



Ph.D. MANUAL and PROFORMA

April, 2023

**AKS UNIVERSITY
SATNA – 485001 (M.P.), INDIA**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) - 485001

Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

Ph.D. Programme Admission Process

Entrance Test (Once/ Twice in an Academic Year)



Interview of Written Test Qualified Candidate



Result Declaration



Deposition of the fee for course work



Course Work Classes (One Semester With 75% Attendance)



Course Work Exam



Result Declaration of course work exam



Synopsis Submission for RDC



RDC Meeting



Registration for Ph.D. Research Work



Half Yearly Progress Report Submission with Tuition Fee



Draft Thesis Submission and Presentation



Final Thesis and Summary Submission and Presentation (Viva Voce)



Award of Ph.D. Degree



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Points to remember

1. **Students should go through UGC (Minimum Standards and Procedure for Award of M. Phil. /Ph. D. Degree) Regulations, 2016 and ASKU Ordinance No. 32. (Revised) for guidance.**
2. **Confidential Report** of progress should be sent in a sealed envelope in DR office and not to be given to student and please do not upload it to NS2 System.
3. All the documents should be filled in and signed properly as and where required.
4. Please advise the students to **upload the Review of Literature** and **Half yearly reports** in **NS2 system** just after presentation with **Power point presentation slides**. The hard copies should be submitted in DR office.
5. **Student's attendance register** must be maintained in concerned HoD office and **students should sign it daily**.
6. For **PSDC (Pre submission Defense Committee) Meeting** student has to submit **3 (three) copies** of loose bind thesis along with CD/DVD.
7. For Ph.D. thesis evaluation, **4 (four) hard bind copies** of thesis have to be submitted along with **3 (three) CD/DVD**.
8. The CD/DVD should contain the thesis divided in **folders containing various files separately** such as scanned certificates, Introduction, materials and methods, results, discussion, bibliography etc.



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FORMAT

(Project for Interview/Review of literature/Synopsis/Thesis/Summary)

Paper

- The size of the paper shall be standard A 4 (height 297 mm, width 210 mm), 90 GSM.
- The thesis must be printed or photocopied on one side of white paper. Draft thesis may be on both sides.

Font Size and Margins:

- The standard font of the text shall be Times New Roman of 12 pts or Arial 11 pts with 1.5 -2.0 line spacing.
- Font size of Chapter, heading/ sub heading will be on the Authors discretion.
- The top, bottom and right-side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages, with mirror margin on even pages.

Pagination:

- Paging of thesis prior to the Introduction chapter shall be in lower case Roman numerals, e.g., “i, ii, iii, iv.....”, at the center of the footer.
- Page numbering in the text of the thesis shall be like 1,2,3,.....and so on numerals at the right of the footer.

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.

Binding:

- The evaluation copies of the thesis (pre Ph.D. presentation) may be spiral bound or soft bound (2 copies to be submitted to Directorate of Research).
- The final loose bound copies have to be submitted before the viva voce examination to Directorate of Research after pre submission defense presentation (after passing through authorized plagiarism process from department and university).



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References/ Bibliography

Citation:

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995a, b; Kelso and Smith 1998; Medvec et al. 1999, 2000).

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. Reference list entries should be alphabetized by the last names of the first author of each work. Order multi-author publications of the same first author alphabetically with respect to second, third, etc. author. Publications of exactly the same author(s) must be ordered chronologically.

The format for a particular reference type is shown as an example below:

• Citation of Journal article/communication/letter/note/review

- (1) Shah, S.; Rangarajan, S.; Friedman, S.H. (2005). Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Angew. Chem., Int. Ed.* 44, 1328-1332.

•Citation of Books

- (2) Austin, G.T. (1984). Shreve's Chemical Process Industries. McGraw-Hill: New York, Vol. 5.

•Citation of Patents

- (3) Cramm, N.T., A Device to Simplify the Conversion of Bibliographic Information into Citation Format. U.S. Patent 7,005,423, Sep 13, 2005.

•Citation of Conference Publication

- (4) Zhao, H.; Yuman, C.H. (2009). Energy Analysis of a Steam Power Plant with Direct Air-Cooling System in China. In: *Asia-Pacific Power and Energy Engineering Conference 2009 (APPEEC2009)*; IEEE Press: Piscataway, NJ, pp 1-4.

•Citation of Web-accessed Information

Web citations must include name of author, title of publication, and date of publication. These items are formatted according to the style guide selected. In addition, the Uniform Resource Locator (URL) must be provided in the following form:

1. Protocol or access-mode identifier (i.e., http, https), followed by a colon and two forward slashes (e.g., http://)
2. Host name, always typed in lower case (e.g., <http://www.ieee.org/>)
3. Pathway to the document, including file name, typed exactly as it appears, including upper and lower case and punctuation
4. A sample URL is: <http://www.ieee.org/Policy/Submis/Abstract/pabs587.cfm>
5. URLs may be broken only after a slash or double slash or after a period. Never insert a hyphen, and never break a URL at a hyphen.

•Quotations (if any) should be *italic*



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Guidelines for Plagiarism Check

The following guidelines must be incorporated for submitting the Plagiarism reports generated by ORKUND software at the time of Ph.D. thesis submission:

1. The M. Phil. /Ph. D. thesis must undergo a Plagiarism Check by **URKUND** software.
2. The exclusion at the time of performing the check should be limited to the following:

Quotes

Bibliography

Phrases

Small matches upto 10 words

Small similarity less than 1%

Mathematical Formula

Name of Institutions, Departments etc.

3. Regarding Self Plagiarism or cases where published work of the student is shown as plagiarism in the check, **a certificate** (Plagiarism Self Exclusion Certificate, attached) **has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work.** Only these articles should be excluded from the check. **No other article of the Supervisor or the student should be excluded from the check.** This will be for reference of the library, which will perform the final check.
4. **The final Plagiarism check from the library is essential so that the correct report may be submitted at the time of thesis submission.**
5. The **Librarian of the Central Library** will issue the **final certificate of Plagiarism Check** entitled the **Plagiarism Verification Certificate**, certifying and authenticating the check performed by the student/Department. **This certificate has to be submitted to the Directorate of Research at the time of submission of the thesis.** The directorate will send plagiarism certificate with thesis to the examination department for further action.

(During interview for admission)

SAMPLE of Cover Page

NOTE: Font may be
Arial or Times new
Roman all
throughout/
*Kruti Dev 10 for
Hindi*

TITLE

**16+ Bold
& Single
Space**

Proposal of Research work

14+ Bold

for

**Ph.D. Degree
Admission**

12 + Bold

In

Mechanical Engineering

14 + Bold

by

12+ Italic

Name of the Candidate

14+ Bold

**Under the Supervision of
Dr. XXXXXXXX**



**Logo Size
1.75" by**

**Department.....
Faculty.....
AKS UNIVERSITY
SATNA – 485001 (INDIA)
Month, Year**

**12 and
14+Bold
and Single
Space**



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ANNEXURE – A

(During interview for admission)

Guidelines for submission of proposed work for admission in Ph.D. course (Two Different topics of the concerned subject)

11 Arial/12 Times New Roman/ *Kruti Dev 10 for Hindi*

Single sided print (with 1.5 – 2.0 point spacing)

1	Title page
2	Introduction
3	Need and Significance of the Research
4	Objectives
5	Hypothesis
6	Review of Literature
7	Proposed Methodology
8	Expected Outcome
9	Bibliography/References in standard format

Note:

1. The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished work should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.
2. It should be signed by student and proposed Guide on each and every page.
3. Forwarded by Head of Department on the last page of document with seal and signature.



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ANNEXURE – B (For students admitted in 2016 onwards)

AKSU/....

Date:

To

Director Research
AKS University,
Satna, MP

**Sub.: Information about the meeting of Research Advisory Committee (RAC) of
Mr./Ms.....Ph.D. student in the subject of**

Constitution of RAC

As per meeting of RAC held onfor Mr./Ms, he/she has been allowed to carry out research work in Ph.D. for degree on the topic entitled “ ” under the supervision of, department of, Faculty of

The **Research Advisory committee** for him/her is as follows:

S. No.	Name of teacher	Designation	Committee member Status	Signature
1			Convener	
2			Member 1	
3			Member 2	

Name and Signature of Supervisor with date

Name and Signature of Cosupervisor with date (if any)

Name and Signature

Head of Department (With Seal)

Approved /Not Approved

Dean (Name and Signature)(Seal)

Note: (A copy has to be provided to the student for record)

SAMPLE of Cover Page

(During course work)

TITLE

NOTE: Font may be
Arial or Times new
Roman all
throughout/
*Kruti Dev 10 for
Hindi*

**Course work
Review of literature**

14+ Bold

**Submitted for Partial Fulfillment of the
Degree of Ph.D.**

12 + Bold

In

14 + Bold

Mechanical Engineering

by

12+ Italic

Name of the Candidate

Enrollment No.: xxxxxx

14+ Bold

**Under the Supervision of
Dr. XXXXXXXX**



**Logo Size
1.75" by**

Department.....

Faculty.....

**AKS UNIVERSITY
SATNA – 485001 (INDIA)**

Month, Year

**12 and
14+Bold
and Single
Space**

(At the time of submission of final hard bound thesis)



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Guidelines for Review of Literature in Course Work (Five hard bind Copies)

11 Arial/12 Times New Roman/ *Kruti Dev 10 for Hindi*

Single sided print (with 1.5 – 2.0 point spacing)

1	Title page
2	Certificate from candidate (Annexure C)
3	Certificate from supervisor/ guide (Annexure D)
4	Introduction
5	Need and Significance of the Research
6	Objectives
7	Hypothesis
8	Review of Literature
9	Proposed Methodology
10	Expected Outcome
11	Bibliography/References in standard format

Note:

1. The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished work should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.
2. One copy each for Exam Department, Head of Department, Guide/Supervisor, Directorate of research and Student.



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(During course work for Review of Literature)

ANNEXURE – C

Certificate By the Candidate

I certify that the topic of Research entitled is my own work conducted under the supervision of Dr (Supervisor/ Co-supervisor) at (Center) approved by RAC.

I, further certify that to the best of my knowledge and belief the Review of Literature (Course Work) does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University/ Deemed to be University/ Institutes.

Name and Signature of Candidate

Date:

Signature of Supervisor

Date:

Signature of Cosupervisor

Date:

RAC Member 1: Name and Sign

RAC Member 2: Name and Sign

Signature of Dean

Faculty of.....

Date:.....

....



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ANNEXURE – D

(During course work in Review of Literature)

CERTIFICATE OF THE SUPERVISOR

This is to certify that the Research work entitled.....
is a piece of research work done by Shri/ Smt./ Ku.
under my/ our guidance and supervision for the partial fulfillment for the degree of Doctor of Philosophy of
AKS University, Satna (MP).

I/ we, also certify that the executed research work done by the candidate is true to the best of my/ our
knowledge and belief, the work:

- (1) embodies the work of the candidate himself/ herself
- (2) has duly been completed
- (3) fulfills the requirement of the Ordinance to the Ph.D. degree of the University
- (4) is up to the standard both in respect of contents and language for being referred to the examiner

Signature of Supervisor

Date:

Signature of Candidate

Date:

Signature of Cosupervisor

RAC Member 1: Name and Sign

RAC Member 2: Name and Sign

TITLE

NOTE: Font may be
Arial or Times new
Roman all
throughout/
*Kruti Dev 10 for
Hindi*

Ph.D. SYNOPSIS/ REVISED SYNOPSIS

**Submitted for Partial Fulfillment of the Degree of
Ph.D.**

14+ Bold

12 + Bold

14 + Bold

12+ Italic

In

Mechanical Engineering

by

**Name of the Candidate
Enrollment No.: xxxxxx**

14+ Bold

**Under the Supervision of
Dr. XXXXXXXX**



**Logo Size
1.75" by**

**Department.....
Faculty.....
AKS UNIVERSITY
SATNA – 485001 (INDIA)
Month, Year**

**12 and
14+Bold
and Single
Space**

(At the time of submission of final hard bound thesis)



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Guidelines for the Synopsis of Research work

11 Arial/12 Times New Roman/ *Kruti Dev 10 for Hindi*

Single sided print (with 1.5 – 2.0 point spacing)

No. of pages: 4-5

No. of copies: 10

Student, Supervisor, Co-supervisor and HoD must sign on each of the page of each copy.

1	Title page
2	Introduction
3	Need and Significance of the Research
4	Objectives
5	Hypothesis
6	Review of Literature
7	Proposed Methodology
8	Expected Outcome
9	Bibliography/References in standard format
10	Student (name and signature) Supervisor (Name and signature) RAC member 1 and 2 Head of Department (name and signature) with seal Forwarded by Dean (name and signature) with seal

Note: The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and published works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

SAMPLE of Cover Page

NOTE: Font may be Arial or Times new Roman all throughout/
Kruti Dev 10 for Hindi

TITLE

16+ Bold & Single Space

Ph.D. THESIS

14+ Bold

**Submitted for the
Award of the
Degree of Ph.D.**

12 + Bold

In

Mechanical Engineering

14 + Bold

by

12+ Italic

**Name of the Candidate
Enrollment No.: xxxxxx**

14+ Bold

**Under the Supervision of
Dr. XXXXXXXX**



**Logo Size
1.75" by**

**Department.....
Faculty.....
AKS UNIVERSITY
SATNA – 485001 (INDIA)
Month, Year**

**12 and
14+Bold
and Single
Space**

(At the time of submission of final hard bound thesis)

Ph.D. Thesis

Year

Topic

Subject

Name

Gutter Left



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FORMAT OF Ph. D. THESIS

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

1. Cover page
2. Inner cover page
3. Self declaration certificate from the candidate and Certificate from the Supervisor/Co-Supervisor/Head of the Department (*Appendix-2 and Appendix-3 of Ordinance No. 32 and Annexure D*)
4. Acknowledgment
5. Contents
6. List of symbols, figures and tables, if any
7. Preface of the thesis
8. Introduction
9. Review of Literature
10. Materials and Methods
11. Results
12. Discussion
13. Conclusion
14. Bibliography/References in standard format (as per guideline)
15. Appendices (If any)
16. List of papers communicated/accepted/published/presented.
17. Copies of acknowledgment/acceptance letter in case the papers are communicated/accepted.
18. Copies of manuscripts/reprints of the papers communicated/accepted/published.
19. A personal profile not exceeding one page with photograph of the candidate.

SAMPLE of Cover Page

***NOTE: Font may be
Arial or Times new
Roman all
throughout/
Kruti Dev 10 for
Hindi***

TITLE

**16+ Bold
& Single
Space**

SUMMARY

14+ Bold

**Submitted for the
Award of the Degree
of Ph.D.**

12 + Bold

**In
Mechanical Engineering**

14 + Bold

by

12+ Italic

**Name of the Candidate
Enrollment No.: xxxxxx**

14+ Bold

**Under the Supervision of
Dr. XXXXXXXX**



**Logo Size
1.75" by**

**Department.....
Faculty.....
AKS UNIVERSITY
SATNA – 485001 (INDIA)
Month, Year**

**12 and
14+Bold
and Single
Space**

(At the time of submission of final hard bound thesis)



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Guidelines for Summary writing to be submitted (10 Copies) (Hard Bind)

1	Introduction	11 Arial/12 Times New Roman/ Kruti Dev 10 for Hindi Single sided print Up to 15 - 20 pages (with 1.5 – 2.0 point spacing)
2	Brief Literature of Review and problem formulation	
3	Materials and Methods (of research work in brief)	
4	Results and Discussion (of research work in brief)	
5	Author's original contribution to new knowledge	
6	Bibliography/References in standard format	
7	List of publications	

Note: The list of references should only include works that are cited in the text of thesis and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.



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ANNEXURE – E

(Before RDC)

CONSENT FURNISHED BY THE GUIDE

I,.....working as In.....his/her.....agree to
serve as Guide/ Supervision to Mr. /Ms..... to pursue research work for Ph.D.
degree.

His/ Her discipline of Ph.D. research is.....I have been
recognized as a supervisor by the AKS University for supervising research work of the candidate
leading to Ph.D. degree in (Vide AKSU communication No.
..... dated and my date of retirement is
.....

**Signature of student
(Name)**

Date:

(Name and Signature of Supervisor/ Guide)

Date:

Name and Signature of Cosupervisor (if any)

Forwarded by Dean, Faculty

(Note: please give consent on university letterhead)



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(For RDC)

ANNEXURE – F

FORMAT FOR THE PRESENTATION AND APPROVAL OF RESEARCH PLAN PROPOSAL for RDC

This is to certify

- (a) That Sri/Ms....., (student code.....; Enroll. No.....a bonafide research scholar ofdepartment, has given a seminar/presentation on his Research Plan Proposal before the RDC as detailed below:
Topic:

Date/Time:

- (b) That his/her Research Plan Proposal has been examined in view of academic merit. The RDC is satisfied/not-satisfied by the content and quality of Proposal,
(c) That his/her presentation was satisfactory/not-unsatisfactory and that he/she was able/unable to defend the proposal.
(d) That he/she is allowed/not-allowed to submit the Revised Research Plan Proposal.

In case of unsatisfactory Proposal/presentation following suggestions are given by the RDC for modification topic (if any)
.....

DECLARATION

I,..... agree with the suggestions and modifications in my above mentioned synopsis. I will modify the synopsis as per the suggestions and will submit within 3 (three) months of this RDC or will appear in next RDC.

Signature of Supervisor/ Guide

Signature of Student

**Name and Signature of Cosupervisor
(if any)**

RAC member 1

Signature of RDC Members

RAC member 2

**Name and Signature of Head of
Department with seal**

**Name and Signature of
Dean with seal**



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ANNEXURE – G

(Attendance record of Ph.D. student at the time of thesis submission for PSDC)

Date: _____

To,

Director Research

AKS University, Satna (MP)

Sub.: Regarding attendance of Mr./Mrs.....

This is to certify that Mr./Mrs _____ Ph.D.
(Student code _____ Enroll No. _____) student, batch _____
was present _____ days with me for doing his/ her research work and writing of thesis. His/ Her date of
Ph.D. registration is _____. The detail of attendance is given below as per
the attendance register from the date of registration.

S. No.	Semester	Total No. of days	No. of days present Inside University	No. of days present Outside University With name of Organization	Attendance (%)	
					Inside University	Outside University (Name of the Organization)
1	I					
2	II					
3	III					
4	IV					
5	V					
6	VI					
Total						

Kindly take the necessary action for the thesis submission.

With regards,

Signature of Supervisor/ Guide

Signatures of

Signature of Student

RAC member 1

Signature of Cosupervisor (if any)

RAC member 2

Name and Signature of Head of

Department with seal

Name and Signature of Dean
with seal



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ANNEXURE – H

(For Pre-Ph.D. defense)

Application to submit the Ph.D. Thesis for PSDC

To,

Director (Research)
AKS University,
Satna- 485001

Sir,

I have been pursuing a programme of research as a research scholar of this University with effect fromand now I request you for the submission of my thesis entitled “.....” for the Degree of Doctor of Philosophy. Three printed/typed copies of the thesis and soft copy of the thesis in CDs (three) and required particulars are submitted herewith.

I have deposited the prescribed fee of Rs..... (Fee Receipt No./Cheque No./Draft No.....Date.....) up to today.

Yours faithfully

Signature.....

Name in full.....

Address.....

Mob. No.

Dated.....

Signature of Supervisor/ Guide

Signature of Cosupervisors (if any)

Signature of RAC member 1

Signature of RAC member 2

Name and Signature of Head of Department
with seal

Dean (Faculty of.....)



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(For PSDC)

ANNEXURE – I

PRE- Ph.D. PRESENTATION REPORT BASED ON DRAFT THESIS

This is to certify-

- That Sri/Ms, enrolled is a bonafide research scholar of department.
- That his/her open Pre- Ph.D. presentation based on draft thesis on (topic)..... was held on (date and time). in the department.
- That the PSDC is satisfied/not-satisfied with the quality of the work of candidate,
- That the candidate described his/ her thesis work satisfactorily/unsatisfactorily and answered the questions related with the basics understanding of the subject and thesis work satisfactorily/unsatisfactorily,
- That the PSDC recommended following suggestions for the improvement of quality of work/performance of Pre-Ph.D. presentation.

DECLARATION

I, am agree with the suggestions and modifications in my above mentioned draft thesis. I will certainly modify the draft thesis as per the recommendation and will submit it again within 3 (three) months of this PSDC or will appear in next PSDC.

Signature of Student	Signature of Supervisor/Guide	Signature of PSDC Members
	Signature of Supervisor/Guide	Vice Chancellor
	Signature of RAC member 1:	Dean of Faculty
	Signature of RAC member 2:	Head of Department
		Subject Expert
		Signature of Head of Department
		Signature of Dean

Date:

Place:



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ANNEXURE – J

(With Final thesis submission)

Application to submit the Ph.D. Thesis (for Viva-Voce)

To,

Director (Research)
AKS University,
Satna- 485001

Sir,

I have been pursuing a programme of research as a research scholar of this University with effect fromand now I request you for the submission of my thesis entitled “.....” for the Degree of Doctor of Philosophy. Three printed/typed copies of the thesis and soft copy of the thesis in CDs (three) and required particulars are submitted herewith.

I have deposited the prescribed fee of Rs..... (Fee Receipt No./Cheque No./Draft No.....Date.....) for submission of my thesis.

Yours faithfully

Signature.....

Name in full.....

Address.....

Tele. No.....

Mob. No.

Dated.....

Signature of Supervisor/ Guide

Signatures of Cosupervisor (If Any)

Signature of RAC member 1

Signature of RAC member 2

Name and Signature of Head of Department
with seal

Name and Signature of Dean with seal



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AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

ANNEXURE-K

(After Pre-Ph.D. Defense with Final Submission)

Dated:

**Director Research,
AKS University
Satna- 485001**

Dear Sir/ Madam,

In conformity with the provisions as contained in Ordinance No. 32, I/ We am/are writing this to inform you that Shri/Miss/Mrs. _____ (Student code.....Enroll. No.....) who has been pursuing Ph.D. research work on the topic entitled “

_____”under my/our supervision since _____ and has completed his/her Course Work.

This research work in my/our opinion is worthy of consideration for award of the ***Ph.D. Degree and can be submitted within three months from the date of Pre-Ph.D. Seminar.*** I/ We request that necessary steps for the appointment of examiners to evaluate the thesis may kindly be taken by the Department. Please find attached herewith a list of External examiners.

Yours faithfully,

Date

Supervisor/(S)

Cosupervisor

Copy to:

1. RAC Member 1
2. RAC Member 2
3. Head of Department
4. Dean, faculty of



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ANNEXURE- L

(After Pre-Ph.D. Defense with final thesis submission)

Date:

Plagiarism Verification

Title of the Post graduate/Ph. D. Thesis:

Total Page/Word Count:

Name of Researcher:

Name of Supervisor/Guide:

Department and Faculty:

Software Used:

Date of Checking:

Similarity Index:

Total word Count:

- The similarity index is below accepted norms.
- The similarity index is above accepted norms, because of the following reasons:

1.....

2.....

3.....

The thesis may be may not be considered for the award of degree. (Relevant documents attached).

The complete report is submitted for review by the Supervisor/ HOD.

Checked by
Name & Signature
Deputy Librarian

Date:



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(After PSDC with final thesis submission)

ANNEXURE – M

Department of _____

AKS University, Satna-485001

Date: _____

CERTIFICATE OF ORIGINALITY

The research work embodied in this Ph.D. thesis entitled “_____”
has been carried out by me at the Department of _____, AKS University, Satna. The
manuscript has been subjected to plagiarism check by _____ software. The
work submitted for consideration of award of Ph.D. is original.

Name and Signature of the Candidate

Date:

Forwarded by Supervisor/Guide

Forwarded by Cosupervisor

RAC Member 1:
RAC Member 2:

Forwarded by Dean

Date:

Note: Please attach Plagiarism Report



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ANNEXURE-N

(With Final Submission)

ANTI-PLAGIARISM CERTIFICATE

It is certified that PhD Thesis entitled “.....” by Mr. /Ms /Mrs.has been examined by us with the following anti-plagiarism tool. We undertake the follows:

1. Thesis has significant new work/knowledge as compared already published or are under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
2. The work presented is original and own work of the author (i.e. there is no plagiarism). No ideas, processes, results or words of others have been presented as author's own work.
3. There is no fabrication of data or results, which have been compiled and analyzed.
4. There is no falsification by manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
5. The thesis has been checked usingand found within limits as per HEC plagiarism Policy and instructions issued from time to time.

(Signature of Research Scholar)

(Signature of Supervisor/Guide)

Signature of Cosupervisor

Date:

RAC Member 1:

RAC Member 2:

Head of Department
Signature and Seal

Forwarded by Dean
Signature and Seal

Note: Please attach Annexure K



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ANNEXURE-O

(With Final Submission)

Supervisor's Certificate for Exclusion of Self-Published work

The content of the chapters_____have been published
in

1.

2.

3.

4.

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

Signature of Student

Signature of Supervisor

Date:

Date:

RAC Member 1:

RAC Member 2:

Signature of Cosupervisor

**Head of Department
Signature and Seal**

Forwarded by Dean, Faculty



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ANNEXURE-P

(With Final Submission)

Dated:

CERTIFICATE TO BE GIVEN BY THE
HEAD OF THE DEPARTMENT

This is to certify that Mr./Ms./Mrs. _____, a
Ph.D. student in the Department of _____ has
given a Departmental Seminar/Demonstration of his/her research work on

dated.....time.....

Signature of the Supervisor/(S)

Signature of Cosupervisor

Name and Signature (With Seal)

Head of the Department

Date:

CC:

1. RAC Member 1:
2. RAC Member 2:
3. Head of Department
4. Dean, Faculty

NOTE: The candidate is required to submit the thesis within 3 (three) months from the date of pre- Ph.D. Seminar as per decision of PSDC.



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ANNEXURE-Q

(With final thesis submission)

CERTIFICATE OF FELLOWSHIP

This is certified that Mr./Ms. _____

Ph.D. Scholar of the Department/Faculty of _____

Working on the topic entitled “.....” since with registration
no..... (Enrollment No.....) is not getting any full
fellowship from any agency to the best of my knowledge and belief.

Signature of Guide/Supervisor

Signature of Cosupervisor

Signature of the Head

(With rubber stamp)

Date:

Forwarded by Dean, Faculty



AKS University, Satna

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Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

ANNEXURE-R

SUPERVISOR'S CERTIFICATE **(To be Submitted for final Viva-Voce)**

This is certified that in the M.Sc./M.Tech./Ph.D. Dissertation/Thesis entitled
“.....” submitted
by Mr./Ms. _____ Enroll.
No..... to the AKS University, Satna, the queries raised and suggestions provided by
the examiner(s) and PSDC board have been answered and incorporated. The final version of
the dissertation/thesis incorporating these changes is being submitted for further action.

Name and Signature of Student

Place:

Date:

Signature of Guide/Supervisor

Signature of CoGuide/Cosupervisor

RAC Member 1:

RAC Member 2:

Signature of the Head
(With stamp)

(Name and Signature of Dean)

Name of Faculty

Date:



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(After Viva-Voce of Thesis/Dissertation)

ANNEXURE – S

COPYRIGHT TRANSFER CERTIFICATE

Title of the Thesis:.....

Candidate's Name:.....

Department:.....

Enrollment No.:.....

Copyright Transfer

The undersigned hereby assigns to AKS University, Satna reserves all rights under copyright that may exist in and for the above thesis submitted for the award of the Ph. D. degree.

Date:
Place:

Signature of the candidate

Signature of supervisor/guide

Signature of Cosupervisor/guide

Signature of HODs

Forwarded by

Dean, Faculty

Note: However, the author may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for author's personal use provided that the source and the university's copyright notice are indicated.



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ANNEXURE-T

SUPERVISOR'S CERTIFICATE

(To be submitted for conducting experiments in other lab/Univ./Institute)

Ref. No.:

Date:

To

.....

.....

.....

Through Proper Channel

Sub: Regarding permission to conduct the experiment.....in.....

Dear Sir/Madam,

As per the subject noted above, it is to inform you that Mr./Ms is enrolled in Ph.D. in the department, Faculty of....., AKS University. He is pursuing Ph.D. on the topic entitled “.....”. For this purpose he/she needs to conduct some experiments (1,2,3,4,.....so on) and has to use the instruments to complete some experiments to get data.

Therefore, he/she needs your kind permission to allow him/her to perform the experiments in We agree to pay the fee (if applicable) as per the norms.

We would be grateful to you for the permission.

Thanking you,

(Name and Signature of Student)

Yours Sincerely

(Name and Signature of Supervisor and Cosupervisor)	(Name and Signature of Head of Department)
Place:	
Date:	
(Name and Signature of Dean)	
Name of Faculty	
Date:	



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ANNEXURE-U

CERTIFICATE from the HEAD of lab/Univ./Institute (Where the student has conducted experiments)

TO WHOM IT MAY CONCERN

This is to certify that Mr./Ms.....enrolled as Ph.D. student in AKS University in the department....., Faculty.....under the supervision of Dr.....is pursuing his/her Ph.D. research on the topic entitled “.....”. As per the letter No.....dated.....from his/her supervisor, he/she has performed his/her experiment(s) in this institute and has paid the fee as per the norms of the University/Institute.

I wish him every success in his/her life.

Name and Signature of the Authority with seal

Date:



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(By student for extension of time to submit Ph.D. thesis, one month before the expiry of Registration period, to be submitted in Directorate of Research)

ANNEXURE-V

1. Name of the Candidate:

2. Student code:

3. Enrollment No.

4. Registration No. and Date:

5. Address with Phone No. and Email:

6. Subject / Discipline in which registered For Ph.D.:

(Enclose Xerox copy)

7. Title of Ph.D. thesis:

8. Date of expiry of maximum period:

9. University / College / Recognized Institute/department where the research work is Being undertaken:

10. Name, Designation & address of the guide:

11. Specific reasons for not completing the Research work within the stipulated period:

12. Details of extensions already obtained: Extn. No: From: To:

13. Fees dues to the University till date for the period: Rs. From: To:

Finance Section cash receipt number (s):

14. Attach half yearly progress Reports till date: Yes/ No. 15. No. of reports:

16. No. of published research papers in refereed journal and attended National/International Conferences (Attach proof):

(Name and Signature of Student)

(Name and Signature of Supervisor)

(name and signature of Cosupervisor)

With specific comments for recommendation
Date:

Name and Signature with date (If
Applicable):

RAC member 1:

(Name and Signature of Head of Department with seal)
Date:

RAC Member 2:

(Name and Signature of Dean/Chairperson with seal)
Name of Faculty
Date:

(Name and Signature of Director Research with seal)
Date:

Placed for Approval

Vice Chancellor

Yes/No



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APPENDIX OF ORDINANCE NO. 32

**(To be used during pursuance of research for
Ph.D. degree from time to time)**



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APPENDIX-1

PROFORMA FOR SYNOPSIS

1. Title of the thesis
2. Introduction: Giving purpose of research (in about 200 words)
3. A brief review of the work already done in the field (Literature Survey)
4. Noteworthy contributions in the field of proposed work.
5. Proposed methodology/ plan of work during the tenure of the research work
6. Expected outcome of the proposed work
7. List of Publications based on the research work (Attach one set of reprints)
8. Proposed contents of the thesis
9. References (Bibliography)

Signature of Supervisor

Date:

Signature of Candidate

Date:

Signature of Co-supervisor (if any)

Date:



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APPENDIX-2

Certificate By the Candidate

I certify that the thesis entitled.....is my own work conducted under the supervision of Dr..... (Supervisor/ Co-supervisor) at.....(Center) approved by Research Degree Committee.

I further certify that to the best of my knowledge and belief the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University/ Deemed University/ Institutes.

Signature of Supervisor

Signature of Candidate

Date:

Date:

Forwarded and counter Signed by the Dean,
Faculty

Signature of Dean, Faculty

Date:



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APPENDIX-3

CERTIFICATE THE SUPERVISOR

CERTIFICATE

This is to certify that the work entitled.....
is a piece of research work done by Shri/ Smt./ Ku.
Under my/ our guidance and supervision for the degree of Doctor of Philosophy of AKS University, Satna (MP)
India. I certify that the candidate has put in an attendance of more than 240 days with me.

I/ we, also certify that to the best of my/ our knowledge and belief, the thesis:

- (5) Embodies the work of the candidate himself/ herself:
- (6) Has duly been completed:
- (7) Fulfills the requirement of the Ordinance to the Ph.D. degree of the University:
- (8) Is upto the standard both in respect of contents and language for being referred to the examiner.

Signature of the Co-Supervisor

Signature of Supervisor

Date:

Date:

Forwarded and counter Signed by the Dean, Faculty

Signature of Dean, Faculty

Date



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APPENDIX-4

CONFIDENTIAL PROGRESS REPORT BY SUPERVISOR

Six monthly progress report of the research work done for the period

from.....To..... of the research scholar

1. Name of the research scholar
2. Name of Department/ Faculty
3. Subject
4. Title registered for Ph.D. Degree
5. Name of the Supervisor
6. Name of co-supervisor (if any)

Description of the research work	Period with dates the candidates has been with the guide for research work (It may also indicate the date of leave availed by the candidate during the above period)

Fees paid vide receipt No.Date.....

Date.....

Signature of the Supervisor

Address.....

Place.....

Forwarded and counter Signed by the Dean,
Faculty

Signature of Dean, Faculty

Date.....



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APPENDIX-5

Request for PRE-Ph. D. Presentation based on Draft Thesis

The Registrar,

AKS University, Satna

Subject: Request for making Pre-Ph.D. presentation based on draft thesis.

Reference: Ph.D. registration letter NoDated
.....

Sir,

With reference to above, the details of my Ph.D. thesis are given below:-

1. Name of the candidate
2. Name of Supervisor and Co-supervisors
3. Name of Department/ Faculty
4. Place of work
5. Title of thesis

My draft thesis is complete and I want to make Pre-Ph.D. presentation. Kindly arrange for, the same.

Date:

(Signature of the candidate)

Place:

Name and Address:

(Signature of the Supervisor)

Name and Address:

Date:

(Signature of the Co-supervisor)

Name and Address:

Date:



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APPENDIX-6

FORWARDING LETTER OF HEAD OF INSTITUTION OF RESEARCH CENTRE/ DEAN FACULTY

The _____ Ph.D. _____ thesis
entitled.....submitted _____ by Shri/ Smt./
Ku.is forwarded to the University
in.....copies. The candidate has paid the necessary fees and there are no dues
outstanding against him/ her and no disciplinary case is pending against him/ her.

Date:

Place:

Faculty)

(Signature of Head of Institutions/ Dean

Name

Seal.....

(Signature of the Supervisor)

Name and Address:

Date:



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APPENDIX-7

EXAMINERS REPORT ON Ph.D.

Title of thesis.....Name of Research
Scholar.....Department.....Faculty.....
.....of AKS University, Satna (M.P.)

1. The thesis is recommended for the award of Ph.D. degree Yes/ No
2. The thesis be revised on the lines detailed below.....
3. The thesis be rejected (Please specify the reasons):

DETAILED-REPORT

(The examiner is requested to give his/ her detailed report on the following points given below)

- (i) It is a piece of original research work characterized either by the discovery of new facts or by a fresh approach towards the interpretation of facts & theories.
- (ii) It demonstrates the candidate's capacity for critical examination & sound judgment.
- (iii) It is satisfactory in presentation of the subject matter and the language is also upto the mark.

Space for detailed report

Note: Additional sheet(s) may be attached, if necessary.

Date:

Place:

(Signature of the Examiner)

Full Name & Address

.....
.....