequent regular course work examination.
- 10.17 **Improvement of paper (s):** A student can apply for improvement of course (s) by appearing in three improvement examinations which will be held i) within 45 days from the date of declaration of the result and ii) by appearing in second repeat examination when the paper is offered in the subsequent regular course work examination.
- 10.18 **Re-evaluation of answer scripts:**

A candidate may apply for re-evaluation in a prescribed form along with an original mark sheet and necessary fee (Rs. 1000/-) per paper within 30 days from the date of the declaration of the result. The CoE will engage an external examiner for the concerned subject to do the job and submit a report to the CoE for necessary action. The whole process shall be completed within 30 days from the date of receipt of the application along with payment of fees.

- 10.19 During the period of course work, the head of the department shall monitor the attendance of the scholar in the department.
- 10.20 **Work Record Book** : A work record book will be issued by the university to every scholar during the first semester. He has maintain the record book till the submission of thesis and has to record all important data like experimental results / derivations / postulations / concepts developed etc. of his research work in the record not book. This will form the basis for his research work in case of any difficulties which may arise later with his research work. Hence the scholar is expected to maintain the record book neatly and secured. This book needs to be returned to the university (COEA) along with the copies of the thesis. Witout the record note book, returned, the thesis evaluation process will not start.

11. Allocation of Guide

- 11.1 SRC in consultation with the HOD of the department concerned shall decide upon appropriate allocation of Guide to the respective candidates, from within the university.
- 11.2 Depending upon the nature of research work the SRC may recommend allocation of Co-Guide(s) to the candidate from amongst the recognized guides of relevant departments/ schools, whether inside or outside the university.
- 11.3 For the joint guide allotted (if any) for interdisciplinary research, one of the guides allotted from within the department will act as main guide.
- 11.4 **If an existing guide leaves the University before completion of research work under his/her guideship, the guide may continue guide ship till allotment of new guide.**
- Or**
- The guide may continue as a co-guide with due approval by the DRC, SRC and URC.**
- 11.5 The School Research Committee shall facilitate an interaction between the Guide and the Scholar (Scholar-Guide Meet, individual) within 7 days from the date of notification as stated in 9.1.
- 11.6 The scholars seeking to carry out research programme in a recognized institution outside this University, with prior permission shall have to take a Co-Guide from the work place (university/ Research Institute / College etc.). Such an Institution should have taken prior approval/ recognition from University, by submitting the form at Annexure-N
- 11.7 In the event of a scholar proposing to persue the research programme on a topic with ramifications stretching to two or more disciplines he/she may apply to work under supervision of two guides not from the same discipline.
- 11.8 The scholar in consultation with the guide (s) /co-guide shall submit a concept note (within 500 words) within three months from the date of commencement of course works.

12. Attendance

- 12.1 All the scholars who are admitted to the Ph D programme and whose place of research work is at USTM have to attend the university regularly and meet their guide. Their attendance will be maintained by the respective Department
- 12.2 All the scholars who are admitted to the Ph D Programme and who carries out part of the research work at a place outside the university campus and at a recognized /approved institute/university, have to attend regularly, at the place of work and attendance will be maintained by the indentified coordinator or the department at the place of work, who shall submit the monthly report to the head of the parent department at USTM.
- 12.3 It is important that all scholars maintain a minimum attendance of 70%

13 Scholar's-Guide Meet

The university organises the Scholar's-Guide Meet twice in a year (in the month of January and July) to review the activities/performances of the scholar and then planning for next course of action. The purpose of the meeting is to review the progress of the research work and to sort out any problem related to it and also specific suggestion/advice from the guides if any.

In the same meeting, scholars may give their presentation as a part of six monthly progress reports. It is important, that all scholars shall attend the meeting without fail.

14. Provisional Registration

- 14.1 On successful completion of the course work, the scholar will prepare the synopsis on the approved research area within the next semester (following the completion of course works) on the basis of review and critical analysis of available literature on the broad topic. The synopsis (5 hard copies), along with form at *Annexure-C & D*, duly signed by the supervisor(s) shall be routed through DRC to SRC. The research scholar shall present the synopsis (After 15 days from the submission of synopsis/Research Proposal) before the DRC on a date fixed by DRC in consultation with COEA and defend it before an open seminar to be attended by all faculties, research scholars and post graduate students of the department and others. If found suitable, the SRC will recommend the scholar for provisional registration. In case of deficiency noted by SRC, the scholar shall be asked to revise Research Proposal under the guidance of supervisor within a specified time.
- 14.2 The SRC may extend the time for registration by another semester on recommendation from DRC and with the approval from URC under special circumstances.
- 14.3 In case, the scholar fails to get the synopsis cleared by SRC even within the extended semester, he/she shall apply for extension of the normal duration of respective Ph.D. Programme. The grant of such extension shall be given by URC on recommendation from SRC.
- 14.4 If the synopsis/Research Proposal is accepted by SRC, an acceptance letter will be issued to the scholar by the chairman of the SRC. A copy of the **acceptance letter** shall be forwarded to the Controller of Examinations and Admission.

14.5 After clearance of the Course Work Examination as well as acceptance of the synopsis/ Research Proposal by SRC, a **provisional registration certificate** will be issued to each scholar by Controller of Examinations and Admission. From the date of this provisional registration, his/her research tenure will be counted and the research work should be started by the scholar.

14.6 If any scholar is not able to clear the course work examinations/delay in submission synopsis/research proposal, his/her provisional registration will be delayed.

14.7 Recognition of other organizations/laboratories for Ph.D work

14.7.1 If any department of an outside institute/university /R&D organization desires to be considered for recognition for conducting research work leading to Ph.D., the Head of the department of the concerned institute/university/ R&D organization should apply to the Controller of examinations through the Head of the concerned department/centre of USTM in prescribed format (Form VII) giving full details of the facilities available.

14.7.2 The Controller of Examinations shall route the same through the DRC/CRC and the URC and shall place it before the AC for necessary action.

14.7.3 Recognition to any external organization shall be governed by the rules as stated under 7.1 and 7.2.

14.7.4 For all other matters relating to recognition not covered by these rules, the decision of the AC shall be final and binding.

15. Participation:

It is also advisable to attend/join all the events of USTM especially seminar/conference/workshop etc conducted during the events like North east Graduates Congress (NEGC), North East College Principals Meet (NCPC), North East Teachers Congress (NETC), Junior College Principals Meet (JCPM) etc. Due weightage/credit will be given to the scholar during evaluation process.

16. Progress Report

A provisionally registered scholar shall submit through his/her guide the progress report of his/her work. The report shall be submitted twice a year to the Registrar through the concerned guide(s) as per format at *Annexure-E*. If in two consecutive reports the progress of a scholar's research work is found to be unsatisfactory he/she shall be automatically deregistered from the programme.

16.1 The progress of work of each scholar will be assessed at the end of each semester by the DRC. Scholar shall have to submit six monthly progress report (three hard copies) and power point presentation in front of DRC, with requisite semester fees already paid. Scholar shall have to give such six monthly progress report at every end of the six months with a minimum of 4 (four) in number. Then the progress report will be sent to SRC for recommendation for grant of permission for enrolment of the scholar

for the next semester. In case of any adverse comment on the progress report, the SRC will decide on the action to be taken.

- 16.2 It is mandatory for each scholar to physically submit his progress report in each semester.
- 16.3 His/her irregularity of submission of progress reports or semester fees may lead to cancellation of his/her registration.
- 16.4 The scholar may also apply for discontinuation through Supervisor to the Dean of the School who will recommend the case to URC for a decision.
- 16.5 If the scholar cannot give the presentation timely, a written warning will be issued and an amount of Rs. 1000/- will be imposed as penalty.
- 16.6 In exceptional cases two progress reports can be presented with prior approval of the appropriate authority

17. Seminar/Workshop

A PhD scholar is expected to attend nine national/international seminar/conferences and it is mandatory to attend at least six seminars in his area of research & discipline to become eligible for final registration.

18. Publications

- 18.1 A scholar must publish at least two research papers in a referred journal (having good impact factor) during the Ph.D programme before submission of the thesis. He/she must produce the evidence of the same in the form of acceptance letter or the reprint of the research paper.
- 18.2 In each publication mentioned above, it is mandatory, to acknowledge that the research work is carried out at the University of Science & Technology, Meghalaya, under research programme.
- 18.3 In case, such work is carried out at any other approved/ accepted Institute or university, then also in the acknowledgement, names of both the institutes must be mentioned.

19. Modification of Title

A scholar may be allowed by the URC on the recommendation of DRC to modify his/her research title. During modification of the title, the basic thrust or contention of the research work should not be altered.

20. Change of Topic

- 20.1 If a research scholar wishes to change his topic, he has to submit a fresh feasibility report on the revised topic through DRC to URC. A scholar may be allowed by the URC to change the research topic.
- 20.2 In such a case of change of topic, necessary course work of the relevant subject needs to be done.

21. Re-admission

- 21.1 On the recommendation of the DRC, URC may allow a scholar to register afresh on expiry of the maximum admissible period (cl.no. 7.2).
- 21.2 Re-admission shall also be necessary in case of change of topic as stated under the clause 20 above
- 21.3 In case of re-admission scholar will have to pay the usual admission fee.

22. Final Registration and submission of abstract of research work

- 22.1 On completion of the research works as per the approved research proposal up to the satisfaction of the supervisor(s), the scholar may be allowed to apply for final registration in the prescribed format (*Annexure-F*) along with the 5 hard copies and a soft copy of the abstract subject to the completion of the minimum period with effect from the date of provisional registration as defined below for different categories of scholars:
 - a. **24 months** for full time,
 - b. 36(thirty six) months for part time
- 22.2 The URC may relax the minimum period as defined above (Cl. No. 23.1) up to a maximum of 12 Months on the strength of quality of research works to be evidenced by publications in refereed Journal (at least two in number) on recommendation from the SRC concerned.
- 22.3 If a scholar fails to submit the abstract within three months from the date on which the minimum period, as specified is completed, he/she shall apply for extension on the recommendation of the concerned guide(s). Such application shall be subject to the approval of URC on recommendation of SRC and on payment of an extension fee equivalent to one quarterly installment of the annual fee over and above the usual time bound fee payable as on date.
- 22.4 Such extension may be for a period of six months at one time and number of such extensions may be continued till a period of six months is left for completion of the maximum admissible period (cl.no. 7.2). If a candidate fails to submit abstract even after such extensions, his/her provisional registration shall stand cancelled.
- 22.5 The presentation for the abstract will be allowed only after clearance of necessary dues, publications as per the requirement and presentations of all the six monthly progress reports.

Final Presentation (Leading to the Submission of thesis)

- 22.5 After 15 days from the submission of abstract, the research scholar will be called for a power point presentation of the abstract before the SRC and defend it before an open seminar to be attended by all faculties, research scholars and post graduate students of the department.
- 22.6 Along with submission of abstract, the Candidate shall apply for the submission of thesis by paying the Thesis Submission Fee as prescribed by competent authority time to time.
- 22.7 After the acceptance of the abstract by the SRC, the Controller of Examinations & Admission will issue a certificate of Final Registration to allow the scholar to write the thesis as per the format (*Annexure L*).

- 22.8 Empanelment of examiners shall be made by the respective supervisors during this period on receipt of recommendation from the SRC from the List of Examiners (at least 7 nos.) provided by the respective Supervisor(s). It is up to the discretion of the Supervisor(s) to take an examiner from outside the country with due permission from SRC
- 22.9 The abstract shall be submitted through DRC to SRC. Modifications/corrections, if suggested by SRC will be duly incorporated.

23. Submission of Thesis

- 23.1 The final form of complete research work (Ph.D Thesis) shall be submitted after the abstract is approved by SRC, within three months.
- 23.2 The thesis should be written as per the “guidelines for Ph D Thesis writing” given at Annexure-K
- 23.3 Candidate shall submit six copies of his/ her thesis (soft binding) along with a soft copy in PDF format.
- 23.4 The copies shall be bound in accordance with the standard specifications as per the direction of the COEA. Thesis shall be printed in English.
- 23.5 The thesis shall include a certificate from the supervisor(s) to the effect that the results and findings incorporated into it have not been submitted to any other institutes for award of any degree or diploma.
- 23.6 All the copies of the thesis shall be submitted to COEA through DRC and SRC for necessary action.

24. Evaluation Process (Thesis)

- 24.1 The thesis shall be examined by 3 (three) examiners, i.e. the supervisor(s) as internal and two externals, one of which shall be from outside the state from the list.
- 24.2 The list of empanelled examiners will be placed before the Vice Chancellor by COEA for final selection of the three examiners.
- The guide
 - One examiners from the list belonging to the state
 - One examiner from the list belonging to the other states or outside the country.
- 24.3 The COEA will write letters of consent to the three examiners and get their consent to evaluate the thesis, within 15 days. If any one of them regrets, then with the consent of VC, the letters will be sent to another examiner from the list.
- 24.4 On getting consent from the Examiners, COEA may send the copies of the abstract and the Thesis to them along with other statutory papers (*Annexure-L*), with a request to return the assessment within six months.
- 24.5 A reminder may be sent to the examiner, if the report is not received in the 5th month and at the end of six months.
- 24.6 If the unanimous recommendations for the award of Ph. D. degree is received from all the three examiners, the process for viva-voce and the award of degree to be initiated.
- 24.7 If the thesis is recommended for the Ph.D degree by any two examiners and rejected by the third examiner, then the thesis will be referred to any external examiner (i.e 4th examiner) from the panel and to be selected by the Vice Chancellor. The assessment of the 4th examiner shall be final, but if the 3rd examiner suggests for resubmission after revision then the revised thesis be sent only to him (3rd Examiner).

If the revised thesis is recommended by the 3rd examiner, the award will be processed. If the 4th examiner suggested resubmission after revision then the scholar will be allowed to re-submit the thesis after necessary revision in the light of the comments of the examiner within one year on payment of half the prescribed examination fees and the revised thesis will be sent only to this examiner who suggests revision. If 4th examiner recommends the thesis, the report of the recommendation will be considered along with the other reports already received and will be processed.

- 24.5 If the thesis is suggested for re-submission after revision by any two examiners, the scholars will be allowed to re-submit the thesis after revision in the light of the comments of the examiners within one year on payment of prescribed fees and the revised thesis will be sent to only those examiners who have suggested revision. If the revised thesis is recommended, the reports and the recommendation will be considered along with the other reports already received and will be processed.
- 24.6 If the thesis is rejected by any two examiners, it shall stand rejected. The situation of rejection shall then be referred by URC to Academic Council that may at its discretion give a scope to the scholar for revision of his work subject to the availability of time within the maximum period.
- 24.7 After the thesis has been recommended by all the examiners for the award of Ph.D. degree, the report of all the examiners will be made available to the HOD concerned by the Controller of Examinations & Admissions and the candidate shall be asked to appear at a Viva-Voce Examination.
- 24.7.1 The Viva-Voce will be conducted by a Committee comprising the DRC and a nominee from Vice Chancellor, Dean of School or his nominee and at least one examiner (out the two external examiners of the thesis). In addition to these members of the committee, the Chancellor will nominate one expert to attend the presentation (*Annexure-Q*) and give his views during the presentation and Viva Voce. It shall be an open viva voce in which Faculty members, research scholars and interested students of the school concerned may be present. An open notice to be given in the university, with at least 15 days in advance. The attendance of all the participants present during the presentation must be taken as per the format given in *Annexure-J* and the same format may be used for other presentations like synopsis, progress report etc.
- 24.7.2 In case, if any external examiner and/ or guide are not readily available, the Vice-Chancellor may appoint other examiners for the purpose from the panel.

25. Declaration of Result

- 25.1 The Viva Voce committee shall forward its recommendation to Dean of the respective School for onward transmission to URC for approval and URC shall send the approval to Academic Council for ratification. In special circumstances, Vice Chancellor is empowered to take any decision to expedite any step of the evaluation/certification power.
- 25.2 Upon the ratification, the Controller of Examinations shall notify the result in the University Notice Board and upload it in the University website and also send copies to all the universities (*Annexure-M*).
- 25.3 University shall issue a provisional Certificate certifying to the effect that the degree has been awarded in accordance with the provisions to the regulations of UGC.

26. Depository with UGC

- 26.1 Following the successful completion of the evaluation process and announcement of the award of Ph.D., the Registrar/Controller of Examinations will submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

27. News Paper publication

The scholar must publish the award of the Ph.D degree in an English daily published from Meghalaya and another English daily published from the state where the scholar belongs to. The publicity and other cost will be borne by the scholar. The draft of the publication of the award will be prepared by the university research section with authentic data.

28. Tracking the outcome of the thesis

- 28.1 The university research section will be in touch with the Ph D awardees periodically and track the progress of the outcome of the thesis to assess, whether the research findings are extended for further research or converted to technology to make the benefit of research to society or passed on to text books etc.
- 28.2 The awardees to be made members of alumni association.

29. Eligibility to become a recognized guide

A guide is a suitably qualified person, who may or may not be a faculty of USTM, who has been recognized by the University.

- 29.1 The prospective Guides shall apply to the University for Recognition as Ph.D Guide, subject to the approval of the SRC.
- 29.1.1 He/ She must be a Ph.D degree holder.
And
He/ She has at least four years of teaching experience at the PG level **or** 8 years of UG teaching experience **or** minimum of three years of Post Ph.D research experience
And
- 29.1.2 He/ She has at least three research publications in Indexed/ ISSN numbered journals of National/ International level in relevant subjects with at least one international publication.
- 29.1.3 Any academic person having recognition as Ph.D guide from other reputed Universities/research institutes will be considered.
- 29.2 Notwithstanding anything contained above (Cl. No. 29.1) for the School of Medical Science, a teacher to be recognized for the guides shall have not less than 15years of teaching and research experience after his/ her post graduate qualification and shall have not less than 10 years of post graduate teaching experience.
- 29.3 The Guides may be approved by the DRC on the recommendation of the SRC concerned in due consultation with the related subject expert. The subject expert based on his/ her evaluation of the two research papers and other research outputs submitted by the candidate shall recommend eligibility for Guides. If any

information to be obtained from the applicant, the format at *Annexure-O*, may be used. On final approval, a letter of recognition as Ph D guide of the USTM may be issued as per the format at *Annexure-P*.

29.4 A recognized guide shall not be allowed to register a candidate for PhD, if he(the candidate) is blood related/ closely related to him/ her (Guide).

29.5 The maximum number of candidate to be enrolled for PhD research under the supervising teacher at a given point of time for different cadres shall be as follows:

Professor : 08

Reader/ Assoc professor: 06

Lecturer/ Asst professor : 04

However for the Principals who are recognized guides working in the scale of Professor, shall be able to enroll 08 students, and those Principals who are recognized guides working in the scale of Associate Professor shall be able to enroll 07.

29.6 Without creating precedence, the URC may relax some of these criteria (Cl. 29.1) under special circumstances.

ANNEXURES

Form - I**University of Science and Technology Meghalaya**

Kling Road, Baridua, Ri-Bhoi District, Meghalaya-793101

LIST OF SCHOLARS ADMITTED FOR PH D PROGRAMME**Session : Jan / July, 20....****School :**

Sl No	Enrollment No	Full Name of the Scholar In Capital letters	Name of the Department
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Controller of Examination and Admission

Dean of School

cc: VC
 Pro VC
 Dean Research
 Registrar
 Head of the Department
 Personal file of the scholar

Sample Format**Format-A****University of Science and Technology Meghalaya**

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Application for Course work Examination

To,

Dated:

The Controller of Examinations & Admissions
University of Science & Technology, Meghalaya
9th Mile, Kling Road, Ri-Bhoi,
Pin: 793101

Sub: Application for Course work Examination

Sir/Madam,

I....., a PhD scholar under the Department of would like to appear for the Course work examination to be held on & Therefore I request you to allow me to appear for the same.

Thanking you

Yours Sincerely

Name:
Enrollment No.
Department:
School:

Sample Format



Format-B

University of Science and Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Application for Synopsis Submission

To,

Dated:

The Academic Registrar
 University of Science & Technology, Meghalaya
 9th Mile, Kling Road, Ri-Bhoi,
 Pin: 793101
 Sub: Application for Synopsis Submission

Sir/Madam,

I..... a Ph.D. scholar under the Department ofhave completed my Course work requirements and have received my Course completion Pass certificate on.....Therefore I would like to request you to allow me to submit my synopsis and deliver the presentation on

Thanking you

Yours Sincerely

Date Fixed on:

Approved and Forwarded by

Dean

Name:

HoD:

Enrolment No.

Guide:

Department:

School:

Sample Format



Format-C

Cover Page

Ph.D. Synopsis
Title of the Synopsis
SUBMITTED TO

University of Science & Technology, Meghalaya

Techno City, 9th Mile, Kling Road, Baridua, Ri-Bhoi
Meghalaya-793101

For

Partial fulfillment of Ph.D. in
Session:
Department
School.....

...

Under the Supervision of:

Guide (s):

Co Guide (If any):.....

Submitted by:

Name of the Scholar:

Enrollment No.:

Sample Format**Format- C (i)****University of Science and Technology Meghalaya**

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

(Ph.D. Synopsis Format)

Name of the Scholar Mr. /Ms/:

Enrollment No:

Department:

School:

Name of Guide:

Name of the Co-Guide (if any):

Proposed content of Synopsis

- a. Title:
- b. Introduction:
- c. Importance of present work:
- d. Review of literature:
- e. Objectives:
- f. Research question/ hypothesis (if any):
- g. Materials and Methods/ Methodologies/ Approach(es) applied:
- h. Bibliography/ References:

Signature of Guide

Date:

Signature of Scholar

Date:

Signature of Co Guide (if any)

Date:

Signature of the Head of the Department

Date:

Note: The PhD scholars shall have to follow the above format while preparing the Synopsis.

Sample_Format

Format-D



University of Science and Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Application for Progress report submission

To,

Dated:

The Academic Registrar
University of Science & Technology, Meghalaya
9th Mile, Kling Road, Ri-Bhoi,
Pin: 793101

Sub: Application for Progress Report Submission

Sir/Madam,

I..... ,a PhD scholar under the Department ofhave submitted my Synopsis and have received the Provisional Certificate on Therefore I would like to request you to allow me to submit my First /Second /Third/Fourth Progress Report on

Thanking you

Yours Sincerely

Name of Scholar:

Enrollment No.:

Department:

School:

Forwarded by:

Guide:

Sample Format

Format -E



FIRST PROGRESS REPORT

(From _____ to _____)

Topic of the Thesis: _____

Submitted by : _____
Enrollment No. : _____
Department : _____
School : _____
Date of Admission : _____
Submitted on : _____

Signature of the Scholar

1) Signature of the Guide (s)
Name: _____

2) Signature of the Co-guide:
Name: _____

Sample Format

Format -E (i)

**SECOND/THIRD/FOURTH PROGRESS REPORT**

(From _____ to _____)

Topic of the Thesis: _____

Submitted by : _____
Enrollment No. : _____
Department : _____
School : _____
Date of Admission : _____
Submitted on : _____

Signature of the Scholar

1) Signature of the Guide (s)

Name: _____

2) Signature of the Co-guide:

Name: _____

Sample Format



Format -E (ii)

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

(Format to be submitted by Ph.D. Scholar)

Correction/ Modification of

(Synopsis/Progress Report/Pre-Thesis/Thesis)

1. Name of the Scholar: _____
2. Enrollment No.: _____
3. School _____ Department _____
4. Title of research: _____

Sl No.	Suggestions Given by Expert	Modified Contents as suggested
....		

NB. Separate sheet may be used as annexure along with this format.

Signature of the Scholar

1) Signature of the Guide (s)

Name: _____

2) Signature of the Co-guide:

Name: _____

Forwarded by HOD/Chairperson, DRC:

Name: _____

Signature _____

Sample Format

Format -F



University of Science and Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Application for Pre-Thesis submission Seminar

To,
The Academic Registrar
University of Science & Technology, Meghalaya
9th Mile, Kling Road, Ri-Bhoi,
Pin: 793101

Dated:

Sub: Application for Pre Thesis Submission Seminar

Sir/Madam,

I....., a Ph.D scholar under the Department ofhave submitted my First, Second, Third and Fourth Progress Report and it has been approved by SRC and DRC. Therefore I would like to request you to allow me for the Pre- Thesis Submission.

Thanking You

Yours Sincerely

Name of Scholar:

Enrollment No.:

Department:

School:

Forwarded by:

Guide:

HoD/Chairperson DRC :

Dean :

Sample Format

Format -G

Pre-thesis Seminar

Topic of the Thesis:

“ ”



Submitted by

Name:

Enrollment No:

Department of

School of

University of Science & Technology, Meghalaya

Under Guidance of

Prof/ Dr.

Signature of the Scholar

Signature of the Guide(s)

Sample Format


Format –H
(For Officials Use)

University of Science and Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

CHECKLIST BEFORE SUBMISSION OF THESIS

The following requirements were checked & verified by a three member verification committee along with the Thesis:

Sl. No.	REQUIREMENT		REMARKS
1.	COURSE WORK CERTIFICATE		
2.	SYNOPSIS REPORT		
3.	PROGRESS REPORT-I		
4.	PROGRESS REPORT-II		
5.	PROGRESS REPORT-III		
6.	PROGRESS REPORT-IV		
7.	PRE-THESIS REPORT		
8.	PAPER PUBLICATIONS		
9.	PAPER PRESENTED IN CONFERENCE/WORKSHOP/SEMINARS		
10.	PRE THESIS SUBMISSION REPORT		
11.	DESIGN /STYLE OF TEXT/CONTENTS		
12.	CLEARANCE FROM LAB/LIBRARY/ACCOUNTS		

Details of Deficiency (if any) observed by the Committee:

Name	Name	Name
Designation	Designation	Designation
Signature	Signature	Signature
Date	Date	Date

Allowed/Not allowed to submit the Thesis:

Signature of Academic Registrar

Sample Format



Format-I

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Clearance Form

1. Name of the Scholar..... 2. School:..... 3. Department:.....
 4. Category (please tick): Full time /Project Fellow.....
 5. a) Name of Supervisor..... b) Name of Co-Supervisor.....

Department:

No. of Books issued from Book Bank.....

No. of books issued from Reference Section.....

This is to certify that all the books issued from Reference Section of the Department have been returned to the Departmental Library and all books issued from Book bank in the previous semester(s) have also been returned to the library.

Signature of HoD

Date:.....

Library:

No. of Books issued from Book Bank.....

No. of books issued from Reference Section.....

This is to certify that all the books issued from Reference Section have been returned to the Library and all books issued from Book bank in the previous semester(s) have also been returned to the library.

Librarian, USTM

Date:

Laboratory (if utilized by the PhD Scholar)

This is to certify that there is no loss or damage/the following loss or damage caused to the laboratory equipments, furniture and fixtures.

Name of the equipment/accessories

- 1.
- 2.
- 3.
- 4.

Signature of Lab In-charge

Date:

Hostel:

This is to certify that there is no loss or damage/the following loss or damage caused to the hostel/hostel furniture and fixtures.

Hostel supervisor /Warden

Date:.....

Accounts:

The following is the position of payment of fees:

Admission fee – paid/pending:

Course Work Fee- paid/pending

Caution money- paid//pending:

Semester fee – paid//pending:

Bus fee- paid//pending:

Hostel fee- paid//pending:

Finance Officer/Accounts officer

Date:.....

Sample Format

Format –J



University of Science and Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Application for submission of Thesis

To,
The Finance Officer
University of Science & Technology, Meghalaya
9th Mile, Kling Road, Ri-Bhoi,
Pin: 793101

Dated:

Sub: Application for Thesis submission Fee.

Sir/Madam,

I....., a PhD scholar under the Department ofhave fulfilled all the Ph.D. requirements as per the rules and regulations of the University. Therefore I request you to allow me to pay thesis submission fee.

Thanking you

Yours faithfully

(Signature)

Name of the Scholar

Enrollment No.____

Forwarded by:

Guide:_____

Academic Registrar/Dy. Director(Research) _____

Sample Format



Format –K

University of Science and Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Application for submission of Thesis

To,
The Controller of Examinations & Admission
University of Science & Technology, Meghalaya
9th Mile, Kling Road, Ri-Bhoi,
Pin: 793101
Sub: Application for Thesis submission

Dated:

Sir/Madam,

I....., a Ph.D. scholar under the Department ofhave fulfilled all the Ph.D. requirements as per the rules and regulations of the University. Therefore I request you to allow me to submit 6 copies of soft binding of my thesis titled “_____” for the further processing required for completion of my Degree. The fee receipt of thesis submission fee attached herewith for your kind perusal.

Thanking you

Yours faithfully

(Signature)

Name of the Scholar

Enrollment No.____

Forwarded by:

Guide:_____

HOD:_____

Dean of School:_____

Dy. Director Research_____

Academic Registrar_____

Sample of the Cover page:

Format-L

University of Science and Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

TITLE OF THE THESIS

A

Thesis submitted in partial fulfillment of the requirements
For the Degree of

Doctor of Philosophy

Under

School of.....

THE UNIVERSITY OF SCIENCE AND TECHNOLOGY, MEGHALAYA



By

Name of the Ph.D. Scholar,

Enrollment No:

Department of

University of Science & Technology, Meghalaya

Techno City, Kling Road, 9th Mile, Baridua, Ri-Bhoi

Meghalaya-793101, India

Year

Spine:

Ph.D.	Title	Author's name (Surname first) in brief
-------	-------	--

Sample Format**Format-L(i)**

University of Science and Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

CONTENTS OF THE THESIS

A. PRELIMINARY PAGES

- i. Title page (same as in the cover page)
- ii. Dedication (if any)
- iii. Self Declaration
- iv. The certificates signed by the guides. In case of joint guidance, both the guides shall sign in the same certificate including co guide, if any
- v. Certificate of Plagiarism from USTM librarian.
- vi. Acknowledgement
- vii. Table of Contents
- viii. List of Tables
- ix. List of Figures
- x. Abbreviations
- xi. Appendix
- xii. Abstract

B. MAIN BODY OF THE THESIS (BROADLY):

The detailed organization of the text may vary with the thesis in different subjects, but a consistent style may be followed. In general, the text may be divided into

- I. Introduction
- II. Review of Literature
- III. Methodology
- IV. Research work (actual research work of the scholar)
- V. Results
- VI. Discussion, analysis and interpretation
- VII. Summary
- VIII. Suggestions for future work and application if possible
- IX. References
- X. Reprints of published papers on the topics
- XI. Appendices
- XII. Details of patent if applied

The text of the thesis may also include certain materials such as illustration, tables, photographs, chemical and mathematical formulae and footnotes, as needed to support and justify the research work carried out. Point IV can be sub categorized as per the need of the discipline of research work.



University of Science and Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Guidelines for thesis preparation

1. All copies of the thesis will be printed or word processed on standard A-4 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 printed 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 for clarity and uniformity. 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. Where it is necessary, hyphenation may be used.
2. The Maps and drawings may have appropriate size as advised by the Guide. But the thesis will have reduced version to A4 size. A set of copies as per the size suggested by the Guider for clarity to be submitted to COEA both in hard and soft copy
3. The title page (including the cover) should include the following – Title of the thesis, Name of the degree, Logo of USTM, Name of the Scholar of the thesis, Department under which the Scholar has registered 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, title of the thesis and short name of the author, the year of submission be embossed / printed also on the spine of the cover of the final copy of the thesis in the hard bond form.
4. The Color of the thesis cover shall be as given below:

SCHOOLS	COLOR
Business, Arts, Commerce, Law	Blue
Science, Engineering, Medical	Brown

5. The candidate shall submit six copies of the thesis in soft binding. However, a scholar shall have to submit one copy of the thesis in a hard bound form within one month *from the date of viva-voce* for preservation in the library, with all original size of Maps and Drawings, if any.

Sample Format


Format-M
(For official Use)

University of Science and Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Ph.D. Summary Performance Sheet at a Glance

Ph.D. SUMMARY PERFORMANCE SHEET AT A GLANCE (Sample)

Name		
School	Department	
Topic of Research		
Date of Admission		
Enrollment Number		
Post Graduation (Name of the University)	Post Graduation Percentage	
Employed (Organization) / Not employed		
Synopsis presentation date	Provisional Registration	
Category		
Duration taken till Final Registration		
Guide Allotted		
Course Work Attended / completed	Course work percentage	Annexure I
Progress Report Presented –I	Progress Report Presented –II	Annexure I
Invited Expert:	Invited Expert:	
Progress Report Presented –III	Progress Report Presented –IV	Annexure I
Invited Expert:	Invited Expert:	
Pre-thesis seminar presented (Final Registration)	No. of Attendees	Thesis Submitted on
Invited Expert:		
Publications details	National	International
	Title	Impact Factor(IF)
Seminars/Conference/Wok shop Attended	National	International
	Title	Impact Factor(IF)
	Annexure II	Annexure III

Sample Format



**Format-N
(For official Use)**

University of Science and Technology Meghalaya
Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Ph.D. Summary Performance Sheet at a Glance

Viva Voce conducted		Date
Category of Research Scholar		
Observation:		
External Expert	A	C
Name & Designation:		B
Chancellor's nominee	A	C
Name & Designation:		
A=Excellent	B=Very Good	C=Good

COMMENTS BY

VC Nominee	Signature
Chancellor's Nominee	Signature

Senior Research Officer

Controller of Examination

Sample Format



Format-O
(For office Use)

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

ACCOUNTS DETAILS OF THE SCHOLAR

SL No	HEAD	AMOUNT	DATE OF PAYMENT
1.	ADMISSION FEES		
2.	FIRST SEMESTER FEES		
3.	SECOND SEMESTER FEES		
4.	THIRD SEMESTER FEES		
5.	FOURTH SEMESTER FEES		
6.	FIFTH SEMESTER FEES		
7.	SIXTH SEMESTER FEES		
		
	THESIS SUBMISSION FEES		

Verified by Finance Officer
Signature:
Date:

Approved by Academic Registrar
Signature:
Date:

Sample Format



Format-P

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Application for a new Guide/change of Guide

1. Name:
2. School:
3. Department:
4. Category (Please tick): Full time/ Part time/ Sponsored/ Project fellow
5. a) Name of Guide: _____ Department: _____
b) Name of Co-Guide (if any) _____ Department _____
6. Date of Enrollment _____
7. Ph.D. Registration completed: Yes/No. If yes Regn. No. _____ Date _____
8. Title proposed at the time of submission of Synopsis:
9. Stage of Research: (Tick the relevant one)

a. Literature survey	b. Registration done	c. Field work / data collection
d. Analysis	e. Writing the thesis	
10. Name of the new Guide proposed:
11. Reason for the change sought (Tick any one):

a. Leaving the University	b. Long sickness	c. Technical	d. Superannuation
e. Long leave (for more than 1 year)	f. Demise	g. Others (specify)	
12. In case of change, comments of existing Guide {in the case of 11 (f) not applicable}
13. Comment of the proposed new Guide:
14. Comment of HoD in case of the proposed change to other department (indicating his /her consent or otherwise with specific reason):

Signature of the Scholar

Sample Format



Format-Q

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Application for Change of Department

1. Name: _____
2. School: _____
3. Department: _____
4. Category (Please tick): Full time/ Part time/ Sponsored/ Project fellow
5. a) Name of Guide: _____ Department _____
- b) Name of Co-Guide (if any) _____ Department _____
6. Date of Enrollment _____
7. Ph.D. registration completed: Yes/No. If yes Regn. No. _____ Date _____
8. Reason for the change sought (Tick any one):
9. Comment of the proposed new Supervisor:
10. Comment of HoD in case of the proposed change to other department (indicating his /her consent or otherwise with specific reason) :

Signature of the Scholar

Sample Format



Format-R

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Sponsorship Certificate in Official Letter Head

To,
The Academic Registrar
University of Science & Technology, Meghalaya
9th Mile, Kling Road, Ri-Bhoi,
Pin: 793101

Dated:

Sub: Sponsorship of Mr./Ms. _____
for Ph.D. programme at USTM.

Dear Sir/ Madam,

Mr./Ms. _____ who has been working in this organization as _____ is hereby sponsored for carrying out the Ph.D. work at USTM from the session _____ as a full time student.

The employee will be relieved from his/her duties in the organization to join the Ph.D. programme.

Date:
Place:

Signature:
Name :
Designation:
Seal of sponsoring authority.

Sample Format



Format-S

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

No-Objection Certificate from Employer in Official Letterhead

Ref No:

To,
The Academic Registrar
University of Science & Technology, Meghalaya
9th Mile, Kling Road, Ri-Bhoi,
Pin: 793101
Sub: No objection certificate

Dear Sir/ Madam

It is hereby certified that Mr./Ms. _____ has been working in this organization as _____.

This organization has no objection to his/her being admitted to the Ph.D. programme at USTM from the session starting on _____ as a part-time student.

Date:

Signature:

Name:

Place:

Designation

Seal of competent authority.

Sample Format



Format-T

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

No-Objection Certificate from Principal Investigator

(In case of Project Fellows) in the official letter head of Principal Investigator

Ref No:

To,
The Academic Registrar
University of Science & Technology, Meghalaya
9th Mile, Kling Road, Ri-Bhoi,
Pin: 793101

Sub: No objection certificate
Dear Sir,

Certified that Mr./Ms. _____, is working as a _____ in the project _____ in the department/ Centre _____ funded by _____ since _____. I have no objection in allowing him / her to join the Ph.D. programme at USTM under the category of project fellow.

Further, he / she will be allowed to carry out his/her course work / research work of the Ph.D. programme without hampering the project work.

Date:

Signature:

Place:

Name:

Designation

Seal of Principal Investigator

Sample Format**Format-U****University of Science & Technology, Meghalaya**

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Application form for Recognition of outside Laboratory/Dept

(To be filled by the Head of the Laboratory/Department/Centre)

1. Name of the Laboratory/Department/Centre:
2. Address: (with Tel/Fax/e-mail/web-site)
3. Name of the University/Institute/Organization:

Technical and Scientific Information:

1. Major activities of the Organization (*Write in a separate sheet*)
2. Details of facilities available with list of major equipment/
Instruments/Setup/Software/Plant /Other mechanisms)
3. Details of Library facilities (books and Journals):
 - a) Total books in the related field
 - b) Journals in the related field (give names)
4. List of computational facilities available (both *inside the laboratory and Common*)
5. Is there internet facility? (*both inside the laboratory and common*)

Sample Format



Format-U(i)

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Application form for Recognition of outside Laboratory/Dept

Application form for Recognition of outside Laboratory/Dept

(To be filled by the Head of the Laboratory/Department/Centre)

Administrative Information:

1. Type of the Organization (Central Govt./State Govt./Public sector/Private sector/Autonomous body):
2. Name, designation and Address of the Head of the Organization:
3. Name, designation and Address of the Head of the Lab/Dept/Centre:
4. Major areas of activities (e.g. Biotechnology, Computer hardware etc.)
5. Any other information:

Certified that the information given above on this Laboratory/Department/Centre is furnished in connection with recognition of this Laboratory/ Department/ Centre by USTM for Ph.D. programme.

Signature of the Head of the Laboratory/Department/Centre

Name:

Designation:

Office seal with date:

Sample Format



Format-V

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Application Form for extension of time for submission of Ph.D. thesis

- i. Name: _____
- ii. School: _____ Department: _____
- iii. Category (please tick): Full time/Part time/Sponsored/Project Fellow
- iv. a) Name of Guide _____
b) Name of Co-Guide _____ Affiliation _____
- v. Date of admission: _____
- vi. Date of submission of Synopsis: _____ Semester No. _____ Year _____
- vii. Title of the Thesis:
- viii. Duration of extension sought:
- ix. Reasons for the extension sought:
- x. Justification for the utilization of the extended time

Signature of Scholar

Name: _____
_____Signature: _____ Date _____

Forwarded by Guide

Name:

Signature: _____ Date

Sample Format



Format-W

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

(Format to be submitted by Chairperson)

Correction/ Modification to be done

(Synopsis/Progress Report/Pre-Thesis/Thesis/Thesis Evaluation)

1. Name of the Scholar: _____
2. Enrollment No.: _____
3. School _____ Department _____
4. Title of research: _____

5. Report of Synopsis/Progress Report/Pre-Thesis/Thesis _____
(Separate sheet may be attached)

Recommendations:

Comments from DRC (Separate sheet may also be used if necessary):

Signature of Chairperson, DRC

Name: _____

Signature: _____ Date _____

Forwarded by Chairperson, SRC

Name:

Signature: _____ Date _____



Ph.D FLOW CHART

University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

