



**VISHWAKARMA UNIVERSITY,  
PUNE**

# **Ph.D. Process Manual**

**Prepared By:**  
**Research and Development Cell**  
**Vishwakarma University, Pune.**

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## **1. Preface**

The processes prescribed in this manual are applicable for candidates who are registered for or desiring to register for Ph.D. at the various departments of Vishwakarma University, Pune for AY 2013-24 and their after.

The process manual outlines the processes followed and provides the template of records maintained by Research and Development Cell. This provides the guidelines and various forms to PhD Supervisor / HoDs / Deans in preparing the documents required as a part of Doctoral Programmes offered under various departments.

The processes defined in this manual are based on the “Minimum Standards and Procedure for Awards of Ph.D. Degree Regulations, 2022” of University Grants Commission, (UGC) New Delhi. Every research scholar at Vishwakarma University is required to publish two research articles in a UGC-CARE indexed journal before the thesis submission.

Vishwakarma University follows the Eligibility criteria for admission to Ph.D. programme, Duration of the Programme, Procedure for Admission, Allocation of Research Supervisor, Admission of International students in Ph.D. programme, Course Work, Research Advisory Committee and its functions, Evaluation and Assessment Methods, minimum standards/credits for award of the degree, Ph.D. through Part-time Mode, Issuing a Provisional certificate, Depository with INFLIBNET etc., as mentioned in the [“University Grants Commission \(Minimum Standards and Procedures for Award of Ph.D. Degree\) Regulations, 2022”](#).

## **2. Subject Registration/Course Work Process**

### **Users / Roles**

1. Student: Research Scholar
2. Head of Department
3. Director Research

### **Procedure**

1. After the admission taken by Research Scholar, the Director Research will enter the Course Grid of Ph.D. Course Work for each Semester at the earliest after the completion of Admission Process. The Course Grid shall include the mandatory courses and domain specific courses.
  - a. Mandatory Courses (Core Courses): The list of subjects decided based on the guidelines of UGC. Applicable to all Research Scholars.
  - b. Domain Specific Subjects: Elective subjects will be decided by Supervisor.
  - c. Syllabus of Mandatory Courses will be decided based on the guidelines of UGC by Committee of Deans constituted by Chairman BUTR (Vice Chancellor).
  - d. Supervisor will present the syllabus of domain specific subjects for approval in BoS meeting of respective Department.
2. Head of Department will add list of Domain Specific courses approved by BoS in Elective basket.
3. Research Scholars need to register for Mandatory Courses within 1 month of date of commencement of Ph.D. coursework.
4. Research Scholar need to register for Domain Specific Subjects within 2 month of date of commencement of Ph.D. coursework.
5. List of courses approved along with subjects registered will be made available to CoE office within 3 months from date of commencement of Ph.D. coursework.
6. The Ph.D. Course Work teaching learning process will be conducted in online/ offline/ blended mode after the admission taken by the Research Scholar.
7. The Research Scholars shall secure coursework completion certificate after completion of course work Examination as per the University Examination Process.

### **3. Submission of Research Proposal**

#### **Users / Roles**

1. Research Scholar
2. Ph.D. Supervisor

#### **Procedure**

1. Upon satisfactory completion of course work and obtaining the more than 55% marks, the Ph.D. scholar shall be required to undertake research work.
2. Research Scholar shall submit the Research Proposal/Theme of Doctoral work to the Ph.D. Supervisor in the form of Proposal. The Research Proposal finalization to be completed, preferably, maximum within 1 year from the date of admission.
3. Research Proposal submitted by Research Scholar should include (refer Form No: IQAC-201)
  - a. Rationale and significance of the study
  - b. Literature Review explaining the National / International status of the proposed research and need for further study
  - c. Aims and objectives
  - d. Methodologies to be employed
  - e. Expected outcome and their likely impact
  - f. Detailed plan of research
  - g. Bibliography/ Further references
4. Ph.D. Supervisor will form the RAC as per the process prescribed in the “University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022”.
5. RAC will recommend the title and proposal for the approval of BOS on satisfactory presentation of proposal by the Research Scholar.

**VISHWAKARMA UNIVERSITY, PUNE**  
**RESEARCH PROPOSAL**  
**SUBMITTED FOR REGISTRATION TO Ph.D. PROGRAMME**  
**on**  
**TITLE**

Ph.D. (Subject)

**By**  
**Name of Research Scholar**

**Under the Guidance of**  
**Name of the Research Supervisor**



**Department of <<>> , Faculty of <<>>**  
**Vishwakarma University,**  
**Survey no. 2,3,4 Laxmi Nagar, Kondhwa (Bk), Pune-411048,**  
**Maharashtra, India**

<<Academic Year>>

**Introduction:**

**Domain:**

**Technical Details**

- 1. Problem Description**
- 2. Hypothesis [if any]**
- 3. Aim and Objectives**
- 4. Research Methodology**

**Expected outcome and their likely impact**

**Work Plan / Further Scheme of Research**

**Bibliography**

**Signature**

**Name of Research Scholar**

**Signature**

**Name of Supervisor**



#### **4. Ph.D. Research Advisory Committee Formation Process**

##### **Users / Roles**

1. Ph.D. Supervisor
2. Dean Faculty
3. Director Research

##### **Procedure**

1. Ph.D. Supervisor will propose Research Advisory Committee (RAC) one or two weeks before the date of First RAC meeting. The composition of RAC is as follows (Form No: IQAC-202A)
  - a. Chairperson: Research Advisory Committee – Dean / HoD / Senior Member from University recommended by Dean
  - b. Subject Expert-1: Outside University
  - c. Subject Expert-2: Outside University
  - d. Ph.D. Supervisor: Convener/ Member Secretary
2. Vice Chancellor will approve the Research Advisory Committee Panel on the recommendation of Dean.
3. Convener may propose change in RAC which will be recommended by Dean and approved by Vice Chancellor (Form No: IQAC-202B).
4. The Following form of “Research Advisory Committee Recommendation” (refer Form No: IQAC-203) to be furnished by the convener after every meeting of RAC.
5. The RAC committee have the following responsibilities:
  - i. To review the research proposal and finalize the topic of research.
  - ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
  - iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.
6. The Bank Account Details (Form No: IQAC-204) of Subject Experts along with RAC recommendation to be submitted to the Research and Development Cell by the convener of RAC.
7. In case of grievances with respect to the recommendation of RAC student may approach Head of Department / Dean / Vice Chancellor.

**Research Advisory Committee (RAC)****Name of the candidate:****Department:****Faculty:****Name of the Supervisor:****Domain:**

<b>Sr. No.</b>	<b>Name</b>	<b>Affiliation and Contact Details</b>	<b>Experience</b>	<b>Role in RAC</b>
1				Chairperson
2				Subject Expert
3				Subject Expert
4				Member Secretary
5				Co-Supervisor (if any)

**Proposed By****Recommended By****Approved By****Supervisor****Dean****Vice Chancellor****Department of \_\_\_\_\_ Faculty of \_\_\_\_\_**

**Amendment to Research Advisory Committee (RAC)****Name of the candidate:****Department:****Faculty:****Name of the Supervisor:****Domain:****Old Research Advisory Committee (RAC)**

<b>Sr. No.</b>	<b>Name</b>	<b>Affiliation and Contact Details</b>	<b>Experience</b>	<b>Role in RAC</b>
1				Chairperson
2				Subject Expert
3				Subject Expert
4				Member Secretary
5				Co-Supervisor (if any)

**New Research Advisory Committee (RAC)**

<b>Sr. No.</b>	<b>Name</b>	<b>Affiliation and Contact Details</b>	<b>Experience</b>	<b>Role in RAC</b>
1				Chairperson
2				Subject Expert
3				Subject Expert
4				Member Secretary
5				Co-Supervisor (if any)

**Proposed By****Recommended By****Approved By****Supervisor****Dean****Vice Chancellor****Department of \_\_\_\_\_ Faculty of \_\_\_\_\_**

**Recommendation of Research Advisory Committee**

The Research Advisory Committee in its meeting held on \_\_\_\_\_ considered the research proposal submitted by \_\_\_\_\_ SRN No \_\_\_\_\_.

On the basis of the merit of the proposal and the presentation, the RAC recommends the title of research topic and the research proposal / The RAC recommends following change/s.

Topic & Title of Research:	
Name of Supervisor:	
Changes Recommended, if any	

Designation	Name	Signature
Chairman, Research Advisory Committee		
Subject Expert-1		
Subject Expert-2		
Supervisor, Member Secretary		

**Bank Details of the RAC Subject Experts for honorarium**

1	Date of RAC	
2	Name of Research Scholar	
3	Name of Supervisor	
4	Name of the Subject Expert	
5	Address	
6	Mobile No.	
7	Name of the Bank and Branch	
8	Account Number	
9	Account Type	Saving/Current
10	IFSC Code	
11	PAN	
11	Signature	

## 6. Approval by BoS for “Title and Proposal of Research”

### Users/Roles

1. Director Research
2. Dean / HoD as BoS Chairperson

### Process

1. The Title of research and research proposal, as recommended by RAC shall be placed in BoS for discussion. The member secretary of the concerned RAC shall be invited for BoS.
2. The BoS may approve the proposal with effect from date of RAC.
3. The BoS may suggest changes in the proposal or title of the research. The RAC (preferably of same members) may be conveyed again to discuss the changes suggested by the BoS. The proposal recommended again, with or without changes by RAC shall come for information in BoS. The BoS shall approve the proposal and research title recommended again by the RAC (preferably having same members as in the earlier RAC).
4. On receipt of the extract of minutes of BoS approving the proposal and title of research, the Research and Development Cell will issue a “Confirmation of Registration” (refer Form No: IQAC-205) letter to Research Scholar signed by HoD/Dean.

Ref: VU/PhD-Reg/<Department>/<Year>/<Number>

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Registration for Ph.D. program in \_\_\_\_\_

Dear Mr. / Ms. -----

I am happy to inform you that based on the presentation of your research proposal and the recommendations of RAC dated \_\_\_\_\_, the BOS Department of -----  
----- of Faculty ----- in its meeting held on -----  
has accepted your proposal for Ph.D. registration and approved title of research as follows: -----  
-----  
-----  
-----

You may note the following details:

- i. Subject:
- ii. Department:
- iii. Faculty:
- iv. Supervisor:
- v. Co- Supervisor (if any):
- vi. Date of Registration:

With best wishes,

Yours Truly

HoD/Dean

Copy to:

- 1. Supervisor
- 2. Co- Supervisor (if any)
- 3. Research and Development Cell

## **7. Six Monthly Progress Registration Process**

### **Users / Roles**

1. Research Scholar
2. Ph.D. Supervisor
3. Director Research

### **Procedure**

1. Every Research Scholar needs to submit the “Six Monthly Progress Report” to the Research Supervisor for the Six Monthly Review to be scheduled preferably after six month of registration of research title and research proposal with effect from the date of such registration (refer Form No: IQAC-206).
2. The Research Scholar shall submit Progress Report (without disclosing confidential information about the research to avoid further complications of IPR issues) to the concerned Research Supervisor with request to convey progress review meeting.
3. The six monthly progress review meeting of RAC shall be conveyed by the member secretary of each RAC members, and all the Research Scholars working under the guidance of Research Supervisor.
4. The Research Scholar will give presentation and submit the brief summary of his six monthly work to RAC committee members.
5. After the meeting the member secretary of RAC shall submit Progress Report and the remark of RAC about the research carried (refer Form No: IQAC-206) out during the period of the said progress report to the Director, Research. The remark should be very clear and unambiguous as to the satisfaction or non-satisfaction of RAC about the work carried out by the Research Scholar. The Bank Account Details of the Subject Expert/s to be submitted to the Director Research along with the Six Monthly Progress.
6. At the end of every month the Director Research will proceed the all the bank details of Subject Experts to Account section.



**Six Monthly Progress Report -**

<b>Ph. D. Progress in Department of _____ the Faculty of _____</b>		
1	Name of the Research Scholar:	
2	Date of Registration:	
3	Ph.D. Course Work Status:	Complete / Attending / Exempted
5	Name of the Supervisor:	
6	Title of the Ph.D. work:	
7	Period of Report:	
8	Brief summary of the work done during the period.	
Name of Research Scholar:		
SRN No.:		Signature of Research Scholar:
Comments by RAC		

Progress is Satisfactory/Unsatisfactory

Name and Signature of:	
Supervisor: Member Secretary:	Subject Expert-1:
Subject Expert-2:	Chairman, Research Advisory Committee:

## 8. Synopsis Submission Process

### Users / Roles

1. Research Scholar
2. Ph.D. Supervisor
3. Director Research

### Process:

1. Research Scholar is eligible to give synopsis presentation after the completion of Ph.D. work as per research objectives, course work, along with 5 or 6 successful Six Monthly Progress Reports. 2 Research Papers published in UGC CARE listed journals and on fulfilment of the conditions provided in the UGC Regulation/Guidelines applicable to the concerned Research Scholar.
2. On fulfilment of the above-mentioned criteria, the Research Supervisor shall arrange RAC meeting for the Synopsis presentation.
3. The synopsis shall be accompanied with the remark of RAC about the research carried out by the Research Scholar. The Synopsis presentation should be and can be attended by anyone. The Supervisors also circulate the email about Synopsis presentation to all faculty members of Vishwakarma University. The RAC members should give the remark very clear and unambiguous as to the satisfaction or non-satisfaction of RAC about the work carried out by the Research Scholar. The Bank Account Details of the Subject Expert/s to be submitted to the Director Research along with the synopsis.
4. Original copies of the “Synopsis” is to be sent to Research and Development Cell as per the given format.
  - i. The length of a synopsis should be 10 to 15 pages including tables and figures. The Synopsis should be on A4 size paper.
  - ii. The recommended Font is Times New Roman 12 pt size with 1.5 line spacing.
  - iii. The synopsis should list the contributions resulting from the research carried out by the Research Scholar, which have led to advancement of knowledge in the field of Research.
  - iv. The synopsis should contain a brief account of the existing knowledge and the inadequacy or gap in this knowledge that led the Research Scholar to the formulation of the problem

of his / her research. A few references, needed in this respect should be included but their number should normally, not exceed fifteen to twenty.

5. The Synopsis should contain following points:
  - i. Outlining the importance of the work
  - ii. Aims and objectives
  - iii. Research contribution
  - iv. Chapter-wise brief account of the work done
  - v. Conclusions
  - vi. Reference (not exceed fifteen to twenty)
  - vii. List of Publications

Form No: IQAC-207A is the format of first page of the Synopsis.

6. The member secretary of RAC shall submit Synopsis (Form No: IQAC-207A) and Synopsis Report (Form No: IQAC-207B) of research scholar to the Director, Research or Research and Development Cell office via email or hard copy.
7. If Committee approve the Synopsis presentation then the Research Scholar can submit the thesis not before 2 months and after 6 months from the date of synopsis presentation.
8. If Research Scholar failed to submit the thesis within the prescribed period, he/she shall request for extension for maximum six months to the Vice Chancellor through Supervisor and Director Research. The Director Research will issue “letter of extension” for maximum six months on the approval of Vice Chancellor and on payment of the penalty of Rs. 5000. If the Research Scholar fails to submit the thesis within the extended period of six months as given in the letter of extension, then the research Scholar shall submit revised synopsis as per the UGC norms in force.
9. Synopsis Submission Checklist
  - a. Synopsis Report of RAC with all Signatures
  - b. 3 Copies of Ph.D. Synopsis
  - c. Course work completion certificate
  - d. Copies of 6 monthly Progress Reports
  - e. Ph.D. Registration Letter
  - f. Copies of research publications and paper presentation as per applicable UGC norms
  - g. Ph.D. Fee Receipts of Research Scholar

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**VISHWAKARMA UNIVERSITY, PUNE**

<<Department>>, <<Faculty>>

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**SYNOPSIS**

of the Ph.D. Thesis entitled

<<**Title of the Thesis**>>

Proposed to be submitted in

Partial fulfilment of the requirements for the Degree of

**DOCTOR OF PHILOSOPHY**

of the

<<Department>>, <<Faculty>>

at



by

<<**Name of Research Scholar**>>

**Supervisor:** <<**Name of Guide**>>

**Co-Supervisor (if any):** <<**Name**>>

<<**Year of Submission**>>

<b>Synopsis Report</b>		
1	Name of the Research Scholar:	
2	Name of the Department:	
3	Date of Confirmation of Registration:	
4	Ph.D. Course Work Status:	Complete / Exempted
5	Date of Ph.D. Course Work Completion (if Not Exempted)	
6	Name of the Ph.D. Supervisor:	
7	Name of the Ph.D. Co-Supervisor (if any):	
8	Research topic / theme in Confirmation of Registration	
9	Final Title of Ph.D. Thesis	
10	Date of Pre-synopsis presentation:	
11	Brief summary of Ph.D. work (250-500 words)	
12	List of Publications	
13	List of successful 6 monthly reviews (Minimum 6 Satisfactory Reviews from the date of Confirmation of Registration)	
14	Signature of Research Scholar:	
15	Name of Research Scholar:	
16	SRN	

17	Report of the RAC Members on Pre-Synopsis	<p>The Research Scholar submitted a comprehensive report of the research work carried out by him / her and made an oral presentation to the panel of examiners.</p> <p>The work done by the Research Scholar towards the degree of Doctor of Philosophy (Ph.D.) is, as of date.</p> <p><input type="checkbox"/> <b>ADEQUATE</b> for the submission of the Ph.D. Synopsis and Thesis, within Six months from the date of approval from Boss incorporating the suggestions (if any) in consultation with the Ph.D. Supervisor.</p> <p><input type="checkbox"/> <b>INADEQUATE</b> for the submission of the Ph.D. Synopsis and Thesis in its present form and major modifications are required. (RAC should attach a separate sheet of their detailed observations).</p> <p>The Research Scholar must incorporate the modifications suggested and give the Synopsis Seminar again.</p> <p>Suggested Date of repeat Synopsis : _____</p>	
19	Comments by RAC		
18	RAC Member Signature		
Supervisor (Member Secretary)		Subject Expert 1:	
Subject Expert 2:		Chairperson Research Advisory Committee:	
20			
Sign: Research Coordinator (Publication details and Six Monthly Review Status verified)		Controller of Examination Sign:	
Comment by BoS			
Chairman BoS Sign Along with Date of BoS approval:			
Remarks of Director Research (Time line for Thesis Submission)			
Director Research Sign:			

## 9. Thesis Submission Guidelines

### Users / Roles

1. Research Scholar
2. Research Supervisor
3. Director research

### Procedure

1. Research Scholar should write thesis as per thesis-guidelines given below and submit the soft copies thesis along with plagiarism reports to Supervisor.

- **Thesis Submission Fees:**

The Research Scholar shall pay thesis submission and viva –voce fees for submission of thesis and open defence at the time of submission of thesis.

- **Thesis Format:**

1. **Cover Page:** Title of the thesis, name of the Research Scholar and the guide, degree, department, and the month and year of submission shall be printed on the title page and the cover page (See Form No: IQAC-210A)
2. **Final Thesis Binding:** Thesis cover will be hard bound, black colour with gold colour printing. Two executive bond papers with 100 GSM shall be put at the beginning and the end of the thesis. Inside the thesis the first page should be the same cover page in colour format with the same text that is on the cover page. The card for cover shall not be more than 330 GSM.
3. **Font and Print:** Thesis will be printed on both sides (Except Title page and certificates) only on A4 size (height 290 mm, Width 21 mm) executive bond papers with 100 GSM in a standardized format. The standard font shall be Times New Roman of 12 pt size with 1.5 line spacing. Thesis is printed on executive bond papers with 100 GSM as described above. Different colours can be used for highlighting or in figures, diagrams, graphics etc.
4. **Page Margin:** Follow the page margins as per given details
  - Double sided odd numbered pages
    - Left Margin- 30mm
    - Right Margin- 20 mm
  - Double sided even numbered pages
    - Left Margin - 20mm
    - Right Margin- 30mm
5. **Language:** Thesis has to be written in English language only.
6. **Title Pages:** The thesis shall include a certificate from the Supervisor (Form No: IQAC-210B), Self-Plagiarism Exclusion Certificate from Supervisor (Form No: IQAC-210C), Self-Plagiarism Co-authors Certificate (Form No: IQAC-210D), Declaration by the Research Scholar (Form No: IQAC-210E), Thesis Approval Sheet (Form No: IQAC-

210F), Index, List of Tables, List of Figures, List of Abbreviations, and Abstract with keywords.

**7. Abstract:** The 500 word abstract shall highlight the important features of the thesis. Separate 5 Abstract copies should be submitted to Research and Development Cell Office. The Abstract in the thesis, shall have two more parts, namely, the layout of the thesis giving a brief chapter wise description of the work and the key words (4-6).

**8. Page Numbering:** Give page numbers at the right side of the page bottom. Page number “1” should be given to the First chapter/Introduction of the thesis. Pagination for pages before the First chapter/Introduction chapter shall be in lower case Roman numerals, e.g., “iv”. Each chapters shall begin on a fresh page (fresh odd number page).

**9. Section Numbering:**

A chapter can be divided into Sections, Sub-sections and Sub-sub-Sections so as to present different concepts separately. Sections and sub-sections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. Chapters, Sections and Sub-sections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

**10. Table and Figure Format:**

As far as possible tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter wise. For example, the fourth figure in chapter 5 will bear the number Figure 5.4.

**11. References:**

The references written in thesis will be in IEEE format for Faculty of Science and Technology and in APA format for others. Please go through the following link for more details of IEEE/APA format citation or as per the requirements of the Discipline.

IEEE: <https://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>

APA: <https://www.mendeley.com/guides/apa-citation-guide/>

**12. List of Publications:**

Write the list of publications published from the Ph.D. work after reference.

**13. Annexures:**

Add annexures if any at the end of the thesis.

• **Plagiarism Rules:**

- i. It is the prime responsibility of Research Scholar to distinguish original content from plagiarized work.
- ii. Vishwakarma University, Pune uses the iThenticate (Turnitin) software to detect plagiarism. The login credentials of plagiarism software are shared by the Research



and Development Cell with all Research Scholars after completion of Ph.D. admission.

- iii. Research scholars are expected to strictly adhere to the Zero Tolerance Policy on Plagiarism as recommended by the UGC or the University, as per the guidelines provided from time to time. Thesis must have plagiarism below the allowed limits as per the applicable UGC norms in force.
  - iv. In case of plagiarized work, the University will take appropriate action as per the UGC norms in force.
2. Research Scholar shall submit thesis to supervisor along with plagiarism report having as per the UGC norms in force. The thesis will not be accepted if the plagiarism is found more than prescribed norms of UGC. The covering letter of thesis submission should be signed by the Research Scholar and Research Supervisor.
  3. Supervisor will again check the plagiarism of thesis and email the Ph.D. Thesis, Ph.D. Thesis Plagiarism Report, Synopsis, Published paper copies as per UGC norms, and Thesis reviewer list to [researchcell@vupune.ac.in](mailto:researchcell@vupune.ac.in) and cc to [director.research@vupune.ac.in](mailto:director.research@vupune.ac.in).
  4. The Research Supervisor shall submit the list of 9 reviewers (Form No: IQAC-208) who will review the thesis. Out of 9, the first 3 will be from the state of Maharashtra, and next 3 from outside of Maharashtra and next 3 outside India (International Reviewer). For the research topics where relevant International Reviewer is not available Research Supervisor will send such cases for approval of Vice Chancellor through Dean. On the approval of Vice Chancellor International Reviewers can be replaced by reviewers within Maharashtra / Outside Maharashtra.
  5. The Director Research will send the list of reviewers to Vice Chancellor for the selection of names of three reviewers one each from above category for sending thesis for evaluation.
  6. After approval, the Research and Development Cell will send the Synopsis to these three reviewers for their consent to evaluate the thesis via email. After receiving the consent from reviewer's Research and Development Cell will send the thesis via email to the reviewers for the evaluation (refer Form No: IQAC-209).
  7. At the first instance, the thesis will be sent to the three reviewers, one each from within Maharashtra, outside Maharashtra and outside India, as per the requirements of research topic or Discipline.
  8. The thesis reviewer shall submit the review report of thesis within 3-6 weeks. If the review report is not submitted within 6 weeks, the Director Research or Research and Development Cell shall send the thesis to another reviewer/s from the approved panel of reviewers.
  9. The review report may contain unconditional satisfactory remark for arranging open defence or may contain suggestions for improvements in the thesis and or questions to be asked during open defence.
  10. The Research Scholar will be eligible for open defence only after receipt of positive report of minimum two reviewers.

11. Director Research or Research and Development Cell will send the thesis review reports to supervisor.
12. The Research Supervisor shall convey the Research Scholar all the changes suggested for improvements by reviewers and tell to submit six hard bound copies of final thesis along to Research and Development Cell office.
13. The Director Research will forward the letter Approval of Panel of Examiner for the Open Defence to Vice Chancellor for the selection of one reviewers for Open Defence presentation.
14. The Vice Chancellor will select the one reviewer (out of the reviewers submitted positive review) for the panel of open defence including Chairperson of the panel from the Department or allied departments of Research Supervisor.

**List of Reviewers for Ph.D. Thesis Evaluation****Name of the Research Scholar:****Department:****Faculty:****Name of the Supervisor:****Ph.D. Thesis Title:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Affiliation</b>	<b>Email &amp; Phone</b>
<b>Reviewers From Maharashtra</b>				
1				
2				
3				
<b>Reviewers From Outside the Maharashtra</b>				
1				
2				
3				
<b>Reviewers From Outside of India</b>				
1				
2				
3				

**Recommended By****Approved By****Name of Supervisor****Supervisor****Department of \_\_\_\_\_****Name of Vice Chancellor****Vice Chancellor****Vishwakarma University**

<b>Ph.D. Thesis Review Report</b>		
1	Name of the student	
2	SRN No.:	
3	Name of the Department	
5	Name of the Faculty	
6	Name of the PhD Supervisor:	
7	Name of the PhD Co-Supervisor (if any):	
8	Title of PhD Thesis	
9	Observations on Thesis	
10	Suggestions and Comments	

11	Recommendation of the Reviewer	<p>Based on the Thesis submitted by Research Scholar:</p> <p><input type="checkbox"/> I Recommend Thesis for award of PhD degree.</p> <p><input type="checkbox"/> I do not Recommend Thesis for award of PhD degree</p> <p><input type="checkbox"/> I recommend Thesis to be resubmitted after accommodating changes suggested.</p>
12	List of Questions to be asked during Open Defence	
13	Signature of Reviewer	
14	Name of the Reviewer	
15	Date of Review Submission	
16	Place of Review	

PH.D THESIS

WRITE THE NAME OF THE CANDIDATE

MONTH, YEAR

**Thesis Title**

Write here title of the thesis in all upper-case (capital letters) with center alignment and 1.5 line spacing. Place this title on the top of the thesis cover with appropriate margin from all the sides. Use font size suitable to length of the title. All lettering shall be embossed in gold.

**Submitted in partial fulfilment of  
the requirements of the degree of  
Doctor of Philosophy (Ph.D.)**

**SUBMITTED BY  
(Name).....**

**UNDER THE SUPERVISION OF  
(Name).....**



**DEPARTMENT OF .....  
FACULTY OF.....  
VISHWAKARMA UNIVERSITY  
(MONTH AND YEAR)**

**CERTIFICATE**

This is to Certify that the work incorporated in the thesis .....  
..... (Title)

Submitted by Mr./Ms..... was carried out by  
the Research Scholar under my supervision/ guidance is original. Such material has been obtained  
from other sources has been duly acknowledged in the thesis.

Date:

(Signature)

(Name of Ph.D. Supervisor)

(Name of the Department)

**Self-Plagiarism Exclusion Certificate from Supervisor**

The content of the thesis chapters of Ms./Mr. \_\_\_\_\_ have been published in

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

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

In view of UGC Regulation 2018 on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, the above publications are to be included in the exclusion list before generating plagiarism report of the Thesis

Date

Signature of Supervisor

Name of Supervisor

Department of



**Self-Plagiarism Co-authors Certificate**

Following manuscripts have been published by us:

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

We give our consent to Mr. /Ms. \_\_\_\_\_ to make use of these articles for his/her PhD thesis.

The above mentioned articles have not been used by any of us for any degree/ diploma in any other University/Institute.

We shall be responsible for any legal dispute/case(s) for violation of any legal right.

Signature of Co-author(s)

Name(s) \_\_\_\_\_

**DECLARATION BY THE RESEARCH SCHOLAR**

I declare that the thesis titled as .....  
submitted by me for the degree of Doctor of Philosophy is the record of work carried out by me during the period from ..... to .....under the guidance of ..... is original and has not formed the basis for the award of any degree, diploma, associateship, fellowship, titles in this or any other University or other institution of Higher learning. I declare that the material obtained from other sources has been duly acknowledged in the thesis. I understand that any violation of the above will be cause for disciplinary action by the University and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

Date:

(Signature of the Research Scholar)

(Name of the Research Scholar)

SRN Number:

**Thesis Approval Sheet**

This thesis titled as.....(Title)..... by .....(Author Name).....  
..... is approved for the degree of Doctor of Philosophy.

**Examiner:**

**Supervisor:**

**Chairman:**

**Date:**

**Place:**

## 10. Open Defence Guidelines

### Users / Roles

1. Ph.D. Research Scholar
2. Research Supervisor
3. Director research

### Procedure:

1. After receiving minimum two positive reviews the open defence of the Research Scholar will be conducted.
2. The Research Scholar needs to incorporate the recommendations of reviewers in the final Thesis.
3. Vice Chancellor will approve to constitute a committee for conducting the Open Defence (Form No: IQAC-211) as per the Director Research recommendations. The composition of the committee is as follows
  - a. Chairperson – Dean/ HoD/Professor
  - b. Member Secretary - Supervisor
  - c. External Examiner (one of the thesis reviewer) – Member
4. Based on the approval of the Vice Chancellor, the Director Research or Research and Development Cell office will invite the one of the thesis reviewer for the open defence.
5. After the thesis reviewer accept the open defence invitation the Research and Development Cell shall circulate the notice (Form No: IQAC-212) of Ph.D. Research Scholar open defence well in advance on Vishwakarma University notice board and on Vishwakarma University Research website.
6. The open defence presentation will be open to all. Every attendee of open defence will sign on Open defence attendance sheet (Form No: IQAC-213).
7. The panel of open defence shall ask questions suggested by the thesis reviewer(s) who is not member of the open defence panel. External Examiner will ask the questions suggested by other thesis reviewers then sign on all the Thesis Review Reports.
8. After the successful open defence presentation the committee members will sign on “Thesis Approval Sheet” (Form No: IQAC-210F) of all Ph.D. Thesis, on the “Report of the Referees on the Open Defence” (Form No: IQAC-214) and recommend to the Vice Chancellor for award of “Doctor of Philosophy” degree.
9. After the presentation, the supervisor will submit the open defence report (Form No: IQAC-214), along with the attendance sheet to the Research and Development Cell office (Form No: IQAC-213).
10. After verifying all the documents the Research and Development Cell shall communicate the required documents to Examination Section.

**Approval of Panel of Examiner for the Open Defence**

Name of the Research Scholar

Name of the Department

Name of the Faculty

Name of the PhD Supervisor

Title of PhD Thesis

Date of Open Defence

Time

**Panel of Examiner**

Supervisor	
Examiner	
Chairman	

**Recommended By**

**Approved By**

**Director Research**

**Vice Chancellor**

Ref No:

Date:

**NOTICE****Invitation for the Open Defence on the Doctoral Thesis of ..... scheduled  
on .....**

We are pleased to invite you to the Open Defence on the Doctoral Thesis of Mr. ....  
scheduled on ..... The details are as follows

Name of the Research Scholar	
Name of the Department	
Name of the Faculty	
Name of the PhD Supervisor	
Title of PhD Thesis	
Date of Open Defence	
Time	
Venue	

This is to request you to please make it convenient to attend the Open Defence

Thanks and Regards

Director, Research

Vishwakarma University, Pune.

Copy to:

1. Research and Development Cell Notice Board
2. Vishwakarma University Main Notice Board
3. All Departments Notice Board
4. Vice Chancellor Office for information
5. Vice President Office for information
6. Registrar for information
7. Exam Section for information

**Vishwakarma University**  
**Ph.D. Open defence Attendance sheet**

Ph.D. Viva Voce of \_\_\_\_\_ on Ph.D. Thesis entitled \_\_\_\_\_

Date of Viva Voce: \_\_\_\_\_ Time \_\_\_\_\_.

Venue: \_\_\_\_\_

**List of persons attending the Open Defence.**

Sr. No.	Name of the Person	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
25.		

**Report of the Referees on the Open Defence**

We have conducted the open defence of the Ph.D. thesis titled as: .....  
.....  
.....  
.....

.....of the Research Scholar Mr. /Ms.  
..... in the Vishwakarma  
University, Pune on ..... (Date).....at .....(Time)..... .The presentation was given in the  
subject..... and in the faculty of.....

The performance of the Research Scholar was satisfactory / unsatisfactory. We recommend  
that he/she will be awarded the Ph.D. Degree / should not be awarded the Ph.D. Degree and  
the open defence shall be arranged again on \_\_\_\_\_.

- 1. Supervisor: Sign
- 2. External Referee: Sign
- 3. Chairman: Sign



## 11. Depository of the Thesis with the University and the UGC

### Users / Roles












1. Research Scholar
2. Knowledge Resource Centre
3. Director Research

### Procedure:

1. Upon successful completion of the evaluation process and announcements/notification of the award of Ph.D., the Research Scholar shall submit six copies of the final hardbound thesis to within a period of 2 working days from the date of declaration of result.
2. The first copy of the thesis will be deposited in the Knowledge Resource Centre (Library) of the University, the second copy will be deposited to Research and Development Cell office, the third copy will be deposited to the Ph.D. Supervisor, fourth copy will be deposited to the Department, and fifth copy to be deposited to Examination Section.
3. Soft copy of final Thesis to be submitted to: 1. Knowledge Resource Centre (manoj.giri@vupune.ac.in), 2. Research and Development Cell (researchcell@vupune.ac.in), 3. Ph.D. Supervisor, 4. Department as per the following guidelines of Shodhganga. The Knowledge Resource Centre section will upload the Thesis on Shodhganga.
4. The Examination Section will verify all the details and provide the provisional Ph.D. degree to Research Scholar after 7 working days with effect from the date of open defence.

### Shodhganga Submission Guidelines for Thesis:

You need to create separate PDF files as listed in Figure below

 01_title.pdf	12-03-2022 11:46	Adobe Acrobat D...	45 KB
 02_prelim pages.pdf	12-03-2022 11:48	Adobe Acrobat D...	17 KB
 03_content.pdf	12-03-2022 11:51	Adobe Acrobat D...	12 KB
 04_abstract.pdf	12-03-2022 11:52	Adobe Acrobat D...	25 KB
 05_chapter 1.pdf	12-03-2022 11:55	Adobe Acrobat D...	13 KB
 06_chapter 2.pdf	12-03-2022 11:57	Adobe Acrobat D...	18 KB
 07_chapter 3.pdf	12-03-2022 12:00	Adobe Acrobat D...	881 KB
 08_chapter 4.pdf	12-03-2022 12:02	Adobe Acrobat D...	5,259 KB
 09_chapter 5.pdf	12-03-2022 12:04	Adobe Acrobat D...	123 KB
 10_annexures.pdf	12-03-2022 12:06	Adobe Acrobat D...	56 KB
 80_Recommendation.pdf	13-03-2022 16:32	Adobe Acrobat D...	352 KB

**\*(Note: Add more files as per requirement, follow the Thesis files/chapters order.)**

**\*prelim pages to be clubbed as (title+declaration+dedication+certificate+acknowledgment+list of table+graphs files)**

**\*annexures files to be clubbed as (bibliography+references+questionnaire+maps+publications, etc)**

**\*Recommendation contains conclusion/summary/future findings the of the file is 80\_Recommendation**