

YMCA University of Science & Technology
Faridabad (Haryana) - 121006
(A State Govt. University under Section 2f and 12B of UGC Act)



REFRAMED
Ph.D. ORDINANCE

**Duly approved by Academic Council in its
8th Meeting held on 29.10.2014 at 10.30 am
in the Multi-Media Centre of the University**

Ordinance: Doctor of Philosophy

1. Preamble

The Ph.D programme is an integral component of the higher technical education in the University. All the teaching departments offer Ph.D programmes in identified thrust areas which are based on facilities available and market requirements. Each year a consolidated list of number of seats available will be prepared by the University for which the admission to be made as per the process laid down in this Ordinance.

2. Locale

- (i) The degree of Doctor of Philosophy (Ph.D) shall be granted by the YMCA University of Science & Technology, Faridabad in any of the faculties in which PG teaching is imparted on its campus.
- (ii) Subject to general guidelines issued by the Academic Council and overall control of the administration, the research activities for Ph.D programmes regulated by the various Post-graduate Boards of Studies and Research
- (iii) The applicants/scholars shall be classified in the following ways :-
 - (a) On the basis of the time devotion to the Ph.D programme
 - Full time
 - Part-time
 - (b) On the basis of fellowship/scholarship
 - A research scholar getting YMCAUST fellowship/scholarship
 - A research scholar receiving fellowship/scholarship from outside organizations such as CSIR, UGC, QIP, DST, AICTE etc.
 - Non fellowship/scholarship

Preference will be given to full time candidates.

3. Constitution of Department Research Committee

The Departmental Research Committee (DRC) shall consist of the following provided each qualifies to be a Ph.D Supervisor :-

- (i) The Chairman of the Department
 - (ii) All Professors of the Department
 - (iii) Three Associate Professors of the department by rotation, having doctoral degree.
- The term of an Associate Professor will be of 2 years. If such teachers are not

available in the department then chairperson of DRC may co-opt members from outside the department/university.

- (iv) Supervisors of the scholars:- They do not, however, constitute the regular members {unless covered under (i) or (ii) or (iii)}. They participate in DRC meetings only when the cases of their respective scholars are taken up. Also, the proposed supervisor is to be invited to participate in the DRC meeting when the case of his prospective candidate is taken up.

The chairman of the department shall be the chairman of the DRC. If the chairman does not qualify, the senior most qualifying faculty member of the department will act as the chairman of the DRC.

4. Eligibility

- (i) A candidate for admission to the course of Ph.D must have obtained 60% marks at the regular master's degree level or any other equivalent examinations in relevant field or a subject allied thereto. The relevance of the subject will be decided by the Board of Studies (BOS).
- (ii) The candidates who appeared in regular master's level examination in the current session may also appear in the entrance test. But they must submit the proof of having passed the examination on the pre-designated date before admission to the Pre-Ph.D course.
- (iii) The state reservation policy shall be followed in Ph.D Admission.
- (iv) A candidate provisionally registered for Ph.D shall be required to attend classes for one semester for a Pre-Ph.D course.
- (v) The candidates who are awarded fellowship by the university/outside agency to carry out Ph.D work, shall be required to stay at university headquarter for whole duration of the fellowship. The chairperson of the department concerned will certify the stay of the candidate.

5. Additional Eligibility Conditions for Part-Time Ph.D Admission

- (i) The applicant should be an employee of an educational institute/organization/Industry and must produce No Objection Certificate (NOC) from his employer on or before the interview.
- (ii) The candidate proves to the satisfaction of the DRC that his/her official duties permit him to devote sufficient time to research.

- (iii) The candidate proves to the satisfaction of the DRC that facilities for pursuing research are available at his place of work in the chosen field of research.
- (iv) He will be required to visit university (on working days) to meet his supervisor in the department at least twice in a month and such visit is to be reported to the chairman- DRC for record

6. Enrollment

- (i) The enrollment to Ph.D programmes in the teaching departments shall be made once/twice a year through the entrance test conducted by the Dean Academic / research coordinator. The cut-off date for this will be decided on year to year basis. The applications in the prescribed form shall be submitted by candidates to the Academic section.
- (ii) The number of vacancies in various departments will be given on university website and mention of the same will be made in the admission notices for information of the candidates. At the time of notifying the vacancies in newspapers, the number of vacancies for registration shall be indicated course wise.
- (iii) The eligible candidate shall apply for admission in the prescribed form downloadable from the university website.

7. Procedure for Admission

The procedure for admission to Ph.D programme shall consist of the following steps :-

- (i) Receipt of applications
- (ii) Scrutiny of the applications by the concerned department
- (iii) The Entrance test will be of 2 hours duration having 80 questions of one mark each of concerned discipline / branch. There will be deduction of 0.25 marks for each wrong answer.
- (iv) The candidates passing the entrance test with at least 40% marks* will be eligible for interview. The candidates who have qualified UGC/NET/CSIR (JRF)/GATE/SLET/Teacher fellowship holder or passed regular M.Phil programme will be exempted from appearing in the entrance test for Ph.D Programme**. However, they will have to appear in the interview as per schedule.
(*amended in AC/03/12 meeting & ** amended in AC/05/07 meeting)
- (v) Entrance Test shall be followed by an interview to be organized by the department concerned. At the time of interview, doctoral candidates are expected to discuss their research interest/area.

- (vi) Only the predetermined number of students will be admitted to Ph.D programme in a department with provisional registration.
- (vii) After having admitted, each provisionally registered Ph.D student shall be required to pass pre-Ph.D course work of one semester (minimum attendance of 75%). The course work shall include a compulsory course on :-
 - (a) Research methodology including quantitative methods and computer applications
 - (b) Course suggested by DRC and supervisor
- (viii) The course will also include reviewing of published research in the relevant field.
- (ix) The minimum qualifying requirement in Pre-Ph.D course will be CGPA of 6.0 in aggregate. The Pre-Ph.D course work may be carried out in sister departments within the university.
- (x) For admission to Pre-Ph.D course the candidate will be required to deposit fee as prescribed by the university.
- (xi) The evaluation of Pre-Ph.D examination will be got done internally. The result will be declared within one month of Pre-Ph.D examination. Reappear examination for Pre. Ph.D course shall be conducted along with the other semester exams. The candidates attaining less than the minimum qualifying CGPA will have to qualify with minimum CGPA requirement for confirmation of registration within two years.
- (xii) The presentation of Synopsis by the candidate will be before DRC of the department as per the schedule decided by the department concerned. The BOS will consider and approve the synopsis of all candidates and shall confirm the registration by the date of approval by DRC.
- (xiii) After the issuance of the registration letter, the candidate will deposit the fee within a month failing which his/her candidature will stand cancelled. The Vice-Chancellor may cancel the registration of a candidate at any time, after the issue of a due show-cause notice, on disciplinary or any other grounds, which are considered to be not in consonance with the dignity and behavior of a research scholar or non-payment of hostel or any other dues.
- (xiv) The minimum period of registration shall be two years for a full time scholar and three years for a part-time scholar after course work.
- (xv) The maximum time for the submission of the thesis for a full time scholar is five years and that of a part-time scholar is six years from the date of initial registration for the Ph.D programme. However, as a special case, on the recommendation of

the supervisor , chairman of the DRC and the dean, this limit may be extended upto a maximum period of seven years for both the categories by Vice-Chancellor. Beyond this the registration shall stand cancelled automatically.

8. Allocation of Supervisor/Co-Supervisor

- (i) The candidate shall obtain the consent of the supervisor and submit the same to the department. The Board of Post Graduate Studies and Research shall decide the case of registration and shall finally approve the name of supervisor or any co-supervisor (intra-departmental/inter-departmental/external, if desirable).
- (ii) *Scientist/Researchers/Faculty working on regular basis in various IIT/NIT/Research Laboratories/Industrial Establishments (which are recognized by YMCAUST/Central university/ state govt university/govt. aided institutions/Directorate of technical Education (DTE) with Ph.D degree shall, however, be permitted to act as co-supervisor. The prior consent of the co-supervisor shall be obtained before registration. The faculty member to be appointed as supervisor or co-supervisor shall not be a spouse/blood relation of the research scholar to be registered for Ph.D course.
- (iii) A professor will supervise at any one time not more than 8, associate professor 4, assistant professor 2 candidates. Teachers working in YMCAUST and in recognized colleges affiliated to this university with Ph.D degree and three year post Ph.D experience with proven research record in the form of 05 research publications shall be permitted to act as supervisor on the recommendation of Board of Post Graduate Studies and Research. The Vice-Chancellor may permit these limits to exceed marginally on special ground to be recorded. No fresh registration will be allowed by BOS/AC to teachers who proceeded on extra ordinary leaves.
- (iv) The teacher(s) on extra ordinary leaves may continue to guide the candidates registered for Ph.D programme under his/her supervision in the university. If the supervisor(s) of a candidate leave(s) the university before the completion of the research work or is/are otherwise unable to see the work through, due to some valid reasons, the Vice-Chancellor may allow change of the supervisor, as chosen by the candidate, on the recommendation of the DRC, if it is considered that the change of supervisor is in the interest of the completion of the work.

9. Evaluation and Assessment Methods

- (i) Research Scholar shall submit progress report along with the presentation in every six months before DRC.

- (ii) Every supervisor shall, through the chairperson of the department, send to the chairman Board of Post Graduate Studies and Research annually (at the end of September) a report of research work done by the research scholar during the said period.
- (iii) If the work of a research scholar is found unsatisfactory at any stage as reported by the supervisor(s), the DRC shall give him or her an opportunity to explain his/her position and make suitable recommendation including de-registration. The Board of Post Graduate Studies may then recommend cancellation of his or her registration to the appropriate bodies.
- (iv) No candidate shall join any other regular course of study or appear at any examination while conducting research. The Vice-Chancellor may, however, allow a candidate to appear in any examination or to attend a course which is conducive to his or her research and is of minor nature, including improvement of any previous result.
- (v) The Board of Post Graduate Studies may allow a subject of research to be modified upto one year after registration.
- (vi) Provided that minor changes in the topic of a thesis may be allowed by the Board of Post Graduate Studies upto six months before the submission of the thesis.

10. Pre-submission of Thesis

- (a) A Pre-Ph.D submission is an essential requirement to assess the contents of the Thesis before the committee. On completion of the research work and complying with the submission requirements, the candidate shall submit to Supervisor(s), a copy of the extended synopsis (**Annexure A**) of his research work.
- (b) If supervisor(s) is / are satisfied that the research work has been completed as per pre-defined objectives and the research scholar meets the eligibility criteria for Pre-Ph.D submission including published work (*two research papers in reputed journals during the period of registration in the form of acceptance letter or the reprint*), he/she/they shall forward the same with the certificate (**Annexure B**) through the chairperson to the dean of the faculty concerned.
- (c) The extended synopsis and other concerned papers of the research scholar shall then be forwarded to academic section for verification as per checklist (**Annexure C**). The file would then be routed back within three working days. Dean of faculty concerned would formulate a 3-5 member committee of the concerned department comprising of at least 2 professors, senior most associate professor and assistant professor possessing Phd degree for conduct of Pre-Ph.D presentation, the date and time for the same would be fixed in consultation with supervisor (except on holidays and vacations). Pre-Ph.D presentation of

the research scholar shall be in the presence of faculty members, research scholars and PG students. One external member/ expert may be nominated for the same in case number of cadre are not available in the department. The committee would submit report of the pre PhD presentation as per format (**Annexure D**) to the concerned chairperson along with extended synopsis and submit its recommendations to the dean of faculty as under:

- (i) If the committee is fully satisfied with the research work completed by the research scholar, through DRC it will recommend to BOS to allow the research scholar to write his / her thesis and submit the final draft within 6 months from the date of clearance by BOS. The thesis can be submitted only after two months from the date of recommendation by DRC. If a candidate fails to submit the thesis in stipulated period, then extension in submission period can be provided by the Vice-Chancellor on the recommendation of BOS. If the research scholar even then fails to submit his / her thesis within a stipulated period of 8 months, he / she will have to submit the thesis after making Pre-Ph.D submission presentation again.
 - (ii) If committee is not satisfied with the research work done by the research scholar, it will advise the research scholar to make the specific changes / undertake additional research work and resubmit the extended synopsis.
- (d) Notice for Pre-Ph.D submission presentation must be issued by the academic section with the approval of the dean concerned, date in consultation with the concerned chairperson and supervisor, **at least 7 working days in advance**.
- (e) The final report of the committee and all other papers will be submitted to **Dean Academics** for records.

11. Submission of Thesis

- (i) When a research scholar is ready to submit his or her thesis for evaluation, he or she shall obtain a certificate from his or her supervisor to this effect and shall apply to the chairperson.
- (ii) The Ph.D. candidate shall submit three soft bound (format given in Annexure A-1) and soft copy stored on CD to the concerned department. Four hard bound copies shall be submitted after the final viva.
- (iii) The candidate should also submit to the chairperson six copies of the summary of the thesis each indicating how far the thesis embodies the results of his or her own research or observation and in what respect his or her investigations appear to him or her to advance the study of the subject of his or her thesis. This will be done two weeks before the meeting of the BOS.

- (iv) The board of studies shall approve a panel of six to eight specialists from different Universities/Institutes in the field suggested by DRC and supervisor of the candidate for appointment as evaluator for each thesis out of which three shall be from outside the state or country. The specialist recommended shall be either professors, associate professors or persons of eminence possessing Ph.D and their specialization shall be relevant to the topic of the thesis. However the examiner shall not be from the university/ institute of the supervisor/candidate and not related to them. Member of the BOS shall be avoided as an examiner/ evaluator for the thesis. The BOS is free to include or change any name/s of examiner as evaluator for the thesis.
- (v) The chairperson of the department shall send this examiner's list (sealed envelope), duly signed by the members of the BOS, along with the copies of the thesis and summary to the dean (academics)/research coordinator. After verifying the check list (see Annexure 2), academic section shall forward this to the examination branch.
- (vi) The COE shall forward this examiner's list to the Vice-Chancellor. The Vice-Chancellor shall appoint finally three examiners, out of which at least one should be outside the state or country. The Vice-Chancellor is authorized to appoint examiners from outside the panel forwarded by the BOS. The examination branch shall seek the consent of the examiners, if any of the examiner(s) show his/her inability to evaluate the thesis than the consent may be obtained from other examiner(s) approved by the Vice-chancellor. If the reply regarding the consent is not received within a month then the examination branch can communicate with the other examiner after the approval of the Vice-Chancellor.
- (vii) If any examiner does not reply even after three months, two reminders should be given to him at the gap of one month by COE and after that the thesis may be sent to the next examiner after the approval of Vice Chancellor.
- (viii) The evaluator will state categorically whether in his or her opinion :
 - (a) Thesis should be accepted for the award of Ph.D Degree
 - OR
 - (b) It should be referred to candidate for presenting it again in revised form;
 - OR
 - (c) It should be rejected
- (ix) The evaluator shall state reasons for approval or rejection of the thesis. If he or she recommends re-submission /rejection, he or she shall specifically indicate what modifications he or she wants the candidate to effect and incorporate in the thesis. If all the examiners recommend the award of degree, they may also give in their report

a set of questions which they would like to put to the candidate at the time of viva-voce. In case two of the examiners rejects the thesis the Vice Chancellor will send the thesis for evaluation to the another examiner. If only one of the examiners recommends re-submission with modification, in that case the candidate shall be asked to modify the thesis and submit the same after having carried out all the modifications within a year with a certificate from the supervisor(s) that all the modifications have been carried out as suggested by the examiner.

- (x) A re-submitted thesis shall be examined by the examiner(s) who evaluated the original thesis unless any of them is unable or unwilling to do so in which case substitute(s) shall be appointed from the panel by the Vice-Chancellor. The examiner(s) for the revised thesis will only see whether the objections raised have been met or not.
- (xi) A candidate whose thesis is rejected shall not be registered again for the Ph.D degree with the same topic.
- (xii) The examiner for a thesis shall indicate in their report whether the thesis is fit for publication in its original or modified form. In the later case, he shall make definite suggestions for improvement.
- (xiii) If all examiners recommend award of the degree, the candidate shall be examined through viva-voce examination by one of the examiners, to be nominated by the Vice-Chancellor. If all the examiners are unable or unwilling to conduct the viva-voce examination another person will be approved for the purpose by the Vice-Chancellor from the panel already approved by PG Board of Studies.
- (xiv) The viva-voce examination shall be conducted by the external examiner and will be held in the department concerned at YMCA University of Science & Technology, Faridabad unless otherwise approved by the Vice-Chancellor. All the teachers including supervisor/ co-supervisor and research scholars will be invited to attend the viva-voce examination. The viva-voce examination will be based on the questions given by all the examiners. The candidate will openly defend the thesis in viva-voce examination.
- (xv) After the viva-voce examination, the reports of all the examiners shall be placed before the research degree committee consisting of the Vice-Chancellor, the Dean of the Faculty concerned, chairperson of the university teaching department and one of the supervisor/co-supervisor. It shall be the function of the committee to consider the reports and to recommend to the Academic Council, whether;
 - (a) The degree be awarded

OR

- (b) The thesis be revised and resubmitted for re-examination ;

OR

- (c) The thesis be rejected

- (xvi) Further, provisional degree shall be issued from the date of meeting of research degree committee to such students in whose cases the research degree committee has recommended for award of Ph.D Degree. Along with the degree, the university shall issue a provisional certificate certifying to the effect that the degree has been awarded in accordance with the provisions to the UGC (Minimum Standards and Procedures for the award of Ph.D Degree) Regulation, 2009.
- (xvii) After finalization of the award of Ph.D Degree, one copy will be sent to the University Library and the other to the Departmental Library. The third copy may be returned to be candidate. Further, the university shall 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.
- (xviii) No thesis shall be published without the prior permission of the university. The research scholar may apply to the chairperson of the department for permission to publish his or her thesis. The chairperson will place the request before the DRC which shall satisfy itself that the thesis is in publishable form. It will be guided by the reports of the examiners. A certificate will be obtained from the supervisor to the effect that the necessary improvements suggested by him or her and the examiners have been duly carried out. All the published thesis will be put on university website and will include catalogue and abstract of the thesis.
- (xix) The Academic Council, on the recommendation of the Vice-Chancellor, shall have the right to withdraw the degree if plagiarism or duplication or any other form of malpractice is detected at any stage and to initiate such further action as it deems fit. Provided that the Vice-Chancellor shall get the complaint in the matter investigated confidentially and shall give the accused an opportunity to explain before he makes his recommendation on the matter to the Academic Council. There shall be no limitation of time for this action of the Academic Council.

Guidelines for Submission of Extended Synopsis

The Extended Synopsis should broadly indicate the work done, objectives proposed and achieved, methodology adopted and outcomes in chapter wise description. In general, the following should be the sequence of Extended Synopsis:-

1. Cover Page
2. Certificate by Supervisor
3. Content Page
4. Summary/Introduction
5. Research Objectives
6. Organization of proposed thesis (chapter wise)
7. Contribution
8. Scope for further work

The Extended Synopsis should typically be 15 to 20 pages (excluding title pages). It should be neatly typed on both sides in Times New Roman Font of size 12 with 1.5 spacing.

The general guidelines are as follows:

1. Synopsis must be unambiguous. Title of the Synopsis must be as approved by DRC/BOS.
2. The objectives and methodology of the research should be started in bullet form/itemized.
3. The entire text should be grammatical correct and must be at a reasonable language level.
4. The Synopsis must clearly mention the expected outcomes of the research.
5. Synopsis must be accompanied with a Certificate duly signed by Supervisor and countersigned by Chairperson concerned testifying therein that the entire text of the Synopsis has been read thoroughly and it is as per the guidelines.

Certificate from research supervisor(s) stating that

- (i) At least two publication in prestigious refereed journal, and all other academic requirements are fulfilled and
- (ii) There is *prima facie* case for the submission of the thesis and the thesis does not contain any work, which has been previously submitted for the award of any degree anywhere.
- (iii) Undertaking from the candidate as well as research Supervisor(s) shall mention that: “The thesis is based on the individual, original work of the candidate, which is previously unpublished research work”.
- (iv) It shall be ensured by the research supervisor(s) that: the thesis shall not contain any material that infringes the copyright of any other individual or organization and does not hurt the sentiments of any individual(s) or religion(s). The information such as text, tables, equations, diagrams, figures, charts, graphs, and photographs taken from sources such a published work, like research papers, books, periodicals, web Sites or other sources has been cited appropriately. Further, the opinions expressed or implied in the thesis shall be entirely of the candidate.

Check List for Students/Academic Section at the time of pre submission

1. Minimum Period of registration shall be 3 years for part time scholar and 2 years for full time scholars for Pre- submission of thesis scholars and maximum time is 6 years for part time scholar and 5 years for full time scholars.
2. Research Scholar should submit progress report every six months. Minimum 06 satisfactorily progress report is required for thesis submission. Copy of every progress report should be send periodically to academic section for records.
3. Pre-Ph.D course work certificate /DMC with CGPA of 6.0 or above in aggregate.
4. 6 copies of extended synopsis.
5. Two research paper (along with the cover page and contents list of that issue) during the period of registration in prestigious refereed international journal in the research area. The candidate should be the main author in the paper. The List of Publication out of thesis should be divided into three categories:
 - (i) List of Published papers
 - (ii) List of accepted papers
 - (iii) List of communicated papers

The format of the list is given below

S.No	Title of the paper along with volume, Issue No, year of publication	Publisher	Impact factor	Referred or Non-Referred	Whether you paid any money or not for publication	Remarks

6. Patents, if any

Pre-submission Seminar Report

Thesis examination is unable to commence until the pre-submission seminar has been completed.

Candidate details:

Name of the candidate

Student Registration No:

Faculty:

Department:

Family Name: Title:

Supervisor/s:

Date of Registration:

Title of the thesis

Section A: Committee Report

Members of the Committee

	Name
1.	<input style="width: 95%; height: 25px;" type="text"/>
2.	<input style="width: 95%; height: 25px;" type="text"/>
3.	<input style="width: 95%; height: 25px;" type="text"/>
4.	<input style="width: 95%; height: 25px;" type="text"/>
5.	<input style="width: 95%; height: 25px;" type="text"/>

Oral presentation

On what date was the oral presentation given?

Did the candidate provide a satisfactory oral presentation of at least 20 minutes? Yes No

Did all members of the review panel attend the oral presentation? Yes No

Written submission

Did candidate meet the guidelines for the written submission including any additional requirements of the faculty and/or Department? Yes No

Comments:

Overall feedback (If insufficient space below, please attach further information to this form)
Comment on the quality of the content and delivery of the candidate's written and oral presentation.

Committee shall give specific Recommendation: *Whether the candidate is allowed to submit his/her thesis as per the presentation of the work or modification are required.*

The research work is of high standard, novel and sufficient for the submission of the thesis

Yes/No

Signatures of committee members

YMCA University of Science & Technology
Faridabad
Faculty of

FORMAT TO BE USED FOR Preparation of Ph.D. Thesis

1. ARRANGEMENT OF CONTENTS:

The sequence in which the thesis material should be arranged and bound should be as follows:

1. Cover page
2. Inner cover page
3. Dedication (optional)
4. Candidate's Declaration
5. Certificate of the supervisor
6. Acknowledgement
7. Abstract
8. Table of contents
9. List of tables
10. List of figures/graphs
11. List of photographs
12. List of abbreviations
13. Body of the thesis
14. References
15. Appendices
16. Brief bio data of the research scholar
17. List of publications out of thesis

2. PAGE DIMENSION, TYPING AND BINDING SPECIFICATIONS

- a. The dimension of the thesis should be in A4 size
- b. The Thesis should be hard bound with cover page printed on it in specified format.
- c. Photographs, if necessary, should be suitably mounted on the same quality paper as the thesis.
- d. The typing of cover page, title page, declaration of candidate, certificate of supervisor and name of chapters should be only on one side of the paper whereas the other printing should be on both sides of the paper.
- e. The chapter numbers should be indicated in Roman.
- f. Three copies of the thesis in soft bound and soft copy stored on CD. In case of candidate being supervised by more than one supervisor, appropriate number of additional copies must be submitted.
- g. The colour of the binding (in hard) would be Red. The cover should have the material indicated in the item 'b' above printed on it and should be written with golden ink.

- h. The general text shall be typed in the font style ‘Times New Roman’ and Font size 12. Use 1.5 spacing between the regular text and quotations.
- i. **FONT**
REGULAR TEXT – Times Roman 12 pts. And normal print
CHAPTER HEADING- Times Roman 16 pts., bold print and all capitals
SECTION HEADINGS- Times Roman 12 pts., bold print and all capitals
SUBSECTION HEADINGS – Times Roman 12 pts., bold print and leading capitals i.e. only first letter in each word should be in capital. Single line spacing should be used for typing the general text.
- j. The margins for the regular text should as follows:
 Front Side - LEFT = 1.50”, RIGHT = 1.00”, TOP = 1.00”, BOTTOM = 1.00”
 Back Side - LEFT = 1.00”, RIGHT = 1.50”, TOP = 1.00”, BOTTOM = 1.00”

3. PREPARATION FORMAT

- 3.1 Cover Page - A specimen copy of the cover page of thesis is given in Appendix-1.
- 3.2 Inner Cover Page - A specimen copy of the inner cover page of thesis is given in Appendix-2.
- 3.3 Dedication - A specimen copy is given in Appendix-3.
- 3.4 Candidate’s Declaration – A specimen copy of Declaration certificate is given in Appendix-4.
- 3.5 Certificate of the supervisor – A specimen copy of Title page of certificate is given in Appendix-5. The certificate shall carry the supervisor’s signature and shall be followed by the Supervisor’s name, academic designation department etc.
- 3.6 Acknowledgment – A specimen copy of Acknowledgement certificate is given in Appendix-6.
- 3.7 Abstract – Abstract should be one or 2 pages synopsis of the thesis typed in one and a half line spacing, Font Style Times new Roman and Font Size 12. A specimen copy abstract of the thesis is given in Appendix-7.
- 3.8 Table of contents – The table of contents should list all material following it as well as and material which precedes it. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents is given in Appendix-8
- 3.9 List of Tables – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the list of Tables is given in Appendix-9.
- 3.10 List of Figures – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the List of Figures is given in Appendix-10.
- 3.11 List of photographs –A specimen copy of the List of photographs is given in Appendix-11.
- 3.12 Body of the thesis - The chapters may be broadly divided into 5 parts (i) Introductory chapter including over view of the concerned area and organization of the thesis (ii) Literature review (iii) Scope and objective, methodology of the thesis (iv) Chapters developing the main theme of the thesis work (v) Conclusion and future scope of work.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- The chapter title is the first-order heading. A chapter may be divided into section each of which has a section title (second-order heading). For example, in Chapter 3, the sections will be numbered 3.1, 3.2, etc. If at all possible do not further subdivide a section.
- Use subsections (third-order headings) only if unavoidable. For instance, in section 3.2, the subsections will be numbered 3.2.1, 3.2.2, etc. Do not further subdivide beyond this point. For example, subsection 3.2.2 may not be further divided into sub-subsections 3.2.2.1, 3.2.2.2 etc.
- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

3.13 **References** – A specimen copy of Bibliography is given in Appendix 13.

3.14 **Appendices** – A specimen copy of Appendices is given in Appendix 14.

3.15 **Brief bio data of the Ph.D scholar** – A specimen is given in Appendix 15.

3.16 List of Publications out of thesis –A specimen copy of the list of publication out of thesis is given in Appendix-16.

Check List for Students/Academic Section at the time of submission

1. Minimum Period of registration shall be 3 years for part time scholar and 2 years for full time scholars for Pre- submission of thesis scholars and maximum time is 6 years for part time scholar and 5 years for full time scholars.
2. Research Scholar should submit progress report every six months. Minimum 06 satisfactorily progress report is required for thesis submission. Copy of every progress report should be sent periodically to academic section for records.
3. Pre-Ph.D course work certificate /DMC with CGPA of 6.0 or above in aggregate.
4. 6 copies of summary.
5. Two research paper (along with the cover page and contents list of that issue) during the period of registration in prestigious refereed international journal in the research area. The candidate should be the main author in the paper. The List of Publication out of thesis should be divided into three categories:
 - (i) List of Published papers
 - (ii) List of accepted papers
 - (iii) List of communicated papers

The format of the list is given below

S.No	Title of the paper along with volume, Issue No, year of publication	Publisher	Impact factor	Whether Referred or Non-referred	Whether you paid any money or not for publication	Remarks

6. Plagiarism report (not more than 30%) and certificate by supervisor and Chairman.
7. Thesis submission fee of Rs. 3500/-
8. No Dues Certificate from all the concerned departments/sections.

APPENDIX 1 & 2**TITLE OF THESIS**

<Font Size 18<>1.5 line spacing>

THESIS

<1.5 line spacing>

submitted in fulfillment of the requirement of the degree of

<Font Size 14<>Italic>

DOCTOR OF PHILOSOPHY

to

<Font Size 14 <>Italic>

YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY

<Font Size 14<>Italic>

by

<Font Size 14 <>Italic>

NAME OF THE CANDIDATE

Registration No.

Under the Supervision of

<Font Size 14 <>Italic>

**NAME OF THE SUPERVISOR
DESIGNATION OF SUPERVISOR**

<Font Size 14<>1.5 line spacing>

logo

Name of the Department**Faculty of _____****YMCA University of Science & Technology
Sector-6, Mathura Road, Faridabad, Haryana, India**

<1.5 line spacing>

MONTH, YEAR

APPENDIX 3

DEDICATION

Body Text

to

My Parents/.....

APPENDIX 4

(A typical specimen of Acknowledgement)

DECLARATION

Body Text

I hereby declare that this thesis entitled **<TITLE OF THESIS>** *by* **<NAME OF STUDENT>**, being submitted in fulfillment of the requirements for the Degree of Doctor of Philosophy in <NAME OF **THE BRANCH**> under Faculty of _____ of YMCA University of Science & Technology Faridabad, during the academic year _____, is a bona fide record of my original work carried out under guidance and supervision of **NAME OF SUPERVISOR, DESIGNATION, DEPARTMENT** and has not been presented elsewhere.

I further declare that the thesis does not contain any part of any work which has been submitted for the award of any degree either in this university or in any other university.

(Name of Student)

Registration No. _____

APPENDIX 5**CERTIFICATE**

<Font-Style Times New Roman, size – 16>

This is to certify that this Thesis entitled **<TITLE OF THESIS>** <by **NAME OF STUDENT>**, submitted in fulfillment of the requirement for the Degree of Doctor of Philosophy in **<NAME OF THE BRANCH>** under Faculty of _____ of YMCA University of Science & Technology Faridabad, during the academic year _____, is a bonafide record of work carried out under my guidance and supervision.

I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this university or in any other university.

(Signature of Supervisor)

Name of Supervisor

DESIGNATION

Department of _____

Faculty of _____

YMCA University of Science & Technology Faridabad,

Dated:

APPENDIX 6**ACKNOWLEDGEMENT**

Body Text

I would like to express my sincere gratitude to my Supervisor **<Name of Supervisor>** / Joint Supervisor **<Name of Joint Supervisor>** for giving me the opportunity to work in this area. It would never be possible for me to take this thesis to this level without his/her innovative ideas and his/her relentless support and encouragement.

.....

.....

(Name of Student)
Registration No. _____

APPENDIX 7**ABSTRACT**

Body Text

TABLE OF CONTENTS

Candidate's Declaration	i.
Certificate of the supervisor	ii
Acknowledgement	iii
Abstract	iv
Table of Contents	v
List of Tables	vi
List of Figures	vii
List of Photographs	ix
List of Abbreviations	x

Contents /Body of Thesis

(Suggested format for chapters, which may be modified as per requirement)

1. Introduction
2. Overview of Area
3. Literature Survey Review
4. Motivation
5. Problem Formulation
6. Objectives of the Thesis
7. Methodology
8. Organization of the Thesis
9. Development of Main Work
10. Result and Discussions
11. Conclusion and scope for future work

APPENDIX 9**LIST OF TABLES**

Table		Page No
Table 1.1	<Title of Table 1.1>	
Table1.2	<Title of Table 1.2>	
Table 2.1	<Title of Table 2.1>	

APPENDIX 10**LIST OF FIGURES/GRAPHS**

Figure**Page No.**

Figure 1.1 <Title of Figure 1.1>

Figure 2.1 <Title of Figure 2.1>

.....

.....

APPENDIX 11

LIST OF PHOTOGRAPHS

Photograph

Page No.

Photograph 1.1 <Title of Photograph 1.1>

Photograph 2.1 <Title of Photograph 2.1>

.....

.....

LIST OF ABBREVIATIONS

APPENDIX 13**REFERENCES**

- [1] A. Rezi and M. Allam, "Techniques in array processing by means of transformations, " in *Control and Dynamic Systems*, Vol. 69, Multidemsional Systems, C. T. Leondes, Ed. San Diego: Academic Press, 1995, pp. 133-180.
- [2] S. M. Hemmington, *Soft Science*. Saskatoon: University of Saskatchewan Press, 1997.
- [3] N. Osifchin and G. Vau, "Power considerations for the modernization of telecommunications in Central and Eastern European and former Soviet Union (CEE/FSU) countries," in *Second International Telecommunications Energy Special Conference*, 1997, pp. 9-16.
- [4] D. Sarunyagate, Ed., *Lasers*. New York: McGraw-Hill, 1996.
- [5] O. B. R. Strimpel, "Computer graphics," in *McGraw-Hill Encyclopedia of Science and Technology*, 8th ed., Vol. 4. New York: McGraw-Hill, 1997, pp. 279-283.
- [6] K. Schwalbe, *Information Technology Project Management*, 3rd ed. Boston: Course Technology, 2004.
- [7] L. Vertelney, M. Arent, and H. Lieberman, "Two disciplines in search of an interface: Reflections on a design problem," in *The Art of Human-Computer Interface Design*, B. Laurel, Ed. Reading, MA: Addison-Wesley, 1990. Reprinted in *Human-Computer Interaction (ICT 235) Readings and Lecture Notes*, Vol. 1. Murdoch: Murdoch University, 2005, pp. 32-37.
- [8] E. P. Wigner, "Theory of traveling wave optical laser," *Physical Review*, vol.134, pp. A635-A646, Dec. 1965.

APPENDIX 14

APPENDICES

Body Text

APPENDIX 15**BRIEF PROFILE OF THE RESEARCH SCHOLAR**

Body Text

APPENDIX 16**LIST OF PUBLICATIONS OUT OF THESIS**

Body Text

List of Published Papers

Sl. No.	Title of Paper	Name of Journal where published	No.	Volume & Issue	Year	Pages
1.						
2.						
3.						
4.						

List of Accepted Papers

Sl. No.	Title of Paper	Name of Journal where accepted	No.	Volume & Issue	Year
5.					

List of Communicated Papers

Sl. No.	Title of the Paper	Name of Journal	Present Status	Year
6.				