



KARPAGAM UNIVERSITY
Karpagam Academy of Higher Education
(Deemed University Established Under Section 3 of UGC Act, 1956)
COIMBATORE 641 021. INDIA

**REGULATIONS FOR Ph.D.,
FULL-TIME (FT) / PART-TIME (PT) RESEARCH**

The following regulations will be effective from the year 2016, for the students admitted from January, 2016 onwards.

1. Preamble

The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate who has submitted a thesis on the basis of original and independent research work done in any particular discipline or involving more than one discipline (inter-disciplinary), that make a contribution to the advancement of knowledge, which is approved by Board of examiners as required.

2. Eligibility

The candidates possessing Master's degree with 55% of marks or 6.0 CGPA in the concerned or related discipline of Karpagam University or any other University recognized by Karpagam University as equivalent to, is eligible to register for Full-time / Part-time Ph.D. For SC / ST candidates and for candidates, who have completed the PG Degree before 1991, the minimum can be only 50% for admission to Ph.D. Programme.

The candidates who have passed a PG degree course [(10+2+3+2) or (11+1+3+2) or (10+3+2+2) for the Faculty of Arts, Science, Humanities, Commerce and Management; (10+2+4+2) or (10+3+3+2) for Faculty of Engineering; (10+2+5+2) for Faculty of Architecture; (10+2+4+2) for faculty of Pharmacy] and integrated M.Tech candidates are eligible to register for Ph.D.

Candidates who have obtained direct PG degree from an Open University are not eligible for admission to Research Programme.

The candidates working in organizations (Industries, Research and Educational Institutions, which are located at a radius of 200 km from the University) other than Karpagam University are eligible to enroll for Part-Time Ph.D. programme only.

The Part Time research scholars have to report to the guide once in 15 days and work at the university laboratory for 2 days till they submit their synopsis.

A Candidate already holding a Ph.D. degree in a discipline / subject specialization is eligible to register for a second Ph.D. degree in another discipline / subject specialization. Such candidates have to appear for Part I-Course Work examination except Paper I – Research Methodology.

3. Admission

Admission for Ph.D. programme will be made twice in a year i.e., January and July.

4. Selection Procedure

The candidates will be selected for admission to research programme based on the academic performance, the performance in the Entrance Test and in the Interview conducted to assess the aptitude of the candidate for research and his / her academic competence, subject to satisfying the eligibility conditions. The Candidates who have passed SLET/NET/JRF-CSIR/GATE/M.Phil. in the subject concerned are exempted from appearing in the entrance test. Such candidates have to appear for interview

5. Subject of Registration

The candidates seeking admission to Ph.D. shall have the PG degree in the subject concerned.

6. Independent Registration

Teachers with 5 years of Teaching Experience regularly employed in this University / Institutions and Scientists / Researchers working on regular basis in the Regional / National Laboratories and Educational Institutions are eligible to conduct research work independently on part time basis.

For the candidates who have registered for Ph.D Programme under Independent Registration, the Doctoral Committee shall be formed and conducted by the concerned Chairman of the PG Board of Studies of the University Department.

7. Interdisciplinary Research

Candidates holding PG Degree are permitted to register for research programmes in interdisciplinary areas in various Departments related to the subject of study in their PG Degree and the degrees be awarded in the field of Research and Interdisciplinary with the relevant core subjects obtained in the PG Degree course. i.e. for a M.Com candidate who has done his Ph.D in Management, the degree be awarded as Ph.D in Commerce (Inter disciplinary - Management)

8. Submission of Certificates

The candidates selected for admission to the Ph.D. programme shall be required to submit attested photocopy of the certificates after verification of the original certificates.

9. Duration of the Programme

The duration of FT / PT for Ph.D. in the case of M.A. / M.Sc. / M.Com. / MCA / MBA/ M.Tech. / M.E. / M.Pharm. candidates is three / four years respectively and for M.Phil. degree holders it is two / three years respectively.

The maximum duration for all the above programmes shall be $n+2$ years, where 'n' is the regular duration.

10. Qualification for Guide Recognition

1. The Faculty with Ph.D., working in the Departments of Karpagam University are eligible as Guides to guide the students for M. Phil., and Ph. D., Full time (FT) and Part Time (PT) Programmes. Faculty shall have published at least two papers in peer reviewed journal when applying for guide recognition. If the Faculty left the services from the University in between, he/she cannot guide the FT students and the students will be allotted to other guides available in the department. A Guide recognized for guiding M. Phil., and Ph.D., can guide at any point of time not more than 5 M. Phil., candidates and 8 Ph.D., candidates. Faculty will be recognized as guide to supervise the

candidates registering for M.Phil./Ph.D., in the discipline of the department where he / she is appointed.

2. The recognized Guide can guide the students up to the age of 70. They can register the PT/FT candidates till the age of 66/67 respectively.

11. Doctoral Committee

There shall be a Doctoral Committee for every scholar to monitor the progress of research work.

For every scholar, the Supervisor shall furnish a panel of three experts with doctoral qualification (not less than the position of Assistant Professor) who have produced Doctoral Degree in the field of proposed research, from the faculty members of the University / Colleges / Experts from R& D Departments / National Laboratories / any other research laboratories, from which one will be nominated by the University, as member.

The Supervisor of the scholar shall be the convener of the Doctoral Committee.

The Co-guide, if applicable, shall also be a member.

The Head of the University Department of the concerned subject shall be an Internal Member. If HOD is not a Ph.D Degree holder, the next senior most member with Ph.D / if the HOD is the Supervisor, the next Senior Faculty with Ph.D Degree shall be the Member. If there is no Ph.D holder in the Department then the Head of the sister Department may be nominated in the committee.

If a Doctoral Committee member is away from his/her place of work for a longer period, the Supervisor shall request for an alternate member from the panel of experts submitted.

Doctoral Committee Meeting (DCM) shall be conducted once in a year for a research scholar in the Karpagam University campus. The Scholar has to make a (Power Point) PPT presentation to the committee along with the

supporting documents like observation note book / data collection (primary / secondary data) etc.

The first Doctoral Committee of a scholar shall meet within three weeks from the date of admission, shall decide the topic of research, work plan, the course work to be undertaken by the scholar and also exemption from course work, wherever applicable. The Doctoral Committee shall also submit

a panel of three Experts from recognized institutes (other than Parent Institution) along with their CV for Part I Examination, Question Paper setting and Evaluation.

Second DCM will be conducted only after the candidate successfully completed the Part-I – Course work.

Third DCM shall normally be the final DCM for reviewing the progress.

The scholar shall be permitted for pre-submission presentation after getting recommended by the Final Doctoral Committee Meeting. The synopsis may be submitted only after the successful completion of pre-submission presentation. The time gap between the date of Pre-submission and the date of submission of synopsis should be at least one month.

The Doctoral Committee meetings will be conducted only in the University premises on all working days.

TA & Honorarium (Honorarium for the Guide and the Expert, TA to the Expert member and sitting fee for the HOD) will be paid by the University for the Doctoral Committee meetings as per the University norms.

12. Research Programme

The research programme consists of Part I and Part II

Part I : Course Work

The candidates registering for FT / PT Ph.D. with PG qualification shall undergo the course work for one / two Semester respectively comprising the following theory papers.

Paper I : Research Methodology and Pedagogy

Paper II : Subject Paper

Paper III : Special Paper (Research Area)

The candidates with M.Phil qualification also have to undergo course work.

Note: The total number of special papers in each discipline shall be 10. The candidate has to select one among the ten, in consultation with the guide.

For all the candidates, the Doctoral Committee shall suggest the course work in its first meeting.

The Part I examination for FT / PT is conducted at the end of 6 months / 1 year respectively.

Passing Minimum for each paper is 50%.

Part II : Research Work

The FT / PT candidates shall select a genuine original research topic within the chosen area of research specialization and work for two / three or three / four years respectively, as the case may be. At the end of the minimum eligible period, the candidates are eligible to submit the thesis.

In case the candidate chooses an inter disciplinary subject involving two disciplines, the candidate may have two Guides – main Guide in the department, where the candidate is registered and the other Guide or the Co-Guide from the subject in which the candidate obtained his/her PG degree

13. Place of Research

Candidates registering for FT shall do research in Karpagam University and shall be available during the working hours.

For candidates registering for PT the place of research normally shall be, where the Guide is working or the candidate has access to pursue research (Refer regulation no. 2).

14. Submission of Half Yearly Progress Report

Every candidate (Full time / Part time) should furnish, Half yearly Progress report periodically right from the date of registration till the submission of Thesis. The report should be submitted with the signature of the Candidate, Supervisor, every six months periodically.

The PT candidates must meet the Guide at least once in two weeks. Half yearly progress report shall be forwarded by the Guide to the Director (Research).

The candidates shall make a presentation, once in six months before all the faculty members and the research scholars of the department concerned.

and once in a year in the Karpagam University Annual Research Congress (KUARC). The report shall be forwarded by the Guide / Chairperson to the Director (Research) on the same day.

15. Cancellation of Registration

The registration of a research scholar, who has exceeded the maximum period stipulated for the Ph.D. programme, will be cancelled. (However, Fresh Registration is permitted).

The registration is liable for cancellation automatically by the University, if

- i. The research scholar has not paid the prescribed fee within the stipulated time.
- ii. The progress report is not submitted consecutively twice or the progress reports are not satisfactory.
- iii. The performance is not satisfactory as decided by the Doctoral Committee
- iv. In case of candidates (FT / PT) who do not possess M.Phil degree and have not passed Part I Coursework in the relevant subject within the minimum course work period or not cleared the exam within three appearances.
- v. The research scholar wishes to withdraw from the course and wishes to cancel his / her registration.

In all the above cancellation cases, the fees paid by the research scholar shall not be refunded. Such candidates may be permitted for fresh registration.

16. Language

The Ph.D., Part I course work and Part II synopsis / thesis must be written in English for subjects other than languages. In Astrology Ph.D Thesis may be submitted in Tamil as a special case on the request of the candidate.

17. Conversion of Ph.D. from FT to PT or PT to FT

The FT regular Ph.D., candidate, during the course of the research programme, may convert FT into PT on the recommendation of the Research Guide. In case the PT candidate wishes to convert from PT to FT, the

candidate may convert into FT with the recommendation of the Guide and all regulations of FT scholars will apply to such candidates. A conversion fee of Rs.2000/- has to be paid towards the conversion.

Conversion from Ph.D. to M.Phil., Programme

The FT / PT Ph.D., candidates, during the course of the research programme, may convert into FT / PT M.Phil., Programme with the recommendation of the Research Guide. A fee of Rs.2000/- has to be paid towards the conversion.

On any condition the M.Phil., registered candidate shall not be allowed for conversion from M.Phil. to Ph.D.

18. Change of Topic

Change of area of research by the candidate is permitted. A fee of Rs.2000/- has to be paid for a change in area of research. The time limit fixed for change of topic of research in Ph.D. Programme is upto final DCM prior to submission of synopsis.

19. Change of Guide

Transfer of Ph.D Scholars from one Supervisor to another Supervisor can be effected.

In the case of change of Supervisor or transfer of candidates is proposed without the consent of anyone of the parties concerned the matter shall be referred to a committee constituted with the Chairperson Board of Studies (PG) in the concerned subject. The Chairperson, Board of Studies in Research and a subject expert nominated by the Vice-Chancellor, whose decision shall be final. A fee of Rs. 2000/- has to be paid towards the change of guide.

20. Co-Guide

The candidate can have a Co-guide. The guide has to send a request along with the consent letter and bio-data of the qualified recognized *guide* whom he is proposing as co-Guide, which is only need based.

Re-Registration

Candidates who have not submitted the thesis at the end of the maximum period, may be permitted to apply for re-registration under the same Guide on the same topic on the recommendation of the Research Guide after paying the prescribed fee (Regular Annual Fee + Rs.12,500/-). In such

instances, the re-registered candidates shall be permitted to submit the thesis after a period of ONE year but not later than TWO years.

For Re-Registered candidates with change of Supervisor and / or area of research the required period would be similar to that of freshly registered candidates.

21. Publication of Articles

The article / paper is to be submitted before sending the articles/Papers for Publication to Karpagam University. Scrutiny Committee with a fee of ₹ 300 per article in order to publish the same error free. The Candidate has to submit the paper / article to the members of the doctoral committee in advance. The members shall peruse the paper/article and suggest ways to improve the paper / article, if needed during the Doctoral Committee meeting. The scholar should publish two papers before Pre-submission in the journals approved by Karpagam University (Refer the list of Journals).

22. Pre-Submission Presentation

The Pre-submission will be permitted only when the research scholar has published minimum **two papers** either published / accepted for publication provided the date of publication of the article is given in the acceptance letter for publication in an approved Journal. **All the published papers by the scholar shall have name of the guide and Karpagam University address. Papers without the name of the guide and Karpagam University address will not be accounted. The Research Scholars should be one among the first two authors in the paper.**

Prior to submission of the synopsis, the scholar shall make Pre-submission presentation in the University and it is open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft synopsis and thesis under the advice of the supervisor. A notification (as in the enclosed Format I) may be issued to all the Departments regarding the same. The report (in the prescribed Format II) shall be forwarded by the Guide to the Director (Research) on the same day along with the certificate (Format III).

Further a check list (Format IV) may be submitted at least 15 days before the submission of the synopsis.

23. Submission of Synopsis

The research scholar shall submit five copies along with a soft copy of the synopsis of the Ph.D. work along with prescribed application through the Guide to the Controller of Examinations. The guide shall also provide a panel of six examiners outside Tamil Nadu for evaluation and three within Tamil Nadu, within a radius of 500 km from Coimbatore for viva-voce to the Controller of Examinations. The Guide can also suggest foreign experts for adjudication.

Only full time faculty, not below the rank of Reader / Associate Professor having guided doctoral candidates, shall be suggested to evaluate the thesis.

Synopsis will be accepted only when the Panel of Examiners is submitted to Controller of Examinations.

In case the panel is exhausted, the Vice Chancellor can either call for a fresh panel of examiners from the Guide or nominate examiner(s).

The candidate who has successfully completed the course work alone is eligible to submit the synopsis.

The research scholar shall be permitted to submit the synopsis during the last quarter of the eligible minimum period on the recommendation of the Final Doctoral Committee Meeting and Pre-submission Presentation.

24. Early submission

If the number of papers published by the scholar is **FOUR OR MORE** in approved journals, early submission may be considered by the University. The request for early submission from the candidate shall be accompanied by the recommendation of the Guide and the Final DCM, on the satisfactory completion of the research work.

25. Submission of thesis

The thesis shall be presented, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented etc.). It should also demonstrate a quality as to make a definite contribution to the advancement of knowledge and the research scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work plainly stated and honestly appraised.

Not later than 3 months after the submission of the synopsis and at the end of minimum period but within the maximum period of research (including the three extensions) the candidate may submit the thesis to Controller of Examinations under the intimation to the Registrar, Karpagam University.

Note: [The candidate is not permitted to submit the synopsis and thesis simultaneously].

Five copies of thesis with flexible cover along with soft copy (PDF format) shall be prepared in accordance with the format and specifications prescribed. Thesis shall be submitted together with the prescribed application form along with the prescribed fee, within three months from the date of submission of the synopsis.

All the Ph.D., scholars are encouraged to submit their thesis within the stipulated time period. **However, for those candidates who have submitted synopsis but unable to submit the thesis within the stipulated period, an extension of three months will be sanctioned on payment of Rs. 1000/- as extension fee. If the candidate fails to submit within the extension period (of three months), he / she has to pay full year fee for all the years till he / she submits the thesis.**

Thesis will be accepted for submission only after:

1. Publication of **two papers** in the approved journals (Publication of three research papers in Journals with ISSN Number / or books or proceedings with ISBN Number is permitted to scholars of Tamil, Hindi, English, Malayalam, Library Science, Physical Education, Education, Economics and Social Work).
2. Paper must be published only with the knowledge of the guide and the name of the guide must be in the paper as co-author. **The Research scholar should be one among the first two authors in the paper.**
3. Each paper should have Karpagam University affiliation.
4. Surrendering the Identity Card.
5. Payment of dues and submission of “No Due Certificate”.

26.Evaluation of the thesis

The thesis submitted by the candidate shall be two from outside Tamilnadu and one from Tamilnadu referred for evaluation to a Board of Examiners consisting of three experts, selected by the Vice-Chancellor from the Panel of Examiners suggested by the guide **(Panel of 3 from Tamilnadu and Panel of 6 from Outside Tamilnadu)**. Each member of the Board shall adjudicate the thesis and shall submit a detailed report as given in the

prescribed form on the merits and demerits of the thesis and finally explicitly indicate whether the thesis is Recommended or Recommended for Resubmission or Not Recommended.

If the University does not get the evaluation report from the examiner even after the second reminder within 45 days, another examiner will be appointed from the panel of examiners.

In case, two examiners have not recommended the thesis, the thesis shall be rejected.

In case, one of the three examiners has not recommended the thesis, the thesis shall be referred again to a fourth examiner.

In the event of one examiner rejecting the thesis, till the report of the other examiner is received, the thesis shall not be sent to the fourth examiner for adjudication.

In case, the fourth examiner recommends the thesis, it will be accepted and the candidate shall appear for the Public viva-voce examination. However, if the fourth examiner does not recommend the thesis, the thesis shall be rejected.

As soon as the reports of evaluation are received from the examiners by the University, they shall be sent to the Guide (Chairman) for consolidation of the reports.

If the examiners insist on corrections to be made in the thesis, the same shall be made before appearing for the Public viva-voce examination, along with a certificate as given below from the guide that the corrections have been satisfactorily carried out.

If the examiner(s) recommend and suggest a revision and re-submission of the thesis, then the revised thesis duly certified by the Guide (certificate as given below) shall be accepted and the candidate shall appear for the viva-voce.

CERTIFICATE

This is to certify that all corrections, modifications suggested by the examiners of the thesis entitled, “.....” submitted by Mr./Ms..... have been incorporated and resubmitted. The thesis **may** be accepted.

Signature of the Guide

In case of a thesis, which has not been specifically ‘recommended’ or ‘not recommended’ but revision and resubmission is suggested, the thesis shall be revised and the thesis duly certified by the Guide be sent to the examiner who has suggested the revision for obtaining the recommendation.

The time-limit to resubmit the revised thesis, as per the suggestions for revision and resubmission of thesis by the examiner(s) shall not exceed twelve full months. A candidate shall not ordinarily be permitted to submit the thesis for the degree or to take the public viva-voce examination on more than two occasions.

The candidate whose thesis has been approved shall submit himself / herself to a public viva-voce examination to be conducted by one External Examiner, the Guide (Chairman) and the members of the department in the subject concerned and outside specialists, if any. The first notification for Ph.D. viva-voce examination may be issued only after the research guide of the candidate, receives the approval from the University authorities to issue the first notice.

Fifteen clear days may be required to be given for issue of the second notification from the date of the first notification. Fifteen clear days may be required to be given for conducting the public viva-voce examination from the date of issue of the second notification.

The Guide shall fix the date and time of the viva-voce examination in consultation with the External Examiner appointed by the University and Head of the Department concerned for conducting the public viva-voce examination. After conducting the public viva-voce examination, the Guide shall convey to the University, the result of such examination endorsed by the External Examiner along with list of participants, for the award of Ph.D.

A candidate who is not successful at the Public viva-voce examination may be permitted to undergo the Public viva-voce examination a second time, within a period of three months but not before one month after the first viva-voce.

After the successful completion of viva-voce examination the candidate has to submit a soft copy of the approved thesis / dissertation in PDF format for the purpose of uploading it in Shodhganga. If the candidate fails to submit, he / she will not be awarded the degree.

The Guide is to furnish a certificate, as given here, along with the report of the public viva-voce examination, in connection with the publication of the thesis by the candidate, at a later date.

CERTIFICATE

This is to certify that the thesis entitled, “.....”
submitted by Mr. / Ms. does not contain
any objectionable material. Hence the thesis is fit for publication, if the
candidate so desires.

Signature of the Guide

27. Award of the Degree

A candidate who is successful in the Public viva-voce examination shall be declared to have qualified for the award of Ph.D. degree of Karpagam University.

28. Publication of the thesis

The candidate during the course of his / her research may publish papers in refereed journals as advised by his / her Guide, but the thesis as a whole shall not be published without obtaining permission of the University. At least ten copies of the published work should be given to the University at free of cost

Permission for publication of the thesis should be obtained within FIVE years of the award of the degree.

All the publications arising out of the research work shall have the Karpagam University Address. Due credit shall be given to the University and Guide if any patent is filed out of the work undertaken during the period of research.

29. Conferment of the degree

A candidate shall be eligible for the conferment of Ph.D. degree, if the candidate has undergone the prescribed programme for the specified period

and the thesis is accepted for the award and the candidate successfully completed his / her viva-voce examination.

Candidates who qualify for the Ph.D. degree shall be awarded the degree in the discipline in which the candidate was registered.

In the case of interdisciplinary candidates the degree will be awarded in the name of the interdisciplinary subject and also the word “Interdisciplinary in Subject” should be mentioned in the degree certificate along with the title of the thesis.

For example, a scholar who has postgraduate degree in Commerce can register for Ph.D. in Management. The degree will be awarded as Ph.D. in Commerce (Interdisciplinary with Management).

30.Grievance Committee

The candidate or the Guide can approach the Grievance Committee which consists of the Director (Research), Controller of Examinations, Dean concerned and Head of the Department of the subject in case of any hardship.

Any irregularity on the part of the candidate/guide that will affect the name and fame of Karpagam University shall invite appropriate action.

The University may alter or amend the regulations, if found necessary, at any time.

31.Plagiarism:

In the case of scholars who has committed the act of plagiarism, his/her Thesis / degree shall be withdrawn and his / her research shall be cancelled and also he / she shall be debarred to register for any other programme in the University and appropriate legal action will be initiated.

Guideship of the Guide will be withdrawn.

GUIDELINES FOR THE PREPARATION OF SYNOPSIS

Synopsis should outline the research problem, the methodology used for solving it and the summary of the findings. The size of Synopsis should not exceed 10 pages of typed matter from the first page to the last page including the List of Publications. The sequence in which the Synopsis should be arranged is as follows:

1. Cover Page and Title page (as shown in the Annexure I)
2. Text divided into suitable Headings (numbered consecutively)
3. References (not more than 15)
4. List of Publications (those published / accepted for publication in Journals and papers presented in Conferences / Symposia)
5. Standard A4 size (297mm x 210mm) paper shall be used for preparing the copies.

Top edge : 30 mm

Bottom edge : 30 mm

Left side : 35 mm

Right side : 25 mm

The Synopsis should be prepared on good quality white bond paper preferably not lower than 80 gsm. One and a half spacing should be used for typing the general text. The general text shall be typed in Font Style Times New Roman and Font Size 12. All page numbers (Arabic numbers) should be typed without punctuation on the upper right hand corner. Synopsis should be bound using flexible cover of thick white art paper. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page. References, if any cited in the text of the Synopsis, the cited references should be listed at the end of the Synopsis under the heading “REFERENCES” as per the following format:

REFERENCES

i. References cited from published research papers should be in the following format:

a. Single author

Wattenberg, L.W.,1988.Chemoprevention of cancer.Cancer Research., 45:1-8.

b. Two authors

Defendi, V. and B. Pearson, 1955. Quantitative estimation of succinic dehydrogenase activity in a single microscopic tissue section. Journal, Histochemistry, Cytochemistry, 3: 61-64.

c. More than two authors

Kristan K., M. Kotnik, M. Oblak and U.J. Urleb, 2009. New high-throughput fluorimetric assay for discovering inhibitors of UDP-N-

acetylmuramyl-l-alanine: d-glutamate (MurD)Ligase. Biomol. Screen, 14 (4): 412-418.

ii. References cited from a published book:

Vuković-Gačić, B. and D. Simić, 1993. Identification of natural antimutagens with modulating effects on DNA repair, In: Antimutagenesis and anticarcinogenesis mechanisms III (Eds. G. Bronzzeti, H. Hayatsu, S. De Flora, M.D. Waters and D.M. Shankel), Plenum Press, New York, 269-277.

iii. References cited from approved Thesis / Dissertation:

Ratnakar, P., 1992. Biochemical studies of *Allium sativum* Linn. (Garlic). Ph.D., Thesis, Delhi University. P. 87.

GUIDELINES FOR THE PREPARATION OF THESIS

1. GENERAL

The section is to provide broad guidelines to the research scholar in the preparation of the Thesis. In general, the Thesis shall be presented, in an organized and scholarly fashion, an account of original research work of the research scholar.

2. SIZE OF THESIS

The size of the Thesis should not exceed 250 pages of typed matter reckoned from the first page of Chapter 1 to the last page of the conclusion. It is exclusive of tables, photographs, figures, references & appendices.

3. ARRANGEMENT OF THE CONTENTS OF THE THESIS

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

- i. Cover Page and Title page (as shown in Annexure II)
- ii. Bonafide Certificate (as shown in Annexure III)
- iii. Declaration and certificate (as shown in Annexure IV & V)
- iv. Acknowledgement
- v. Table of Contents
- vi. List of Symbols and Abbreviations.
- vii. Abstract
- viii. Chapters

- ix. References
- x. Appendices
- xi. List of Publications- only title of the paper with ISSN and other details.

4. PAGE DIMENSIONS AND MARGIN

Standard A4 Size (297 mm x 210 mm) paper may be used for preparing the copies.

The dimensions of the final bound Thesis report (5 copies) should be 290 mm x 205 mm.

The final Thesis (at the time of submission) should have the following page margins :

| | | | |
|-----------|---------|-------------|---------|
| Top edge | : 30 mm | Bottom edge | : 30 mm |
| Left side | : 35 mm | Right side | : 25 mm |

The Thesis should be prepared on good quality white bond paper preferably not lower than 80 gsm. Tables and Figures should conform to the margin specifications. Large sized figures should be photographically or otherwise reduced to the appropriate size before insertion.

5. MANUSCRIPT PREPARATION

In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final Thesis. Hence, some of the information required for the final typing of the Thesis is also included in this section. The headings of all items from 2 to 11 listed in section 3 should be typed in capital letters without punctuation and centered 50 mm below the top of the page. The text should commence from 4 lines space below the heading. The page numbering for all items from i to vii should be done using lower case Roman numerals but the numbering should not appear on the page of item i. The pages thereafter from item viii should be numbered using Arabic numerals.

5.1 Cover Page & Title Page - A specimen copy of the Cover page and Title page for the Thesis is given in Annexure II.

5.2 Bonafide Certificate - The Bonafide Certificate shall be typed in **double line spacing** using Font Style Times New Roman and Font Size 12 as per the format shown in Annexure III. The certificate shall carry the

Supervisor's signature and shall be followed by the Supervisor's name, academic designation, department and full address of the institution where the Supervisor has guided the research scholar.

- 5.3 Acknowledgement - It should be brief and should not exceed two pages when typed in double spacing. The scholar's signature shall be made at the bottom right end above his / her name typed in capitals.
- 5.4 Table of Contents - The Table of contents should list all captions from items v to xi following it. The title page, Bonafide Certificate and Declaration and certificate will not find a place among the items listed in the Table of Contents but the page numbers must be typed in lower case Roman letters in all the pages (excepting No. i on the Title page). One and a half spacing should be adopted for typing the matter under Table of Contents.
- 5.5 List of Symbols and Abbreviations - One and a half spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations, etc. should be used. The list should be arranged alphabetically with respect to the contents on the right side.
- 5.6 Abstract - Abstract should be an essay type of narration not exceeding four pages outlining the research problem, methodology used for solving it and a summary of the findings. This shall be typed in double line spacing using Font Style Times New Roman and Font Size 12.
- 5.7 Chapters - The chapters may be broadly divided into Introduction, Review of Literature, Material and Methods, Results, Discussion, Summary and References.
 - a. Each chapter should be given an appropriate title.
 - b. Tables and Figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
 - c. 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.
 - d. References should be cited in the text by the last name(s) of the author(s) and the year of publication, all within the parenthesis, for example, (Ali, 1999) if single author, (Ali and Hussain, 1997)

if two authors or (Ali *et al.*, 2010) if more than two authors. If the citation is the subject of a sentence in the text, then only the year should be given in the parenthesis, for example, According to Khan (1984) for single author, (or) as suggested by Khan and Mohamed (1996) for two authors (or) as illustrated by Elwakil *et al.* (1988) for more than two authors. If there are more than one reference cited in the same year of the same author(s), then the letters ‘a’, ‘b’ etc., are to be added to the year, for example, (Berkel 1970a & 1970b). Only published papers or accepted papers by journal in press should be cited in the thesis. Any work of other researchers, if used either directly or indirectly, the origin of the material thus referred to at appropriate places in the Text should be indicated like citation and the same must find a place in the list of References.

- 5.8 List of References - The listing of references cited in the text should be typed in single line spacing starting from 4 line spaces below the heading "REFERENCES." The reference material should be listed in the alphabetical order of the first author of each reference. The name of the author / authors should be immediately followed by the other details and year. The cited references in the Text should be listed "REFERENCES" as per the following format:

REFERENCES

i. References cited from published research papers should be in the following format:

a. Single author

Wattenberg, L.W., 1988. Chemoprevention of cancer. *Cancer Res.*, 45: 1-8.

b. Two authors

Defendi, V. and B. Pearson, 1955. Quantitative estimation of succinic dehydrogenase activity in a single microscopic tissue section. *J. Histochem. Cytochem.*, 3: 61-64.

c. More than two authors

Kristan K., M. Kotnik, M. Oblak and U.J. Urleb, 2009. New high-throughput fluorimetric assay for discovering inhibitors of UDP-N-acetylmuramyl-l-alanine: d-glutamate (MurD) Ligase. *Biomol. Screen*, 14 (4): 412-418.

ii. References cited from a chapter / article published in a book:

Vuković-Gačić, B. and D. Simić, 1993. Identification of natural antimutagens with modulating effects on DNA repair, In: *Antimutagenesis and anticarcinogenesis mechanisms III* (Eds. G. Bronzzeti, H. Hayatsu, S. De Flora, M.D. Waters and D.M. Shankel), Plenum Press, New York, 269-277.

iii. References cited from approved Thesis / Dissertation:

Ratnakar, P., 1992. Biochemical studies of *Allium sativum* Linn. (Garlic). Ph.D., Thesis, Delhi University. P. 87.

5.9 Appendices - Appendices are provided to give supplementary informations relevant to the research work done by the candidate.

5.10 List of Publications – Reprints / Photostat copies of research papers already published / accepted for publication in Journals are to be attached in chronological orders and these pages need not be numbered. The heading “List of Publications” alone must find a place in the Table of Contents without page numbers for this item only.

- 5.11 Tables and Figures – “Table” means tabulated numerical data in the body of the Thesis as well as in the appendices. All other non-verbal material used in the body of the Thesis and appendices such as charts, graphs, maps, photographs and diagrams may be designated as Figures.
- a. A Table or Figure including caption should be accommodated within the prescribed margin limits and appear on the page following the page where their first reference is made.
 - b. Tables and Figures on half page or less in length may appear on the same page along with the text. However, they should be separated from the text both above and below by triple spacing.
 - c. All Tables and Figures should be prepared on the same paper or material used for the preparation of the rest of the Thesis.
 - d. Two or more small Tables or Figures may be grouped if necessary in a single page.
 - e. Wherever possible, the photograph(s) shall be reproduced on a full sheet of photographic paper or colour xerox.
 - f. More than one photograph can be included in a page.
 - g. Samples of Fabric, Leather, etc., if absolutely necessary may be attached evenly in a page and fixed/pasted suitably and should be treated as Figures.

6. TYPING INSTRUCTIONS

6.1 General

This section includes additional information for final typing of the Thesis. The impressions on the typed / photostated / printed copies should be black in colour.

A sub-heading at the bottom of a page must have atleast two full lines below it or else it should be carried over to the next page.

The last word of any page should not be split using a hyphen. One and a half spacing should be used for typing the general text. The general text shall be typed in Font Style Times New Roman and Font Size 12. Single spacing should be used for typing:

- (i) Long Tables
- (ii) Long quotations
- (iii) Foot notes
- (iv) Multiline captions
- (v) References

All quotations exceeding one line should be typed in an indented space – the indentation being 15 mm from either side of the margin.

7.1 Page Numbering

All page numbers (small case Roman numerals or Arabic numbers) should be typed without punctuation on the **upper right hand corner** 20 mm from the top with the last digit of the number in line with the right hand margin. The preliminary pages of the Thesis (such as Title page, Bonafide Certificate, Declaration and Certificate, Table of Contents, Acknowledgement, List of Symbols and Abbreviations and Abstracts) should be numbered in lower case Roman numerals. The Title page will be numbered as (i) but this should not be typed on the page. The page immediately following the Title page shall be numbered as (ii) and it should appear **at the top right hand corner** as already specified. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals.

7.2 Numbering of Chapters, Divisions and Sub-Divisions

The numbering of chapters, divisions and sub-divisions should be done using Arabic numerals only and further decimal notation should be used for numbering the divisions and sub-divisions within a chapter. For example, sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4. The caption for the sub-division should immediately follow the number assigned to it.

Every chapter beginning with the first chapter should be serially numbered using Arabic numerals. Appendices, included if any, should also be numbered in an identical manner starting with Appendix 1.

7.3 Numbering of Tables and Figures

Tables and Figures appearing anywhere in the Thesis should bear appropriate numbers. The rule for assigning such numbers is illustrated by an example. Thus, if a Figure in Chapter 3, happens to be the fourth then assign 3.4 to that Figure. Identical rules apply for Tables except that the word Figure is replaced by the word Table. If Figures (or Tables) appear in appendices then

Figure 3 in Appendix 2 will be designated as Figure A 2.3. If a table is to be continued into the next page this may be done, but no line should be drawn underneath an unfinished Table. The top line of the Table continued into the next page should, for example read Table 2.1 (continued) placed centrally and underlined.

7.4 Numbering of Equations

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering should commence afresh for each Chapter or Appendix. Thus, for example, an equation appearing in Chapter 3, if it happens to be the eighth equation in that Chapter should be numbered as (3.2) thus: (3.2) While referring to this equation in the body of the Thesis it should be referred to as Equation (3.2).

8. BINDING SPECIFICATIONS

Thesis should be bound with **black calico cloth** and using flexible cover of thick white art paper. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

Soft copy of the Thesis (PDF format) written in CD (2 Nos.) should be submitted for University archives.

Revision of Regulation

The University may from time to time revise, amend or change the Regulations, Scheme of Examinations and Syllabi if found necessary.

ANNEXURE I

A typical Specimen of Cover Page and Title Page

**ANTIOXIDANT ACTIVITY OF INDIAN MEDICINAL PLANTS
FROM WESTERN GHATS**

Font Size 18> <1.5 line spacing>

SYNOPSIS

Submitted by

 <Italic>

RAGHAVENDRA S A

in partial fulfilment of the requirements for the award of the degree of

 <Italic> <1.5 line spacing>

DOCTOR OF PHILOSOPHY

IN

BIOTECHNOLOGY



DEPARTMENT OF BIOTECHNOLOGY

KARPAGAM UNIVERSITY

**KARPAGAM ACADEMY OF HIGHER EDUCATION
(Deemed University Under Section 3 of UGC Act, 1956)**

COIMBATORE-641 021

TAMILNADU, INDIA

<1.5 line spacing>

January 2016

ANTIOXIDANT ACTIVITY OF INDIAN MEDICINAL PLANTS FROM WESTERN GHATS

SYNOPSIS

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COIMBATORE-641 021

TAMILNADU, INDIA

January 2016

ANNEXURE II

A typical Specimen of Cover Page and Title Page

**ANTIOXIDANT ACTIVITY OF INDIAN MEDICINAL PLANTS
FROM WESTERN GHATS**

Font Size 18> <1.5 line spacing>

THESIS

Submitted by

 <Italic>

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(Deemed University Under Section 3 of UGC Act, 1956)

COIMBATORE-641 021

TAMILNADU, INDIA

<1.5 line spacing>

January 2016

MODEL

ANTIOXIDANT ACTIVITY OF INDIAN MEDICINAL PLANTS FROM WESTERN GHATS

THESIS

Submitted by

RAGHAVENDRA S A

*in partial fulfilment of the requirements for the award of
the degree of*

DOCTOR OF PHILOSOPHY

IN

BIOTECHNOLOGY



DEPARTMENT OF BIOTECHNOLOGY

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(Deemed University Under Section 3 of UGC Act, 1956)**

COIMBATORE-641 021

TAMILNADU, INDIA

JANUARY 2016

ANNEXURE IV

A typical Specimen of Declaration

DECLARATION

I hereby declare that the thesis entitled “.....” submitted to the Karpagam University, in partial fulfillment of the requirements for the award of the Degree of Doctor of Philosophy in is a record of bonafide and independent research work done by me during the period from to..... under the supervision and guidance of Dr. Department of and it has not formed the basis for the award of any Degree / Diploma / Associate ship / Fellowship or other similar title to any candidate in any University so far.

Signature of the Candidate

ANNEXURE V

A typical Specimen of Certificate

CERTIFICATE

This is to certify that the thesis entitled “”
submitted to the Karpagam University, in partial fulfillment of the
requirements for the award of the Degree of Doctor of Philosophy in
..... is a record of bonafide research work done by
Mr. / Ms. during the period from
..... to of his / her study in the
Department of at
..... (Karpagam University / Research Institute /
.....) under my supervision and guidance and the thesis has not
formed the basis for the award of any Degree / Diploma / Associate ship /
Fellowship or other similar title to any candidate of any University so far.

**Countersigned
Head of the Department**

Signature of the Guide

**Signature of the Co-guide
(if applicable)**



R/Acad/Ph.D/2011/

Date:

To

All Head of the Departments / Research Guides / Research Scholars

**PRE-SUBMISSION PRESENTATION OF RESEARCH REPORT -
NOTIFICATION**

I am by direction to inform you that a Pre-submission Presentation of the Ph.D., thesis is arranged for the candidate ----- whose research work is entitled “-----“. A copy of the summary is placed in the hall for reference. All members of faculty, experts and all interested persons are requested to attend the aforesaid Pre-submission Presentation.

Venue :

Date and time:

Registrar



Pre-submission Presentation Report

1. Name of the Research Scholar :
2. Programme :
3. Department (Subject) :
4. Name, designation & Address of the Research Guide :
5. Presentation date & Venue :
6. Number of members present in the presentation (enclose the attendance sheet) :
7. Comments from the audience (additional sheets may be used) :
8. Comments of the Guide (additional sheets may be used) :
9. After the Pre-submission Presentation whether the scholar may be permitted to submit the synopsis :

Signature of the candidate

Signature of the Guide

Signature of the Head of the Department

Signature of the Dean



Pre-Submission Presentation

CERTIFICATE

Name & Regn. No. of the Scholar :

Subject :

Date of Pre-submission Presentation :

Certified that the above research scholar under my guidance has presented his/her research work during Pre-Submission Presentation and his/her presentation is All the suggestions made by the participants are taken into consideration and important suggestions will be included in the thesis entitled,

“
.....
.....”

Signature of the Guide



SUBMISSION OF Ph. D. THESIS
CHECK LIST

1. Name of the scholar with Regn. No. : Session.:
 (Enclose a copy of Registration Communication)
2. Department :
3. (a) Whether the minimum period completed? : Yes/No
 (b) If extension obtained, attach particulars :
4. Whether course fee paid for all the years: : Yes/No
 (Attach No Dues Certificate)
5. Details of the Part I Course work : Completed/
 Fully Exempted/ Paper I &
 II exempted (Enclose necessary
 documents) and Paper III completed
6. Number of DC Meetings attended :
7. Total No. of Half Yearly reports submitted :
8. No. of Half Yearly Presentation made :
9. No. of Annual Research Congress attended :
- 10*.No of Papers published by the scholar
 (Attach copies of reprints) :
11. Whether submission of synopsis is recommended
 by the Doctoral Committee and date of DCM :

(Note: @ with M. Phil. FT; # with M. Phil., PT; ^ with P.G. FT; \$ with P.G. PT)

(PTO)

12. Date of Pre-submission Presentation made :
(Attach a certificate from the guide duly
Countersigned by the HOD)

13. Date of Submission of Synopsis :

14. Date of submission of Thesis :

**Signature of the
candidate**

**Signature of the
Guide**

**Signature of the
HOD**

15. Recommendation for submission : **Recommended / Not recommended**

**Director
Research**



KARPAGAM UNIVERSITY

Karpagam Academy of Higher Education

(Deemed University Established Under Section 3 of UGC Act, 1956)

Eachanari Post, Coimbatore – 641 021, INDIA

Phone : 0422-6453777, 6471113-5; Fax No : 0422 -2980022, 2980023

Email : info@karpagamuniversity.ac.in Web : www.kahedu.edu.in

HALF YEARLY PROGRESS REPORT

(to be submitted once in Six months)

1. Programme : Ph.D FT/PT
2. Subject :
3. Name & Regn.No. of the scholar :
4. Title of Ph.D., Research work :
5. Period of the Report :
6. Brief report about the work carried out by the Research scholar :
 - a. Whether any Paper/s have been published : YES / NO
(If Yes, attach copies of the published articles)
 - b. Whether Seminars/Conferences attended : YES / NO
 - c. Whether the prescribed Course work has been completed? : YES / NO
(If Yes, Course completed)
 - d. Whether the tuition fee is fully paid : YES / NO

Signature of Scholar
(with address)

Signature of the Guide
(with Name & address)

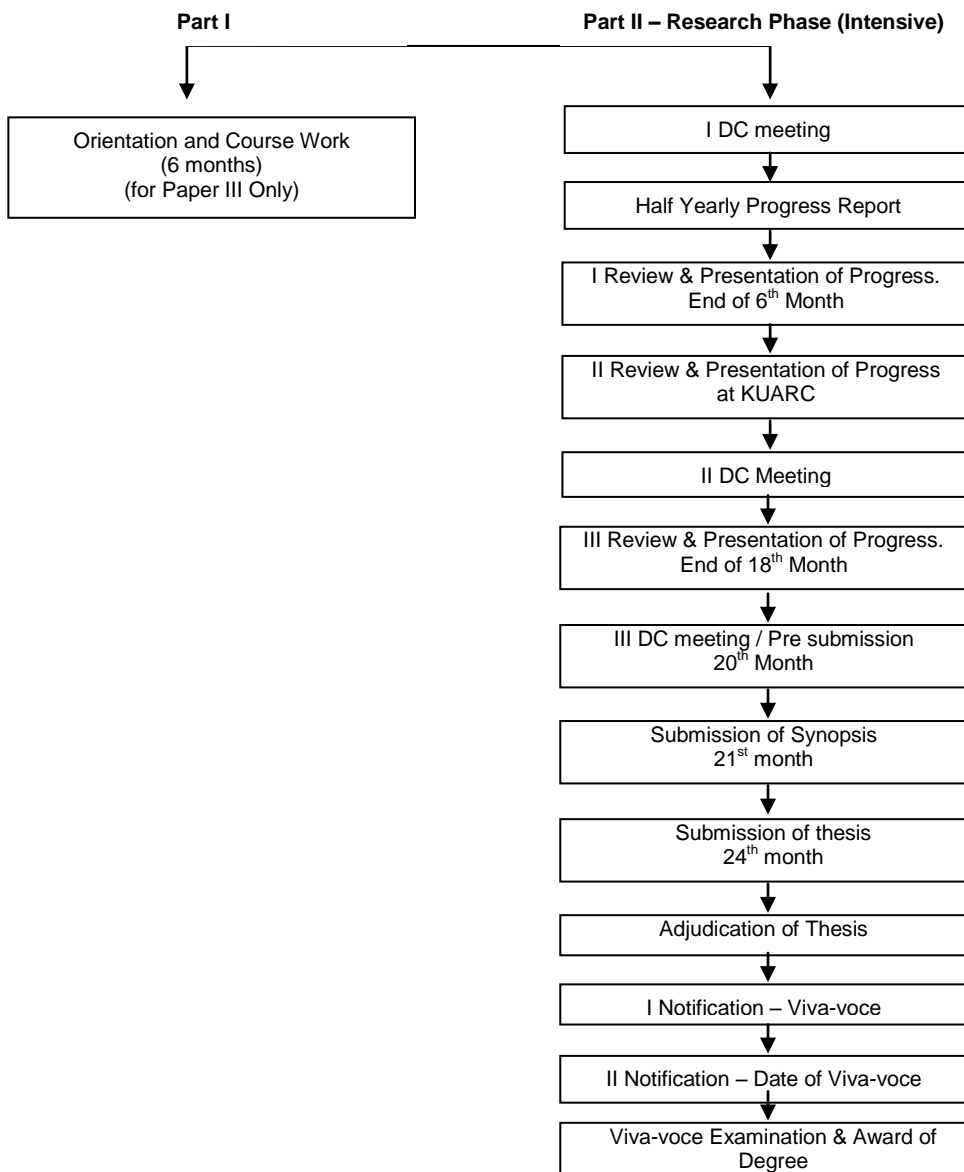
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E-mail id:

TIMELINE

Full time Ph.D Programme

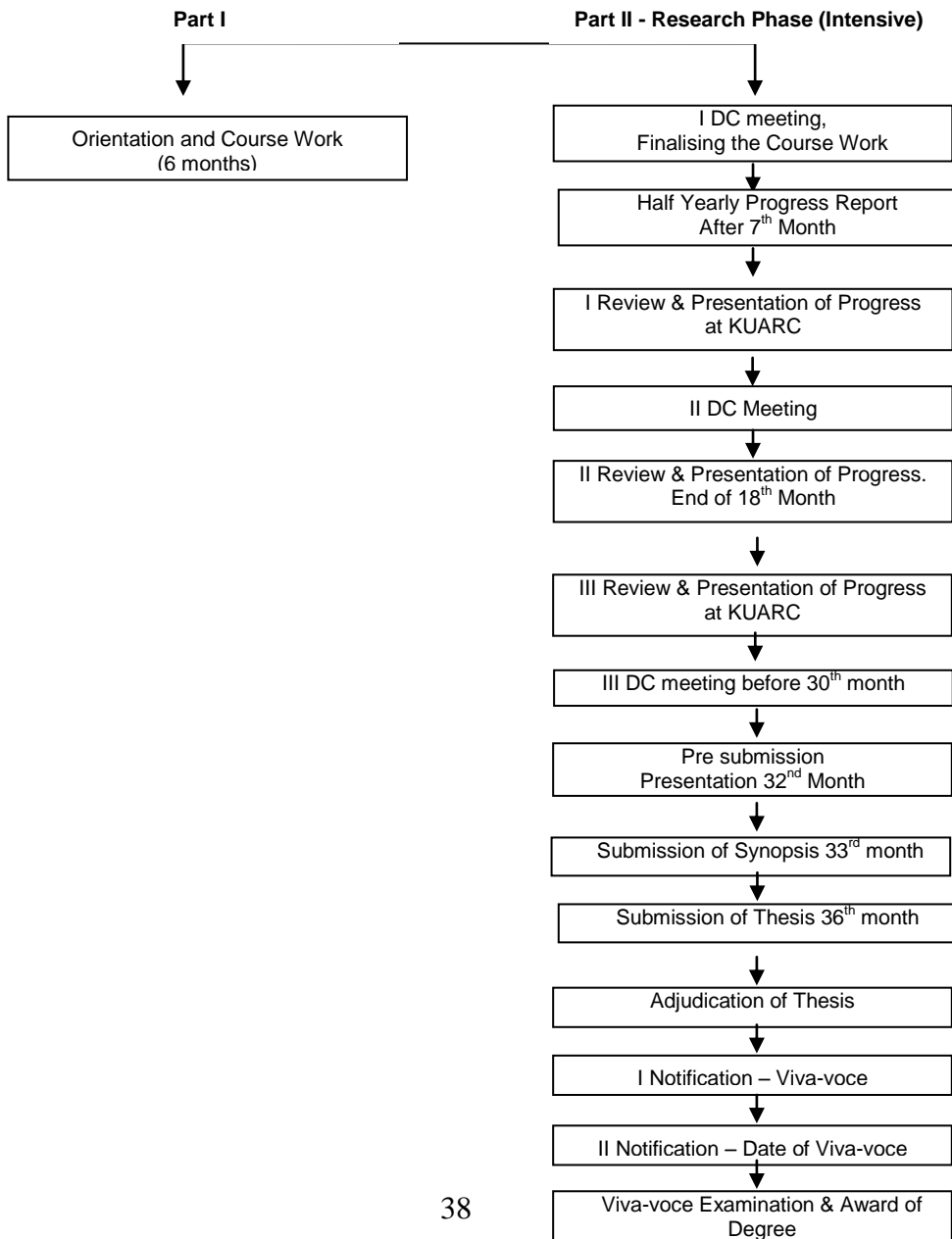
(with M.Phil. and with / without course work)



TIMELINE

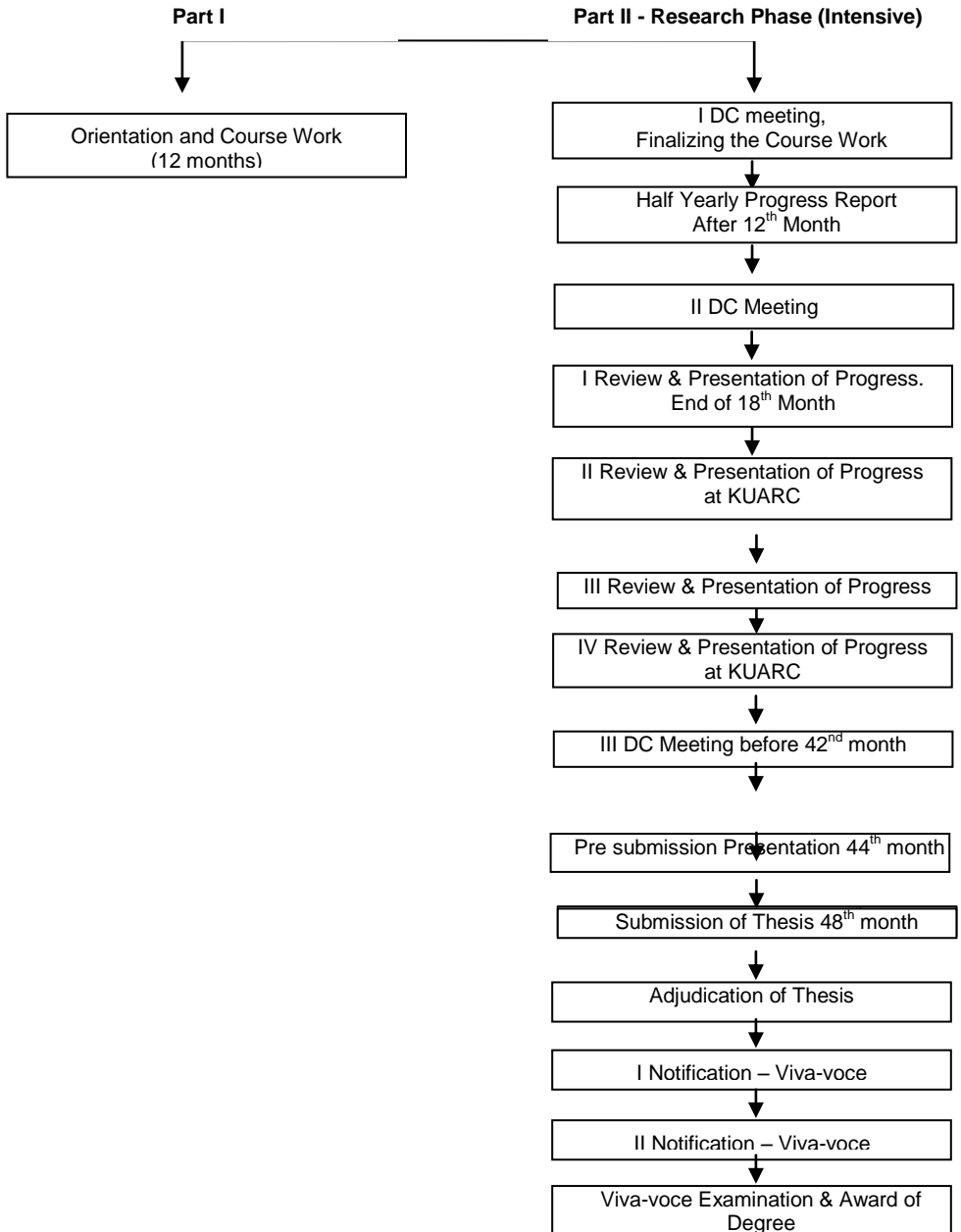
Full time Ph.D Programme

(For PG candidates with course work)



TIMELINE

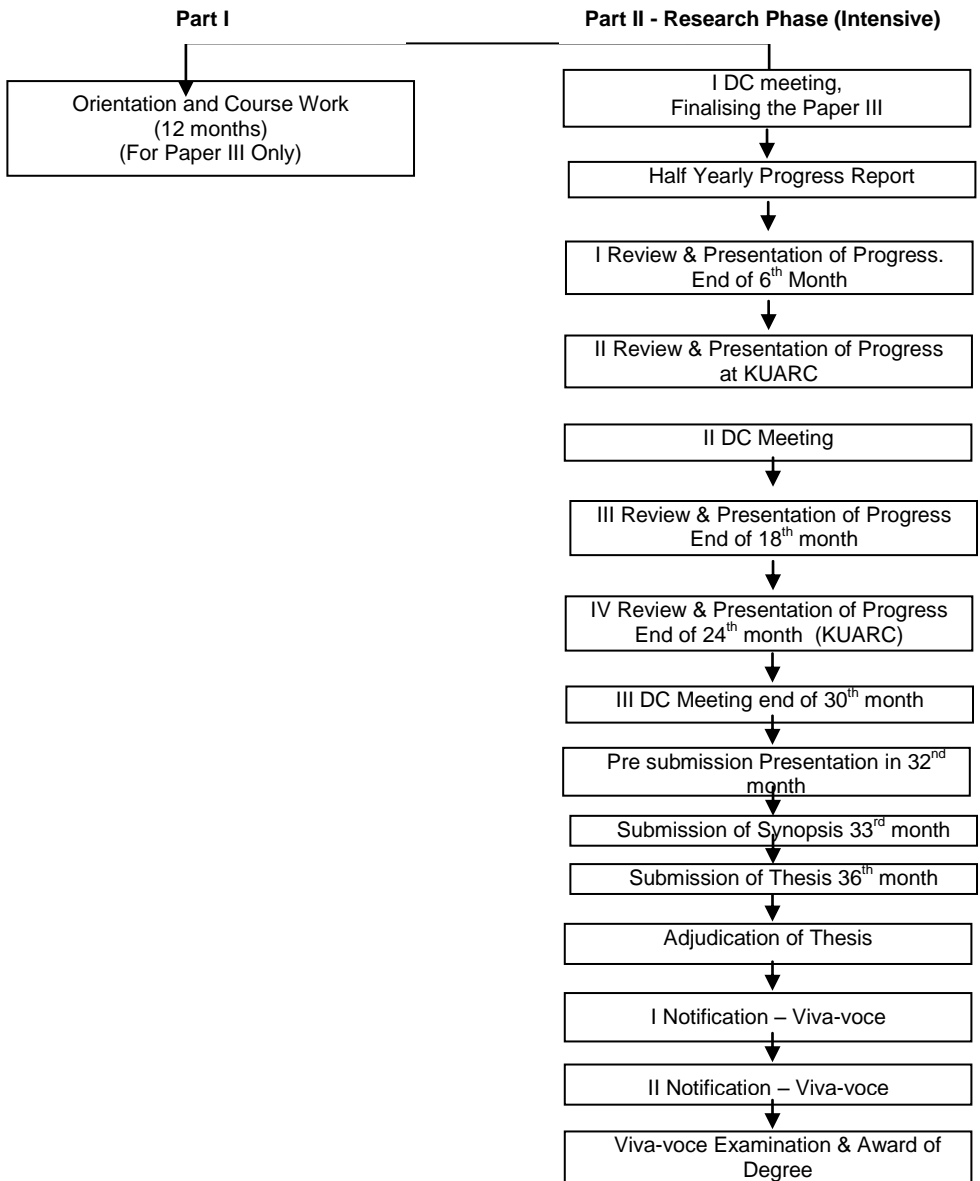
Part - Time Ph.D. Programme (For PG candidates with course work)



TIMELINE

Part - Time Ph.D. Programme

(with M.Phil. candidates and with / without course work)



PUBLICATIONS – TERMINOLOGY

1. IMPACT FACTOR

The Impact Factor of an academic journal is a measure which reflects the average number of citations to recent articles published in that Journal.

- It is a measure of the relative importance of a journal in a given field.
- It was devised by **Mr. Eugene Garfield**, the founder of the **Institute for Scientific Information**.
- Impact factor is calculated yearly starting from 1975 for those journals which are indexed in the **Journal Citation Reports**.
- Normally, the impact factor for 2008 is published in 2009.
- It is a journal metric and not to be used to assess an individual researcher or research institution.

Calculation

Example: If a Journal has an impact factor of 3 in the year 2008; it means that each paper published in that journal during the years 2006 and 2007 had received an average of 3 citations in 2008.

Let A = The number of times that articles published in that journal in and 2007, were cited by articles in indexed journals during 2008.

B = The total number of “citable items” (usually, articles, reviews and proceedings) published in that journal in 2006 and 2007.

Then,

| | | |
|----------------------------|---|---------|
| Impact Factor (in 2008) | = | (A / B) |
|----------------------------|---|---------|

2. H-INDEX

The h-index is an index that attempts to measure both the productivity and impact of the published work of a scientist or scholar. The index is based on the set of the scientist's most cited papers and the number of citations that they have received in other publications. The index can also be applied to the productivity and impact of a group of scientists, such as a department or university or country, as well as a scholarly journal. The index was suggested by Jorge E. Hirsch, a physicist at UCSD (University of California, San Diego), as a tool for determining theoretical physicists' relative quality and is sometimes called the Hirsch index or Hirsch number. The h-index serves as an alternative to more traditional journal impact factor metrics in the evaluation of the impact of the work of a particular researcher.

3. SCOPUS

Scopus, officially named **SciVerse Scopus**, is a bibliographic database containing abstracts and citations for academic journal articles. It covers nearly 20,500 titles from over 5,000 international publishers, of which 19,500 are peer-reviewed journals in the scientific, technical, medical, and social sciences (including arts and humanities). It is owned by **Elsevier** and is available online by subscription.

Since Elsevier is the owner of Scopus, and is also one of the main international publishers of scientific journals, Elsevier established the independent and international Scopus Content Selection and Advisory Board to prevent a potential conflict of interest in the choice of the periodicals to be included in the database and to maintain an open and transparent content coverage policy. The board consists of scientists and subject librarians from all scientific disciplines and geographical areas, whose interest is to access any relevant information regardless of the publishers.

SciVerse

SciVerse is a platform for accessing scientific information from certain databases and the web. It is published by **Elsevier**. It provides access to 2,500 journals and 11,000 books with about 500 thousand additions each year.

"**SciVerse**" globally indexes articles, books, theses, abstracts, patents and sifts through web results, from publishers, universities and professional organizations.

4. INTERNATIONAL STANDARD SERIAL NUMBER

An **International Standard Serial Number (ISSN)** is a unique eight-digit number used to identify a print or electronic periodical publication. Periodicals published in both print and electronic form may have two ISSNs, a **print ISSN (p-ISSN)** and an **electronic ISSN (e-ISSN or eISSN)**. The ISSN system was first drafted as an ISO international standard in 1971 and published as ISO 3297 in 1975. The ISO subcommittee is responsible for the standard.

Code format

The format of the ISSN is an eight digit number, divided by a hyphen into two four-digit numbers. The last digit, which may be 0–9 or an X, is a check digit. The ISSN of the journal *Hearing Research*, for example, is 0378-5955, the check digit is 5.

Code assignment

ISSN codes are assigned by a network of ISSN National Centres, usually located at national libraries and coordinated by the ISSN International Centre based in Paris. The International Centre is an intergovernmental organization created in 1974 through an agreement between UNESCO and the French government. The International Centre maintains a database of all ISSNs assigned worldwide, the ISSN Register.

Availability

The ISSN Register is not freely available for interrogation on the web but is available by subscription. There are several routes to the identification and verification of ISSN codes for the general public.

- the print version of a periodical typically will include the ISSN code as part of the publication information
- most periodical websites contain ISSN code information
- derivative lists of publications will often contain ISSN codes; these can be found through on-line searches with the ISSN code itself or periodical title

5. PEER REVIEW

Peer review is the evaluation of work by one or more people of similar competence to the producers of the work (peers). It constitutes a form of self-regulation by qualified members of a profession within the relevant field. Peer review methods are employed to maintain standards of quality, improve performance, and provide credibility. In academia peer review is often used to determine an academic paper's suitability for publication.

Professional peer review

Professional peer review focuses on the performance of professionals, with a view to improving quality, upholding standards, or providing certification. Professional peer review activity is widespread in the field of health care, where it is best termed **Clinical peer review**.

Scholarly peer review

Scholarly peer review (also known as **refereeing**) is the process of subjecting an author's scholarly work, research, or ideas to the scrutiny of others who are experts in the same field, before a paper describing this work is published in a journal. The work may be accepted, considered acceptable with revisions, or rejected. Peer review requires a community of experts in a given (and often narrowly defined) field, who are qualified and able to perform impartial review.

6. INTERNATIONAL STANDARD BOOK NUMBER

The **International Standard Book Number (ISBN)** is a unique numeric commercial book identifier based upon the 9-digit **Standard Book Numbering (SBN)** code created by Gordon Foster, Emeritus Professor of Statistics at Trinity College, Dublin, for the booksellers and stationers. The 10-digit ISBN format was developed by the International Organization for Standardization (ISO) and was published in 1970 as international standard ISO. ISO has appointed the International ISBN Agency as the registration authority for ISBN worldwide and the ISBN Standard is developed under the control of ISO Technical Committee.

ISBN issuance

International Standard Book Numbers issuance is country-specific, in that ISBNs are issued by the ISBN Registration Agency that is responsible for that country or territory. The ranges of ISBNs assigned to any particular country are based on the publishing profile of the country concerned.