



# University of Technology

Serving Education Since 1976



# Ph.D. - Doctor of Philosophy

**Student Copy**



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# 1. Ph.D. Admission Process

# Ph.D

## ADMISSION PROCESS



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**STEP  
01**

### Fill Entrance Exam Application Form

- Visit <https://bit.ly/uot-apply> for Entrance Exam Application Form.
- Do Provide Complete and accurate Information In the Online Form. After Form Submission, You will be redirected to Payment Gateway.
- Make the Payment of Entrance Examination (Rs. 2400/-)



<https://bit.ly/uot-apply>

**STEP  
02**

### Entrance Test and Personal Interview

- The executive from the Admission Office will call and mail you regarding schedule of the Entrance Test and Personal Interview. You may also connect with our Admission / Research Department at 8385012345 for confirmation of entrance exam schedule with your registration details.
- As per the availability of the seats, a merit list of the selected students will be prepared and displayed on the notice board. Selected students will also be informed through mail and will be given Provisional Admission Letter.

**STEP  
03**

### Fill Online Admission Form

**Selected Students may  
Download the Admission Form  
from <http://bit.ly/uot-adm-form>**

- Fill complete details in Admission Form, attach the qualification & other Relevant Documents (Self Attested) with Admission Form.
- Download Format of Enrollment cum Eligibility Form, Students Undertaking, Anti Ragging Affidavit Form from <http://bit.ly/admission-booklet>
- Attach Original Migration Certificate. In case of non-availability of the same, it is required to be submitted within three months from the date of the Entrance Examination.
- Attach No-objection Certificate in case employed in Government / Private organization.



<http://bit.ly/uot-adm-form>

**Visit <http://bit.ly/uot-login> for  
online Admission Form**

- Do check the Guidelines for Online Admission process - <http://bit.ly/admission-booklet>
- Original Documents have to be scanned and uploaded in online Admission Form.
- Do Paste and Upload Latest and Clear Photographs in Online Admission Form.
- Upload the Filled up Application Form for Admission Process.
- Mention ERP Number on the Application Form and submit the Application Form at the Admission Office of the University.



<http://bit.ly/uot-login>

**STEP  
04**

### Deposit the Complete File in Admission Office

- Submit your admission file to the Admission Office. The concerned person of the Admission Office will inform about the Document deficiency (if any)
- Complete Admission File will be processed further for Enrolment.

**STEP  
05**

### Make the Fees Payment

- Selected students will be required to deposit I Semester fees within 7 days of receiving the provisional admission letter.
- Visit <http://bit.ly/uot-fees> for making Fees payment



<http://bit.ly/uot-fees>

**NOTE**

1. Do connect with our Admission Office at 8385012345 / 1800-266-1234 or [research@uot.edu.in](mailto:research@uot.edu.in) for Counseling, Eligibility, Seats Availability, Guidance for Form Filling etc.
2. Important Admission Procedure, Guidelines and Formats may be downloaded from <http://bit.ly/admission-booklet>
3. For FAQs, visit <http://bit.ly/uot-faq>

**The concerned person of the Research Department will update on the schedule of Course Work classes and will continue to guide till the completion of the course.**

**Website :- [www.uot.edu.in](http://www.uot.edu.in)**



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2.

# Ph.D. Programme Specialization List

# University of Technology Vatika, Jaipur (Raj)

## Ph.D. Programme- Specializations/Subjects

S. No	Stream	Specialization/Subjects
1	School of Commerce & Management & Computer Applications	Commerce, Human Resource Management, Marketing Management, Finance Management, International Business & Hotel Management, Computer Science, Computer Application and Information Technology
2	School of Basic and Applied Sciences	Physics, Chemistry, Mathematics, Zoology, Botany, Bio-technology(Non-Medical), Bio-chemistry, Microbiology(Non-Medical) & Environmental Sciences, Agriculture, Food Science & Technology, Agri-Business Management
3	School of Engineering and Technology	Civil Engineering, Computer Science& Engineering, Electrical Engineering, Electronic & Communication Engineering, Mechanical Engineering and Information Technology
4	School of Humanities & Social Sciences	History, Geography, Public Administration, Political Sciences, Hindi, English, Sanskrit, Social Work, Sociology, Psychology, Drawing & Fine Arts, Education, Physical Education, Economics, Library & Information Science, Home Science, Public Health, Media, Journalism & Mass Communication, Religion Yoga and Naturopathy
5	School of Law	Law
6	School of Pharmacy	Pharmacy
7	Department of Physiotherapy	Physiotherapy



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3.

# Ph.D. Rules and Regulations



# **Ph.D. Program**

## **Rules & Regulations**

**With effect from the Academic Year -2023-24**  
**(\* Amended as per UGC Regulation 2022)**

**University of Technology**  
**Fatehpuria road, Vatika,**  
**Jaipur (Raj)-303903**

## Preface

**University of Technology**, Jaipur offers research Programs leading to the award of the Ph.D. degree. The award of this degree is in recognition of high academic achievements, independent research and application of knowledge to the solution of technical and scientific problems in the various disciplines such as Basic & Applied Sciences, Engineering & Technology, Computer Application, Commerce & Management, Pharmacy, Physiotherapy, Yoga & Naturopathy, Education, Law, Humanities & Social Sciences and Agriculture

All Research work shall basically aim at promoting creativity and productivity. The University shall endeavor to encourage excellent opportunity for research in interdisciplinary area through a system of joint supervision and shall also undertake sponsored research and development projects from the industry, the public/private sector organizations and various other funding agencies.

The research work shall be an original work characterized by the discovery of the facts or by a fresh approach towards the interpretation of the facts or development of any equipment making a marked advancement in technology. The research work shall distinctly evince the candidate's capacity for creative examination and sound judgment and shall make an original contribution to the existing treasure of knowledge. The Ph.D. degree shall be conferred and awarded to a candidate who fulfills all the requirements specified in these Ordinances and Regulations in the discipline of the department in which she/he is registered.

## **1. NOTIFICATION FOR Ph.D. PROGRAM**

The University shall lay-down and decide well in advance on biannual basis, a manageable number of doctoral students depending on the number of available eligible supervisors. The university shall release advertisement regarding admission to the Ph.D. Program and the same will display on the university website.

## **2. ELIGIBILITY CRITERIA FOR ADMISSION**

The following persons are eligible to seek admission to the Ph.D. Program in university

Candidates who have completed:

**2.1** A 1-year/2-semester master's degree Program after a 4-year/8-semester bachelor's degree Program or a 2-year/4-semester master's degree Program after a 3-year bachelor's degree Program or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed

**2.2** or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

**2.3** Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree Program should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.

**2.4** A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

**2.5** Candidates who have completed the M.Phil. Program with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution shall be eligible for admission to the Ph.D. Program. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

### **3. DURATION OF THE PROGRAM**

**3.1** Ph.D. Program shall be for a minimum duration of three (3) years for full time scholars and three & half ( $3\frac{1}{2}$ ) years for part time scholars , including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. Program.

**3.2** A maximum of an additional two (2) years in a six month duration on a recommendation of RAC by president can be given through a process of re-registration; however, that the total period for completion of a Ph.D. Program should not exceed eight (8) years from the date of admission in the Ph.D. Program.

**3.3** Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. Program in such cases should not exceed ten (10) years from the date of admission in the Ph.D. Program.

**3.4** Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. Program.

### **4. ADMISSION**

The procedure for selection of candidates for admission shall be based on both entrance test and personal interview.

**4.1 Entrance Examination:** The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject- specific.

The entrance examination will consist of 100 multiple choice questions of equal marks containing 50 questions each from research methodology and subject specialization.

There is No Negative marking for incorrect answers.

**4.2 Exemption from Entrance Test:** The following categories of candidates may be exempted from appearing in entrance test

- (i) Candidates with UGC-NET/UGC- CSIR NET/GATE/CEED and similar National level tests qualified are exempted from entrance examination as per No.F.4-1(UGC-NET Review Committee/2024(NET)/140648 dated March 27, 2024

NET candidates will be declared eligible in three categories

The determination of the eligibility of NET for different categories is summarized below

Qualified for	Eligible for			Weightage	
	JRF	Assistant Professor	Ph.D. Admission	Written	Interview
<b>Category-1:</b> Award of JRF and appointment as Assistant Professor	Yes	Yes	Yes	Exempted	Interview as per UGC Regulations
<b>Category-2:</b> appointment as Assistant Professor and admission to Ph.D.	No	Yes	Yes	70% weightage of NET Score	30% weightage of interview
<b>Category-3:</b> Admission to Ph.D. only	No	No	Yes	70% weightage of NET Score	30% weightage of interview

The marks obtained in the NET by the candidates in Categories 2 and 3 will be valid for a period of one year for admission to Ph.D.

- (ii) Candidates with M.Phil. Degree as per Ph.D. Regulation 2009/2016 or equivalent as recognized by the University. However, candidate should attend for an interview for final selection for admission to Ph.D.

**4.3 Personal interview:** Students who have secured 50% marks in the entrance test or those who are exempted from entrance test are eligible to be called for the interview.

The interview shall consider the competence, suitability, research interest and contribution to knowledge, by the candidate undertaking the research program. DRC will take the personal interview of all eligible candidates.

**4.4** A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.

**4.5** A weightage of 70% for the entrance test and 30% for the performance in the interview/viva- voce shall be given in making final merit list. Minimum 50% marks required in interview to eligible for final merit list. Candidates will be selected as per the number of vacancies in the department.

University reserve the right not to fill up the vacant seats of Ph.D. programme in case of the non availability of suitable candidate

DRC should allot guide in consultation with student at the time of interview

## **5. ALLOCATION OF RESEARCH SUPERVISOR**

Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc

**5.1** Permanent faculty members working as Professor/Associate Professor of the university with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in university with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors.

**5.2** Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted on recommendation of convener of concerned student's RAC with the approval of the Dean (Research) .

**5.3** Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

**5.4** In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.

**5.5** The allocation of Research Supervisor for a selected research scholar shall be decided by the DRC concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.

**5.6** A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

**5.7** In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

**5.8** Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

**5.9** No Supervisor shall guide any of his closer relatives as specified by the university.

**5.10** The University may permit, on the recommendation of DRC approved by the Dean (Research), appointment of a caretaker supervisor in special circumstances such as a supervisor proceeding on long leave of six months or more and the like.

**5.11**

Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified above.

**5.12**

At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number above.

**5.13** A new supervisor may be appointed on the recommendation of DRC by the president in the event of death, or prolonged illness of the supervisor or if inability to guide is expressed by the supervisor on or after his superannuation or resignation from the services of the University.

**5.14** Any request for change of Supervisor(s) is highly discouraged and may only be considered under exceptional circumstances.

The request for change of Supervisor may be submitted to Dean (Research) through the RAC Convener with his/her recommendations on the basis of statements of concerned Supervisor as well as Research Scholar.

## **6. COURSEWORK**

Each candidate including a part-time candidate after having been admitted, shall be required to undertake course work for a minimum period of one/two semester. In exceptional case RAC can extend the completion of course work for another semester.

**6.1 Credit requirements:** The Credit requirement for the Ph.D. coursework is a minimum of 12 credits (Maximum 16 credits), including a “Research and Publication Ethics” course and a research methodology course. The Research Advisory Committee may also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. Program.

**6.2** All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching/education/pedagogy/writing related to their chosen Ph.D. subject during their

doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

**6.3** A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the Program and submit his or her thesis.

**6.4** The following shall be the examination scheme.

Paper & Paper code	Subject	Credits	Marks	Duration of Examination	Passing (%)
Paper-I CW101	Research Methodology	04	100	3 hrs	55
Paper-II CW102	Computer Application	02	100	3 hrs	55
Paper-III CW103	Research Reviewing & Writing	04	100	3 hrs	55
Paper-IV CW104	Research and Publication Ethics	02	100	3 hrs	55

Course work Examination will be conducted by COE except mooc course

**6.5** A candidate who fails in the written examination may be permitted to reappear for the examination but not for more than two additional occasions. If the candidate failed for the third time then he has to reappear in course work classes. All the candidates shall have to clear the examination within two years from the date of registration. During the reappearance the candidate shall be exempted from appearing for the papers in which he / she secured 55 % or more.

**6.6** She/he has to deposit 1<sup>st</sup> year fees online in the university account before appearing in the course work examination.

## **7. DEPARTMENTAL RESEARCH COMMITTEE**

**7.1** There shall be a departmental research committee (DRC) for each department of the University consisting of the following:-

- a. Dean/ Head of the concerned-School/ Department : Chairperson
- b. All Professors\* : Member
- c. 1 Associate Professor\* : Member
- d. 1 Assistant Professor\* : Member

\*Recognized as research supervisor/Co-Supervisor

The DRC may meet as often as necessary in the interest of academic excellence.

The quorum of the DRC shall be not less than one half of its members.

**7.2**The DRC shall perform the following functions, namely:-

1. To conduct the interview of candidates for admission to Ph.D. program
2. To prepare the syllabus for paper of the Entrance Test for Ph.D. Program
3. To monitor and evaluate the quality of research in the department.
4. To cooperate with Dean (Research) in the determination of the course content for coursework semester of Ph.D. Program.
5. To finalize the subject and specialization for research.
6. To create a conducive environment for promotion of research and innovation activities in the university.
7. To promote collaborative research
8. To promote funding, patent, publication, seminar & conferences, workshops etc.
9. To forward recognition for Research Supervisor to Dean, Research.

## **8. RESEARCH ADVISORY COMMITTEE**

**8.1**There shall be a Research Advisory Committee for each Ph.D. scholar.

The Research Advisory Committee shall consist of the following:-

- |  |            |
|--|------------|
| a. Research Supervisor                     | : Convener |
| b. Co- supervisor (if any)                 | : Member   |
| c. One subject experts from the Department | : Member   |
| d. One external experts*                   | :Member    |

\*nominated by the President/Pro-President from the panel proposed by Convener

The quorum of the RAC shall be not less than one half of its members.

**8.2** RAC shall have the following responsibilities:

1. To review the research proposal and finalize the topic of research
2. 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.
3. To periodically review and assist in the progress of the research work of the Ph.D. scholar.
4. To assess and approve the pre-submission presentation report.
5. To meet as and when required.
6. To monitor the compliance of Progress Reports.

**8.3** Each semester, a Ph.D. scholar shall submit a brief report on the progress of his/her work

for evaluation and appear before the Research Advisory Committee to make a presentation.

**8.4** In case the progress of the Ph.D. scholar is unsatisfactory; the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. Program.

## **9. RESEARCH SCHOLAR CATEGORY**

### **9.1 Full Time Research Scholar:**

Full-time research scholars are those who register for PhD at University of Technology, Jaipur (UOT) on full-time basis.

The following category of candidates shall be considered as Full Time Research Scholars:

- a. **Self Financed:** This category of candidates will not get any financial support from the university.
- b. **Study Leave:** This category refers to candidates employed in any organization/institute and granted Study leave for a minimum period of three years for doing research work at the university.
- c. **Sponsored Candidates:** These candidates are sponsored by any organization for doing research work in the university. Candidates are expected to be released for full time research work at the university for a minimum period of two and half years.
- d. **Fellowship Award:** These candidates are financially supported under various government schemes (CSIR, UGC, DAE, DST, DBT, NBHM etc.) or by any other organization.
- e. **Foreign Nationals:** These students are admitted through Embassy of the respective government after getting approval from the Ministry of Human Resources Development, Department of Education, Govt. of India.

### **9.2 Part-Time Research Scholars:**

Part-time research scholars are those who are presently employed in any college/school/institute/industry and are registered for PhD at UOT.

#### **a. Part-Time -Internal:**

This category is only for the persons working in the university of Technology, Jaipur

#### **b. Part-Time - External:**

This category includes the candidates employed in any organization /university/institute and

desirous of pursuing Ph.D. program while in employment as external candidates. This category also includes College Teachers. These candidates shall be available to the Supervisor (internal) for interaction during weekends, holidays and vacations.

### **9.3 Ph.D. through Part-time Mode**

Ph.D. Programs through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled. The University of technology will obtain a “**No Objection Certificate**” from the candidate before the commencement of course work classes for a part-time Ph.D. Program from the appropriate authority in the organization where the candidate is employed, clearly stating that:

- i. The candidate is permitted to pursue studies on a part-time basis.
- ii. His/her official duties permit him/her to devote sufficient time for research.
- iii. If required, he/she will be relieved from the duty to complete the course work.

## **10. REGISTRATION**

Following are the guidelines for registration in Ph.D. Program:

- 10.1** The Research Advisory committee (RAC) after finalization of the topic will ask to the student for presentation and approval of Synopsis within 6 months of declaration of course work examination.
- 10.2** For the confirmation of registration, the candidate shall be required to present and defend a synopsis of his/her proposed research work before the RAC whom they either approve or may ask the candidate to resubmit the synopsis based on the suggestions/modifications made by it. The RAC may allow not more than three attempts (within 6 months duration) to a candidate for defending the synopsis of the proposed research work after that it may recommend for cancellation of admission of the candidate for Ph.D. program.
- 10.3** Upon approval of the synopsis by the RAC, the application for confirmation of registration shall be placed before the President/Pro-President who, after being satisfied with the candidate's requisite qualification and the subject offered can be well pursued for the Ph.D. Program.
- 10.4** The act of non-depositing of fees and/or not-completing the registration process as mentioned above on the scheduled dates shall be treated as the 'Voluntary Discontinuation' of studies by the Research Scholar. In such case, she/he will cease to be a bonafide student with immediate effect. The above instructions for registrations shall be applicable to all Research Scholars admitted in the university.

**10.5 Cancellation of Registration:** The president/pro-president may, on the recommendation of the Concern RAC, cancel the registration of a Ph.D. candidate on any one or more grounds of the following; namely, if-(Dean-Research may forward the file to president for admission cancellation)

- a. Two consecutive progress reports of the candidate are not satisfactory.
- b. A student abstains from the Program for a continuous period of four weeks without prior information in writing to his supervisor.
- c. The candidate fails to submit the thesis within the maximum period permitted.
- d. The candidate resigns from the Ph.D. Program and his supervisor recommends cancellation of registration.
- e. The candidate is found involved in an act of misconduct and/or indiscipline and the competent authority recommends his termination from the Program.
- f. The candidate fails to deposit fee for two semesters consecutively.

## **11. PROGRESS REPORT**

Till the submission of the thesis each candidate registered for the Ph.D. program shall submit and present periodically six monthly progress report in the prescribed format to the RAC. The candidate shall be registered in the next semester only if the progress report for the previous semester has been received and evaluation forwarded by RAC

The evaluated progress report of the Ph. D. candidate should be submitted to president through dean research.

If the candidate does not submit and present before RAC this/her progress report in particular semester then his/her minimum period for the award of degree shall be extended by six month.

### **11.1 Change of Research Topic**

A candidate ordinarily shall not be permitted to change his research topic during the course of the research work once it has been approved by the RAC. However, if an occasion arises due to technical difficulties, the President/Pro-President may, on the recommendation of the RAC and the Dean (Research), permit any modification of the topic within a period of one year (and not thereafter) from the date of registration. The University may permit the candidate to submit this/her thesis after two years of such modification or change of topic.

## **12. SUBMISSION OF THESIS**

Full time candidate for the Ph.D. Degree shall be normally eligible for submission of the thesis after a minimum period of three years from the date of provisional registration, while for the part time student it shall be a minimum of three & half years, subject to fulfillment of all the prescribed norms and requirements.

Candidate shall not be allowed to submit to the University the thesis produced by him for its evaluation unless he has:

- 12.1** Published at least two research papers in refereed journals mentioning the name of University of Technology, Jaipur before the submission of the thesis and produces evidence for the same in the form of acceptance letter or the reprint and also make two presentation in reputed conferences. At least one paper should be published jointly with the name of candidate and the research supervisor. First author must be the Candidate.
- 12.2** Pre-Ph.D. presentation will be made before the RAC of his/her research work in respective department which would be attended by the teachers and research candidates of the concerned department.
- 12.3** A certificate duly signed by the supervisor stating the suggestions (if any) given by the DRC have been incorporated in the draft thesis.
- 12.4** Submitted one soft copy of the thesis to the Office of Dean Research/Library for plagiarism check. The acceptable limit of plagiarism is 10%.
- 12.5** The plagiarism due to self (scholar's own published work out of the dissertation) publications could be deducted from total plagiarism %.
- 12.6** The thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting the originality of the work, vouching that there is plagiarism within prescribed limit and that the work has not been submitted for the award of any other degree of the same institution where work was carried out, or to any other institution.
- 12.7** The candidate shall be required to submit to the Dean (Research) six printed copies of his/her thesis along with soft copy of the same.

- 12.8** The color of the thesis cover in various disciplines shall be as follows:

S. No.	Stream/ Specializations	Color
1.	Engineering & Technology	Orange
2.	Commerce and Management	Dark Green
3.	Agriculture	Grey
4.	Humanities and Social Sciences	Brown
5.	Basic and Applied sciences	Blue

6.	Computer Application	Cherry Red
7.	Law	Black
8.	Pharmacy	Light Green
9.	Education & Physical Education	Pink
10.	Physiotherapy	Cream
11.	Yoga and Naturopathy	Light Blue
12.	Journalism and mass communication	Purple

The candidates shall follow the color code strictly.

**12.9** The thesis shall be in English/Hindi/Concerned language (in case of language subject) or as per the recommendation by the Research Advisory Committee (RAC).

**12.10** The candidates shall also submit the following documents together with thesis:

- (a) A  
'nodues' certificated duly signed by the Head of the Department, Library, Finance Department, Hostel Warden, and Sports Officer,  
(b) The thesis submission fees receipt.

### **13. EVALUATION OF THESIS**

The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and two external examiners.

#### **13.1 Appointment of Examiners**

The supervisor shall prepare and suggest to the President/Pro-President a panel of six evaluators from outside the University from State/Central/Private University/Govt. or Private Colleges/National Laboratories/Research Centers established by ICAR/ICMR/CSIR etc. The panel shall also include not less than two names of experts from outside the state. If necessary, the President/Pro-President may call for additional name(s) for the panel from the supervisor. The panel submitted should include relevant information of the evaluator like designation, field of expertise, full postal and e-mail addresses, basic and cell phone number etc. The supervisor shall give a certificate to the effect that the names suggested in the panel are not close relatives either of the supervisor himself or of the candidate and they are experts in the area of thesis.

Pre-PhD synopsis of 15-20 pages summarizing the work in introduction, material & methods, result & Discussion including references should be submitted along with examiner panel.

**13.2** The President/Pro-President shall appoint two external examiners, from the panel of six examiners submitted by the supervisor, out of which one may be from outside the state or even the country from out of the panels submitted as 13.1 above.

**13.3** The university shall obtain the consent of the examiners so appointed by the President/Pro-President.

If no consent is received from the examiner within a month, a new examiner shall be appointed by the President/Pro-President out of the panel.

**13.4** The University shall, after obtaining the consent of the examiners appointed by the President/Pro-President out of the panels submitted by the supervisor, dispatch a hard/soft copy of the thesis produced and submitted by the candidate to each one of them to send their evaluation report to the Dean (Research) within a period of two months of the receipt of the thesis.

**13.5** The examiners shall be required to send his/her report on the prescribed form clearly stating that the:

**13.5.1** Thesis is recommended for the award of the degree of the Ph.D. or

**13.5.2** Thesis is recommended for the award of the degree of the Ph.D. subjected to the candidate giving satisfactory answers to queries or

**13.5.3** Candidate be required to submit this thesis in the revised form or

**13.5.4** Thesis is rejected.

**13.7** The RAC shall; (Dean Research shall place the recommendation before RAC)

- a. accept the recommendation of the examiners if all the two examiners recommend the acceptance of the thesis
- b. reject the thesis if both examiners recommend rejection of the thesis
- c. appoint a new examiner for re-evaluation if one of the two examiners recommends rejection of the thesis

## **14 VIVA VOCE EXAMINATION**

On receiving favorable recommendations from both the examiners and the Research Supervisor, the final *Viva-Voce* of the candidate for the award of Ph.D. Degree can be arranged by board of examination for viva voce approved by president

The President/Pro-President shall appoint:

- a. An external examiner from out of the two external examiners who evaluated the thesis

esis for conducting the viva-voce examination. However, if both the examiners are not available, the President/Pro-President may, for reasons to be recorded in writing, appoint a new examiner from out of the existing panel; and

- b. The supervisor shall fix a suitable date for the viva-voce examination with the external examiner. The Dean Research shall, on the request of the Supervisor, notify the day, time, and place at least Fifteen days in advance to all concerned.
- c. The viva-voce may be conducted online if any one out of (candidate, supervisor, and examiner) is not present physically due to convincing reason with approval of President/Pro-President.
- d. At such viva-voce examination the candidate shall be required to openly defend his/her research work in presence of the examiner, Supervisor, teachers, research candidates of the University whom may be invited to witness and make queries, if any, strictly relating and relevant to the topic of research. The Research department shall obtain signature of all the officers present at the time of viva-voce examination.
- e. The viva-voce examiner shall, at the very outset of the examination, will be informed about the comments and recommendations made by the examiner.
- f. The Viva-Voce board shall submit a comprehensive report on the performance of the candidate on the viva-voce examination and recommend that:
  - a. the degree of Ph.D. be awarded; or
  - b. the candidate be re-examined at a second viva-voce to be conducted not before three months but not later than six months; or
  - c. The degree is not awarded and the thesis be rejected.

## **15. AWARD OF PH.D. DEGREE**

### **15.1 Provisional certificate**

Prior to the actual award of the Ph.D. degree, the university issues a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations. The scholar is required to apply in the prescribed format after successful defense of the Viva-Voce.

### **15.2 Depository with UGC and the University**

a) Following the successful completion of the evaluation process and before the announcement

of the award of the Ph.D. degree(s), the university may submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

b) One copy of the thesis (both soft and hard copy) shall be placed in the University Library reference section and one copy in the concerned Department office/Library.

### **15.3 Award of Ph.D. Degree**

The reports of the examiners (including those of the Viva- Voce board) shall be placed before the President/Pro-President for acceptance or rejection, as the case may be, of the thesis on behalf of the Board. The President/Pro-President shall report the same to the Board of Management through Academic Council for confirmation.

## **16. PUBLICATION OF THE THESIS**

No thesis shall be published without prior permission of the university. The research scholar may apply in the prescribed format to the University for permission to publish the thesis.

## **17. DOCUMENTS AND FEE STRUCTURE**

### **17.1 Documents:**

- 2 Passport Size Photographs.
- Filled Application Form.
- Copy of Aadhar card
- Attested copy of Matriculation Mark sheet (10<sup>th</sup>).
- Attested copy of Senior Secondary Mark sheet (12<sup>th</sup>)
- Attested copies of all Mark sheets of Graduation
- Attested copies of all Mark sheets of Post Graduation
- Migration Certificate (Original)
- Caste Certificate (For Relaxation in reserved category)
- No Objection Certificate (In the case of Candidate working in any organization)

### **17.2 Course Fee Structure:**

Application Form Fee: Rs. 800/-

Enrollment Fee: Rs. 500/-

Entrance Exam Fee : Rs. 1100/-

Tuition Fee: Rs. 1, 10,000/- per year for a minimum period of three years.

### **17.3 Payment Options:**

As per UGC and National Digital Payment Mission (NDPM) of MHRD Guidelines, University of Technology right from its inception has implemented Online System for Acceptance of Digital Mode of Payments (VIA Online IMPS/BHIM/Debit Cards/Wallets). This is for information to all students that the University has not authorized any person to collect fees on its behalf. University of Technology does not collect cash for any type of fees payment.

#### **Fees may be deposited in following way only in University of Technology**

- 1) Through Online Payment Gateway (Most Preferred Method)
- 2) Through Bank Challan – For Cash/Demand Draft/Cheque Deposit in Bank.

**Fees Payment Link:** <https://bit.ly/uot-fees>

#### **Contact for Admission**

**Dean (Research) and Admission Coordinator**

E-mail ID: [research@uot.edu.in](mailto:research@uot.edu.in)

(M): +91-8385012345



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4.

# Plagiarism Check Guidelines

## PLAGIARISM CHECK GUIDELINES

*(As Amended in accordance with the UGC Notification on University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018)*

### 1. Preamble

University of Technology, Vatika, Jaipur is established by the Govt. of Rajasthan through State Legislature under the Act No 28 of 2017. It is UGC recognized University under section 2(f) of the UGC Act 1956.

The University of Technology is known for offering quality education to students coming from varied backgrounds, across different learning segments and knowledge disciplines.

University of Technology, Jaipur offers research Programs leading to the award of the Ph.D. degree. The award of this degree is in recognition of high academic achievements, independent research and application of knowledge to the solution of technical and scientific problems in the various disciplines such as Basic & Applied Sciences, Engineering & Technology, Computer Application, Commerce & Management, Pharmacy, Physiotherapy, Yoga & Naturopathy, Education, Law, Humanities & Social Sciences and Agriculture

The University started Ph.D. programmes w.e.f. the Academic Session 2017-18. The University has framed guidelines to check plagiarism in compliance with the University Grants Commission Regulations. The provisions of the UGC Regulations are applicable in all the cases.

A researcher is required to have some ethical and moral values in his academic pursuit. The researcher is expected to produce and submit the original and genuine work. In the present era, tons of information is available on internet and online as source material. In this context, plagiarism has become a serious problem. It is, therefore, necessary for any reputed and prestigious university to formulate well-defined Guidelines to check menace of plagiarism. Accordingly, University of Technology, Vatika, Jaipur has framed the following guidelines:

### 2. Definition:

‘Plagiarism’ is the unacknowledged use of another person’s work as one’s own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

### **Methods of Plagiarism:**

- (a) Quoting directly another person's language, data, illustration, tables, etc. without due acknowledgement of the source.
- (b) Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.
- (c) Buying, stealing or borrowing assignments, experiments/results.
- (d) Paragraphing the work of others without due acknowledgements.
- (e) Using ideas of someone else without crediting the originator.
- (f) Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.

### **Self-Plagiarism**

Copying/reproducing, in part or whole one's own published work without giving proper reference of that work.

### **3. Golden Rule to avoid the Plagiarism:**

- (a) Always give the due credit to the original author(s) and give the proper citation and proper reference.
- (b) Place the sentence in inverted commas, if you quote text verbatim.

### **4. Detection of Plagiarism:**

- (a) Candidates shall submit the report generated on the plagiarism checking software like Ouriginal/Urkund/Turnitin of his draft thesis along with a soft copy of the draft thesis for the consideration of Research Advisory Committee.
- (b) He shall submit soft copy along with an application form (Annexure-I)
- (c) He shall also submit an affidavit (Annexure -II) of plagiarism free and original PhD research work

### **5. Similarity checks for exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standard equations.

**Note:**

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

**6. Level of Plagiarism**

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities up to 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

**7. Detection/Reporting/Handling of Plagiarism**

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the University Academic Integrity Panel (UAIP). Upon receipt of such a complaint or allegation the UAIP shall investigate the matter.

The authorities of University can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations.

**8. University Academic Integrity Panel (UAIP)**

- i. University shall notify a UAIP whose composition shall be as given below:
    - a. Chairman-President/Pro-President/Dean/Senior Professor of the University.
    - b. Member-Senior Professor other than Chairman, to be nominated by the President.
    - c. Member-One member nominated by the President from Professor/ Associate Professor of the University
    - d. Member-A person well versed with anti-plagiarism tools, to be nominated.
- The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).
- ii. The UAIP shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
  - iii. The UAIP shall also investigate cases of plagiarism as per the provisions

- mentioned in these regulations.
- iv. The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.
- v. The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the President within a period of 45 days from the date of receipt of complaint /initiation of the proceedings.
- vi. The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

## 9. Procedure for reconciliation of plagiarism reports

- (1) If a draft thesis is found plagiarized and is reported to Research Advisory Committee then the RAC shall call the candidate to hear the candidate's view. On hearing the candidate, the Research Advisory Committee shall submit its recommendations keeping in view of the following guidelines:

- (a) The similarity between documents is within the limit (not more than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. No further action is required. Candidate may be permitted to submit the thesis.
- (b) **Self-plagiarism:** "Regarding self plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check."

Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations. If the published work is co-authored by others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

- (c) **Low- level plagiarism:** When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents marginally outside the limit, the candidate may be allowed to resubmit the work with proper citations.
- (d) **Mid- level Plagiarism:** Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit. The candidate may be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.
- (e) **High- level plagiarism:** Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else's work, art work

copying, source code copying etc. Intention to cheat is very clear. The candidate's registration may be cancelled.

- (2) The thesis resubmitted as recommended by the Research Advisory Committee in view of clauses (1)(a) to (d), will be again placed before Research Advisory Committee and the candidate will also be required to be present to substantiate the necessary improvements made by him in the thesis.

#### **10. Plagiarism reported after the award of Degree**

- (a) In case, any plagiarism is reported to the University when a Ph.D. degree has already been awarded, the President may constitute an expert committee to enquire into charges of plagiarism and the committee will submit its report with recommendations.
- (b) The expert committee may give the opportunity of hearing to the concerned parties as it deems fit.
- (c) The President will place the report along with recommendations of the committee before the Academic Council for its consideration and action.

#### **11. Penalties**

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

##### **Penalties in case of plagiarism in submission of thesis and dissertations**

University

Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0: Similarities up to 10%-** Minor Similarities, no penalty.
- ii. **Level 1: Similarities above 10% to 40% -** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **Level 2: Similarities above 40% to 60%-** Such students shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3: Similarities above 60%-** Such student registration for that programme shall be cancelled.

##### **Note 1: Penalty on repeated plagiarism**

Such student shall be punished for the plagiarism of one level higher than the

previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

**Note2: Penalty in case where the degree/credit has already been obtained**

If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the UAIP and approved by the President.

**Penalties in case of plagiarism in academic and research publications**

**I. Level0: Similarities up to 10%**-Minor similarities, no penalty.

**II. Level1: Similarities above 10% to 40%**

(i) Shall be asked to withdraw manuscript.

**III. Level2: Similarities above 40% to 60%**

i. Shall be asked to withdraw manuscript.

ii. Shall be denied a right to one annual increment.

iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil. Ph.D. Student/scholar for a period of two years.

**IV. Level3: Similarities above 60%**

i. Shall be asked to withdraw manuscript.

ii. Shall be denied a right to two successive annual increments.

iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

**Note1: Penalty on repeated plagiarism**

Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

**Note2: Penalty in case where the benefitor credit has already been obtained**

If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by UAIP and approved by the President.

**Note3:** University shall create a mechanism so as to ensure that each of the paper publication/t

thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

**Note 4:** If there is any complaint of plagiarism against the President, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

**Note 5:** If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent Authority.

**Note 6:** If there is any complaint of plagiarism against any member of UAIP, then such members shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

### **Instructions for Submission of Ph. D. Thesis in soft copy. (PDF)**

#### **Part-I : For Plagiarism Checking-(At the time Pre-Submission)**

Scholars are requested to note that the following guidelines have been framed to avail of the plagiarism check services in the library/Research department of University of Technology, Vatika, Jaipur which is using "OURIGINAL" plagiarism checker software to get the percentage of similar contents already published in various online information sources. While submitting the soft copy of the doctoral thesis for check with plagiarism prevention software, the research scholars and supervisors are solicited to consider and strictly adhere to the following regulations:

1. The CD/Pen drive containing the soft copy of the thesis has to be in the searchable PDF format.
2. Abstract and all chapters be in a single PDF excluding the cover page, certificates, declaration, acknowledgement, table of content/Index, list of tables, list of figures, list of symbols, list of abbreviations and references/bibliography, appendices and questionnaire [vide section 7.ii of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018] in electronic form shall be shared by scholar for plagiarism check.
3. The contents of the submitted thesis for plagiarism check should be the same as the contents of the thesis which is going to be finally submitted to the University of Technology for the award of a doctoral degree. The maximum document length is 400 pages, so it should not exceed 400 pages.
4. The library/research department access to anti-plagiarism software "OURIGINAL" to the research scholar who is submitting a doctoral thesis to the University of Technology. It is the responsibility of the research scholar and the supervisor of the research contributions.

5. In case the percentage of similar contents is beyond the limit or any plagiarized content is detected, the researcher has to revise the contents under the supervision of the guide, so as to ensure the originality of the research contribution.
6. The researchers are informed to acknowledge the right authors/sources providing the text within quotes. Uniformity and consistency be maintained in rendering bibliographic references.
7. An accepted standard format (like APA, Chicago Manual, MLA, etc.) has to be followed for rendering references and bibliography
8. A summary of the similarity report will be sent to the email ID of the researchers. The researchers have to contact the concerned library/research department for getting the scanned copy for perusal and rectification.
9. The researchers and the supervisors have to revise and resubmit the thesis in case the percentage of similar content detected is beyond the tolerance limit.
10. A certificate has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work regarding self-plagiarism or cases where published work of the student is shown as plagiarism in the check. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference to the library/research department which will perform the final check.
11. Plagiarism report must be certified / verified by the Research Guide
12. A candidate can apply two times for plagiarism checking for Ph.D. Thesis/Research Paper for free of cost, after that a nominal charge Rs 5000/- will be applicable to check plagiarism each time.
13. The candidates should write his/her name and department on CD/Pen Drive without fail.

**Part-II: For uploading thesis on Shodhganga:** Arrange the Ph.D. thesis files in the following sequence and in the PDF format for final submission in soft copy.

PDF Name	content
01_title.pdf	Title Page
02_prelim pages.pdf	Title+ Declaration +Dedication +Certificates + Acknowledgement + List of tables+ List of figures and graphs
03_contents.pdf	Contents
04_Abstract.pdf	Abstract
05_chapter 1.pdf	First Chapter
06_chapter 2.pdf	Second Chapter

07_chapter.....	Chapter...
08_chapter.....	Chapter...
09_chapter.....	Chapter...
10_annexures.pdf	Bibliography + References + Questionnaires + Maps + Publications + Conferences certificates
80_Recommendations.pdf	Recommendations/ Conclusion/Summary/ Further findings
90_Plagiarism.pdf	Plagiarism Report

Include all the chapters contained in the thesis in sequence as per original thesis.

**The above instructions are mandatory for the final submission of the Ph.D. thesis.**

**Part-III -Formats of Applying for Plagiarism Check (downloadable)**

- 1) Affidavit regarding Originality of Research work
- 2) Self Plagiarism Exclusion Certificate from Supervisor

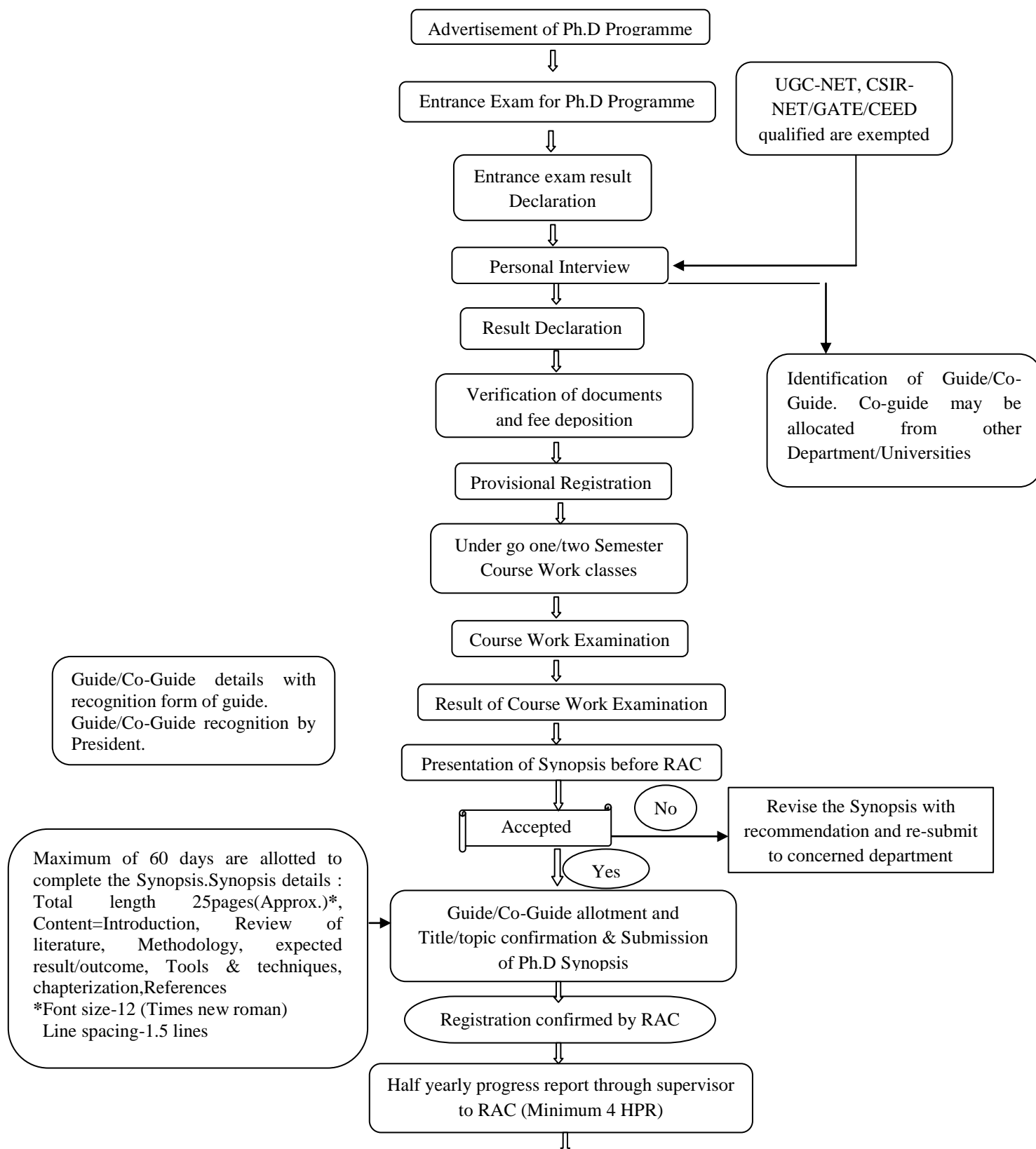
**Important Note:** After submission of softcopy for plagiarism check, report will be issued after Seven (07) days

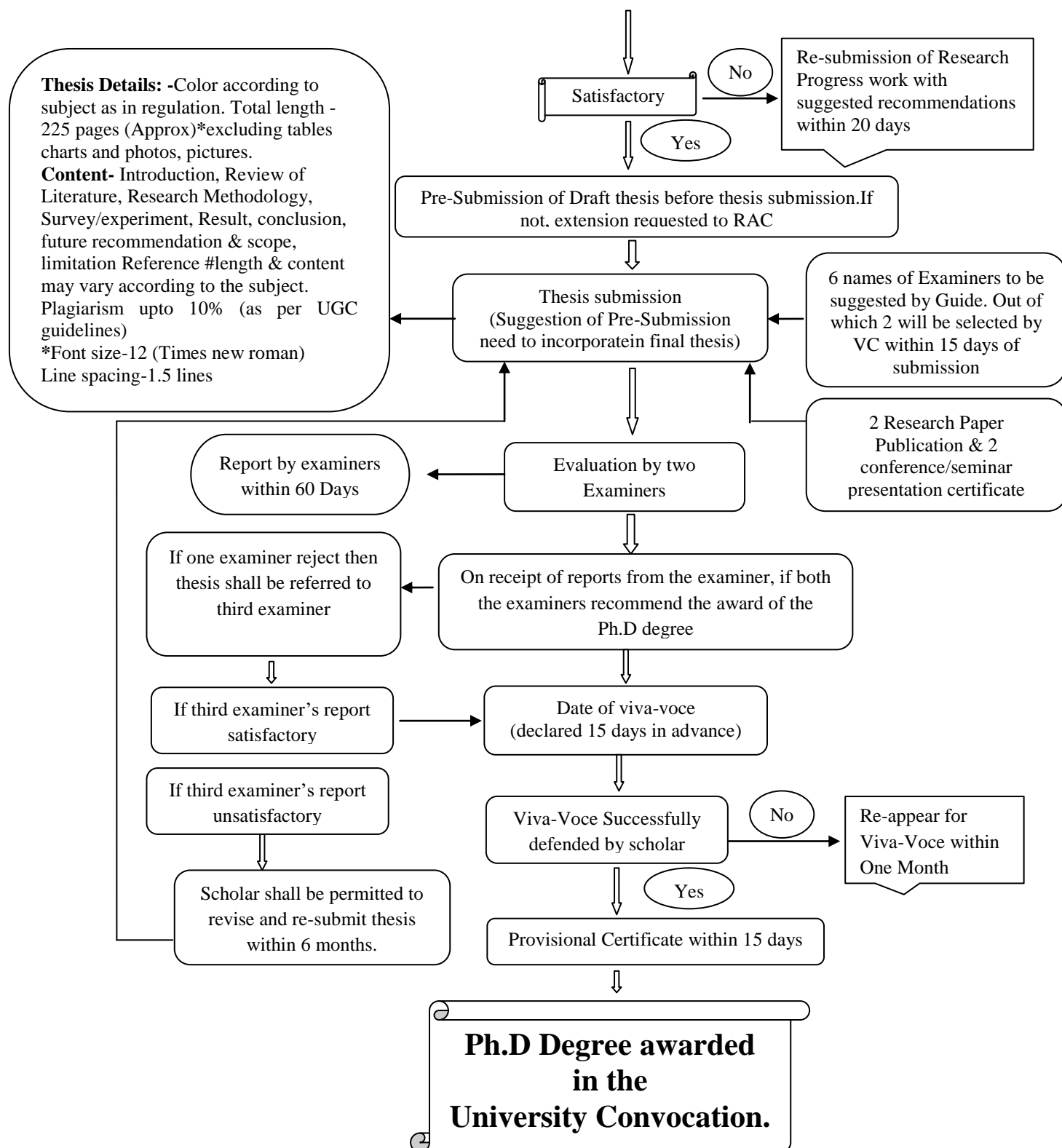


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# 5. Ph.D. Flow Chart

## Doctor of Philosophy (Ph.D) Programme







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6.

# Ph.D. Entrance Exam Syllabus

# **University of Technology Vatika, Jaipur (Raj)**

## **PhD Entrance Examination-Syllabus**

**Entrance Examination:** The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject- specific.

The entrance examination will consist of 100 multiple choice questions of equal marks containing 50 questions each from research methodology and subject specialization.

There is No Negative marking for incorrect answers.

### **Paper-I Research Methodology (Common for all Specialization)**

#### **Syllabus**

1. Research Methodology: An Introduction
2. Research Problem
3. Research Design
4. Sampling Design
5. Measurement and Scaling Techniques
6. Data Collection.
7. Processing and Analysis of Data
8. Hypothesis
9. Reasoning (Including Mathematical)
10. Logical Reasoning

### **Paper-II Subject/Stream Specific**

**Syllabus:** UG/PG Level Subject/Stream Specific courses



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7.

# Ph.D. Course Work Examination Syllabus

# University of Technology Vatika, Jaipur (Raj)

## Pre-PhD course work SYLLABUS

<b>Paper-I</b>	<b>Research Methodology</b>	<b>Credits – 04</b>	<b>Marks -100</b>	<b>Examination Duration: 3 hrs</b>
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### UNIT – I INTRODUCTION

(14 hrs.)

Meaning of research, objectives of research, motivations in research, types of research, research approaches, significance of research, research methods v/s methodology, research and scientific methods, research process, criteria of good research, interdisciplinary approach and its implications in various research area. What is research problem? selecting the problem, necessity of and techniques in defining the problem

### UNIT-II DATA COLLECTION

(14 hrs.)

Collection of primary data, observation method, interview method, collection of data through questionnaire and schedules, other methods. collection of secondary data, selection of appropriate method for data collection (quantitative methods & qualitative methods), case study method, experimental methods, guidelines for developing questionnaire, successful interviewing. Survey v/s experiment, laboratory experimental studies, content analysis, tools of data collections: their types, attributes and uses.

### UNIT-III SAMPLE DESIGN

(10 hrs.)

Characteristics and types of sample design, concept of sampling and other concepts related to sampling, sampling merits and demerits, techniques of selecting a random sample, experiments, procedure, control observation: merits, demerits, kinds , procedure , sampling errors: Type - i error and Type – ii error. Probability and non-probability samples, their characteristics and implications

### UNIT-IV HYPOTHESIS

(10 hrs.)

Meaning, basic concepts, flow diagram, power of a hypothesis test, important parametric tests, hypothesis testing of means, hypothesis testing of correlation coefficients, limitations of tests of hypothesis.

# **University of Technology**

## **Vatika, Jaipur (Raj)**

### **UNIT –V PROCESSING AND ANALYSIS OF DATA:**

**(12 hrs.)**

Measures of central tendency, dispersion, correlation and regression, one sample test , two sample tests , chi-square test, t-test , f-test, z-test, standard deviation: applications, steps, characteristics, limitations, analysis of variance and co-variance, discriminate analysis, cluster analysis, factor analysis, analysis of qualitative data based on various tools. Analysis of quantitative data and its presentation with tables, graphs etc, estimates of means and proportions. Decision tree- decision making with hypothesis testing through parametric and non parametric tests

### **REFERENCES**

1. Wilkinson & Bhandarkar : Methodology and Techniques of Social Research.
2. Pauline Vyoung: Scientific Social Surveys and Research.
3. Panneerselvam, R., Research Methodology, Prentice Hall Of India, New Delhi, 2004.
4. Kothari: Research Methodology.
5. Festinger. L & D. Katz: Research Methods in Behavioral Science.
6. Sellitz, Et Al: Research Methods in Social Relations
7. Kothari, C. R. (2005) Quantitative Technique, New Delhi, Vikas Publication House.
8. Gautam, N. C. (2004) Development of Research tools, New Delhi, Shree Publishers.
9. Gupta, Santosh (2005) Research Methodology and Statistical Techniques, Deep and Deep Publications.
10. Montgomery, Douglas C. & Runger, George C. (2007), 3/e, Applied Statistics & Probability for Engineers (Wiley India)

# University of Technology

## Vatika, Jaipur (Raj)

<b>Paper-II</b>	<b>Computer Application</b>	<b>Credits – 02</b>	<b>Marks -100</b>	<b>Examination Duration: 3 hrs</b>
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### **UNIT – I COMPUTER FUNDAMENTALS**

**(06 hrs.)**

Computer basics, data representation, input/output units, computer memory, computer generation and classification, computer languages, OS, types of OS, services and components of OS, computer networks, LAN, MAN, WAN, Internet and WWW, E-mail

### **UNIT- II MS-OFFICE AND ITS APPLICATION**

**(05 hrs.)**

File handling in window, various versions of MS-Office, MS-Word: Text formatting, Macros. MS-Excel: Features, various formulas and functions.

MS-Power Point: Creating presentations and adding effects, Customizing presentation, showing presentation, printing handouts.

### **UNIT – III WORD PROCESSING PACKAGE**

**(07 hrs.)**

Creating and editing a word document, creating a research paper, creating a cover letter and a resume, creating a document with a title page, table, chart and watermark, creating a webpage using word, mail merge, creating a professional newsletter

### **UNIT – IV SPREADSHEET PACKAGE**

**(07 hrs.)**

Features and functions of spreadsheet, creating spreadsheet and enter data, format worksheets, adding graphics, printing, calculate, manipulate and analyze data, custom calculations, consolidating worksheets, pivot tables, charts.

### **UNIT- V APPLICATION OF INTERNET**

**(05 hrs.)**

Application of Internet in research, use of internet, sights (DOAJ), use of E-Journals, use of E-library, INFLIBNET, use of EBSCO HOST ,online database of academic libraries

### **REFERENCES**

1. Fundamentals of Computers by Rajaraman, Prentice Hall India Pvt. Limited
2. Microsoft Office Word 2007: Complete Concepts and Techniques by Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, Cengage Learning Inc.
3. How to Do Everything with Microsoft Office Excel 2007 by Guy Hart-Davis, McGraw- Hill
4. Learning Microsoft PowerPoint 2007 by Catherine Skintik, Pearson Education
5. Introduction to computer and its applications : Dr.k. Dhanasekaran , Manikandan Palanisamy

# University of Technology

## Vatika, Jaipur (Raj)

<b>Paper-III</b>	<b>Research Reviewing &amp; Writing</b>	<b>Credits –04</b>	<b>Marks -100</b>	<b>Examination Duration: 3 hrs</b>
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### **UNIT- I REVIEWING OF PUBLISHED RESEARCH IN RELEVANT FIELD (16 hrs.)**

Review of literature, source of literature, source and collection of data & information, writing of review of literature, preparation of literature review structure, style and contents and guidelines for review of literature, evaluation of literature

### **UNIT- II DEVELOPMENT OF RESEARCH PROPOSAL (14 hrs.)**

Research proposal and its elements, formulation of research problem-criteria of sources and definition & development of objectives and characteristics of objectives, development of hypotheses and its applications in relevant field

### **UNIT- III RESEARCH PAPER WRITING (14 hrs.)**

Writing a research paper, choosing a topic, preparing a working bibliography outlining and need to write a research paper, examining the methods of evaluating and interpreting published research, developing skills needed to research available literature for information relevant to a given topic, exploring the principles and techniques of topic/project development and testing.

### **UNIT- IV REPORT/THESIS WRITING (16 hrs.)**

Thesis writing, structure and components of thesis, types of report, principles of report writing, the first draft, revisions, language and style, use of quotations

Special elements: title page, table of contents, headings and sub-headings, footnotes, tables and figures, appendix, bibliography etc. evaluation of research report, making effective presentation of research findings, concepts of bibliography and references, plagiarism checking, editing, typing instructions and proof reading ,intellectual property right- reporting & filing.

Examining the methods of evaluating and interpreting data collected in the research process. Developing an understanding of the various statistical methods that can be used to analyze data

# University of Technology

## Vatika, Jaipur (Raj)

<b>Paper-IV</b>	<b>Research and Publication Ethics</b>	<b>Credits – 02</b>	<b>Marks -100</b>	<b>Examination Duration: 3 hrs</b>
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### **THEORY**

#### **UNIT- I PHILOSOPHY AND ETHICS (03 hrs.)**

Introduction to philosophy: definition, nature and scope, concept, branches,

Ethics: definition, moral philosophy, nature of moral judgments and reactions

#### **UNIT- II SCIENTIFIC CONDUCT (05hrs.)**

Ethics with respect to science and research

Intellectual honesty and research integrity

Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP)

Redundant publications: duplicate and overlapping publications, salami slicing

Selective reporting and misrepresentation of data

#### **UNIT- III PUBLICATION ETHICS (07 hrs.)**

Definition, introduction and importance ,Best practices / standards setting initiatives and guidelines: COPE, WAME, etc. ,Conflicts of interest

Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types ,Violation of publication ethics, authorship and contributor ship ,Identification of publication misconduct, complaints and appeals ,Predatory publishers and journals

### **PRACTICE**

#### **UNIT- IV OPEN ACCESS PUBLISHING (04 hrs.)**

Open access publications and initiatives ,SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies ,Software tool to identify predatory publications developed by SPPU ,Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggestion, etc.

# University of Technology

## Vatika, Jaipur (Raj)

### UNIT- V PUBLICATION MISCONDUCT

(04hrs.)

#### A Group Discussions (02 hrs.)

Subject specific ethical issues, FFP, authorship ,Conflicts of interest

Complaints and appeals: examples and fraud from India and abroad.

#### B. Software tools (02 hrs.)

Use of plagiarism software like Turnitin, Urkund and other open source software tools

### UNIT- VI DATABASES AND RESEARCH METRICS

(07hrs.)

#### A. Databases (04 hrs.)

Indexing databases ,Citation databases: Web of Science, Scopus

#### B. Research Metrics (03 hrs.)

Impact Factor of journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Score

Metrics: h-index, g index, i10 index, altmetrics

### REFERENCES

1. P. Chaddah, (2018) Ethics in competitive Research: Do not get scooped: do not get plagiarized, ISBN:978-938748086
2. National Academy of Sciences, National Academy of Engineering and Institute of Medicine.
3. (2009) on Being a Scientist: A Guide to Responsible Conduct in Research: Third Edition
4. National Academies Press.
5. Resnik, D.B. ( 2011). What is ethics in research & Why is it important. National Institute of Environmental Health Sciences, 1-10 Retrived from
6. Beall, J. ( 2012) Predatory publishers are corrupting open access. Nature, 489(7415), 179
7. Indian National Science Academy (INSA), Ethics in Science Education, Research and Governance (2019), ISBN:978-81-939482-1-7.
8. The Ethics of Teaching and Scientific Research By Miro Todorovich; Paul Kurtz; Sidney Hook.
9. Research Ethics: A Psychological Approach By Barbara H. Stanley; Joan E. Sieber; Gary B. Melton



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8.

# Ph.D. Synopsis Format



## **Ph.D.SYNOPSIS MANUAL**

**University of Technology  
Fatehpura Road, Vatika,  
Jaipur (Raj)-303903**

## **(Prescribed Format and Specification)**

### **1. GENERAL:**

The primary objective of the synopsis is to enable the reader to judge whether a prima facie case exists for accepting the proposed Ph.D. thesis for the award of the Ph.D. degree. The synopsis should therefore, list, clearly, the contributions resulting from the investigations carried out by the candidate, which have led to advancement of knowledge in the field of investigation.

It should give an outline of the thesis. The review of earlier work is to be minimized with just enough to highlight the contributions in the research work to be reported in the thesis

### **SIZE OF SYNOPSIS:**

The size of synopsis should be 25-30 pages of 1½ spacing on A4 size good quality white paper preferably not lower than 80gsm.

### **2. LAYOUT OF SYNOPSIS:**

- i. Cover Page & Title page
- ii. Declaration
- iii. Table of Contents
- iv. Chapters
  1. Introduction
  2. Review of literature
  3. Research Methodology
    - 3.1 Problem statement/Need of the study
    - 3.2 Aims & Objective
    - 3.3 Hypothesis (If any)
    - 3.4 Research Design
    - 3.5 Sample Design
    - 3.6 Data Collection
    - 3.7 Tools and techniques used for analysis
    - 3.8 Ethical consideration (If any)
  4. Work Plan & Chapterization
  5. Expected Outcome
  6. References
  7. Appendices (If any)

### 3. TYPING INSTRUCTIONS:

#### FONT SIZE

Chapter numbers and titles (Times New Roman -16, Bold, Capital, Center)

Other Headings (Times New Roman-14, Bold, Capital, Center)

Text (Times New Roman-12)

Line spacing (1.5 lines)

Section title and numbers (Times New Roman-14, Bold)

Subsection title and numbers (Times New Roman-12, Bold)

#### FONT/TYPE STYLE: Times New Roman (12)

- The synopsis should have the following page margins  
Top edge : (1 inch) 25 mm  
Bottom edge : (1 inch) 25 mm  
Left side : (1½ inch) 40 mm  
Right side : (1 inch) 25 mm
- Tables and figures should conform to the margin specifications. Large size figures should be photographically or otherwise reduced to the appropriate size before insertion.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- The page numbering for all items 1 to 3 should be done using lower case Roman numerals and the pages thereafter should be numbered using Arabic numerals.
- General formatting can be similar to that of the thesis (see format for Ph.D thesis), However figures and equations are to be numbered using running numbers. References can be numbered as 1, 2, 3 etc in the order in which they are referred to in the body of the synopsis. Only those, which are cited in the synopsis, only need be given in the list of references.
- **Single spacing should be used for typing references.**
- **Cover Page & Title Page:** Title of the study, Scholar’s name, Supervisor’s name, Name of the Department/School, Name of University  
A specimen copy of the Cover page & Title page for synopsis is given in Annexure A.

- **Declaration:** A specimen copy of the Declaration is given in Annexure B.
- **Table of Contents:** The table of contents should list all material following it (divisions and subdivisions of body of the synopsis) and the formatting is similar to that of the thesis (see format for Ph. D thesis)

#### **4. BINDING SPECIFICATIONS:**

Each of the 4 copies of the synopsis should be sewn and 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.

#### **5. SUBMISSION OF SYNOPSIS:**

- Four softbound copies of the synopsis are to be submitted along with a soft copy of the synopsis (PDF file) on a CD/Pen drive with proper labeling.
- Refer the web: [www.uot.edu.in](http://www.uot.edu.in) for checklist
- The candidate has to submit the approved Synopsis within 2 months from the date of RAC

**ANNEXURE A**

(Atypical Specimen of Cover Page & Title Page)

**Title-**

<FontSize16, Times New Roman–Bold, 1.5 linespacing>

**A SYNOPSIS OF THE THESIS**

<FontSize14>

*Submitted*

<FontSize14><Italic>

**In Partial Fulfillment of the Requirements of**

**of the Degree of**

<FontSize14><1.5 linespacing>

**DOCTOR OF PHILOSOPHY**

**in SUBJECT**

<FontSize16>

***NAME OF SCHOLAR***  
***Enrollment No:***

***NAME OF SUPERVISOR***  
***Designation***



**DEPARTMENT OF <NAME>**

**SCHOOL OF <NAME>**

**UNIVERSITY OF TECHNOLOGY, VATIKA, JAIPUR-303903**

<FontSize16><1.5 linespacing>

**MONTH, YEAR**

<FontSize14>

## ANNEXURE B

(Atypical Specimen of Declaration)

<FontStyle Times New Roman, FontSize 12>

### DECLARATION

I hereby declare that the synopsis  
entitled “\_\_\_\_\_”  
\_\_\_\_\_” to be submitted for the Degree of Doctor of Philosophy is my original work and  
the synopsis has not formed the basis for the award of any degree, diploma, associateship or  
fellowship of similar other titles. It has not been submitted to any other University or  
Institution for the award of any degree or diploma.

Place:

<<Signature of the Scholar>>

Date:

<<Name>>



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# Progress Report Format

### **Ph.D.- Half Yearly Progress Report (I/II/III/IV/V/VI)**

The progress report about the work carried out during the period shall be submitted by the candidate duly signed by the candidate and countersigned by the Supervisor/Co-supervisor.

The report should be submitted in the following format:

#### **Particulars about the candidate:**

<b>Name of Scholar</b>	
<b>Enrolment No.</b>	
<b>Registration Letter No. &amp; Date</b>	
<b>Subject/Department/School</b>	
<b>Name of the Supervisor</b>	
<b>Name of the Co-Supervisor (if any)</b>	
<b>Title of Thesis</b>	
<b>Progress Report Duration:</b>	<b>From                      to</b>

#### ***1. Brief Summary of Progress made during last six months:***

*(If the space is insufficient, please attach separate sheet)*

##### ***a. Introduction:***

##### ***b. Literature surveyed in the relevant period of progress report:***

*(Evidence by journals/research papers and web address consulted.)*

*c. Objectives of the work:*

*d. Work carried out so far:*

**(i) Data collected**

**(ii) Data Analyzed**

*e. Results and Discussions:*

**2. Details of Research activities**

**a) Research paper prepared/ submitted for publication or published in last 6 months.**

**(i) Manuscripts under preparation for publication. (Provide details)**

**(ii) Manuscripts communicated for publication (attach copy)**

**(iii) Manuscripts accepted for publication (attach copy)**

**(iv) Research Paper Published (attach copy)**

S. No.	Title of Research Paper	Name of Journal	ISSN No, Issue No., Vol. No and Date	Impact factor

**b) Details of Conference / Seminar/ Workshop /Training programmes attended/Paper Presented (Both at the University and other places), Attach Abstracts copy**

S. No.	Name of Seminar/ Conference	Name of University/Institution /College	Attended/ Paper Presented on Topic	Date

**C) Did you get any Fund / Grant /Fellowship for your Research, if so give the details**

**3. Visited the University libraries/other libraries for reference work**

**(Yes/No) (No. of Days :.....)**

**4. Proposed action plan for next 6 months:**

**5. Any Other Achievements**

**Date:**

**Signature of the Candidate  
Mobile No.**

**Remarks of the RAC**

**(a) Performance:**

Satisfactory/Not Satisfactory

**(b) Deficiencies Observed (If any):**.....

.....  
.....

**(c) Suggestions Communicated (If any):**.....

.....  
.....

**RAC Member**

**RAC Member**

**Supervisor**

**CERTIFICATE**

This is to certify that the candidate presented his research work before the Research Advisory committee on ..... and progress of the research work of the candidate during the period of \_\_\_\_\_ report is found to be satisfactory/not satisfactory.

**Date:**

**Signature of Dean-School/Research**



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# 10. Ph.D. Thesis Format



**UNIVERSITY OF TECHNOLOGY, JAIPUR**

**MANUAL FOR PREPARATION  
OF Ph.D. THESIS**

## **MANUAL FOR PREPARATION OF Ph.D. THESIS (Prescribed Format and Specification)**

### **1. GENERAL:**

The manual is intended to provide broad guidelines to the Ph.D. Scholars in the preparation of the thesis. In general, the thesis shall report, 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) and demonstrating 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.

### **2. NUMBER OF COPIES TO BE SUBMITTED:**

Six hard copies of the thesis along with a soft copy in PDF format on CD/Pen Drive are to be submitted to the Dean Research. One hard bound copy of the thesis and a soft copy in PDF format on CD should be submitted to the controller of Examinations after the viva-voce examination.

### **3. SIZE OF THESIS:**

The size of thesis should not be less than 225 pages (Pages less than 225 may be accepted in exceptional cases) of typed (font size-12 Times new roman with line spacing 1.5 lines) matter reckoned from the first page of Chapter 1 to the last page of the Appendix.

### **4. ARRANGEMENT OF CONTENTS OF THESIS:**

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

1. Cover Page & Title page
2. Declaration
3. Supervisor Certificate
4. Acknowledgement
5. Table of Contents
6. List of Tables
7. List of Figures
8. List of Symbols and Abbreviations
9. Chapters
10. References
11. Appendices
12. List of Publications
13. Plagiarism Report
14. Conference Certificates

The Tables and Figures shall be introduced in the appropriate places.

## **5. PAGE DIMENSIONS AND MARGIN:**

### **TYPING INSTRUCTIONS:**

#### **FONT SIZE**

Chapter numbers and titles (Times New Roman -16, Bold, Capital, Center)

Other Headings (Times New Roman-14, Bold, Capital, Center)

Text (Times New Roman-12)

Line spacing (1.5 lines)

Section title and numbers (Times New Roman-12, capital Bold)

Subsection title and numbers (Times New Roman-12, Bold)

#### **FONT/TYPE STYLE:** Times New Roman (12)

- The synopsis should have the following page margins

Top edge : (1 inch) 25 mm

Bottom edge : (1 inch) 25 mm

Left side : (1½ inch) 40 mm

Right side : (1 inch) 25 mm

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

## **6. THESIS PREPARATION:**

The Scholar shall submit a typed copy of the manuscript to the supervisor for the purpose of approval. 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. Upon approval of the manuscript by the supervisor, the final thesis should be prepared according to the specification outlined in this section as well as in the following sections

### **General Typing Instructions:**

- Corrections, interlineations and crossing out of letters or words will not be permitted in any of the copies of the thesis intended for submission. Erasures, if made, should be neatly carried out in all copies.
- A sub-heading at the bottom of a page must have at least 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 spacings 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) Footnotes
  - (iv) Multiline captions
  - (v) References
- All quotations exceeding one line should be typed in an indented space - the indentation being 15mm from either margin.
- The headings of all items 2 to 14 listed in section 4 should be typed in capital letters without punctuation and centered 50mm below the top of the page.
- The text should commence 4 spaces below this heading.
- The page numbering for all items 1 to 9 should be done using lowercase Roman numerals and the pages thereafter from Chapter – 1 onward should be numbered using Arabic numerals.
- All page numbers (whether it is in Roman or Arabic numbers) should be typed without punctuation on the upper right hand corner 15mm from top with the last digit in line with the right hand margin.
- The title page will be numbered as (i) but this should not be typed. The page immediately following the title page shall be numbered (ii) of consecutively thereon for the remaining pages till the main text of chapter 1. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals.
- Any statement to be highlighted or emphasized must be done using regular bold letters. Italics or underlining is not permitted for this purpose.

**Cover Page & Title Page:** A specimen copy of the Cover page & Title page for the thesis is given in Annexure I.

**Declaration:** The declarations shall be in double line spacing using Font Style Times New Roman, Font Size 13, as per the format shown in Annexure II.

**Bonafide Certificate:** The Bonafide Certificate shall be in double line spacing using Font Style Times New Roman, 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 (not any other responsibilities of administrative nature), department and full address of the institution where the supervisor has guided the research scholar. The term ‘SUPERVISOR’ must be typed in capital letters between the supervisor’s name and academic designation.

**Acknowledgement:** The acknowledgement shall be brief and should not exceed two pages when typed in double spacing. The scholar's signature shall be made at the bottom end above his / her name typed in capitals.

**Abstract:** An abstract is not an introduction. It summarizes the main highlights of your thesis, including the results. The abstract should not exceed 4 pages typed with double line spacing, Font Style Times New Roman and Font Size 12 and not include any citations or figures. The abstract should be **briefly**

- Describe the problem and why it is being investigated.
- Summarize the primary methods used in your thesis.
- Describe the major results of the thesis.
- Summarize the conclusion of the results and the implications of your thesis.

**Table of contents:** The table of contents should list all material following it as well as any material which precedes it. The title page, Declaration, Bonafide Certificate and Acknowledgment will not find a place among the items listed in the Table of contents but the page numbers in lowercase Roman letters are to be accounted for them. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of contents for thesis is given in Annexure IV.

**List of Tables:** The list of tables should have the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

**List of Figures:** The list of figures should have the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

**List of Symbols and Abbreviations:** One and a half spacing should be used for typing the matter under this head. Standard symbols, abbreviations etc. should be used.

**Chapters:** Divide your overall work into logical portions, and then develop each portion as a chapter. The logical order is likely to be different from the chronological order you completed the work. Each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.
- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

- Footnotes should be used sparingly. They should be typed single space and placed
- Directly underneath in the very same page, which refer to the material they annotate.

The format for typing Chapter headings, Divisions headings and Sub-division headings are explained through the following illustrative examples.

Chapter heading	:	CHAPTER 1 INTRODUCTION
Division heading	:	1.1 OUTLINE OF THE ISS
Sub-division heading	:	1.1.2

The word CHAPTER without punctuation should be centered 45mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally in capital letters. The text should commence 4 spaces below this title, the first letter of the text starting 20mm, inside from the left hand margin.

The division and sub-division captions along with their numberings should be left justified. The typed material directly below division or sub-division headings should commence 2 spaces below it and should be offset 20mm from the left hand margin. Within a division or sub-division, paragraphs are permitted. Even paragraph should commence 3 spaces below the last line of the preceding paragraph, the first letter in the paragraph being offset from the left hand margin by 20mm.

### **Numbering of Chapters, Divisions and Sub-Divisions:**

The numbering of chapters, divisions and sub-divisions should be done using Arabic numeral 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 should also be numbered in an identical manner starting with Appendix 1.

### Numbering of Equations:

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering commencing afresh for each Chapter or Appendix. Thus for example, an equation appearing in Chapter 2, if it happens to be the eighth equation in that Chapter should be numbered (2.8) thus:

$$f \propto k \left[ \frac{V_C}{V_c + V_w + V_a} \right]^2 \quad (2.8)$$

While referring to this equation in the body of the thesis it should be referred to as "Equation (2.8)". (Without quotes).

**Tables and Figures:** A Table is meant to tabulate 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.

- f* 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.
- f* 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.
- f* All tables and figures should be prepared on the same paper or material used for the preparation of the rest of the thesis.
- f* Two or more small tables or figures may be grouped if necessary in a single page.
- f* Wherever possible, the entire photograph(s) may be reproduced on a full sheet of photographic paper.
- f* Photographs if any, should be included in colour photocopy form only. More than one photograph can be included in a page.
- f* 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

**Numbering of Tables and Figures:** Tables and Figures appearing anywhere in the thesis should bear appropriate numbers. The number of the Table should be given at the top of the table with a caption. The number of the figures should be given at the bottom of the figure with caption. The rule for assigning such numbers is illustrated through an example. The fourth figure in chapter 3 will be designated as Figure 3.4. Similar 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 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 underline

**Conclusion Chapter:** The conclusion chapter in some sense comprises the “introduction written backwards.” The conclusion should include the following:

- **Review:** “Tell the reader what you just told them.” Refresh the reader’s memory about the contents of each preceding chapter at a level of approximately one to two sentences per chapter. The review can be very effective in enabling the reader to understand the overall scope of your work.
- **Conclusions:** Summarize the salient contributions of your work. Justify that your work constitutes a contribution to the literature worthy of awarding a degree.
- **Recommendations for Future Work:** Suggest how it would make sense to extend your work in the future. This may include opportunities for confirming or relaxing assumptions required within the scope of your work or applying your work to related research.

**List of References:** The listing should be typed 4 spaces below the heading “REFERENCES” in single spacing left-justified. The References should be arranged in numerical order according to the sequence of citations within the text.

**(1) Reference to journal articles and papers in serial publications should include:**

- f* Last name of each author followed by their initials
- f* Year of publication
- f* Full title of the cited article in quotes, title capitalization
- f* Full name of the publication in which it appears
- f* Volume number (if any) in boldface (Do not include the abbreviation, “Vol.”) *f* Issue number (if any) in parentheses (Do not include the abbreviation, “No.”) *f* Inclusive page numbers of the cited article (include “pp.”)

**(2) Reference to textbooks and monographs should include:**

- f* Last name of each author followed by their initials
- f* Year of publication
- f* Full title of the publication in italics, title capitalization
- f* Publisher
- f* City of publication
- f* Inclusive page numbers of the work being cited (include “pp.”)
- f* Chapter number (if any) at the end of the citation following the abbreviation, “Chap.”

**(3) Reference to individual conference papers, papers in compiled conference proceedings, or any other collection of works by numerous authors should include:**

- f* Last name of each author followed by their initials
- f* Full title of the cited paper in quotes, title capitalization
- f* Individual paper number (if any)
- f* Full title of the publication in italics, title capitalization
- f* Initials followed by last name of editors (if any), followed by the abbreviation (in the case of book s/reports), “eds.” (in the case of books),
- f* Publisher (in the case of books),
- f* City of publication (in the case of books),
- f* Volume number (if any) in boldface if a single number, include, “Vol.” if part of a larger identifier (e.g., “PVP-Vol.254”)
- f* Inclusive page numbers of the work being cited (include “pp.”)
- f* Month and/or year of publication

**(4) Reference to thesis and technical reports or books should include:**

- f* Last name of each author followed by their initials
  - f* Year of publication (in bracket)
  - f* Full title in quotes, title capitalization
  - f* Report number (if any)
  - f* Publisher or institution name, city
- A typical illustrative list is given below.

- [1] Ning, X., and Lovell, M. R., “On the Sliding Friction Characteristics of Unidirectional Continuous FRP Composites,” ASME J. Tribol., 124(1), pp. 5-13, 2002.
- [2] Barnes, M., “Stresses in Solenoids,” J. Appl. Phys., 48(5), pp. 2000–2008, 2001.
- [3] Jones, J., (2000), Contact Mechanics, Cambridge University Press, Cambridge, UK, Chap. 6.
- [4] Lee, Y., Korpela, S. A., and Horne, R. N., “Structure of Multi-Cellular Natural Convection in a Tall Vertical Annulus,” Proc. 7th International Heat Transfer Conference, U. Grigul et al., eds., Hemisphere, Washington, DC, 2, pp. 221–226, 1982.
- [5] Watson, D. W., “Thermodynamic Analysis,” ASME Paper No. 97-GT-288, 1997.
- [6] Tung, C. Y., (1982), “Evaporative Heat Transfer in the Contact Line of a Mixture,” Ph.D. thesis, Rensselaer Polytechnic Institute, Troy, NY.
- [7] Kwon, O. K., and Pletcher, R. H., (1981), “Prediction of the Incompressible Flow Over a Rearward-Facing Step,” Technical Report No. HTL-26, CFD-4, Iowa State Univ., Ames.
- [8] Smith, R., (2002), “Conformal Lubricated Contact of Cylindrical Surfaces Involved in a Non-

**Appendices:** Appendices are provided to give supplementary information, which if included in the main text may serve as a distraction and cloud the central theme under discussion. Common examples of information included in appendices are listing of computer programs used to obtain your results, documentation of experimental setups, standards required for your work, tables of raw data, and part drawings.

Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.

Each appendix must be given a descriptive title. Most appendices require at least an introductory paragraph explaining what the appendix contains and why.

### **List of Publications:**

The list of papers published by research scholar during the period of research shall be given under the heading “List of Publications”. The listing as per the format specified in section 6.12 should be typed 4 spaces below the heading “LIST OF PUBLICATIONS” in single spacing left-justified.

### **7. After the viva-voce examination:**

One copy with hard bound binding and one soft copy (pdf file) in a properly labeled CD/Pen drive are to be submitted after the viva-voce examination with all the corrections suggested by the examiners.

### **8. Binding Specifications**

- Each of the 6 copies of the thesis submitted for evaluation should be sewn and bound using flexible cover of thick white art paper. The cover should be printed in black letters and the text for printings should be identical to what has been prescribed for the title page.
- One hard copy submitted after the viva voce examination should be sewn and hard bound using dark brown soft rexin (cloth) having a square on all edges. Boards used should be of quality strong enough to support the thesis when standing on the shelf. The cover should be printed in golden letters and the text for printings should be identical to what has been prescribed for the title page. On the spine of the thesis should be printed in golden lettering of suitable size, from left to right, the title of the degree (i.e., Ph.D), name of the candidate (title capitalization) and the year of submission.

### **9. Color of thesis cover : As per Annexure (V)**

**10. Plagiarism:** Plagiarism is the representation of any work or idea of another author as one's own. Remember at all times that plagiarism is a serious offence that could jeopardize an academic career. Scholars are reminded that they are required to respect standards of academic honesty and intellectual property in the case of all material used in the thesis. U.G.C. approved software should be used & a certificate, duly signed by the scholar should be attached, certifying that the thesis being submitted is Plagiarism free to the tune of 90%

**11. Concluding Remarks:**

*f* Your thesis must meet all formatting guidelines

*f* Define unfamiliar terms before using them.

*f*

Every chapter must begin with an overview of the contents of that chapter. Similarly, every section and sub-section must begin with a brief overview of that section.

*f* One paragraph is usually appropriate for each chapter or major section. One sentence may suffice for a short section.

*f* Use short, simple sentences. Each sentence should express a single idea.

*f* Use short, simple paragraphs.

Each paragraph should express a single thought. Most paragraphs will be three to six sentences in length.

*f* All units of measure should be in the SI system

*f* If your research involves some form of modeling or analysis, develop the equations in the body of your text. Use “Microsoft Equation” or something similar to typeset your equations. Place each equation on a separate line and number your equations sequentially.

*f* Use tables when absolute numbers are important and graphs when trends are important.

Always discuss a table or figure before representing it.

Annexure I.

**Study of Consumer Behavior in Petroleum Products with  
Reference to Indian Oil Industries**

A Thesis Submitted to University of Technology, Jaipur, Rajasthan

For the award of the Degree of

**DOCTOR OF PHILOSOPHY**

IN

**(Subject)**

Submitted by

Name of scholar:  
Enrollment No:...

Supervised by

Prof. (Dr.).....  
Designation:



**Department of .....**  
**School of .....**  
**University of Technology, Jaipur, Rajasthan**  
**Month & Year**

## **DECLARATION**

I, ....., hereby, declare that the thesis entitled “.....” is a bonafide record of independent research work done by me under the supervision of **Prof. (Dr.) .....** and submitted to **University of Technology, Jaipur, Rajasthan** for the award of degree of Doctor of Philosophy in **(Subject)**. This thesis has not previously formed the basis for the award of any Degree, Diploma, Associateship, Fellowship or any other title.

Place:

<<Signature of the Scholar>>

Date:

<<Name>>

## **SUPERVISOR'S CERTIFICATE**

This is to certify that the thesis entitled "....."  
" is bonafide record of Independent research work done by .....(Scholar name)  
under my supervision submitted to  
**University of Technology, Jaipur, Rajasthan** for the award of Doctor of Philosophy in (Subject  
**name**). This thesis has not previously formed the basis for the award of any  
Degree, Diploma, Associateship, Fellowship or any other title.

Date: -.....

(Dr.).....

Place: -.....

**Designation:**  
University of Technology,  
Jaipur Rajasthan

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....."

**Research Scholar Name:**.....

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Jaipur all rights under copyright that may  
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Signature  
(Research Scholar)

## **ACKNOWLEDGEMENT**

## ANNEXUREIV

(AtypicalSpecimenofTableofContents)

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ANNEXURE-(V)

**The color of the thesis cover in various disciplines shall be as follows:**

<b>S. No.</b>	<b>Stream/ Specializations</b>	<b>Color</b>
1.	Engineering & Technology	Orange
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3.	Agriculture	Grey
4.	Humanities and Social Sciences	Brown
5.	Basic and Applied sciences	Blue
6.	Computer Application	Cherry Red
7.	Law	Black
8.	Pharmacy	Light Green
9.	Education & Physical Education	Pink
10.	Physiotherapy	Cream
11.	Yoga and Naturopathy	Light Blue
12.	Journalism and mass communication	Purple



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The content of the chapters .....have been  
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- 1.
- 2.
- 3.
- 4.

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

**Signature of the Candidate**

**Signature of Supervisor**



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11.	Remark (If any)				

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I \_\_\_\_\_ S/O,D/O,W/O Shri \_\_\_\_\_

R/O \_\_\_\_\_ Mobile \_\_\_\_\_ No. \_\_\_\_\_

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1. That I a Ph.D. Student of \_\_\_\_\_ (Subject) Batch \_\_\_\_\_ University of Technology, Vatika, Jaipur under Reg. /Enrollment No. \_\_\_\_\_ certified that the research work presented in this thesis entitled \_\_\_\_\_ “embodies the results of original research work carried out by me and that neither any part of the thesis nor the whole of the thesis has been submitted for the award of any other diploma or degree in any other University.
2. I have not worked in any Govt. or Private institution during the PhD Period or I had taken the NOC from concerned department for doing PhD Degree in regular mode (Full/Part Time).
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4. That if after checking my thesis for plagiarism by any standard plagiarism checking software, is found copied or come under plagiarism, I will be solely responsible for it and University shall have sole right to cancel my research work/Registration
5. During the Research Period from the date of Registration I have not enrolled in any other Institute/ University for any Degree/Diploma.
6. I further say that if any copy paste is found anywhere in my thesis at a later stage, the thesis can be cancelled and the degree withdrawn and I shall be responsible for any legal dispute/case(s) for violation of any provisions of the Copyright Act or any other law.

**Deponent**

**Declaration**

I do hereby declare and confirm that all the above statements are true and correct to the best of my knowledge.

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Place \_\_\_\_\_

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Provisional Admission/Re-Admission Form For  
Session 20\_\_\_\_\_ to 20\_\_\_\_\_

Form No.

## Course Information

Please fill up the Course in which you want to take admission in University

School of \_\_\_\_\_

Program \_\_\_\_\_

Branch ( If Any ) \_\_\_\_\_

Course Code \_\_\_\_\_

Paste  
Passport size  
Photo

Signature of Student

## Student Personal Details

Please Fill the Form in Capital Letters Only

Student Mobile No.

Student Email id

Name (In English) \_\_\_\_\_

Gender ☐ Male ☐ Female

Name (In Hindi) \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

Father's Name \_\_\_\_\_

Category SC ☐ ST ☐ OBC ☐

Mother's Name \_\_\_\_\_

SBC ☐ Gen ☐ Other ☐

Aadhar No.

PAN No.

Passport No.

SSO ID

Bhamashah Id

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Minority Status Yes ☐ No ☐

## Present/Local Address

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☐ Same as Present Address

City/Village \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

City/Village \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

Contact No. \_\_\_\_\_ Email \_\_\_\_\_

Contact No. \_\_\_\_\_ Email \_\_\_\_\_

## Declaration

I ..... S/O/D/O/W/O..... here by declare that, all the particulars stated, in the application, are true to the best of my knowledge and belief. I agree to abide by the rules and regulations of University and also to the decision of the University Authority, regarding my admission in the course and here by declare.

### 1. That I under take Fees once deposited will not be refunded under any condition or circumstances.

All the fees and any other amount once paid ( Except Caution Money ) will not be refunded, adjusted, transferred under any circumstances. All the registered students are required to pay to the stipulated payment as per payment schedule. Wherever students have arrears of amount to be paid to college, they may not be permitted to write the examinations or their examination result may not be released and their pass certificates may not be issued; further, such students will be considered as inactive on the rolls of University and their names are liable to be removed from the records. Prescribed application for refund of caution money has to be made within three months after successful completion of the course. The caution money is subject to adjustment towards penalties.

### 2. If on scrutiny of original documents, any discrepancy / incorrectness or any proof of tampering in the marks is noticed, the form will be summarily rejected and the admission if given, will be cancelled.

### 3. That I will have to attend minimum of 75% of the total theoretical and practical classes & internal exams for appearing in the Examination/test.

### 4. That I have sole responsibility for any error revealed while calculation of marks of evaluation for eligibility criteria as specified in the Admission Rules.

### 5. That the President/Chairman of the University will have full liberty to expel me from the University, Hostel and Transport for any infringement of the above undertaking that all matters subject to jurisdiction of Jaipur Court..

### 6. That I undertake that RAGGING is prohibited by the order of Hon'l Supreme Court and is treated as an offence. If i am found any way participating in ragging then I may be immediately

### 7. That I will have to obey the instructions while attending class-room sessions and will be fully responsible for proper handling of computers, printers, air-conditioners, OHP or any other asset of the University.

### 8. That I will have to inform the institute in writing at least a week in advance for any absence during the course of studies.

That I undertake, University reserves the right to add or amend these terms and conditions as required from time to time and the same will be binding on the student

Please grant me provisional admission/Re-admission for.....course subject to confirmation from University.

Date

Signature of Student

Signature of Parent/Guardian

## Parents/Guardian Details

Name	Qualification	Occupation	Company/Dept.	Designation	Annual Income (in Lakh)	Email Id	Mobile No.
Father							
Mother							
Guardian							

## Qualification Details

Examination Passed	Stream Name	Name of the School/ College	Name of the Board / University	Passing Year	Marks Obtained	Max. Marks	% of Marks
10 <sup>th</sup>							
12 <sup>th</sup>							
Graduation							
Post Graduation							
Any Other Qualification							

## Entrance Exam Details

Please Tick the Appeared exam	Roll No. / Reg. No.	Score	Rank/Percentile	Year of Exam
<input type="checkbox"/> JEE <input type="checkbox"/> UOT Entrance Exam <input type="checkbox"/> CLAT <input type="checkbox"/> NET/SLET <input type="checkbox"/> GATE <input type="checkbox"/> NATA <input type="checkbox"/> CAT <input type="checkbox"/> C-MAT <input type="checkbox"/> Other _____				

From where did you come to know about University of Technology?

☐ Friends / Family    ☐ Newspaper    ☐ Internet    ☐ Radio/TV    ☐ Social Media

Please Specify the name of Magazine/Newspaper/Ref./Other .....

Yes No

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## Remarks

I have taken the Provisional admission/Re-admission of the above student after verifying all documents.

Eligibility Checked ☐

S.R. No.....

Document Upload ☐

Enrollment No.....

ERP Entry Done ☐

Admitted Course code .....

Signature of Counselor

Name of Counselor



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## Check List of the Documents

## Check List of the Documents

S.No	Particular	√
<b>1.</b>	<b>Admission Documents</b> 1. Admission Form 2. Aadhar Copy	 <input type="checkbox"/> <input type="checkbox"/>
<b>2.</b>	<b>Eligibility Documents</b> 1. X Marksheet 2. XII Marksheet 3. Graduation 4. Post Graduation 5. Transfer Form (In case of University Transfer) 6. No-dues Form (In case of University Transfer)	 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>3.</b>	<b>Additional Documents</b> 1. Migration (Original) 2. TC 3. Caste Certificate 4. Domicile 5. Ragging cum Attendance Affidavit (Original) 6. No Objection Certificate (NOC) from Employer	 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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