

RESEARCH, CONSULTANCY, INNOVATION AND INCUBATION (RCII) FACILITATION AT BERHAMPUR UNIVERSITY (ODISHA)

Academic related Research, Consultancy, Innovation and Incubation (RCII) at Berhampur University is headed by a Director, who is a Professor/Associate Professor of the University. The Directorate is helped in its activity by an Associate Director from among the faculty members. It is housed in the CIC Building. All projects related to research, consultancy, innovation and incubation are finally vetted by the Directorate and forwarded to the funding or related agency through the Vice-Chancellor.

The major functions of the Directorate are:

- (i) Dissemination of various funding sources to all concerned.
- (ii) Endorsing RCII proposals for onward transmission.
- (iii) Ensuring quality of proposals, no duplicity, plagiarism etc.
- (iv) Maintaining a list of all RCII projects submitted, funded and being executed with progress reports and completion reports.
- (v) Keep an update with progress of the RCII projects and publications, thesis from the project work
- (vi) To facilitate in filing patents, facilitating incubations and innovations etc.
- (vii) To make ease of business/work by not insisting on any form, but rely only on plain paper application on any particular approval desired with accompanying/relevant documents attached.
- (viii) To take care of IPR and arbitration issues on behalf of the University.

1. Research Projects

- (i) Research projects are carried out by the faculty members along with associated researchers and associated staff. The research projects are externally funded and faculty members are required to have at least one project at any time. The research projects shall aim to focus on basic, applied and shall preferably have a component for benefit of society. The projects shall be funded by any organization of Government or Industry in India or abroad. Networking and collaborative projects (National and International) are highly encouraged. A research proposal needs to be submitted by a faculty/scientist of the University who shall be the Principal Investigator (PI) of the project with necessary expertise and competence to conduct research. The faculty/scientist shall submit the project proposal as per the guidelines of the funding agency. A visiting/guest/retiring faculty may submit a proposal as Co-PI only along with a PI who is a regular employee of the University. Project staff as sanctioned by the funding agency shall be appointed based on qualification and experience as desired.

- (ii) The PI shall ensure proper recruitment, salaries to staff in time, purchase of proper equipment and its utility with various quality check of data, maintaining log book of data generated, work progress, submission of utilization certificate, financial and intellectual integrity, proper behavior towards project staff and facilitation of work, maintain proper work ethics, academic and research environment and look after the welfare of project staff and their professional development.

- (iii) The research project proposal should be well thought of and with expertise available with the PI and facilities at the University. The project proposals need to solve a research question, disseminate ideas and data, augment research facilities in the university, fund research students and result in meaningful research publications in journals of repute. Since the university shall provide necessary research facilities and host the project, the PI shall make a provision for University Overhead Charges (UOC) at the rate of 20% of the total project cost. To carry out the project, the PI may appoint project related staff such as Research Scientist, Scientific Officer, Research Officer, Research Associate, Senior Project Fellow, Junior Project Fellow, Technical Assistant, Laboratory Assistant and similar such staff depending on the requirement and sanction by the funding agency. The project staff shall get their salary or fellowship etc. from the project funds as earmarked in budget head and perks as per the project funding agency guidelines. The university shall in no way be responsible later on for their job, salary etc as was provided during the project work, after the project gets completed.

- (iv) Researchers working in the project may register for PhD with the University as per prevailing rules. The project staff shall be recruited after a proper advertisement for positions and through a proper selection committee.

- (v) The total amount/grant of the Research project shall include, salaries of project staff, equipment costs, analytical costs, travel and living allowance, contingency, publication cost, other recurring and non-recurring costs and university overhead charges. After the project gets completed, the university shall allow others to utilize the project facilities. After the project is sanctioned and first installment of the funds are transmitted to the University bank account, a unique project identification grant number shall be provided to the PI and all expenses as per the various heads shall be charged to the project grant number with proper vouchers/bills/receipts. All expenses to be incurred shall be pre-audited. Utilization certificates shall be prepared before first week of May of every year and shall be submitted to the funding agency with signatures of the PI and others as required.

- (vi) The university overhead charges of the project shall be spent under Research Development Fund (RDF) which is to be spent towards various development activities of the University, Department Development Fund (DDF) to be spent by the Department towards various department development activities, Professional Development Fund (PDF) meant for the PI to be spent on his/her office requirements, attending conferences, buying books, computers, internet facility, office furniture, and other research related activity. PDF can be accumulated from various projects and needs to be spent before retirement of the faculty member. The break-up of the of the UOC shall be, RDF(50%), DDF (25%), PDF (20%) and incentive to concerned office staff managing the project (5%).
- (vii) PI will have the right to publish the research work carried out by him/her unless the funding agency has an agreement signed to the contrary before the project is awarded. In such cases the draft manuscript for publication shall be submitted to funding agency and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the funding agency has no objection for the publication. The authorship and acknowledgement shall be decided by the PI.
- (viii) The qualification, experience and salary of project staff shall be as per the approval of the funding agency. There shall be proper recruitment process with a proper selection committee in place.
- (ix) All project staff shall have leave as per the University staff in the category. University shall not be responsible for medical expenses and insurance of project staff. Housing in the campus, if available can be provided to project staff by payment of house rent and maintenance as per university rules.

2. Consultancy

- (i) The University with its faculty members from various expertise areas can act as consultants on intellectual level contribution or in science and technology related matters. A faculty member can spend a maximum 50 days in a year including all holidays not affecting teaching, research and other related work for consultancy engagement. Any faculty member who shall receive the consultancy work to the University shall be designated as Principal Consultant and the period of consultancy may vary from 3 months to 3 years duration. The university encourages research based consultancy, although other consultancy such as testing of materials and environmental, economic, managerial and related consultancy work can be carried out as well.

- (ii) The university consultancy overhead charges (UCOC) for any kind of consultancy work shall be 35% of the total contracted amount, out of which the share of university development shall be 50%, and share of DDF, PDF and distribution among staff shall be 20%, 20% & and 10% respectively. In a year, honorarium of a faculty member through consultancy work shall not exceed their annual salary.
- (iii) The university faculty shall abstain from taking consultancy work in which he/she does not have core expertise. Taking a consultancy in the name of the University and outsourcing it elsewhere shall be considered as illegal. However, networking and collaborative consultancy work be undertaken after signing an MoU with clear cut division of work of each group member.
- (iv) Other research staff as and when required may work in consultancy projects and receive remuneration as per the approval from the funding agency. Consultancy work may result in publications if the MoU is spelt clearly on this aspect; but consultancy report cannot be submitted as dissertation/thesis leading to a degree in this university or elsewhere.

3. Innovation and Incubation

- (i) Science, technology, humanities, law, art and culture etc. based innovation and incubation are the essential components of 'Make in India" and 'Go Global" attitude of the nation. According to the Department of Science & Technology, Government of India, during the past three decades, incubations and startups have been the most prominent public policy tool used by the Government of India to promote S&T-driven entrepreneurship. These incubators act as intermediary agents designed to nurture startups with innovative ideas into marketable products by providing infrastructure and support services, and by providing linkages to the innovation system. Taking a cue from this and on the available platforms provided by MHRD such as Innovation Missions, Tinkering Labs, UGC's Innovation and Incubation Centers and the Government of Odisha's skill development programs, Berhampur University has started an Innovation and Incubation Centre.
- (ii) The innovation and incubation activity shall involve innovative project works by students and faculty together along with outside industrial and incubation partners. The University shall try to harness the potential available with the local and traditional knowledge.
- (iii) Faculty members shall be permitted to initiate academia-industry interaction by co-supervising student project work/dissertation/thesis with an active industrial partner, farmers, interested public and any other interested entrepreneur of common interest. The university shall be able to spare outside working hours for the faculty members for 50 days per year including all holidays. There shall be periodic workshops, meetings etc. and group activity with heterogeneous stake holders shall be encouraged.

- (iv) If the idea germinates into a product design, depending on the market economics, the University shall provide free space and 20% funds as a partnering institute. The faculty members shall be permitted to become Board members of Companies of repute. They may draw honorarium from the company by intimation to the University. 50% honorarium from Board membership shall be spent on academic activity for the University.
- (v) The faculty members can earn up to their salary for one year as incubation partners. The university shall have a share of 40% income and the rights on the product along with the faculty and outside partner. Students can also be partners as per their contribution to the innovation and incubation.
- (vi) A research and incubation café shall be developed in the campus to facilitate the program. Other aspects such as recruitment of staff, and other facilitation shall be as per the research projects.



MINUTES OF THE MEETING OF THE REGULATION COMMITTEE
HELD AT 3.00 PM ON 3.6.2020 IN THE SYNDICATE HALL OF
BERHAMPUR UNIVERSITY

...

Members Present:

1. Prof. G.J. Chakrapani
Vice-Chancellor, Berhampur University ... In the Chair
2. Prof. Arundhati Rath
Chairperson, P.G. Council, Berhampur University
3. Prof. Manas Ranjan Patra
Head, P.G. Dept. of Computer Science, Berhampur University
4. Dr. Susant Kumar Baral
Head, P.G. Dept. of Business Administration Berhampur University
5. Dr. Sadananda Nayak
Head, P.G. Dept. of History, Berhampur University
6. Dr. N.C. Patnaik
Principal L.R. Law College, Berhampur
7. Controller of Examinations, Berhampur University ... Special Invitee
8. Registrar ... Convener

The meeting was conducted maintaining due physical distance, hygiene and proper facemask. The Vice-Chancellor welcomed all members of the Regulation Committee and apprised on the extraordinary situation created due to COVID-19 pandemic and its implications on regular examination schedule as per the Examinations Calendar circulated at the beginning of academic year.

1. Considered Letter No. 17165/HE-PTC-Misc.0004/2015/HE dtd. 30.5.2020 of the Commissioner-cum-Secretary, Department of Higher Education, Govt. of Odisha with regard to Intermediate Semesters/Year Examinations, 2020 of Undergraduate (UG) and Post Graduate (PG) Students/Back Paper Examinations in view of COVID-19 Pandemic in the light of the UGC Letter No. DO No. F.I-1/2020 (Secy.) Dt. 29th April 2020 and the Letter No. 15488/HE Dt. 7.5.2020 of Higher Education Dept. Govt. of Odisha.

Resolution: This be adopted. Based on this general guiding principles, the following modalities are prepared for end-term examinations and Declaration of Results:

- Under-Graduate and Post-Graduate Intermediate Examinations (2nd and 4th Semesters in case of UG and only 2nd Semester in case of PG [2th and 4th Semester in case of MCA]) shall not be held. As one time exception, the following method/formula be adopted for awarding grades in both theory and practical examinations.
 - A. The mid-term assessment marks (20 in case of subjects having no practical and 15 in case of subjects having practical at UG level) shall be scaled up to 50% proportionately.
 - B. Remaining 50% shall be obtained from SGPA converted to percent marks (9.5 x SGPA) from previous semester.
- Grades shall be given based on (A+B) out of 100 marks.
- In case a student appearing 6th Semester Examination, 2020 gets 'F' Grade in maximum of two papers, their results shall be calculated basing on proportionate quotient (PQ) method or 40% marks whichever is higher. Further, students those who have appeared the 6th Semester (UG) examination, but have only one or two back papers in his/her immediate 4th Semester examination, the same method shall be followed for calculating their results.
- The Internal Assessment/Mid-Term Evaluation of theory and practical be conducted in the form of assignments, examination through WhatsApp/Email/Telephone or any other meeting app or computer based test depending on the facilities available with students and in mutual consent between the Course coordinator and Students.
- The Controller of Examinations shall obtain mid-term assessment marks from the College Principals/Heads of P.G. Departments by end of June 2020.
- The Viva-Voce component of the Final Examination in Dissertation/Project Work/Seminar, etc. shall be conducted online or other meeting apps as per UGC Guidelines issued in view of COVID-19.
- Students desirous of improvement in grades may appear in special examinations for such subjects during next semester.
- Written examinations in the University for PG 4th Semester and 6th Semester Dissertation, Viva-Voce shall be held during 6-25 July 2020.
- Ph.D. Viva-Voce Examination and Ph.D. Pre-Submission presentation in online mode is permitted.

It is reemphasized that all the above transitory Regulations are made as one time exception only on the directives received from the Department of Higher Education, Odisha and UGC Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 pandemic and should not be cited as a precedence in future.

The meeting ended with vote of thanks to and from the chair.

G. J. Chakravarti
VICE-CHANCELLOR 9/6/2020

Amal
REGISTRAR 9.6.2020



**MINUTES OF THE MEETING OF THE REGULATION COMMITTEE
HELD AT 12.00 NOON ON 22.6.2020 IN THE SYNDICATE HALL OF
BERHAMPUR UNIVERSITY**

...

Members Present:

1. **Prof. G.J. Chakrapani**
Vice-Chancellor, Berhampur University ... In the Chair
2. **Prof. Arundhati Rath**
Chairperson, P.G. Council, Berhampur University
3. **Prof. Manas Ranjan Patra**
Head, P.G. Dept. of Computer Science, Berhampur University
4. **Dr. Susant Kumar Baral**
Head, P.G. Dept. of Business Administration Berhampur University
5. **Dr. Sadananda Nayak**
Head, P.G. Dept. of History, Berhampur University
6. **Dr. N.C. Patnaik**
Principal L.R. Law College, Berhampur
7. **Controller of Examinations, Berhampur University** ... Special Invitee
8. **Registrar** ... Convener

The meeting of the regulating committee was conducted maintaining due physical distancing, strict hand hygiene and wearing proper face mask. The Vice Chancellor welcomed all members of the committee and apprised the prevailing situation due to COVID 19 pandemic and its implication on the academic activities in varying degrees and regular exam schedule as per examination calendar circulated at the beginning of the academic year 2019-20.

Considered the letter No 17165/HE-PTC-Misc.0004/2015/HE dated 30.5.20, No.19513/HE Dated 18.6.2020(Decision on final UG and P.G exams) , letter No 20119/HE Dated 19.06.2020(Blending learning) , UGC letter no D.O.No.1-1/2020(Sec) and letter no.15488/HE dated 7.5.2020 of Higher education dept. Govt of Odisha.

Resolution: In supersession of regulation committee resolution, dated 3.06.2020, the following resolutions de novo are adopted for Berhampur University and its affiliated colleges. These regulations are a one-time exception only because of the COVID-19 Pandemic situation and the

consequent examinations and grading of results advisories of the Department of Higher Education, Odisha. The past practices of examination and grades shall continue from the session 2020-21 unless advised by the Department of Higher Education, Odisha otherwise. The following grading system shall be applicable for the Semester(s) ending 2019-20 at Berhampur University and affiliated colleges.

(A) For UG and PG Final Year/Final Semester-2020 students

(1) All UG (Except 6th Semester) and PG Final year/Final Semester theory and practical examinations 2020, **excepting Medical/Paramedical/Pharmacy/Agricultural Science/Military Science**, are hereby cancelled and an alternative method for each paper will be adopted as given below:

- (i) Marks to be awarded for final year/Final Semester papers =
 Internal marks as per Prescribed Weightage
 +
 Practical marks as per Prescribed Weightage, if applicable
 +
 Average marks obtained in all previous Semesters/years in the theory papers of that Semester, for the remaining weightage.
- (ii) The Internal Assessment/Mid-Semester Examinations, conducted through WhatsApp/Email/Telephone or any meeting app or computer based test depending on the facility available with the students are acceptable (For PG Examinations, the ratio of mid-sem and theory paper full marks is 20: 80).
- (iii) The average marks obtained in Practical papers of all previous semesters/years in the practical papers of that subject or allied subject or allotted subject will be awarded as practical examination marks for final year / Final Semester. Practical subjects which are not available in previous semesters for averaging or consideration, shall be adopted by the aforesaid internal assessment method for awarding the practical marks.
- (iv) Dissertation/Project/Seminar Presentation or comprehensive Viva Voce/ Internally evaluated papers shall be evaluated by the internal examiner out of full marks allotted for the papers. There shall be no Viva Voce/ Presentation for these papers and these papers shall be collected from the students either by post/e-mail/WhatsApp. If any P.G. Department decides to conduct viva-voce of the project/ dissertation on the online mode, it shall be permitted.
- (v) Pharmacy 4th Semester project work wherever applicable the Seminar/ Viva-Voce shall be held as in (iv) above.

- (vi) The pending Back Paper Examinations for Final year /Final Semester UG and PG students shall be cancelled. If a student has two back papers, the result shall be calculated based on PQ (Proportionate Quotient) Method. However, students who passed UG 6th Semester successfully, but have only one or two back papers in his/her immediate 4th Semester, the above method shall be adopted for calculating the results. Further, if a student has more than two back papers, than he/she has to appear regular examinations in all back papers as and when the examinations are conducted.
- (vii) Already successful UG and PG students willing to appear for improvement examination in any paper shall have to appear in such examination as and when the examinations are conducted, which is tentatively scheduled during October-November 2020.
- (viii) If a student feels that s/he could have secured higher marks than the marks awarded to her/him through alternative evaluation method, then s/he can appear in a special examination which will be conducted by the University by October-November, 2020 and the results of the same will be declared by December, 2020. The final result mark sheet shall be revised as per the student's performance in the special examination, irrespective of whether s/he secures more or less mark than what is awarded to him through alternative evaluation method. To that effect, an undertaking must be obtained from the student before allowing him to appear in the special examination.

(2) Alternative evaluation methods shall not be applicable for UG 6th semester-2020 which has already been conducted before COVID 19 pandemic. In such cases, the normal evaluation method shall be followed.

(N.B where any practical/Project examination has not been conducted the above method be adopted for awarding practical marks)

(B) For UG and PG Intermediate semesters/year examinations-2020 students

The intermediate even semester /year examination shall not be held for the current academic session-2019-20 and an alternative method for each paper will be adopted as given below:

- (i) Marks to be awarded for intermediate even semester/Year examination Papers =
- Internal marks as per Prescribed Weightage
- +
- Practical marks as per Prescribed Weightage, if applicable
- +
- Average marks obtained in immediate previous odd Semester/year examination in the theory papers of that Semester, for the remaining weightage.

- (ii) The Internal assessment/Mid Sem examinations, be conducted through WhatsApp/Email/Telephone or any meeting app or computer based test depending on the facility available with the students if the examination is not conducted or it is not conducive to conduct the examination in the pandemic situation.
- (iii) The average marks obtained in Practical papers of immediate previous odd semesters/years in the practical papers of that subject or allied subject or allotted subject will be awarded as practical examination marks for intermediate semesters / Year examination. However, Practical subjects which are not available in previous semesters for averaging or consideration, shall be adopted for the aforesaid internal assessment method for awarding practical marks.
- (iv) Dissertation/Project/Seminar Presentation/ comprehensive Viva Voce/ Internally evaluated papers shall be evaluated by the internal examiner out of full marks allotted for the papers. There shall be no Viva Voce/Presentation for these papers and these papers shall be collected from the students either by post/e-mail/WhatsApp. However, any PG Department, which has not conducted odd-Sem Practical or Project examination, is permitted to conduct the same on online mode as mentioned above.
- (v) In case of Yearly system (Annual) examination there will be regular examinations for 1st year students of 2019-20 session as per the University exam schedule.

(C) For Technical education program / Non collegiate exam./self financing courses

The above decisions as in (A) and (B) are also applicable to Final year/Final Semester examinations of all types of technical educations (2 year B.Ed./3year integrated B.Ed,M.Ed/4year integrated B.A.B.Ed./B.Sc.B.Ed /self-financing courses/Non- Collegiate courses.

(D) For M.Phil./Pre-Ph.D./Ph.D. VIVA VOCE

The M.Phil/Pre-Ph.D/Ph.D Viva voce Examination shall be conducted through Video conferencing using Google, Skype, Microsoft technologies or any other reliable convenient technologies from the host institute. While conducting the viva voce examination through video conferencing, it is to be ensured that it will be open to be attended by members of Research Advisory Committee, all faculty members of the department and research scholars besides research supervisors and expert examiners, as applicable, keeping a due record of the same.

The above regulations are made to conduct the examinations in view of COVID- 19 pandemic and should not be cited as precedence in future.

INTRODUCTION OF 25% SELF STUDY IN UG AND PG LEVELS FROM ACADEMIC SESSIONS 2020-21 ONWARDS

In order to develop a habit of self study and enhance the competency among the students, a blended learning in form of "guided self study" covering 25% of syllabus is introduced both at UG and PG levels from the next academic session i.e. 2020-21 as per modalities given below:

1. For Under- Graduate courses (Honours as well as pass), following revised CBCS syllabus effective from 2019-20 the entire second unit (i.e. 25% of total four units) of each subject and paper is hereby earmarked for student self study except AECC (Ability Enhancement Compulsory Course) and SEC (Skill Enhancement Course) papers. The Odisha Higher Education Council shall prescribe the text books and e-learning resources (PPT/recorded lectures/animated videos etc) for student self study.
2. For Post Graduate courses the respective faculty teaching the course shall identify and earmark 25% of syllabus of each paper for student self study. The PG department of the University/Colleges will prescribe the text books and e-learning resources to their PG students for self study. The papers that involve project work, field work and dissertation would continue to be conducted as before.
3. For both UG and PG levels, the self-study is not applicable to the papers that involve field work/project work/dissertation. To ensure proper student self-study the teacher shall provide necessary guidance to the students with 4 hour (in 3-4 classes) doubt clearing, question-answering and analytical discussion classes in physical teaching mode. It should be reflected in the departmental Time Table and also in the Lesson Plan and Progress Register of the concerned teacher.

The meeting ended with vote of thanks to and from the chair.

REGISTRAR

VICE-CHANCELLOR

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PROCEEDINGS OF THE REGULATION COMMITTEE MEETING
HELD ON 04.12.2019 AT 3.00 P.M. IN THE SYNDICATE HALL

Members Present:

1. Prof. G.J. Chakrapani, Vice-Chancellor ... In the Chair
2. Prof. A. Rath, Chairperson, P.G. Council
3. Prof. P.K. Mohanty, Head, P.G. Department of Marine Science
4. Prof. Bhagirathi Panigrahi, Head, P.G. Department of Law
5. Prof. Anil Kumar Sahu, Head, P.G. Dept. of Business Administration
6. Prof. R.M. Tripathy, Dean & Principal, MKCG Medical College
7. Prof. M.R. Patra, Head, Department of Computer Science
8. Sri R.K. Biswal, OAS (S), Registrar

Business Transacted:

1. Considered the agenda received from the Controller of Examinations with regard to publication of Pre-Ph.D. Examination, 2018 results.

Resolved that:

- (1) The Board of Conducting Examiners for subjects in which there is interpretation issues, be reconvened to consider and make necessary recommendations.
- (2) Item No. 3 (ii) of the Proceedings of the Regulation Committee dated 22.10.2019 be substituted as follows:

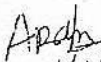
"The Credit/Marks earned by the M.Phil. students on completion of the M.Phil. Examination prior to 2018 be transferred for determining the results of the Pre-Ph.D. Course Work."

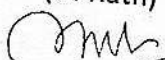
- (3) Item No. 3 (iii) of the Proceedings of the Regulation Committee dated 22.10.2019 be substituted as follows:

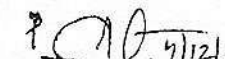
"In case of Departments where the Pre-Ph.D. Semester Examination was conducted with two parts i.e. Mid-Sem and End-Sem, the results be determined combining the two.

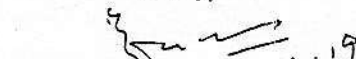
- (4) In case of M.Phil. students enrolled in pre-Ph.D. programme under Credit/Mark Transfer system shall be awarded with "Course Completion Certificate" only and others shall be awarded with "Grades".

2. Ratified the action taken by the Vice-Chancellor in repealing the Notification No. 7097/Acad-I/BU/2017 dated 21.8.2017.



(A. Rath) 4/12/19

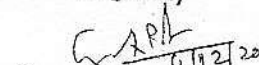

(Anil K. Sahu) 4/12/19

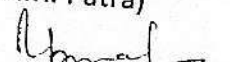

(P.K. Mohanty) 4/12/19


(R.M. Tripathy) 4.12.19

G. J. Chakrapani
Vice-Chancellor 4/12/19


(Bhagirathi Panigrahi) 4/12/19


(M.R. Patra) 4/12/2019


Registrar 4-12-19

BERHAMPUR UNIVERSITY

**STANDARDS AND
PROCEDURES FOR AWARD
OF Ph.D. DEGREE**

REGULATIONS, 2020



Berhampur University
Bhanja Bihar
Berhampur-760007, Odisha

BERHAMPUR UNIVERSITY STANDARDS AND PROCEDURES FOR AWARD OF Ph.D. DEGREE REGULATIONS 2020

Notification No...../Acad-I/BU/20 Dated --.---. 2020: In exercise of the powers conferred in clause 25 of sub-section [b] of Section {1} of the Odisha University Act, 1989 (5 of 1989), and in **supersession of the Berhampur University Regulations for award of Ph.D. Degree, 2019, Berhampur University hereby makes the following Regulations, namely: -**

1. Commencement:

- 1.1. These Regulations are called Berhampur University Standards and Procedures for Award of Ph.D. Degree Regulations, 2020.
- 1.2. It is applicable to all the P.G. Departments located at Bhanja Bihar Campus of Berhampur University, and wherever applicable, in affiliated colleges with P.G. Teaching Departments and Research Centers of Berhampur University.
- 1.3. Award of degrees to candidates registered for the Ph.D. Program on or after July 11, 2009 till the date of notification of these Regulations shall be governed by the provisions of the Regulations 2019 of Berhampur University (Minimum Standards and procedure for Awards of Ph.D. Degree) Regulation, 2019. with subsequent amendments.
- 1.4. The regulations shall come into force from the date of notification in the University Extraordinary Gazette.
- 1.5. These new guidelines shall be applicable for admissions to PhD from academic sessions 2020-21.

2. Eligibility Criteria for Admission

- 2.1. Candidates for admission for a Ph.D. Program shall have a Master's degree in the respective/allied subject (to be determined by the concerned Staff Council and approved by the Vice-Chancellor) or a professional degree declared equivalent to Master's degree by a statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade. An equivalent degree is acceptable 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 2.2. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be allowed for SC/ST/OBC (non-creamy layer)/differently-abled and other reserved category candidates as per the decision of the Central/State Government from time to time.
- 2.3. Candidates with requisite marks as above and having qualified in a national level examination conducted by UGC, CSIR, GATE, JEST, CAT, DBT, ICAR, ICMR, GPAT and other such equivalent and for those who have been selected for fellowship/scholarship for PhD such as INSPIRE, RGNF, ICCR, ICCSR, Exchange Fellowships, and other such equivalent National/State Fellowship/Scholarship shall have to appear only for the interview to be conducted by the respective departments for PhD admissions along with URET qualified selected candidates, which shall take place before beginning of the academic session/year. All others must qualify the Berhampur University Research Eligibility Test (URET) to be conducted before beginning of the academic year followed by an interview of only the selected URET candidates. All interested for PhD admissions at BU shall apply for Ph. D. admission in the prescribed format (**Annexure-I**).

3. Duration:

- 3.1. The duration of Ph.D. shall be for a minimum duration of three years, including course work and a maximum duration of five years. However, on case to case basis, and on recommendation of DRC and DRDC, extension of one year each for a maximum of two years is possible.
- 3.2. Extension beyond the five year time limit will be allowed only to deserving candidates on case to case basis by the Vice-Chancellor based on the recommendation of the Department Research Committee (DRC) followed by the recommendation of the DRDC (Doctoral Research Degree Committee). A candidate has to submit an application in the prescribed format (**Annexure-II**) for extension along with requisite fee and progress report (**Annexure-III**). Extension may be allowed for a maximum period of another two years (one year at a time) beyond the admissible period of 5 years after careful evaluation of work progress as satisfactory and ensuring that by extension, the candidate shall be able to complete PhD thesis during the extended time limit. If the candidate fails to submit his/her thesis before the expiry of seventh year, his/her Ph.D. candidacy/registration shall lapse automatically. **A candidate has to apply for extension by paying the requisite fee and application for extension at least three months before expiry of the regulation/extended time period, failing which registration of the candidate shall be automatically cancelled.**
- 3.3. Women candidates and persons with disability (more than 40% disability) shall be allowed a relaxation of one year beyond the maximum period of seven years, on case to case basis. Any woman candidate shall be allowed to avail Maternity Leave/Child Care Leave for a maximum period of 240 days, during the entire duration of Ph.D. program, if recommended by DRC.
- 3.4. M.Phil. qualified students of Berhampur University or any other University, shall not get any exemption on course work and shall not get direct entry to PhD program. They have to follow the same guidelines for PhD admissions as any other candidate and must undergo course work etc. and shall also not get any benefit in PhD time duration for thesis submission. The NEP 2020 (Ministry of Education) recommended for abolish of M.Phil. degree in future.

4. Procedure for Admission:

- 4.1. Admission for Ph.D. Programs shall be conducted by a two-stage process, as detailed below:
 - I. An Entrance Test (written test), called **University Research Eligibility Test (URET)**, shall be conducted by Berhampur University before commencement of the academic year. This is exempted for candidates qualified in a national level examination conducted by UGC, CSIR, GATE, JEST, ICAR, ICMR, DBT, CAT, GPAT and other such equivalent and for those who have been already selected for PhD fellowship/scholarship such as INSPIRE, RGNF, ICCR, ICCSR, Exchange Fellowships, and other such equivalents. These candidates can apply to the University for PhD admission process along with the advertisement for URET (The URET advertisement shall clearly notify for such candidates also to apply). PhD admissions commence at BU from the beginning of academic year only. National level qualified candidates shall get a precedence over URET qualified candidates.
 - II. Stage II which is an interview process is compulsory for all candidates seeking admission for PhD program at Berhampur University, in which the candidates shall be assessed for subject knowledge and aptitude for PhD work and discuss their tentative research interest/area before a duly constituted Department Research Committee (DRC). DRC shall select candidates for PhD as per the number of vacancies and research interest of the candidate. A few days before interview, each Department shall notify prominently on the number of PhD slots available for selection and subject area and faculty details.

- III. After selection of the candidate for admission to PhD program in the department, the DRC shall allocate a suitable supervisor to the candidate depending on his/her research interest and may suggest an alternative supervisor in case the faculty does not have enough slots for PhD guidance anymore or unwilling to supervise a candidate. The selected and successful candidate shall be offered admission only after a supervisor is allocated, based on mutual interest and consent of the candidate and supervisor. This process has to be completed at least one week before the PhD admission time commences.
- IV. The candidates may contact a potential supervisor before the selection process commences and may show the consent letter to the selection committee.
- V. Faculty members must encourage research students to be supervised by them or by others, and nothing else except merit, eligibility and reservation policy shall be the only criterion for selection. If at any later time, any unfair means/liaison is established, the registration of the candidate shall be cancelled with immediate effect and the supervisor shall also be liable for appropriate punishment.
- VI. The number of final selected candidates shall be equal to supervisor allocated/willingness.

A. University Research Eligibility Test (URET)

- i) Ordinarily all candidates have to go through the two-stage process for admission for Ph.D. Program of Berhampur University.
- ii) However, candidates who have qualified in the UGC-NET (including JRF) /UGC-CSIR NET (including JRF) and qualified in SET/SLET/GATE/JEST/CAT/ICMR/DBT/GPAT/Teacher-fellowship and other such equivalent, or any faculty member only interested for registering for PhD shall be exempted from URET qualification. Such candidates have to appear for the interview/Viva-Voce Examination to be conducted by the DRC to be held before beginning of the academic year.
- iii) After selection and admission, the candidate shall be assigned an Enrolment Number and a Certificate (**Annexure-IV**) shall be issued by the Chairman, P.G. Council for the purpose of availing Fellowship, if any. Such candidates shall have to complete Pre-PhD Course Work. Pre-PhD course work of BU is mandatory for all PhD registered students even if the candidate has M.Phil., M.Tech. and other equivalent post-Master's degree.
- iv) Berhampur University Research Eligibility Test (URET) of 100 marks shall consist of research methodology (25%), research and analytical aptitude (25%) and the concerned subject (50%) test. The URET shall be conducted and notified by the Chairman, P.G. Council, Berhampur University. The number of URET qualified candidates to be finally called for interview shall be three times (category wise and in alphabetical order of surnames of candidates qualified) of the number of PhD students to be granted admission in the department including candidates who need not write URET. Before the interview/viva-vove, each department shall notify the number of students they shall be able to provide admission to, if qualified candidates are available. The Department Head/Coordinator shall notify and obtain the information from all faculty on the PhD seats to be made available by each faculty and display it on website and department notice board. The category wise availability also need to be considered.
- v) A relaxation of 5% of marks (from 55% to 50%) shall be allowed for candidates belonging to SC/ST/OBC (Non-creamy layers)/Differently-abled category in the entrance examination conducted by the University. If, in spite of the above relaxation, the seats allotted for SC/ST/OBC (Non-creamy layers)/Differently-abled categories remain unfilled, the University shall launch a Special Admission Drive, for that particular category in the next session for admission. Candidates who are in academic and research activity related jobs and sponsored candidates desirous of carrying out PhD on part time basis shall also follow similar admission procedure, where URET and viva-voce is compulsory. After being successful, the candidates need to provide a 'No Objection Certificate' from their employer organization for leave during course work period of at least six months. All other guidelines leading to PhD shall remain the same.

- vi) Once eligible for interview/viva-voce, the pre-qualification exams shall not be considered anymore. The final selection shall depend on career marks (30%) and interview (70%) added together. Candidates who qualified in national level test with fellowship shall be given preference over URET/national level test qualified but without fellowship. However, the DRC can take a collective decision in selection with such preference or not to accommodate any better candidate. After selection of candidates, the HoD/Coordinator, shall display on notice board total marks obtained by each candidate and with remarks such as selected/not selected. The same shall be sent to Chairman, PGC, after signature of the DRC Board.

Interview/Viva-Voce (70% marks to be given by the DRC Board)

The interview/viva-voce shall consider the following aspects:

- Whether the candidate has adequate subject knowledge and competence for the proposed research work;
- Whether the proposed area of research can contribute to new/additional knowledge;
- Whether the facilities for the proposed area of research are available in the PG department/research centre (as per clause 13)

At the interview/viva voce, the DRC shall preferably adopt the following evaluation method. Academic degree points shall be computed as per the Prescribed Weightage provided in the table below with maximum score of 100 points.

(i) Academic career marks (30% calculated from mark sheets provided by applicants)

Table - Prescribed Weightage				
	10 th / HSC	+2 /Intermediate	UG	PG
For all the Ph.D. Programs	5	7	8	10
$\text{Academic career marks} = \sum \left\{ \frac{\% \text{ of marks}}{100} \text{ or } \frac{\text{CGPA}}{\text{Highest Point in CGPA Scale}} \right\} \times \text{Career weightage}$				
<p>Suppose an applicant has scored the following percentage of marks (10th class: 72.5; +2 Sc: 80.4; +3 Sc. /Equivalent (Hons): 70; M.Sc.:78. His/her career score will be: 10th class (72.5X5)/100=3.625, +2 Sc. (80.4X7)/100=5.628, +3 Sc.:(70.0X8)/100=5.60, M.Sc.:(78X10)/100=7.8, Career Score = 3.625+5.628+5.6+7.8=22.653</p> <p>Note: For candidates passing as ‘Compartmental’, zero career points shall be awarded in that examination.</p>				

(ii) Evaluation of the Interview Performance based on knowledge on subject, experience in research, publications, understanding and curiosity etc. (Maximum marks = 70):

Total marks shall be computed by adding the scores obtained in (i) and (ii) out of 100 marks.

- 4.2. The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central / State Government from time to time.
- 4.3. The Chairman, P.G. Council shall,
- I. Decide on an annual basis (usually in the month of April every year), by obtaining information from the HoDs and Academic Section of the University, a predetermined and manageable number of Ph.D. scholars to be admitted to the P.G. Departments of Berhampur University & P.G. Departments of affiliated Colleges depending on the number of slots available with the eligible Research Supervisors and other academic and research facilities such as laboratory, library, etc. and keeping in mind the norms regarding the scholar- teacher ratio and Ph.D. thesis to be submitted by **30th April** of that year.
 - II. Notify regarding admission to Ph.D. program (URET) well in advance (usually during May-June) in the institutional website and through advertisement in at least two prominent newspapers, of which at least one shall be in the regional language. The details of number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre (s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates shall be displayed on the BU website only.
- 4.4. Application forms shall be scrutinized by the Staff council of the respective departments and intimated to the Chairman, P. G Council for further necessary action. Applicants who qualify in the URET and those who are granted exemption from URET shall be notified by the Chairman, P.G. Council in the University Notice Board/Website about the date of Viva-Voce examination.

5. Department Research Committee (DRC)

There shall be a Department Research Committee in each P. G. Department of Berhampur University/affiliated College (subject wise) consisting of the following members:

- A. Head, of the P.G. Dept./ Principal, in case of affiliated college -Convener
- B. All the regular faculty members (having doctorate degree) of the concerned Department
- C. An observer nominated by the Chairman, PG Council.
- D. Chairman, Board of studies of the concerned subject
- E. Dean of the concerned faculty

The quorum for the meeting shall be three members including the observer;

The Department Research Committee shall:

- i. Conduct the Viva-Voce examination for selection of candidates;
- ii. Review the research proposal and finalize the topic of research based on the presentation made by the candidate;
- iii. Act as a Research Advisory body to guide the candidate in developing the research study and methodology of research and to identify the course(s) that he/she may have to do;
- iv. Periodically review (annually) the progress of the research work and submit the report to the Controller of Examinations which shall be examined by the DRDC;
- v. To evaluate the pre-submission presentation of the candidate and recommend/suggest revision, if required.
- vi. Recommend for alternate course work methodology in case the student fails in CW exams and extension of duration of research, whenever required.

6. **Doctoral Research Degree Committee (DRDC).**

A. Composition and procedure

- 6.1. The DRDC shall consist of the Vice-Chancellor, Chairman, P.G. Council, the Head of the concerned department and three senior teachers having PhD degree of the concerned department of the University and affiliated / autonomous / constituent college with post graduate program, as the case may be, and an external subject expert not below the rank of Reader/Associate Professor nominated by the Vice Chancellor. In case of subjects where there is no regular department in the University the Vice-Chancellor may nominate two senior teachers of the concerned subject/field for the purpose from outside.
- 6.2. The Vice-Chancellor shall preside over the meeting of the DRDC. The quorum for the meeting shall be three members. The meeting of the DRDC shall be convened by the Officer-in-Charge of the concerned branch.
- 6.3. The DRDC shall ordinarily meet twice a year preferably in the month of January and July or more often according to the requirement.
- 6.4. TA/DA, sitting allowance of Rs.1,000/- (Rupees One thousand) only and conveyance allowance of the external member for attending the meeting shall be paid as per University rules.

B. **Function of the DRDC:**

The DRDC shall:

- i Evaluate the draft research proposal;
- ii Recommend to the syndicate for registration;
- iii Reject /suggest modification, if any, and advice for resubmission;
- iv Approve allocation of research supervisor/co-supervisor;
- v Allow/dis-allow changes of supervisor/title of thesis.
- vi Examine the annual progress report and the recommendation of DRC.
- vii Consider extension in time and any other such cases and take a final decision.

7. **Allocation of Research Supervisor:**

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

- 7.1. A regular Professor of the P.G. Departments of Berhampur University & P.G. Departments of affiliated Colleges with at least five peer reviewed SCI journal research publications/UGC approved journals, a regular Associate Professor/Reader/ Assistant Professor/ Lecturer of the P.G. Departments of Berhampur University & P.G. Departments of affiliated Colleges with a Ph.D. degree and at least two research publications in peer reviewed SCI journals/UGC approved journals may be recognized as Research Supervisor. A teacher superannuating within two years of the date considered for determining the slot positions shall not be eligible to take Ph.D. students, as a sole supervisor but may take students as co-supervisor along with a regular active service faculty member of the department.

In areas/disciplines/language subjects where there is no or only a limited number of peer reviewed journals, journals as decided by the IQAC from time to time shall be taken into consideration.

- 7.2. A Co-Supervisor can be allowed from the departments of the University or from other University/Institution depending on the nature of the proposed research with approval of the **Doctoral Research Degree Committee (DRDC)**.
- 7.3. The allocation of Research Supervisor for a selected research scholar shall be decided by the concerned DRC depending on the availability of slots as at 7.4 below and research interests of the scholars as indicated by them at the time of Viva-Voce examination.
- 7.4. At any given point of time, the maximum number of Ph.D. students that a faculty can supervise shall not exceed 4 (four) for Assistant Professor, 6 (six) for Associate Professor and 8 (eight) for Professor.
- 7.5. In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate with the consent of the original supervisor provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution / supervisor from the funding agency. The scholar will however give due credit to the original guide and the institution for the part of research already done. The scholar may also co-opt the supervisor of BU as co-supervisor in the new set up.
- 7.6. Any faculty member who shall retire within the next 2 years must opt/arrange for a co-supervisor for the student from among the other faculty members with active service in the department concerned.

8. Pre-PhD Course Work

- 8.1. Candidates admitted to Ph.D. program need to complete Course Work in the respective departments/Colleges.
- 8.2. The credit requirements for Ph.D. course work shall be a minimum of 16 credits, which shall include courses on research methodology (mandatory), advanced level course on subject concerned, seminar presentation on literature review or research/project work and an elective course related to subject area or interest of the candidate (from the same department or any other). Except the mandatory course work subject, the other two courses can be opted by the student from Pre-phD syllabus or PG syllabus. The selection of courses shall be decided by the student along with supervisor. The entire course work can be opted/completed in one semester or two semesters.
- 8.3. A candidate has to successfully complete the prescribed coursework which is a pre-requisite for registration for Ph.D. thesis work commencement during the initial one or two semesters, failing which the candidate shall forfeit his/ her PhD registration. Candidates who fail to obtain required qualifying marks in course work, may re-write the examination after two weeks of preparation again or re-register for the course in next semester, or may opt for self study/project work/assignment/seminar on the same course in consultation with the supervisor, endorsed by the DRC. Permission for one semester more can be granted by DRDC to enable the student to complete course work in case a student fails to get the requisite marks. There shall be no transfer permissible of course work done elsewhere or for getting another degree. Fresh course work for all newly admitted PhD students need to be carried out at BU.
- 8.4. On successful completion of course work, and obtaining the marks/grade prescribed i.e. a minimum of 55% of marks or its equivalent grade, a candidate shall be eligible for registration for the Ph.D. Programme with the same supervisor. A

seminar presentation of the research topic finalisation which shall include wherever applicable, research topic, literature review, gaps, objectives, hypothesis, methodology, study area, time line of each activity scope and bibliography has to be presented within a maximum period of 2 years since PhD admission. Hence, the maximum duration to successfully complete the course work and registration for PhD after shall not exceed two years from PhD admission Any deviation from this shall be considered on case to case basis by the DRDC.

- 8.5. A candidate in regular government/private service should submit a “No Objection” certificate from the employer at the time of admission and should avail leave as applicable during the period of course work. A regular and eligible faculty member of Berhampur University or its affiliated college may register for PhD with a faculty member in the department with permission of the Vice Chancellor and need to complete course work similar to other PhD students. However, because of their engagement with other duties related to job on site, they may be permitted to complete course work through virtual/online teaching, seminar presentations, assignments submissions, self study, project work etc., on case to case basis to be decided by DRC and DRDC. During PhD work, the department may consider to lessen his/her teaching load, provided learning by students is not affected. All other PhD procedures shall continue to remain same. The same facilitation shall be available to scientists/researchers of Government Organizations and Research & Development Laboratories, Military Education Organizations and such other equivalents. Such candidates shall be considered under supernumerary and need not qualify any other admission test. They must have completed at least 5 years of service in the parent organization to be eligible for PhD admission. They need to have one supervisor from their parent organization in addition to a supervisor from Berhampur University. Such candidates need to make an application to the concerned department, which shall be discussed and recommended by DRC and forwarded to DRDC for consideration along with academic and work experience related to academic and research details of the candidate and external supervisor and at the University.
- 8.6. During course work period, the student may start PhD related work in consultation with his/her supervisor. External academic and research candidates may also start their PhD related work from the day they take admission and simultaneously carrying out course work. PhD students may also work in research projects of his/her supervisor with fellowship, if not funded elsewhere, after recommendation of DRC.

9. Registration for Ph.D. Program:

- 9.1. After successful completion of Course Work with a minimum of 16 credits, the student shall apply in the prescribed format (**Annexure-V**) along with the prescribed fee (**Annexure-VI**) and a research proposal as presented and passed in the research topic finalization seminar (**Annexure-VII**) containing mainly Title, Introduction, Literature review, Objectives, Materials & Methodology, Work schedule, References and/or any other related aspects to the research work to be carried out. The title should be very focused and should not to exceed more than 20 words. The research topic finalization seminar shall be held in presence of DRC and others interested to attend, in the department after proper notification by the supervisor within six months of PhD registration of the candidate. The DRC shall submit a report (**Annexure-VIII**) to the Registrar, based on the course work completed, and research proposal, which shall be placed before the DRDC for final approval. Any minor modifications in the title and other aspects may be considered by DRDC.

The Registration for PhD candidacy must be completed within 18 months of PhD admission. An extension for Registration up to a maximum of six more months can be considered by DRC and DRDC, if the candidate makes an application with proper justification.

- 9.2. The DRDC shall evaluate the tentative research proposal as recommended by DRC and make recommendation for registration with specific comments.

10. Research Study and Work:

- 10.1. After registration for Ph.D. Program, a candidate shall pursue his/her research work for a minimum period of two years before submission of thesis.
- 10.2. At the end of each semester a candidate has to submit a progress report (**Annexure III**) along with the prescribed research fee annually as in **Annexure VI**. **If the progress report is marked unsatisfactory by the supervisor twice, the candidate shall have to explain the reason to DRDC in person. If the explanation by the candidate is not found to be satisfactory, the candidate shall not be permitted to continue any further. In case, the supervisor has been found to be unreasonable to award unsatisfactory progress remark to the student, the student may be permitted to continue work with the same supervisor or a newly allocated supervisor to be decided by the DRDC taking all relevant matters into consideration. In case of change in supervisor, the student shall have to start from a new registration process. In such a case, the student and the previous supervisor must amicably find a solution to publish a paper from the work, if possible. There should be a conducive atmosphere for research and the relationship between supervisor and student should not have any acrimony.**
- 10.3. If facilities for material and equipment required for the research work are not available in the University, a candidate may be allowed to work outside the University on the basis of the recommendation of the Supervisor and DRC. In such cases, a co-supervisor outside may be opted or authorship in publication, may be given with consent of the all. If the proposed duration of work in the facilitating institution is more than six months, due consent of the facilitating institution is required at the time of registration.
- 10.4. The candidate and the research work supervisor must adhere to the latest academic ethics guidelines prescribed by the University and UGC from time to time.

11. Change/Addition of Research Supervisor:

- 11.1. Any change of supervisor is to be recommended by the DRC and approved by the DRDC.
- 11.2. After registration to a Ph.D. Program, if a candidate desires to include a Co-Supervisor, he/she shall submit an application (**Annexure- IX**) along with the CV and consent of the Co-Supervisor with fee payment. Such request for change shall have to be made within two years of the date of registration and shall be considered by DRC and DRDC.

In case of change in supervisor, the student shall submit an application (**Annexure- IX**) along with the justification. The DRC and DRDC shall take a final decision on the request. **In case of change in supervisor, the student shall have to start from a new registration process. In such a case, the student and the previous supervisor must amicably find a solution to publish a paper from the work, if possible.**

- 11.3. In case of unfortunate death/disability of a supervisor the candidate shall propose the name of an alternate supervisor from his/her area of research with the consent of the proposed supervisor. Such application need to be recommended by the DRC and placed before DRDC for final approval.

12. Evaluation and Assessment Methods:

- 12.1 Upon satisfactory completion of course work, and obtaining the prescribed marks/grade, the Ph.D. scholar shall undertake research work after registration. Interested PhD students may also start working towards PhD while continuing with course work in consultation with the supervisor. Research scholars who have been granted admission at the University without any scholarship may be permitted to register for PhD while working in a sponsored research project with fellowship (at least 2 years of project work remaining) of the faculty member and shall be permitted to submit thesis related to the research project of the supervisor.
- 12.2 Prior to submission of the dissertation/thesis, the scholar shall make an application to the Head of the Department through Supervisor(s) for pre-submission presentation in the Department before the DRC and in open seminar for a comprehensive internal assessment of the research work. The title of the thesis shall be finalized (within the scope of the proposed title as submitted at the time of registration) during the pre-submission presentation before the DRC. The feedback and comments made during the presentation have to be suitably incorporated into the dissertation/thesis. If the DRC is satisfied with the work, then the Convener of the DRC shall communicate the recommendation of the committee (**Annexure-X**) for final submission with the final title of the dissertation/thesis to the Officer in-charge dealing with Ph.D. registration for necessary communication to all concerned. If recommended, the candidate has to submit his/her dissertation/thesis to the Controller of Examinations within a period of six months in the prescribed format **Annexure-XI** along with **Annexure-XII**. One month before submission of the thesis, the supervisor must submit to Controller of Examiner (CoE) of the University, the list of Examiners and a synopsis of the thesis not exceeding 5 pages (pdf format) in a CD. The synopsis shall contain the title of thesis, abstract, introduction, research objectives, study area, methodology, results and discussion, short bibliography or whatever way the thesis is structured and papers published from the thesis work. Subsequently, CoE shall request Vice Chancellor to select three names from the list of examiners as potential examiners and shall contact the Examiners by email, with a polite covering letter on the importance and mode of examining thesis and attach the synopsis. It will be better if prior approval from the examiner is taken before the thesis is submitted.
- 12.3 The Supervisor has to submit a panel of ten examiners (two can be from the State of Odisha, remaining from outside Odisha) with their present position, subject expertise, contact address, email address. The examiner must not be below the rank of an Associate Professor (working/retired). There shall not be more than two examiners from one state and only one examiner from a single University/Institute. In case of research in Odia or any other local language, names of 8 examiners can be from the State of Odisha and two from outside State. All examiners suggested shall be eminent researchers from reputed national/public state funded universities/institutes or research institutes or from well reputed private universities. The list of examiners be submitted to the Controller of Examinations in the prescribed format (**Annexure-XIII**) duly forwarded through DRC prior to two months before the submission of the thesis.

- 12.4 Ph.D. scholars must publish at least two research papers, one of which must be as lead author in a good impact factor journal cited in SCI and have two paper presentations in conferences/seminars relating to his/her area of Ph.D. topic before submission of the dissertation/thesis for adjudication along with proof of the same. Journal acceptance letter shall also be considered as being published. A paper in conference volume/book chapter shall not be considered as a journal paper. However, in certain subjects such as linguistics, literature and in some such subjects in social sciences and humanities, relaxation may be granted for publication in UGC-CARE List, peer reviewed ISSN and other such equivalent publications, which need to be approved by DRC and DRDC.

A candidate has to submit to the Controller of Examinations (i) four copies of the dissertation/thesis (soft bound) in the prescribed format (**Annexure-XI**), along with a CD containing the complete thesis in PDF format chapter wise (“Shodh Ganga” recommends Ph.D. thesis to be structured as: 1:Title, 2: Certificate, 3: Contents, 4: List of Tables, 5: List of Figures, 6: Acknowledgements, 7: Chapters 1,2, 3... 8: Appendix, 9: References, 10: publications), (ii) four copies of the abstract/summary of the work in printed form, (iii) a declaration by the research scholar in the prescribed format (**Annexure-XIV**), (iv) a certificate from the Research Supervisor in the prescribed format (**Annexure-XV**) with regard to originality of the work, (vi) research publications and any other from the research work towards the PhD thesis and (vii) prescribed fees. The University shall adhere to the notification issued on 23rd July 2018 by the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) for the award of the Ph.D. Degree (**Appendix-I**) and its subsequent amendments from time to time as notified by the UGC. All chapters of the thesis separately shall be checked for plagiarism by any UGC or any other approved authenticated software. Similarity index up to a maximum of 20% checked separately for all chapters shall be the acceptable limit for submission of thesis. **A certificate indicating similarity index and authentication of data generated and used in the thesis shall be submitted by the student endorsed by the supervisor separately (not part of thesis) with an undertaking that, if any unfair/unethical means are established even at any later date, the concerned student and supervisor shall be liable to be punished appropriately. This certificate shall be put in the file of faculty supervisor concerned.**

- 12.5 The final thesis submission shall be accompanied with the following documents: 1) A certificate by the candidate countersigned by the supervisor(s) in the prescribed format (**Annexure-XVI**), stating that the work is an original research undertaken by **him/her** and that the work has not been submitted earlier for the award of any other degree/diploma to this University, or to any other Institution; 2) A certificate by the supervisor in the prescribed format (**Annexure-XVI**) countersigned by the Supervisor and HoD to the effect that the candidate bears a good conduct and worthy for award of Ph.D., degree and has completed the minimum required period under Berhampur University.
- 12.6 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and two external examiners, who should not be retired faculty of Berhampur University. The examiners to whom the thesis shall be sent for evaluation/review shall be selected by the Vice-Chancellor from a panel of 10 (Ten) examiners (two of whom can be from the State of Odisha) submitted by the Supervisor(s). The examiners recommended by the DRC should have high research credentials and actively associated research work and preferably associated with Public Universities, national laboratories and such institutions. If not satisfied with the list of examiners recommended, the Vice Chancellor may ask for a fresh panel

of examiners or may choose to send the thesis to any other examiner, preferably from authors in the list of References in the thesis submitted. The Chairman, Board of Examiners for the purpose shall be nominated by the Vice-Chancellor. The examiners shall submit their reports in the prescribed format (**Annexure-XVII**) within 2 (two) months. Gentle reminders to the Examiners shall be sent by CoE, if timely submission is delayed. Consequent upon the receipt of the reports of the two examiners with good recommendation, it shall be placed before the Examinations Committee, and only after recommendation of the Examination Committee the Controller of Examination shall inform the Chairman, Board of Examiners to proceed for conduct of open *viva-voce* examination. The *viva-voce* examination shall be conducted by the Board of Examiners consisting of the Research Supervisor(s) and one of the external examiners to be nominated by the Vice Chancellor, which shall be open to all faculty members, research scholars, students, DRC members, and other interested persons. In some special cases, online presentation by the candidate shall be acceptable under extraordinary circumstances, which needs to be approved by the Vice Chancellor.

- 12.7 The open *viva-voce* examination of the research scholar to defend his/her dissertation/thesis shall be conducted only if the evaluation reports of the external examiners on the dissertation/thesis are satisfactory and include a specific recommendation for conducting the *viva-voce* examination. If the evaluation report of the external examiner(s) suggest for minor modifications and *viva-voce* is recommended, then the candidate will be allowed to incorporate those in the dissertation/thesis before the *viva-voce* examination. In case major revisions are suggested and the examiner recommends that the thesis be sent to him/her after revision, then the candidate shall revise the thesis accordingly and the thesis need to be re-submitted after at least one month from the date of communication but not later than one year for re-evaluation by the same examiner. However, if the thesis is rejected by one examiner, the thesis shall be sent to another external examiner to be selected by the Vice-Chancellor out of the panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory. If the latest examiner also recommends rejection, the thesis shall be rejected from further submission and the research scholar shall be declared ineligible for the award of the degree.
- 12.8 On successfully defending the dissertation/thesis in the open *viva-voce* examination, the research scholar shall submit to the Librarian; 1) one hard bound copy of the final dissertation/thesis after incorporating modifications, if any, to be kept in the Central Library; 2) a soft copy of the final version of the complete dissertation/thesis for uploading it to “Shodh Ganga” and submit the receipt (obtained from the Librarian) to the Controller of Examinations; and only after that the Ph.D. award notification shall be published.
- 12.9 The University shall develop appropriate methods so as to complete the entire process of evaluation within a period of six months from the date of submission of the dissertation/thesis.

13. Recognition of affiliated Colleges/ Research laboratories as Research Centers for Ph.D. Program

- 13.1. Post-graduate Departments of Colleges having permanent affiliation may be considered as research centers for Ph.D. Programs, only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities.

- 13.2. Research laboratories of Government of India/State Government with at least five scientists with Ph.D. degree along with required infrastructure, supporting administrative and research promotion facilities shall be considered as research centers for Ph.D. Programs. In such cases, the scientists can act only as a co-supervisor.
- 13.3. The Research centers must have the following:
 - A. In case of science and technology disciplines, research laboratories with relevant equipment with provision for adequate space per research scholar;
 - B. Library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials.

14. Depository with INFLIBNET:

- 15.1. Following successful completion of the evaluation process, an electronic copy of the Ph. D. thesis (submitted by the candidate) be sent to the INFLIBNET by the Library for uploading it to the Shodh Ganga so as to make it accessible to all Institutions/Colleges.
- 15.2. Prior to the actual award of the degree, the University shall issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these Regulations, 2020 as per the prescribed format (**Annexure-XVIII**).

16. Miscellaneous:

- 16.1. The P.G. Central Office of the University shall maintain a year-wise list of all the students registered for Ph.D. programs. Likewise, the Controller of Examinations shall maintain a detailed list of Ph.D. degree awarded and enroled. A list with the names of the registered candidate/Ph.D. awardees, topic of his/her research, name of his/her supervisor/co-supervisor, and date of registration/award shall be maintained in the Berhampur University Website.
- 16.2. **Formats of Grade Sheets, Degree Certificate etc.:** As determined by competent authority of the University from time to time.
- 16.3. **Power to issue Instructions:** If on any particular point the Regulations are silent, the Vice-Chancellor may fill up the gap and supplement the Regulations by issuing administrative instructions not inconsistent with the provisions of the Statutes and the Regulations.
- 16.4. **Interpretations:** If any question arises as to the interpretation of these Regulations the Regulation Committee may give a decision thereon which shall be final.

**APPLICATION FOR ADMISSION FOR
Ph.D. PROGRAM IN _____**

1)	Full name (as in high school certificate, birth certificate or marriage certificate)	:			
2)	Nationality	:			
3)	Date of Birth	:	Day	Month	Year
4)	Gender	:	Male	Female	
5)	Email	:			
6)	Aadhar Card Number	:			
7)	Postal address for correspondence	:			
8)	Contact Numbers	:	Country Code	STD Code	Number
	Home	:			
	Present	:			
	Mobile	:			
9)	Who should we contact in an emergency?	:	Name		
	Emergency contact phone number	:			
10)	Have you previously been enrolled at Berhampur University?	:	Yes	No	
	If yes, provide Berhampur University student Registration Number and Year	:			

11)	List all undergraduate and postgraduate studies. Attach certified/self attested copies/transcripts					
	Degree or qualification	Institution/School/ College	University/ Board & Country	Month and Year of passing		CGPA/ % of Mark
				Month	Year	
12)	Are you awaiting the result of any courses or qualifications that will be relevant to your application? If yes, please indicate when these results shall be available.				Yes	No
	Degree / Course		Institution/ School/ College	Expected date of availability of result		
13)	RESEARCH EXPERIENCE If you think it relevant, you may provide a separate statement (of not more than one page) describing your research experience.					
14)	AWARDS, PRIZES OR SCHOLARSHIPS					
15)	PUBLICATIONS (List publications, either authored or co-authored. Give complete references.					

16)	RELEVANT WORK EXPERIENCE			
Employment dates	Full/part time	Position	Organization	Relevant responsibilities
17)	DECLARATIONS			
	<p>I. I declare that all the information submitted on this application form and in the attached documents is correct and complete.</p> <p>II. I acknowledge that if I provide incorrect or incomplete information this may result in the cancellation of my offer of study and/or my enrolment.</p> <p>I UNDERSTAND THAT:</p> <p>I. Submission of fraudulent or forged documentation in support of this application will automatically disqualify me from enrolment.</p> <p>II. Meeting the minimum entry criteria does not guarantee me enrolment to the Ph.D. Programme.</p>			
	Date	:	Applicant's signature	:
	CHECKLIST			
<p>The following documents have been attached with the application form.</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 				

**BERHAMPUR UNIVERSITY
BHANJA BIHAR: BERHAMPUR – 760007, GANJAM (ODISHA)
APPLICATION FOR EXTENSION OF TIME FOR SUBMISSION OF Ph.D. THESIS**

1. Name of the candidate: _____
2. Registration No. & Date _____
3. Period of Extension sought from (With proper justification in a separate sheet):

4. Title of the Topic with which Registered: _____

5. Name of the Supervisor & Address (Attach photocopy copy of the Registration Letter)

6. Particulars of payment of fee: _____

Date: _____

FULL SIGNATURE OF THE CANDIDATE

RECOMMENDATION OF SUPERVISOR WITH REASON

Date: _____ SIGNATURE OF SUPERVISOR
(with Designation Seal)

ADDRESS OF THE CANDIDATE

NB: The application for extension should reach with Progress Report through Supervisor to the Registrar, Berhampur University before the expiry of the period

Progress Report

Reports are required to enhance the quality by monitoring the progress of candidates and identifying any issues or problems at an early stage.

Note: Students 'under examination' must complete a progress report at the end of every semester

Section A – Candidate

Candidate's Name	:			
Registration No.	:		Degree	
Department/Centre	:		Fellowship holder Yes /	
			No	
Proposed Title of the Thesis				
Research Supervisor:	:			
Co- Supervisor	:			
Date of Registration	:			
Expected Date of Completion	:			
Registration type	:	Provisional	Full	
Have you made a seminar presentation?				
	Not yet presented or	:	Presented on (date)	
Have you completed any coursework related to your degree in the last six months? If yes, please give the course name, code and results.				Yes / No

Section B – Candidate

- Outline your progress against established goals/milestones. Also mention about the publications, conference, workshop etc. participation/ presentation, if any.
- Difficulties, if any, that may have hindered your progress.

Section C – Candidate: Fellowship Information* (*complete this section if you hold or have held a fellowship for your current degree*).

- Name of Fellowship:
- Date fellowship commenced:
- Did you suspend your fellowship during the last 12 months? Yes / No
If yes, please provide the dates of your suspension. From: To:

Section D – Research Supervisor/Co-supervisor

1. Report on what the candidate has achieved in the one year period. Outline the candidate’s progress against established goals/milestones and comment on any difficulties which may have hindered progress.
2. Please rate the overall quality and progress of the candidate’s work over the last one year.

Excellent Good Satisfactory Less than satisfactory Below standard

Signature of the Candidate

Date:

Signature of the Supervisor(s)

Date:

Annexure-IV

Enrolment Certificate

This to certify that Sri has qualified/exempted in the URET _____ in the (Subject) and has been selected in the Viva-Voce for admission to the Pre Ph.D. Course work and is allotted with Enrolment No...../year.

**Chairman
Post Graduate Council,
Berhampur University**

Application for Ph.D. Registration			
Candidate's full name:			EnrolmentNumber:
Department/ Centre:			
Name of Supervisor:			
Co- Supervisor(s) (if any):			
Date of completion Course work			
Attach the draft research proposal along with the proposed title.			
Date:	Candidate's Signature		
Date:	Research Supervisor's signature	Co-Supervisors' signature	
Date:	Signature of other members of DRC		

Fees Applicable to Candidates			
Sl. No.	Name of the Fee	Resident Indian Students in Rupees	*NRI & Foreign Students
1.	Application Fee (Admission)	1000/-	100 USD
2.	Registration Fee	5000/-	200 USD
3.	Research Fees For SAARC Countries	2000/- per annum 10,000/-	100 USD
4.	Thesis Submission	10, 000/-	300 USD
5.	Fee for 1 st extension Fee for 2 nd extension Note: A candidate has to pay an additional fine amount of Rs. 1000/- , if the application for extension is submitted within 2 months from the expiry of 6 th /7 th year.	5000/- 6000/- 1000/-	200 USD 250 USD 100 USD

*Non Resident Indian

Research Proposal (Synopsis)

Doctoral Program <Month and Year>

Subject <>

<Proposed Title of the Thesis>

< Name of Candidate>

Supervisor (s): <name of with address>

<date of submission>

Abstract

The abstract shall be a brief summary of the Research Proposal, and should be no longer than 200 words. It starts by describing in a few words the knowledge domain where research takes place and the key issues of that domain offering opportunities for the innovations intended to be explored. Taking those key issues as a background, you then present briefly your research statement, your proposed research approach, the results you expect to achieve, and the anticipated implications of such results on the advancement of the knowledge domain.

To keep your abstract concise and objective, imagine that you were looking for financial support from someone who is very busy. Suppose that you were to meet that person at an official reception and that she would be willing to listen to you for no more than two minutes. What you would say to that person, and the pleasant style you would adopt in those two demanding minutes, is what you should put in your abstract.

The guidelines provided in this template are meant to be used creatively and not, by any means, as a cookbook recipe for the production of research proposals.

Keywords

This section is an alphabetically ordered list of the more appropriate words or expressions (up to twelve) that you would introduce in a search engine to find a research proposal identical to yours. The successive keywords are separated by commas.

Table of Contents

CHAPTER 1 INTRODUCTION 4		
CHAPTER 2 STATE OF THE ART 4		
FIRST PARAGRAPH 5	<i>First sub-paragraph of first paragraph</i>	5
<i>Second sub-paragraph of first paragraph</i> 5	SECOND PARAGRAPH	5
<i>First sub-paragraph of second paragraph</i> 5	<i>Second sub-paragraph of second paragraph</i>	5
CHAPTER 3 RESEARCH OBJECTIVES AND APPROACH 5	CHAPTER 4 CURRENT WORK AND PRELIMINARY RESULTS	6
CHAPTER 5 WORK PLAN AND IMPLICATIONS 6	CHAPTER 6 CONCLUSIONS	7
REFERENCES 7		

Chapter 1 Introduction

The introduction gives an overview of the research project you propose to carry out. It explains the background of the project, focusing briefly on the major issues of its knowledge domain and clarifying why these issues are worthy of attention. It then proceeds with the concise presentation of the research statement, which can take the form of a hypothesis, a research question, a project statement, or a goal statement. The research statement should capture both the essence of the project and its delimiting boundaries, and should be followed by a clarification of the extent to which you expect its outcomes to represent an advance in the knowledge domain you have described.

The introduction should endeavour, from the very beginning, to catch the reader's interest and should be written in a style that can be understood easily by any reader with a general science background. It should cite all relevant references pertaining to the major issues described, and it should close with a brief description of each one of the chapters that follow.

Many authors prefer to postpone writing the Introduction till the rest of the document is finished. This makes a lot of sense, since the act of writing tends to introduce many changes in the plans initially sketched by the writer, so that it is only by the time the whole document is finished that the writer gets a clear view of how to construct an introduction that is, indeed, compelling.

Chapter 2 State of the Art

The *State of the Art*, also known as the *Literature Review* (or *Foundations*), serves a cluster of very important aims. First of all, it demonstrates that you have built a solid knowledge of the field where the research is taking place, that you are familiar with the main issues at stake, and that you have critically identified and evaluated the key literature. On the other hand, it shows that you have created an innovative and coherent view integrating and synthesising the main aspects of the field, so that you can now put into perspective the new direction that you propose to explore. The *State of the Art* must give credit to the authors who laid the groundwork for your research, so that when, in the following chapter, your research objectives are further clarified, the reader is able to recognise beyond doubt that what you are attempting to do has not been done in the past and that your research will likely make a significant contribution to the literature.

The *State of the Art* is usually the more extensive part of a research proposal, so it will be expected to develop over various paragraphs and sub-paragraphs. It should be accompanied by comprehensive references, which you list at the end of the proposal. Ideally, all influential books, book chapters, papers and other texts produced in the

knowledge domain you are exploring which are of importance for your work should be mentioned here and listed at the end of the proposal. You should follow very strictly the appropriate referencing conventions and make sure that no document you refer to is missing in the final list of references, nor vice versa. The choice of referencing conventions may depend on the specific field where your research is located. Popular conventions are those established by the Association for Computing Machinery (ACM), the Association for Information Systems (AIS), the Institute of Electrical and Electronics Engineers (IEEE), and the American Psychological Association (APA).

First paragraph

First sub-paragraph of first paragraph

As the *State of the Art* is likely to extend for some pages, it may need to be split into various paragraphs, with appropriate titles, and these paragraphs may need to be broken up further into sub-paragraphs. The paragraphs and sub-paragraphs should comply with the format used here.

Second sub-paragraph of first paragraph

This is an example of the second sub-paragraph of the first paragraph of the introduction.

1.2. Second paragraph

First sub-paragraph of second paragraph

This is an example of the first sub-paragraph of the second paragraph of the introduction.

Second sub-paragraph of second paragraph

This is an example of the second sub-paragraph of the second paragraph of the introduction.

Chapter 3 Research Objectives and Approach

The chapter *Research Objectives and Approach* clarifies the research objectives of your project, taking as its background your description of the state of the art, and describes the methodological approaches you have in mind to face the key research challenges of your project. The clarification of the research objectives should build solidly on the *State of the Art* and relate your research to the work carried out by others. It should elucidate the measure to which your work develops from their work and the extent to which it diverges from theirs to open up new and yet unexplored avenues. In essence, the chapter *Research Objectives and Approach* explains what you plan to do to tackle your research problem, why you plan to do it that way, and how you are going to do it.

The “how to” component of the proposal is called the *Research Methods*, or *Methodology*, component. It should be detailed enough to let the reader decide whether the methods you intend to use are adequate for the research at hand. It should go beyond the mere listing of research tasks, by asserting why you assume that the methods or methodologies you have chosen represent the best available approaches for your project. This means that you should include a discussion of possible alternatives and credible explanations of why your approach is the most valid.

Chapter 4 Current Work and Preliminary Results

This chapter of the research proposal gives a concise outline of the work, if any, carried out so far and of the progress made toward the aims of the project. It should concentrate on the parts that contribute specifically to the goals of the proposal, avoiding detailed descriptions of digressions the researcher might have attempted in the earlier, more exploratory, phases of the work. If already preliminary results have been obtained, this is the chapter which should provide them, in a structured manner that helps supporting the rest of the proposal.

Chapter 5 Work Plan and Implications

Not all research proposals lend themselves easily to the creation of detailed work plans. In some cases, namely when the work fits the broader plans of a research group that is progressing steadily, it is possible to build a detailed description of what the researcher plans to do (literature to explore in depth, principles or theorems to formulate and prove, experiments to carry out, sub-systems to build, systems integrations to perform, tests to accomplish). In these cases, it is possible, and desirable, to establish specific milestones and timelines and a Gantt diagram. The plan should anticipate the problems likely to be found along the way and describe the approaches to be followed in solving them. It should also anticipate the conferences and journals to which the work in progress is expected to be submitted along the way, and schedule it in a *Goals for Publication* section of the workplan.

In other cases, when the topic to be researched is exploratory and elusive, or when the research approach establishes that each step should build on the, still unanticipated, results of previous steps, it may be impossible to work out a detailed plan. Even in these cases, however, it is advisable to establish a section on *Goals for Publications* that gives a rough schedule of the publications to be produced (submission to the doctoral consortium of a top conference, submission to a national conference, publication in a secondary journal, submission to a reputable international conference, submission to the top conference or top journal in the field).

Whatever its nature, comprehensive or sketchy, the work plan should be able to put in perspective the implications of the successive steps of the work, reinforcing, in the mind of the reader, the conviction that the approach is solidly oriented toward results, that the topic is timely and relevant, and that the outcomes of the project will contribute significantly to the enhancement of the field.

Chapter 6 Conclusions

The *Conclusions* shall briefly restate the objectives of research project, recap the research approach planned to be followed, and clarify in a few words what is expected to be found out, why it is valuable to find it out, and on how results are to be validated.

References

This section should list all the references made throughout the research proposal, ensuring the referencing conventions or citation styles that have been established for specific field.

Report on Pre Registration Presentation					
Candidate's full name:		Enrolment Number:			
Department/ Centre:					
Name of Supervisor:					
Co- Supervisor (if any):					
Date of Pre Registration Presentation: _____					
Time: _____					
Venue: _____					

REPORT OF THE DRC ON THE PRE REGISTRATION PRESENTATION	
The scholar submitted a Research Proposal for the research work to be carried out by him / her for the degree of Doctor of Philosophy (Ph.D.) and made an oral presentation before the DRC. The DRC on evaluating it is of the opinion that, as on the day, the proposal	
<i>(Please strike out ONE of the two options given below)</i>	
ADEQUATE for Registration to Ph.D. Approved Working Title of Thesis: _____ _____	INADEQUATE for Registration. <i>(Committee should attach a separate sheet of their detailed observations).</i> The scholar must incorporate the suggested major modifications and give the 2nd presentation / Registration of the candidate may be cancelled.
	Suggested Date of 2nd presentation: _____
Date: _____	Research Supervisor's signature: _____
Date: _____	Co-Supervisors' signature: _____
Date: _____	Signature of Chairman DRC: _____
Date _____	Signature of other members of DRC _____

Office use only
Notification to:
Candidate
Research Supervisor
Chairman of DRC
Deputy Registrar/ Officer-in-Charge of Academics (PhD Registration)
CoE's Office for Record

Change/Addition of Supervisor for Ph. D. Candidates

Candidate's full name:		Registration number:	
Department:		Faculty:	
Proposed Thesis Title:			
Research Supervisor(s):			
Proposed supervisor:			
STATEMENT FROM PERSON INITIATING THE CHANGE (Candidate / Supervisor)			
A change to the supervisory arrangements is requested because:			
Name:		Position:	
Signature:		Date:	
Consent of the proposed supervisor			
Name:		Position:	
Signature:		Date:	
RECOMMENDATION OF THE DEPARTMENT RESEARCH COMMITTEE			
We recommend that the new supervisory team is:			
Research supervisor:			
Co-Supervisor(s):			
Comment:			
Signature of members of DRC :			
APPROVAL of the DRDC			
Change approved	Change not approved		
Comment			
Signature:	Date:		
Vice-Chancellor			
Change approved	Change not approved		
Signature			Date:

ADMIN USE ONLY

Copy forwarded to CoE for updating record.

If the change involves transfer to a different Faculty, please send a copy of this approval to the candidate's original Faculty.

Report on Pre PhD Submission Presentation		
Candidate's full name:	Registration Number:	
Department/ Centre:		
Name of Supervisor(s):		
Date of Presentation: _____ Time: _____ Venue: _____	Proposed Date of Submission of Thesis (within six months from the date of Pre-submission presentation): Date: _____	
REPORT OF THE DRC ON THE PRE SUBMISSION PRESENTATION		
The scholar made an oral presentation before the DRC. The work done by the scholar towards the degree of Doctor of Philosophy (Ph.D.) is, as of date: <i>(please strike out ONE of the two options given below)</i>		
ADEQUATE for the submission of the Ph.D. Thesis, within Six months of this date, incorporating the suggestions (if any) in consultation with the Ph.D. Supervisor. Approved Thesis Title: _____ _____ _____	INADEQUATE for the submission of the Ph.D. Thesis in its present form and major modifications are required. <i>(Committee should attach a separate sheet of their detailed observations)</i> . The scholar must incorporate the modifications suggested and give the Pre submission Seminar again. Suggested Date of repeat Pre-submission seminar : _____	
NOTE: The DRC shall examine the research publications and participation in conferences/seminars of the scholar as per the UGC Guidelines.		
Date:	Research Supervisor's Signature	Co-Supervisor's Signature
Date:	Signature of other members of DRC	Signature of the Chairman, DRC

Guidelines for preparation of Theses/Dissertations/Reports**Preamble**

While utmost attention must be paid to the content of the thesis/dissertation/report (hereinafter called the 'thesis'), which is being submitted in partial fulfillment of the requirements of the respective degree, it is imperative that a standard format be prescribed. The same format shall also be followed in preparation of the final soft copies to be submitted to the Library in future.

1 Assembling the Thesis/Dissertation/Report etc.

The thesis/project report is to be assembled in the following order:

- (I) Cover page: includes the title, author, degree (“Thesis/Project submitted in partial fulfilment of the requirements for the Degree of Ph.D. of ... in ...”), year, etc.
- (II) Cover page colour: As mentioned 4.1 below
- (III) Thesis/Project Approval Form.
- (IV) Plagiarism Check Report
- (V) Plagiarism policy compliances statement.
- (VI) Copyright page that grants BU the right to use and reproduce fully or partially the work being presented.
- (VII) Dedication page (optional).
- (VIII) Abstract: a concise summary of the essential information of the work being presented, namely of the study’s scope, purpose and results. The reference-free single spaced abstract should not exceed two pages.
- (IX) Table of Contents: includes all the subsections of each chapter and the list of appendices (if applicable) and page numbers.
- (X) List of Figures: includes figure number, caption, and the page number. 11. List of Tables: includes table number, caption, and the page number.
- (XI) Abbreviations page: lists all the abbreviations used in the text alongside their fully written unabbreviated form.
- (XII) Thesis/Project text; the layout is described in the next section. 14. Acknowledgments page (optional).

2 Organisation of the Thesis/Dissertation/report

This thesis shall be presented in a number of chapters, *starting with Introduction and ending with Summary and Conclusions*. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into *sections, sub•sections and sub•sub•sections* so as to present the content discretely and with due emphasis.

Introduction

The *title* of **Chapter 1** shall be *Introduction*. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the thesis. It may also highlight the significant contributions from the investigation.

Review of Literature

This shall normally form **Chapter 2** and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

Report on the present investigation

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles.

- Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted.
- While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters.
- Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages.
- Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

Results and Discussions

This shall form the penultimate chapter of the thesis and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

Summary and Conclusions

This will be the final chapter of the thesis. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. "Appendix IV"). Since reference can be drawn to published/unpublished literature in the appendices these should precede the "Literature Cited" section.

Literature Cited

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her thesis, for example, IEEE in the Department of Electrical Engineering, Materials Transactions in Department of Metallurgical Engineering and Materials Science. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication.

Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

Publications by the candidate

Articles, technical notes etc. on the topic of the thesis published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

Acknowledgements

The acknowledgments by the candidate shall follow the citation of literature, signed by him/her, with date.

3 THESIS FORMAT

Paper Quality

The thesis shall be printed/xeroxed on 70 (or more) gsm white bond paper of whiteness 95% or above.

Size

The size of the paper shall be standard A 4; height 297 mm, width 210 mm.

Type •Setting, Text Processing and Printing

The text shall be printed employing LaserJet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

Page Format

The Printed Sheets shall have the following written area and margins:

Top Margin	15mm
Head Height	3 mm
Head Separation	12mm
Bottom Margin	22mm
Footer	3mm
Foot Separation	10mm
Text Height	245mm
Text Width	160mm

When header is not used the top margin shall be 30 mm.

Left and Right Margins

The candidates shall have the options of single or double •sided printing

- Single sided/odd number page (in double sided printing) Left Margin 30mm
Right Margin 20 mm
- Double sided• even numbered page Left Margin 20mm Right Margin 30mm

Pagination

Page numbering in the text of the thesis shall be Hindu•Arabic numerals at the center of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively.

Page number “1” for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number “2”.

The subsequent chapters shall begin on a fresh page (fresh odd number page in case of double sided printing). When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the center of the footer.

Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., “iv”.

Header

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

Paragraph format

Vertical space between paragraphs shall be about 2.5 line spacing.

The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if (s) he has provided sufficient paragraph separation.

A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left)

The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

Chapter and Section Format

Chapter

Each chapter shall begin on a fresh page (odd number page in case of double sided printing) with an additional top margin of about 75mm. Chapter number (in Hindu•Arabic) and title shall be printed at the center of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

Sections and Subsections

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

The Section and Subsection titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines.

In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

Table / Figure Format

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

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor[12]).

4 Auxiliary Format

Binding

The evaluation copies of the thesis/dissertation/report may be soft/spiral bound. The final hard bound copies to be submitted after the viva-voce accepted during the submission of thesis/dissertation/report with specification:

spiral bound or soft examination will be the following colour

Ph.D. Thesis	Maroon
D.Lit./D.Sc./LL.D. Thesis	Brown

Front Covers

The front covers shall contain the following details:

- Full title of thesis in 6 mm 22 point's size font properly centred and positioned at the top.
- Full name of the candidate in 4.5 mm 15 point's size font properly centred at the middle of the page.
- A 40 mm dia replica of the Institute emblem followed by the name of department, name of the Institute and the year of submission, each in a separate line and properly centred and located at the bottom of page.

Lettering

All lettering shall be embossed in gold.

Bound back

The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in gold.

Blank Sheets

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the thesis.

Title Sheet

This shall be the first printed page of the thesis and shall contain the submission statement: the Thesis/Dissertation/project Report submitted in partial fulfillment of the requirements of the Degree, Ph.D. /M.Tech./M.Pharm./M.Phill./D.Lit./D.Sc./MCA./M.Sc., the name and Roll No. of the candidate, Department, University and year of submission.

Dedication Sheet

If the candidate so desires(s) he may dedicate his/her thesis, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

Approval Sheet

In the absence of a dedication sheet this will form the first page and in that case shall not have a page number. Otherwise, this will bear the number two in Roman lower case “ii” at the center of the footer. The top line shall be:

1. **Thesis Approval** for Ph.D./D.Sc./D.Lit.
2. **Dissertation Approval** for M.Tech., M.Phil., and M.Pharm.,
3. **Report Approval** for MCA, and M.Sc. Projects, as the case maybe.

Abstract

The 500 word abstract shall highlight the important features of the thesis/dissertation/report and shall correspond to the electronic version to be submitted to the Library for inclusion in the website. The AbstractDRCt in the thesis, however, shall have two more parts, namely, the layout of the thesis giving a brief chapter wise description of the work and the key words.

Contents

The contents shall follow the Abstract and shall enlist the titles of the chapters, section and sub-section using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

List of Figures and Tables

Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

Abbreviation Notation and Nomenclature

A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. (As far as possible, generally accepted symbols and notation should be used).

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu/Arabic. (The first pages in the both the cases shall not bear a page number).

Plagiarism Check Report

A report generated by recognized software on the thesis, showing less than 20% plagiarized material in it, excluding the portion on citation. This report must be certified by the scholar depositing the thesis and/or research papers, reports etc.

A Declaration of Academic Honesty and Integrity

A declaration of Academic honesty and integrity is required to be included along with every thesis/dissertation/report after the approval sheet.

5 Electronic Format

The electronic copy of a thesis shall:

- (a) If possible, be a single pdf file.
- (b) Be identical in content and as close as possible in layout to the print copy deposited in the Library (with the possible exception of any third party copyright material).
- (c) Be of a reasonable file size. For files sizes over 2GB, please contact librarian.

FORMAT OF THE Ph.D. THESIS

The following format may be normally adopted for the Ph. D. thesis:

1. Cover page colour: As mentioned 4.1 above.
2. Inner cover page.
3. Statements from the candidate and the Supervisors.
4. Certificate for the completion of course work/comprehensive examination.
5. Certificate for the successful completion of the pre-submission seminar.
6. Ethical Committee certificate
7. Plagiarism Certificate
8. Copy Right Certificate
9. Acknowledgments.
10. Contents.
11. List of symbols, figures and tables, if any.
12. Preface of the thesis.
13. Introduction.
14. Literature Review.
15. Methodology
16. Results and Discussion/Findings of the Study
17. Conclusion.
18. References.
19. Appendices.

20. List of papers communicated/accepted/published/presented.
21. Copies of acknowledgment/acceptance letter in case the papers are communicated/accepted.
22. Copies of manuscripts/ reprints of the papers communicated/accepted/published.
23. A personal profile not exceeding one page with photograph of the candidate, with the authors academic qualification only.
24. References should be arranged chronologically in alphabetical order. Typical style of writing the references is given below:
 - (a) For single author
Surname, Initials, Title of the Article, Journal Name, Volume, Pages, Year.
 - (b) For two authors
Surname, Initials and Surname, Initials, Title of the Article, Journal Name, Volume, Pages, Year.
 - (c) For more than two authors
Surname, Initials, Surname, Initials, and Surname, Initials, Title of the Article, Journal Name, Volume, Pages, Year.

While citing the references in the text, the following format should be followed: Surname (Year) or Surname *et al.* (Year)

The names of the Journals should be typed as per the style followed by any standard international organization/abstracting Journal such as IEEE/ Chemical Abstracts'/ Current Contents/ Physics Abstracts', etc.

(A typical Specimen of Cover Page & Title Page)

TITLE

<1.0 line spacing> A Thesis

Submitted

<Italic>

In Partial Fulfillment of the Requirements for the Degree of
<1.0 line spacing>

DOCTOR OF PHILOSOPHY

<Arial>

Research Scholar

DEPARTMENT OF/CENTRE FOR
FACULTY OF BERHAMPUR UNIVERSITY, BHANJA BIHAR

<Arial><1.0 line spacing> Year

COURSE WORK COMPLETION CERTIFICATE

Attach here the Copy of the Course Completion Certificate issued by the University.

ACKNOWLEDGEMENT

(A typical Specimen of Table of Contents)

TABLE OF CONTENTS

CHAPTERNO. PAGE NO.	TITLE
ABSTDRCT	iii
LIST OF TABLES	xvi
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LIST OF SYMBOLS, ABBREVIATIONS	xxvii
1. INTRODUCTION	
GENERAL	1
USE OF INDUSTRIAL WASTE IN CONCRETE-MAKING	2
General	5
Beneficiation Ceramic Waste	12
Test on Ceramic Waste Coarse Aggregate	19
General	23
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SUSTAINABLE CONCRETE TECHNOLOGY	33
2 LITERATURE REVIEW	
GENERAL	58
ALTERNATE AGGREGATES	75
RECYCLING	99

LIST OF SYMBOLS/ABBREVIATIONS USED, FIGURES AND TABLES (if any)

PREFACE OF THE THESIS

INTRODUCTION

LITERATURE REVIEW

(Chapter should be concluded with gaps in the reported literature/work and motivation/inspiration to the work done)

Chapters covering the main work of the Research Scholar

(These may include like methodology, Problem Formulation, Data Collection/Analysis, Results and Discussions and Case Studies etc.)

CONCLUSIONS AND RECOMMENDATIONS

REFERENCES

APPENDICES

APPENDIX –I

List of papers communicated/accepted/published/presented

APPENDIX -II

Copies of acknowledgment/acceptance letter in case the papers are communicated/accepted

APPENDIX –III

Copies of manuscripts/reprints of the papers communicated/ accepted/ published

APPENDIX –IV

Any other data, material used during the research to be put as an appendix

APPENDIX –V

Profile of the research student within 200 words.

Application for PhD Examination

Instructions: This form is to be completed by the candidate and submitted along with the thesis to the Controller of Examinations.

You are required to submit three hard copies (soft bound) and one electronic copy of the thesis for examination. Please ensure that you retain at least an electronic copy for your own purposes and as a back-up. Refer to the checklist below for the other forms that must accompany this application before the thesis can be accepted for examination.

Candidate's full name	:		Registration Number	:	
Department/ Centre	:				
Title of thesis	:				
Date of joining the Ph.D. Programme	:		Date of full registration	:	
Registration expiry date	:				
Name of Research Supervisor	:				
Name of Co-Supervisor(s) (if any)	:				
Candidate's contact details	Email:				
	Telephone:	Mobile phone:			
	Postal address:				

CANDIDATE'S CHECKLIST

(The thesis cannot be accepted for examination without the following documents):

- I. Statement of Authorship for PhD Candidates**
- II. Proof of payment of requisite fee.**
- III. Research Supervisor's Statement for PhD Thesis submission**

I hereby submit my PhD thesis for examination.

Date :

Candidate's signature:

Office use only

Application complete and thesis accepted for examination. Receipt issued.

or

Application incomplete. Receipt issued for copies of thesis only.

Date:

Notification to Research Supervisor

Notification to Head of the Department/ Centre of Research

Request for Approval of Examiners for the Ph.D.

Instructions: The Research Supervisor must complete all sections of this form and forward through the Chairman of respective Board of Studies to the CoE. Forms need to be received by the CoE two months before the candidate submits the Thesis to avoid delay.

Candidate's full name	:	Registration :
		number
Department/ Centre	:	
Thesis title	:	
Name of Research Supervisor	:	
Co- Supervisor (if any)		

List of eight External examiners (one of them must attend the oral defence in person) with the following details:

Name and Designation, affiliation, specialization, e-mail I.D., Phone numbers, postal address:

Note: The Supervisor has to submit a panel of eight examiners not below the rank of an Associate Professor (working/retired) from outside the state of Odisha such that there shall be a maximum of two examiners from one state and a maximum of one from a University/Institute.

Research Supervisor

I confirm that, none of the above examiners has a conflict of interest in examining this thesis as described in the PhD Regulations.

An abstract of the thesis is attached.

Date: Signature:

Approved by Chairman, Board of Studies

Date: Signature:

Name:

(A typical Specimen of Declaration)

Declaration by the Candidate

Candidates full name:

Registration number

Department/Centre :

Thesistitle :

STATEMENT OF AUTHORSHIP

The thesis named above has been submitted for the PhD degree of Berhampur University.

I hereby declare that:

- i. I am the sole author of this thesis
- ii. I have fully and faithfully acknowledged, given credit to and referenced the ideas and work of others, whether published or unpublished, in my thesis.
- iii. I have not wilfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and have included them in this thesis/dissertation/report and cited as my own work.
- iv. I have prepared my thesis specifically for the PhD degree of Berhampur University, while under supervision at a Department / Recognized Research Centre of Berhampur University.
- v. My thesis does not contain work extracted from a thesis, dissertation or research paper previously presented for another degree or diploma at this or any other university.
- vi. I will be solely responsible for plagiarism in any form detected in this thesis and actions as per Law/ the Regulations shall be taken against me.

Date :

Candidate's signature:

Certificate of the Supervisor (s)

Candidate's full name:		Registration Number:	
Department/ Centre:			
Thesis title:			
Name of Primary Supervisor:			
Co- Supervisor: (if any)			
Name of other supervisor/s:			
RESEARCH SUPERVISORS' STATEMENT			
<p>We confirm that the work submitted by the above-named candidate has been done under the immediate supervision of the supervisors named above.</p> <ul style="list-style-type: none"> • We have read drafts of all chapters in the thesis. • The supervisors agree that the thesis is suitable for submission. • The work is the candidate's own, carried out under supervision. <p>The supervisors' roles have been to help clarify issues in the design, execution, analysis and interpretation of the research included in the thesis. In this sense, papers submitted for publication based on this thesis may reflect the input of the candidate and supervisors.</p> <ul style="list-style-type: none"> • We affirm that, to the best of my knowledge, the candidate has carried out research for the PhD thesis in accordance with the requirements of the Berhampur University PhD Regulations. • A plagiarism check may be carried out, if necessary. I declare that I have no role in any plagiarized content in the thesis & have not endorsed any such material in my knowledge. If any plagiarized material is determined, the candidate shall be solely responsible and action against the candidate may be taken as per law/regulations. 			
Date:	Research Supervisor's signature:		
	Co-Supervisors' signature:		

Certificate-cum-Consent

**(Printed prescribed format is available in the University web-site and
Examination Confidential Ph.D. Section)**

**Berhampur University
Examiner's Report and Recommendation
Doctor of Philosophy**

STUDENT:

REG No.:

EXAMINER:

“The (PhD) thesis shall be a substantial and original contribution to scholarship, for example through the discovery of new knowledge, the formulation of theories or the innovative re-interpretation of known data and established ideas”

Report of the Examiner on the Thesis

(Point wise comment)

(If necessary additional sheets may be used to complete the report under any head(s) below)

1. **Introduction and Objective of the research work** (Originality and rationale of topic selection):
2. **Review of Literature** (Proper referencing of past studies, synthesis and analysis of available literature relevant to the research problem undertaken):
3. **Planning and conduct of experiments** (if applicable):
4. **Organization of and Presentation in the Thesis:**
5. **Materials and Methods** (Soundness of methodology used and data analysis):
6. **Technical content of the thesis:**
7. **Discussion:**
8. **Summary and Conclusion:**
9. **Result**
10. **Bibliography**
 - a. **References properly arranged and presented in uniform pattern**
 - b. **References quoted in text matches with bibliography**

11. **Highlight the points, which, in your opinion constitute significant original contribution to knowledge made on fundamental value or applied standpoint:**
12. **Identify the aspects which in your opinion demonstrate the candidate's capacity to carry out independent research:**
13. **Point out specific observations made by the candidate which in your opinion, need clarification:**
14. **Strong/weak points in the thesis:**
15. **Suggestions, if any:**
(Please cross out one of these paragraphs)
 - a. **Minor queries or suggestions or modifications to which the student replies in writing and which is communicated to the oral board together with your report.**
 - b. **Suggestions and modifications to which the student's written response will be sent to me. You will give your reply to the same in two weeks of its receipt. This is necessary before the thesis is considered by the oral board.**

RECOMMENDATION FOR CLASSIFICATION

- Please tick mark

PASS

The thesis be **PASSED** with no requirement for correction or amendments and the student be awarded the degree of Doctor of Philosophy.

The thesis be **PASSED, SUBJECT TO MINOR REVISION** as indicated in my report to the satisfaction of the Board.

The thesis be **PASSED, SUBJECT TO SUBSTANTIVE AMENDMENTS** along the lines indicated in my report.

*The student will normally be instructed to submit a detailed report to the Examination Committee outlining the amendments to the thesis. The Committee will consider the report and the revisions in determining the final classification, without further reference to the examiners.

OR

RE-SUBMIT

The thesis be **RE-SUBMITTED** for examination after completing the required extra work and revision indicated in my report. (A thesis which must be re-submitted requires alterations of such scale, complexity and/or conceptual significance that their adequacy should be appraised again by an external expert/s).

- Please indicate if you would be prepared to re-examine this thesis

I am prepared to re-examine this thesis. I am NOT prepared to re-examine this thesis.

**OR
FAIL**

The thesis be FAILED and the student NOT be awarded the degree of Doctor of Philosophy OR the degree of master and NOT be permitted to resubmit the thesis in a revised form.

I confirm that there is no actual or perceived conflict of interest arising from my examination of this thesis.

Date: _____ Signature: _____



BERHAMPUR UNIVERSITY

REGULATIONS GOVERNING THE AWARD OF THE DEGREES OF DOCTOR OF LITERATURE (D.Litt.), DOCTOR OF SCIENCE (D.Sc.) AND DOCTOR OF LAW (LL.D.).

I. INTRODUCTION

A.

These Regulations for the Doctor of Literature (**D.Litt.**), Doctor of Science (**D. Sc.**), and Doctor of Law (**LL.D.**) shall be called as *Post-Doctoral Studies (PDS) Regulations* _____ and shall come into force with effect from ----. The PDS shall be carried out in the subjects (**excluding self-financing courses**) of PG Departments of Berhampur University.

B.

The degree of D.Litt./D. Sc./LL.D. of the Berhampur University shall be conferred only on such candidates who qualify the requirements specified in the Regulations.

II.

ELIGIBILITY

A candidate desirous of admission to D.Litt./D.Sc./LL.D. programme of the University must have the following:

- 1) Ph.D. degree from any MHRD recognised University/Institute in India or from a recognized university abroad.
- 2) Ten research publications in peer reviewed SCI journals of good impact factor (at least five as sole/**first** author) in the proposed area of research for admission to D.Litt./ D.Sc./LL.D.

III. SUPERVISOR(S)

A.

A candidate for D.Litt./ D.Sc./ LL.D. degree is required to work with a supervisor who must satisfy the following criteria:

- 1) The supervisor must be a recognized Ph.D. guide of Berhampur University who has successfully supervised at least five (05) Ph.D. scholars in the concerned subject.
- 2) The supervisor must be a Professor/Associate Professor with a minimum of 10 years of teaching and or research experience.
- 3) **The Supervisor must have at least 20 (ten) research publications in journals with high impact factor SCI journals or equivalent and have total Scopus citations not less than 500.**
- 4) **The Supervisor should not superannuate within next two years.**

B.

A candidate may be permitted to work under the joint supervision of not more than two supervisors where collaboration is absolutely necessary. One of the supervisors may be from any other University or reputed national institute/Laboratory of CSIR, DST, ICMR and equivalent., and must qualify the requirement to be a Supervisor applicable for Supervisor of Berhampur University.

C.

The supervisor(s) shall be responsible and ensure overall progress and quality of research work and maintain academic ethics of the work.

D.

A supervisor (singly or joint) shall not have more than one PDS candidate at any time.

IV.

APPLICATION FOR REGISTRATION

A.

A candidate seeking admission shall submit an application for registration in the prescribed form. The application shall include *inter alia*,

- a) Subject area and proposed Supervisor
- b) Tentative title of the thesis
- c) Seven typed copies of synopsis of the research to be carried out and motivation for the work to be done.
- d) Two sets of list of publications and copies of publications.
- e) A detailed CV with self-attested copies of certificates in support of qualification and experience.
- f) Consent of the supervisor(s)

- g) **Details of Supervisor (s) along with list of publications.**
- h) Permission of the employer, in case of in-service candidates.

B.

Notification inviting applications for various PDS programmes shall be made by the Chairman, PG Council, Berhampur University normally during May-June.

C.

Applications shall be made to the HoD of the concerned PG Department by due date as notified by the Chairman, PG Council, Berhampur University. All such applications shall be placed before the Department Research Committee (DRC) for necessary scrutiny to verify the eligibility of the candidate and the proposed supervisor(s) as well as the feasibility to conduct the research study based on the submitted synopsis.

D. The candidate has to make a presentation of his/her research proposal before the DRC.

V. RESEARCH COMMITTEES

A.

Each candidate shall have a **Post-Doctoral Department Research Committee (PDRC)** consisting of:

- i. Head of the Department- Coordinator
- ii. **Proposed** supervisor(s)
- iii. Concerned Dean of Faculty
- iv. Two senior faculty members from the University to be nominated by Vice Chancellor
- v. One subject expert to be appointed by the Vice-Chancellor.
- vi. Chairman, Board of Studies **of the concerned subject**

Role of PDRC

- i. Scrutinize the application to ensure the academic requirements for D.Litt./ D.Sc./ LL.D. in the concerned subject
- ii. To evaluate the synopsis of the candidate along with his/her seminar presentation
- iii. Approve/Disapprove/Suggest revision of the synopsis
- iv. To evaluate pre-submission presentation of the candidate and recommend/suggest revision.
- v. **Approve/disapprove/suggest change in the proposed supervisor(s), if requested by the candidate within one year of registration.**

B

There shall be a **Post-Doctoral Research Approval Committee (PRAC)** comprising of

- i. Vice Chancellor
- ii. Chairman, PG Council

- iii. Dean of Faculty
- iv. Head of the concerned PG Department.
- v. One subject expert from outside the University
- vi. Supervisor(s)

Role of PRAC

- i. Consider the recommendations of the PDRC and approve/disapprove the research proposals of the D.Litt./ D.Sc./ LL.D. applicants.
- ii. Approve title of the thesis
- iii. Approve the name(s) of the supervisor(s)

The recommendations of the PRAC shall be placed before the Syndicate for approval.

V. REGISTRATION

- i. Registration number shall be allotted to each candidate after approval of the recommendations of the PRAC by the Syndicate.
- ii. The registration of a candidate shall ordinarily be valid for a maximum period of five years. However, extension may be granted by the Vice Chancellor for a maximum of one year based on a valid reason by the application of a candidate duly recommended by the supervisor(s). **The application for extension should be made three months before expiry of the validity period or else the registration shall be treated as cancelled.**
- iii. The candidate shall submit a progress report and deliver work progress and remaining work annually in an open house seminar to be held by PDRC.
- iv. If progress is not found to be satisfactory, registration of the candidate shall be cancelled on the input provided by the PDRC.

VI. SUBMISSION OF THESIS

A.

A candidate shall be eligible to submit his/her thesis on completion of a minimum period of 3 (three) years after registration subject to the condition that he/she must have published or in accepted stage at least three research papers in peer reviewed good impact factor journals. The candidate shall make a presentation of his/her work in a pre-submission seminar in the concerned Department in presence of the PDRC, faculty, research scholars and students of the Department, for a comprehensive internal assessment of the research work. The relevant feedback and comments made during the presentation have to be suitably incorporated into the dissertation/thesis in discussion with the supervisor(s). Based on the novelty of the work and publications made in relevant journals, the PDRC shall recommend for submission of the thesis or advise for revision. If recommended by the PDRC, the candidate may submit the thesis to the Controller of Examinations (COE) within three months of the pre-submission seminar. The list of examiners from among the References Section only shall be selected for review of the Thesis. The thesis shall be sent to three examiners from a panel of 5 Indian and 5 Foreign examiners of repute to be suggested by the PDRC. The review report of the thesis be obtained within a maximum period of 3 months. In case of revision, the candidate has to comply with the suggestions if applicable and submit a revised thesis after presentation in the presence of PDRC.

After it has been rated as satisfied, the thesis shall be sent to the Examiners again, along with the action taken report. The thesis, if rejected by any one examiner and recommended as accepted with or without revision for the degree by other two examiners, may be sent to another examiner from the list. If it is rejected again, the thesis may be considered as rejected permanently. If the candidate, requests that he would like to submit thesis again after working further more, the approval may be sought from PRAC with all relevant documents. The PRAC may take a decision after interaction with candidate and supervisor(s) on the merit in resubmission. The candidate has to improve on the work and submit thesis within one year of rejection of the previous thesis. A new set of examiners list may be sent by PDRC again for evaluation, which has to be by CoE after approval of VC.

B.

The candidate shall submit the thesis as per the following guidelines:

- (a) Five copies of the thesis in hardbound form along with print copies of at least three publications.
- (b) The title page of the thesis shall contain a statement that the thesis has been submitted for the award of the concerned degree for which the candidate has been admitted.
- (c) A soft copy of the complete thesis only in PDF as a single file.
- (d) A declaration by the candidate as per the format.
- (e) A certificate as per the format.
- (f) The thesis shall be either in English in Odia (for Department of Odia).
- (g) Similarity index certificate issued by the Supervisor (s) after conducting the Plagiarism check.

VII. EXAMINATION

A. *Panel of Examiners*

The Supervisor(s) shall submit a panel of Ten eminent examiners (Five from India but from outside the State of Odisha with not more than two from a particular State) and five from abroad (from different countries), and forward it to the COE through the PDRC. The examiners shall be senior and eminent faculty not below the rank of Professor and must be preferably in active service or active retired faculty from reputed central/state funded public universities or institutes or recognised Government Laboratories as they case may be. Their names should be taken from the References cited in the thesis.

B. *Board of Examiners*

On receipt of the panel of the examiners, the CoE shall submit the same to the Vice-Chancellor for selection of the Board of Examiners from the panel. The Vice Chancellor shall appoint three examiners from the panel. However, if the Vice-Chancellor is not satisfied with the panel of examiners, he/she may ask for a fresh panel of examiners.

C. *Evaluation of Thesis*

- a) On formation of Board of Examiners, the CoE shall send copies of the thesis to the examiners along with a copy of the relevant portion of the regulations after obtaining necessary consent from the examiners.
- b) In the event of non-receipt of consent from an examiner within 4 weeks, a new examiner shall be appointed in his/her place, from the existing panel of examiners.
- c) The examiners shall be requested to submit their individual reports within two months of the receipt of the thesis.
- d) In case, an examiner does not send his/her report within the above period, a reminder shall be sent to him/her. This shall be followed by a subsequent reminder after a fortnight.
- e) In the event of the report not being received from an examiner within 12 weeks, a new examiner shall be appointed in his/her place, from the existing panel of examiners.
- f) The examiners shall give explicit reports with any one of the following recommendations:
 - (i) the thesis be accepted for the award of D.Litt./ D. Sc./ LL.D. degree
 - (ii) the thesis be rejected
 - (iii) the thesis be accepted after revision as suggested.
- g) The examiner shall give specific and unambiguous reasons for his/ her recommendations/ rejection.
- h) In case the thesis is rejected by any one of the examiners then it will be sent to another examiner from the panel for adjudication, and his/her decision shall be final and binding. Resubmission of thesis after one year with improved work is possible with special approval from PRAC.

D. Award of the Degree

- (a) The reports of all the examiners with recommendation shall be placed before the University Examination Committee comprising of the Vice Chancellor (as Chairman), Controller of Examinations (as Convener), Chairman PG Council (Ex-officio member), and member of the Syndicate (to be nominated by the Syndicate). Recommendation for a viva-voce examination shall be made only when all the examiners have indicated acceptance of thesis with/without modification.
- (b) Based on the recommendation of the University Examination Committee, viva voce examination shall be conducted. If the Board of Examiners unanimously recommends for the award of the degree then it will be placed before the Syndicate for approval.
- (c) If the thesis is rejected twice as explained earlier, the candidate shall not be considered for admission anytime.
- (d) A certificate in the prescribed format under the seal of the University and signed by the Vice-Chancellor shall be awarded to each successful candidate.
- (e) The date of award of the degree shall be the date of publication of award notification.
- (f) The degree certificate shall mention the title of the thesis, name of the concerned Department, and year of award.
- (g) A soft copy of the final thesis shall be preserved in the library and also be sent to the Controller of Examination for uploading in “Shodhganga” and the University web-site.

VIII. Conflict Resolution and Final Authority

A.

Notwithstanding anything contained in these Regulations, all matters related to the candidates

shall be governed by the rules and procedures in force/framed by the Academic Council from time to time.

B.

From the date when these Regulations come into operation, all previous practices & provisions, if any, on the subject shall cease to have effect, except for the continuing candidates.

C.

Any doubt or dispute about the interpretation of these Regulations shall be referred to the Vice-Chancellor, whose decision in his/her capacity as the Chairman, Academic Council, shall be final.

ANNEXURE – I

Fees Structure (to be revised from time to time by the University).

Sl. No.	Particulars	For Indian Students Amount (in Rs)	For NRI/Foreign students (in USD)
1	Application Fee	20,000.00	200 \$
2	Registration Fee	20,000.00	400 \$
3	Fee for Extension per year	20,000.00	200 \$
4	Thesis submission Fee	20,000.00	400 \$

ANNEXURE – II

FORMAT OF THE THESIS

The following format may be normally adopted for the thesis:

The thesis shall be in the same design and format as prescribed for PhD thesis, except that the cover page shall be in white with black color letters. It shall consist of:

1. Cover page.
2. Inner cover page.
3. Declaration by the candidate as per the format, to the effect that the work has not been submitted for or awarded of any other degree or diploma.
4. Acknowledgements
5. **Similarity Certificate**
6. Certificate as per the format.
7. An Extended Abstract not exceeding 1500 words, describing the research work carried out by the scholar on the subject relevant to the discipline in which the candidate has applied for the degree, its originality and contribution to the advancement of knowledge and societal usefulness.
8. Table of chapter wise contents

9. List of Tables
10. List of Figures
11. Chapters **1st Introduction; 2nd Review of Literature & Materials and Methods, 3rd , 4th, 5th – Results & Discussion, 6th – Conclusion, 7th- References/Bibliography**
12. Copies of the published work by the candidate out of his/her post-doctoral research in the form of research papers, abstracts of books/ monographs, book chapters/ monographs, and citations of candidate's work by others (if any).
13. A personal profile of the candidate, not exceeding one page.

ANNEXURE – III

CANDIDATE’S DECLARATION

I,, declare that this thesis, entitled “..... ,” submitted for the award of the degree of of Berhampur University, has not been submitted earlier for the award of any degree / diploma of this or any other University. This is my original research work and no portion of this work violates provisions of the anti-plagiarism policy of the University. I understand that Berhampur University shall take appropriate punitive measures if it finds the thesis to be violating any provision of its Regulations.

Date:

(Signature of the Candidate)

Place:

ANNEXURE – IV

CERTIFICATE

This is to certify that this thesis entitled “.....” has been submitted by for the award of the degree of of Berhampur University.

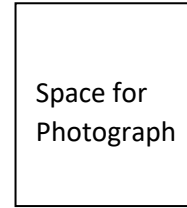
(Signature of the Supervisor with seal)

(Signature of the HoD with seal)

(Signature of the Dean of Faculty)

ANNEXURE – V

Date: _____



Application for D.Litt. / D.Sc. /LL.D. (strike off whichever is not applicable)

1. Name of the Candidate: _____

2.1 Date of Birth : _____ 2.2 Nationality _____

3.1 Category: GEN / SC / ST / SEBC 3.2 Gender _____

4.1 Subject : _____

4.2 Department : _____

4.3 Title of the Thesis: _____

4.4 Name, Designation & Address of Supervisor (s): _____

4.5 Endorsement of the Supervisor(s):

I herewith give my consent to supervise the Post-Doctoral Studies of the candidate.

Signature of the Supervisor(s)

5.1 Educational Qualifications (attach photo copies):

Level	Name of the Degree	Name of the University	Year of Passing	Grade / Class	CGPA / Percentage
HSC/10 th					
Intermediate/+2					
Under Graduate					
Post Graduate					
M. Phil					
Ph. D.					
Any other					

5.2 Details of Ph.D. Degree:

- i. Year of obtaining Ph.D.: _____
- ii. Subject of the Ph.D. award: _____
- iii. Title of the Ph.D. thesis: _____
- iv. Name of the Ph.D. awarding university: _____
- v. Name & Address of the Ph.D. Guide / Supervisor: _____
- vi. Number of Papers Published from the work in Thesis in: (enclose copies)
 Conferences/ Seminars etc. _____ Peer reviewed Journals _____

6. Research Experience: Give details of research experience as separate attachment along with following details:

- i. Type and duration of research work
- ii. Quantum of research work
- iii. Outcomes of the research work
- iv. Awards / patents / special recognition won for the research work, if any

7. Work Experience: Give details of research experience as separate attachment along with following details:

- i. Nature & duration of employment(s) with Name of Employer(s)
- ii. Achievements during employment

8. Synopsis prepared including the following points to be attached to this application in seven copies:

- i. Title
- ii. Introduction: Giving purpose of research
- iii. A brief review of the work already done in the field
- iv. Noteworthy contributions in the field of proposed work
- v. Contribution of the candidate in the field of proposed work
- vi. Proposed methodology of the research work
- vii. Expected outcome of the proposed work
- viii. Bibliography in standard format
- ix. List of published papers of the candidate in the proposed area (attach one set of reprints)

Declaration:

I declare that the particulars furnished in this form are true to the best of my knowledge and belief and as per my certificates and valid official documents. I further declare that in case any of the above information is found to be incorrect at any time, I shall be liable to forfeit my candidature and to such penal action as the University may deem appropriate.

Date:

Signature of the Candidate

Recommendation of the PDRC

Certified that the application form is in order and fulfils the requirements as stipulated in the regulation, thus, recommended for registration.

Signatures of the members of PDRC:

ANNEXURE – VI

**Berhampur University
Detail Report of the Examiner on the Thesis
D.Litt. / D.Sc. / LL.D.**

Name of the Student:

Reg. No.

“The (D.Sc./D.Litt. /LL.D.) thesis shall be a substantial and original contribution to scholarship, for example through the discovery of new knowledge, the formulation of theories or the innovative re-interpretation of known data and established ideas”

(Please provide point wise comment)

- | | |
|-----|---|
| 1. | Introduction and Objective of the research work (Originality and rationale of topic selection): |
| 2. | Review of Literature (Proper referencing and analysis of literature relevant to the research problem): |
| 3. | Planning and conduct of experiments (if applicable): |
| 4. | Organization of the Thesis: |
| 5. | Technical content of the thesis: |
| 6. | Chapter wise comments: |
| 7. | Bibliography (uniformity in format and relevance to the topic) |
| 8. | Highlight the points, which, in your opinion constitute significant original contribution to knowledge made on fundamental value or applied standpoint: |
| 9. | Identify the aspects which in your opinion demonstrate the candidate’s capacity of carrying out independent research: |
| 10. | Point out specific observations made by the candidate which in your opinion, need clarification: |
| 11. | Strong/weak points in the thesis: |

12. Suggestions, if any: (Please tick out one of the followings)

Minor queries or suggestions or modifications to which the student has to reply in writing and which is to be communicated to the Viva Voce Examination board together with your report.

RECOMMENDATION FOR THESIS

(Please mark *one* of the appropriate boxes)

RECOMMENDED	
<input type="checkbox"/>	The thesis be PASSED for award of the degree of Doctor of Philosophy.
OR	
REJECTED	
<input type="checkbox"/>	The thesis is not accepted for the award of the degree of Doctor of Philosophy.
BE REVISED AND RESUBMITTED	
	The thesis is not accepted in the present form. It should be revised as per suggestions (attached separately) and be resubmitted within six months from the date of communication. The thesis be/need not be sent to me for evaluation again.

Date:

Signature of the Examiner



BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR-760007(GANJAM), ODISHA

No. 4533 (13) / Acad-I/BU/2020

Date 2/6/2020

OFFICE ORDER

Consequent upon the change of Headship and in pursuance of the orders of the Vice-Chancellor, the Regulation Committee is reconstituted with the following members with effect from 01.6.2020 until further orders. This order supersedes all previous orders in this context.

1. Prof. G.J. Chakrapani, Vice-Chancellor
Berhampur University
2. Prof. A. Rath, Chairperson
P.G. Council, Berhampur University
3. Prof. M.R. Patra, Head, P.G. Dept. of
Computer Science, Berhampur University
4. Dr. S.K. Baral, Head
P.G. Dept. of Business Administration
Berhampur University
5. Dr. Sadananda Nayak, Head
P.G. Dept. of History, Berhampur University
6. Dr. N.C. Patnaik, Principal
L.R. Law College, Berhampur
7. Prof. Banojini Parida, Head
Dept. of Microbiology, M.K.C.G
Medical College, Berhampur
8. The Principal, DPIASE, Konisi
9. The Registrar

... In the Chair

... Convener

Memo No. 4534 (13) / Acad-I/BU/2020

Copy to the:

1. Persons concerned for information and necessary action.
2. The Secretary to the Vice-Chancellor and P.A. to the Registrar for kind information of the Vice-Chancellor and Registrar respectively.
3. The Comptroller of Finance, Berhampur University for information and necessary action.

By Order

[Signature]
Registrar 1.6.2020

Date 2/6/2020

[Signature]
Registrar 1.6.2020

o/c

