



# SANTOSH

## Deemed to be University

(Established u/s 3 of the UGC Act, 1956)

MINUTES OF THE 42<sup>nd</sup> ACADEMIC COUNCIL HELD ON 24.02.2021 AT 3:00 PM IN THE MAHARAJA HALL, SANTOSH MEDICAL COLLEGE, GHAZIABAD, NCR DELHI.

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The Members of the Academic Council who were present in the Meeting the Attendance list is attached in this regard.

At the outset, the Vice Chancellor Dr. Tripta S Bhagat welcomed all the members of the Academic Council.

The following Agenda Items were taken up for discussion:

**ITEM: 1**

**CONFIRMATION OF THE MINUTES OF 41<sup>st</sup> MEETING OF THE ACADEMIC COUNCIL HELD ON 17.12.2020 AT 03.00 PM.**

The Minutes of 41<sup>st</sup> meeting of the Academic Council held on 17.12.2020 at 3.00 PM were circulated to all members of Academic Council for their information and comments, if any. No comments were received; hence, the Minutes **were confirmed**.

**ITEM: 2**

**ACTION TAKEN ON THE MINUTES OF 41<sup>st</sup> MEETING OF THE ACADEMIC COUNCIL HELD ON 17.12.2020 AT 03.00 PM.**

The Action Taken on the Minutes of 41<sup>st</sup> meeting of the Academic Council held on 17.12.2020 at 3.00 PM **were noted** by the Members of the Academic Council.

**ITEM: 3**

**TO CONSIDER THE MINUTES/ RECOMMENDATIONS OF THE 50<sup>th</sup> MEETING OF THE BOARD OF STUDIES HELD ON 22.02.2021 AT 3:00 PM.**

The Members of the Academic Council considered in detail the **recommendations / minutes** along with **AGENDA** of the Board of Studies held on 22.02.2021 at 3.00 PM and **approved** as under as indicated against each:-

**7) TO CONSIDER THE REVISED PH.D REGULATIONS FOR THE AWARD OF PH.D DEGREE IN MEDICAL AND DENTAL DISCIPLINES AT SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI.**

The Members of the Academic Council considered the **recommendations / minutes** of the Board of Studies and **noted** that the earlier Regulations for award of Ph.D Degree in Medical and Dental disciplines which were considered and **approved/amended by the Board of Management from time to time (in 23 meetings)** keeping in view of the University Grants Commission(UGC) Regulations and following in various deemed Universities/ Institutions.

The Members of the Academic Council considered the **Revision** of the existing Regulations for the award of Ph.D Degree in Medical and Dental Disciplines at Santosh Deemed to be University, Ghaziabad, NCR Delhi keeping in view of the Revised Regulations of UGC 5<sup>th</sup> May 2016 and 16<sup>th</sup> October 2018, further after comparison of the existing policy/ Regulations of the various Health Universities such as Manipal, Sri Ramachandra, AIIMS-New Delhi, AIIMS-Jodhpur etc and **approved** the same as under:

**1. SHORT TITLE AND COMMENCEMENT**

These Regulations shall be called "THE REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) OF SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI.

These revised Regulations shall come into force with effect from the academic year 2021 - 22 subject to changes/amendments from time to time by the University Grants Commission (UGC), or as approved by the Board of Management.

**2. ELIGIBILITY**

Candidates applying for admission to Ph.D. program should have qualified with at least 55% marks in aggregate **OR** its equivalent grade "B" in the UGC 7 point scale (or an equivalent grade in a point scale wherever grading system is followed) in M.Sc. Medical Anatomy, Medical Physiology, Medical Biochemistry and Medical Microbiology (three years course) as per UGC Norms **OR** PG in Medical/ Dental Courses (50 % Marks) as per MCI & DCI Norms.

Further relaxation of 5% marks or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently abled.

**3. REQUIREMENTS FOR ADMISSION OF FOREIGN NATIONALS/NRI:**

3.1 Foreign Nationals/NRI are required to fill in the prescribed application form indicating the choice of subject (only one subject) for admission to postgraduate course leading to award of Ph.D. degree.



- 3.2 The Foreign nationals/NRI are required to send their application through Diplomatic Channel. They are also required to **appear for Entrance test and interview along with other candidates.**
- 3.3 Seats are not reserved in any discipline for foreign nationals/NRI
- 3.4 No Fellowship / Grant will be provided to Sponsored / Foreign National/NRI candidates

#### **4. DURATION OF PH.D COURSE :**

- 4.1 The **minimum duration** of the course **shall be for a period of three years** from the date of registration/admission of the Ph.D Programme and **maximum duration** of **six years**. The Ph.D Course is full time Course. All Ph.D students will require to attend/follow the distribution of hours/ credits and Ph.D Work Course (1<sup>st</sup> Year) as per UGC Norms. Those Ph.D students selected for Junior Research Fellowship (JRF) and Senior Research Fellowship (SRF) as per the eligibility Criteria will be required as a regular Ph.D Student.
- 4.2 Extension beyond the above limits will be governed by the University decisions on case to case basis.
- 4.3 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

#### **5. ADMISSION NOTIFICATION FOR PH.D. PROGRAMME**

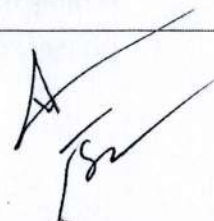
Admissions shall be for only one Session during the month of September of the corresponding year.

The availability of Ph.D. seats in various disciplines shall be **advertised in the National Dailies [Two] every year well in advance and also notified in the University website**, indicating number of seats, departments, qualifications and other relevant information.

Students willing to take admissions to the Ph.D Programme shall have to submit the application in the prescribed format with all requisite Annexures so as to reach the Registrar, Santosh Deemed to be University on or before the specified date.

#### **6. TENTATIVE SCHEDULE OF PH.D. REGISTRATION PROCESS**

<b>SN</b>	<b>Particulars</b>	<b>Month</b>
1	Release of Advertisement	Second Week of July
2	Entrance Examinations / Viva Voce/ Publication of Result	By 10 <sup>th</sup> September
3	Last date for closure of Admissions / Registration	By 31 <sup>st</sup> October



## 7. QUALIFICATIONS / ELIGIBILITY CRITERIA:

S.No	Name of the Department	Qualifications / Eligibility Criteria
1.	Anatomy	1.The candidates who possess MD/MS/DNB Anatomy or an equivalent degree 2.The candidates who possess a recognized degree of M.Sc. Medical Anatomy
2.	Physiology	The candidates who possess MD/MS/DNB Physiology or an equivalent degree The candidates who possess a recognized degree of M.Sc. Medical Physiology
3.	Biochemistry	1. The candidates who possess MD/MS/DNB Biochemistry or an equivalent degree 2. The candidates who possess a recognized degree of M.Sc. Medical Biochemistry
4.	Microbiology	1. The candidates who possess MD/MS/DNB Microbiology or an equivalent degree 2. The candidates who possess a recognized degree of M.Sc. Medical Microbiology
5.	Pharmacology	1. The candidates who possess MD/MS/DNB Pharmacology or an equivalent degree 2.The candidates who possess a recognized degree of M.Sc. Medical Pharmacology
6.	Haemato Path.(Pathology)	The candidates who possess a recognized Degree of MD in Pathology / Pediatrics / Medicine will be eligible for Ph.D. in <b>Hemato Path in the Department of Pathology.</b>
7.	Community Medicine	The candidates who possess a recognized Master Degree in Behavioral Science/ Home Science/ Nutrition / Master in Public Health or Allied subjects will be eligible for Ph.D. in the <b>Department of Community Medicine.</b>
8.	Clinical Psychology (Psychiatry Dept.)	The candidates who possess a recognized Degree of MD in Psychiatry or M. Sc. in Clinical Psychology or M.A. in Psychology or M.Phil. in Psychology / Clinical Psychology will be eligible for Ph.D. in <b>Clinical Psychology in the Department of Psychiatry.</b>
9.	Department of Orthopedics [Physiotherapy]	A recognized Degree of <b>Masters of Physiotherapy [MPT]</b>



10.	Department of Orthopedics [Occupational Therapy]	A recognized Degree of <b>Masters of Occupational Therapy [MOT]</b>
11.	TB & Chest	The candidates who possess degree of Doctor of Medicine or an equivalent degree or Diplomat of the National Board of Examinations or Diploma in Tuberculosis & Chest Diseases (D.T.C.D.) or M.Sc. in Biotechnology or M.Sc. Medical Microbiology or M.Sc. Microbiology will be eligible for Ph.D. in the <b>Department of TB &amp; Chest.</b>
12.	Obstetrics & Gynaecology	The candidates who possess a recognized Degree of MS/MD in Obstetrics & Gynecology will be eligible for Ph.D. in <b>Obstetrics &amp; Gynecology in the Department of Obstetrics &amp; Gynecology.</b>
13.	Maxillofacial Surgery	A recognized Degree of <b>MDS – Oral &amp; Maxillofacial Surgery /Allied Subjects</b> <b>MDS in Clinical Disciplines/ Specialties</b>
14.	Integrated Implantology	<b>MDS – Oral &amp; Maxillofacial Surgery / Allied Subjects</b> <b>MDS in Clinical Disciplines/ Specialties</b>
15.	Orthodontics & Dentofacial Orthopaedics	<b>MDS – Orthodontics &amp; Dentofacial Orthopaedics/Allied Subjects</b>
16.	Pediatric & Preventive Dentistry	<b>MDS – Paediatric &amp; Preventive Dentistry / Allied Subjects</b>

### 8. SELECTION PROCEDURE FOR PH.D PROGRAMME

Selection of Ph.D Programme shall be through Entrance test and interviews as per UGC Regulations as under:

**Entrance Test:** The Entrance Test for the eligible candidates will be conducted every year for September session at Santosh Medical College, Ghaziabad and the interviews are conducted the following day normally. The procedure for the conduct of Entrance Test will be as under:-

- a. Paper-I: MCQ of General Nature, intended to assess the teaching / research aptitude of the candidate [35 Marks].



- b. Paper-II: MCQ of **subject specific** for the concerned Ph.D. Course [35 Marks].
- c. Interviews / Viva Voce: The candidates are required to present their Research Interest / Area through Power Point presentation before the **Department Research Committee** of the concerned department during their Interview / Viva Voce [30 Marks].
- d. Final selection will be based on merit after combining the entrance test marks and the interview marks.
- e. The University shall maintain the list of all Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her Guide /Co-Guide, date of enrolment/registration.

#### **9. IN SERVICE FACULTY FOR ADMISSION TO PH.D PROGRAMME.**

The faculty members have rendered minimum three years regular service under the Santosh Deemed to be University will be eligible to apply for the Ph.D course. Not more than 50% of the faculty of the concerned department at a time shall be permitted for doing the Ph.D course. The faculty member who registered for Ph.D Program will not be eligible a Chief Supervisor of any candidate who is pursuing the Ph.D Course. Other criteria and terms and conditions will be the same.

#### **10. EXCEPTIONS FOR ENTRANCE TEST**

The candidates who have passed the CSIR-UGC NET/JRF examinations or IRF examination by agencies like ICMR/ Department of Atomic Energy (DAE) etc. of the current year of admission / in service faculty shall be exempted from appearing for the Ph.D. entrance test, however appearing for the Viva-Voce/Interview Examination will be required for such candidates.

#### **11. FELLOWSHIPS FOR JRFs & SRFs**

Provision for Junior Research Fellowship (JRF) and Senior Research Fellowship (SRF) for the candidates who are enrolled as full time Ph.D Scholars in the University as per the eligibility Criteria as under:



Category	Eligibility	Fellowship Amount	Number of Fellowship	Period
JRF	As per the decisions of the Sub-Committee held for the purpose.	Rs. 35000/- Per Month and Rs.10000/- contingency grants per annum.	Five per year i.e., Three per year (Medical Disciplines) and Two per year (Dental Disciplines) The discipline specific numbers are only indicative, the same may be altered as per availability of eligible candidates and as per the decisions of the Sub-Committee.	On fulfilling the eligibility criteria, One Year from the date of award of JRF subject to an extension of one more year on satisfactory performance in Ph.D Research.
SRF	As per the decisions of the Sub-Committee held for the purpose.	Rs.40000/- Per Month and Rs.15000/- contingency grants per annum.	-	On satisfactory performance and on due recommendations of RAC during the third year of Ph.D Research

Constitution of the Sub-Committee is as under:

Vice Chancellor	-	Chairperson
Dean, Medical	-	Member
Dean, Dental	-	Member
Dean, Academics	-	Member
HOD/Guide of Concerned Dept.	-	Member
Registrar	-	Member
Dean Research	-	Coordinator

No fellowships / Grant will be provided by the University for the JRF/SRF Candidates who receive funds/ grants from external agencies for undergoing research in the University.



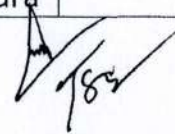
## **12. LEAVE AND OTHER RULES FOR PH.D., COURSES**

The Ph.D. students are entitled for 30 days leave every year. If leave is extended in a year then the extended period is treated as Extra Ordinary Leave and his/her minimum registration will be extended to that extent.

## **13. ELIGIBILITY CRITERIA FOR APPOINTMENT OF RESEARCH SUPERVISORS**

On detailed discussion on the eligibility criteria of UGC, MCI / NMC, AIIMS-Delhi, AIIMS-Jodhpur, Manipal Deemed to be University and Shri Ramachandra Deemed to be University, the Eligibility Criteria for **Research Supervisors** of Santosh Deemed to be University is as under:

S.No	Designation	Max. Candidates	Qualification	Experience	Research Publications
1	Professor	8 at any given point of time	Ph.D. with Medical M.Sc.	3 years after Ph.D.	5 in refereed / Indexed Journals / UGC Care
			Ph.D. with MD/MS/MDS	Nil	4 in refereed / Indexed Journals / UGC Care
			MD/MS/DNB/MS	5 years teaching experience after acquiring MD/MS/DNB (as per Ramachandra & Manipal Universities)	4 in refereed / Indexed Journals / UGC Care
			MD/MS/DNB with additional qualifications of DM/M.Ch	2 Years teaching experience after DM/M.ch	4 in refereed / Indexed Journals / UGC Care
2	Associate Professor/ Reader	6 at any given point of time	Ph.D. with Medical M.Sc.	3 years after Ph.D.	2 in refereed / Indexed Journals / UGC Care
			Ph.D. with MD/MS/MDS	Nil	2 in refereed / Indexed Journals / UGC Care
			MD/MS/DNB/MS	5 years teaching experience after acquiring MD/MS/DNB (as per Ramachandra	2 in refereed / Indexed Journals / UGC Care





				& Manipal Universities)	
			MD/MS/DNB with additional qualifications of DM/M.Ch	2 Years teaching experience after DM/M.ch	2 in refereed / Indexed Journals / UGC Care
3	Assistant Professor/ Senior Lecturer	4 at any given point of time	Ph.D. with Medical M.Sc.	3 years after Ph.D.	2 in refereed / Indexed Journals / UGC Care
			Ph.D. with MD/MS/DNB/M DS	Nil	2 in refereed / Indexed Journals / UGC Care
			MD/MS/DNB/M DS	5 years teaching experience after acquiring MD/MS/DNB (as per Ramachandra & Manipal Universities)	2 in refereed / Indexed Journals / UGC Care
			MD/MS/DNB with additional qualifications of DM/M.Ch	2 Years teaching experience after DM/M.ch	2 in refereed / Indexed Journals / UGC Care

#### **14. APPOINTMENT OF CO-SUPERVISOR**

- 14.1 In case of Inter-disciplinary Research where the Department concerned feels that the expertise needs to be supplemented from the outside Department, may opt for Co-Supervisor from other concerned Department of the University or from any other University / College / Institutions as agreed upon by the consenting University / Institution / College. The Co-Supervisor will be appointed after the recommendations of the Supervisor and Departmental Committee along with the consent of the Co-Supervisor by the University.
- 14.2 The Supervisor should be from the Santosh Deemed to be University as per UGC Norms.
- 14.3 The Supervisor and Co-Supervisor(s) shall not be related to the Candidate.

#### **15. PH.D. COURSE WORK**

##### **15.1 Ph.D. Course-Work [1st Year]**

As per UGC Regulations (Minimum Standards and Procedures for the Award of M.Phil/Ph.D Degrees), May 2016, the Course Work: Credit requirements, number, duration, syllabus, minimum standards for completion etc., are mandatory for the Ph.D Degree.

The candidates registered for Ph.D. Degree in the University are required to complete Ph.D. course-Work consisting of following four papers at the end of First Year of registration. Paper I, Paper II and Paper III are compulsory papers and candidate can select any one, from the pool of elective papers offered under Paper IV.

**Paper I : Research Methodology, Biostatistics and Computer Basics (4 Credits & 60 hours)**

**Paper II : Advanced Specialization in the subject area (4 Credits & 60 hours)**

**Paper III : Research and Publication Ethics (2 Credits & 30 hours)**

**Paper IV : Elective Paper (4 credits & 60 hours) Pool of Elective papers are as under:**

1	Hospital Waste Disposal Management
2	Stem Cells And Regenerative medicine
3	Emergency Management and Evaluation of Patients
4	Molecular Diagnostics & Genetic Techniques
5	Pharmaceutical Sciences and Pharmacovigilance
6	Inflammation and inflammatory diseases
7	Neurodegenerative disorders
8	Biomaterials /Growth factors & Regenerative dentistry

### 15.2 DISTRIBUTION OF HOURS / CREDITS

PAPER	TOPIC	HOURS	MARKS	CREDITS
Paper-I	Research Methodology, Biostatistics and Computer Basics	60	100	4
Paper-II	Advanced Specialization in the subject area	60	100	4
Paper-III [Provision for Credit Transfer available through SWAYAM / MOOCS] / University Offline Teaching]	Research & Publication Ethics	30	100	2

*TSW*

As per UGC letter No. D.O.No.F.1- 1/2018(Journal/Care) dated 26.12.2019				
Paper-IV	Choose any one of the Elective	60	100	4
<b>Other mandatory credits to be earned [II &amp; III Year]</b>				
Dissertation/Thesis			200	6
Two Publications in indexed journal(preferably scopus/web of science/pubmed/UGC Care list with impact factor (preferably JCR)	Mandatory for submission of thesis Hard copies to be submitted			1
Two Research paper presentation(poster and One oral presentation in National / International conference /seminar and workshops attended/field work	Prior to the submission of the dissertation/thesis Certificates to be attached			1
Participation in Departmental research activities/teaching As per log book record	As per dept schedule (mandatory to participate)			2
<b>Optional Credits:</b>				
<b>Research Funding</b> For Advanced Learners: Awarded by National/International bodies ( Govt/Non - Govt Sources)	Certificates to be attached: a) Award sanction letter b) Evidence of fund received & utilization certificate c) Statement of expenditure d) Report			3
<b>TOTAL</b>			<b>500</b>	<b>27</b>

**Paper II : The details of Advanced Specialization in the subject area are as under:-**

Research scholar is required to do a course in Recent Advances in his/her research area under the concerned supervisor, the syllabus for the same will be provided by concerned Department.

1. Advances In Anatomy
2. Advances In Physiology
3. Advances in Biochemistry
4. Advances In Microbiology
5. Advances in Pharmacology



6. Topics in Community Medicine
7. Reproductive Endocrinology and Infertility
8. Advances in Clinical Psychology
9. Pulmonary Medicine
10. Advances in Rehabilitation Medicine
11. Advances in Hematology
12. Advances in Maxillofacial Surgery
13. Advances in Orthodontics
14. Advances in Pedodontics
15. Advances in Prosthodontics
16. Integrated Implantology

### 15.3 Scheme of Examination and Passing:

- a. Assessment of the course work will be through **written examination** for 3 hours duration for each of the course paper. All theory examinations will be held at the end of 1<sup>st</sup> year and will be conducted by the University as per the norms from time to time.
- b. **Each** theory paper will be evaluated for **100 marks**.
- c. **Each** theory paper will consist of six questions of **25 marks** each and students are expected to answer any four questions out of six questions.

#### Note:-

- i. Marks for **Paper-I** will be awarded by the respective Assessor/s as indicated under the heading of **Research Methodology, Biostatistics and Computer Basics** and recorded in the log book duly signed by Guide/HOD.
- ii. Marks for **Paper-II** will be awarded by the concerned Department Assessor/s as indicated under the heading of **Advanced Specialization in the subject area** and recorded in the log book duly signed by Guide/HOD.
- iii. Marks for **Paper-III** will be awarded by the respective Assessor/s appointed by the Dean Research and recorded in the log book duly signed by Guide/HOD.
- iv. Marks for **Paper-IV** will be awarded by the concerned Speciality Assessor/s as indicated under the heading of **Elective Paper** and recorded in the log book duly signed by Guide/HOD.
- v. All Results are to be sent through **RAC Coordinator** to the University.

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#### 15.4 Standard point scale for grading:

Achievements shall be equated to equivalent grade points. A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the 7-point scale in each of the course work in order to be eligible to continue in the program and submit the Dissertation / Thesis.

Grade	Marks	Grade Points
O	95 - 100	10
A	90 - 94.99	9
B	80 - 89.99	8
C	70 - 79.99	7
D	60 - 69.99	6
E	55 - 59.99	5
F	Less than 55	Fail

If a student fails to clear the course work examination or remains absent, he /she should appear for the same next year along with the next batch. No separate exam will be conducted for the same.

#### 15.5 Course work completion:

1. Successful completion of Course work examination within first 2 semesters shall be treated as prerequisite for Ph.D. programme. Scholars who have completed their course work alone shall be required to take up the Research part.
2. The Course Work Examinations shall be conducted during the month of October every year.

#### 16. COURSE COMPLETION

- 16.1 A Ph.D. scholar has to obtain minimum of 20 credits and maximum of 27 credits to have the Ph.D. degree awarded by Santosh deemed to be University.
- 16.2 **That Course Completion Certificate and Mark Sheet** is to be provided to the Ph.D. students after declaration of result and also issue of the Provisional Certificate as per **ANNEXURE - 1**

#### 17. RESEARCH ADVISORY COMMITTEE & ITS FUNCTIONS:

The Vice Chancellor will constitute this Research Advisory Committee that includes at least one member from the concerned department from which the



Ph.D. Research has been registered. The Research Advisory Committee will meet frequently under the Chairmanship of Vice Chancellor for monitoring the progress of the Course work and Thesis. Relaxations, if any, are required in these guidelines then the same may be considered case to case basis on merit by the Research Advisory Committee. This RAC Committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research;
- ii. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- iii. To periodically review and assist in the progress of the research work of the research scholar.

#### **17.1 Assessment of the Research Work carried out by the Scholar:**

**Six monthly reports:** Every scholar will be required to submit Six-Monthly report in the prescribed format as per **ANNEXURE-2** to the RAC through Dean Research with due approval of Departmental Research Committee, however, all scholars shall retain one copy of all their Six Monthly reports that are being submitted to the RAC. Failure to submit Six-Monthly reports for 2 consecutive RACs will lead to cancellation of Registration of Ph.D.

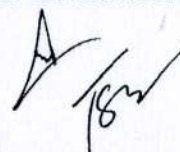
**Log Book:** Every Ph.D. Scholar shall maintain a log book of all research activities undertaken during the period of study. The RAC will determine the mechanism for submission and review of scholars.

The RAC in its meeting shall consider in detail and assess the progress of the research scholars through their Six monthly reports. If the progress of the research scholar is found unsatisfactory by the RAC, it shall record the reasons and provide right directions and corrective measures to the scholars. The scholars, if not able to correct within a time frame of 3 months / time period before the conduct of the next RAC meeting, recommendations for Cancellation of Registration shall be given to the University by the RAC.

#### **18. SUBMISSION OF THESIS PROTOCOL**

18.1 The candidate shall prepare a detailed protocol underlining his proposed Research plan clearly (in the prescribed format as per **Annexure-3** stating Objectives and Methodology to be applied. The protocol should also contain a brief formulation of the experimental design.

18.2 Protocol shall be submitted to the RAC within a period of 6 months from the date of Registration through Departmental Research Committee and Dean



Research. The RAC on careful observation, shall recommend the candidate about the feasibility of the proposed Research Plan or provide corrective measures to the candidate to resubmit for the next RAC meeting.

18.3 The RAC after granting approval shall send the proposal to the Ethics Committee for granting Ethical Clearance for the conduct of Research.

18.4 The registration of Ph.D. of those candidates who do not submit the **thesis protocol within one year** shall stand cancelled.

## **19. CHANGE OF RESEARCH PROJECTS / SUPERVISOR (S)**

Change of Research Projects / Supervisor / Co-Supervisor may be permitted to a candidate provided it is recommended by the Departmental Doctoral Committee. Such changes shall be allowed preferably within the first six months of registration but under no circumstance later than one year after the date of registration.

In case the Ph.D. Supervisor superannuated / resigned / refused / any other unforeseen situation, the scholars shall be allotted with the new Research Supervisor from the same department with approval of the University. However in such cases, the topic of Research work / Thesis work remains unchanged and the candidates will be required to continue with the same topic.

## **20. SUBMISSION OF SYNOPSIS / SUMMARY**

20.1 Submission of Synopsis is mandatory before three months of expiry of the period of Research / before submission of the thesis, whichever is later.

20.2 Prior to submission of Thesis all Ph.D. scholars are required to submit 2 copies of Synopsis [25 – 30 pages] to the Dean Research through Departmental Research Committee, in the prescribed format [**Annexure - 4**] along with the prescribed fee.

20.3 The Dean Research forwards the same to the RAC Coordinator, who shall make necessary arrangements for Synopsis presentation during the next RAC meeting.

20.4 All Ph.D. scholars must publish at least one (2) research paper and two paper presentations as indicated under the Other Mandatory Credits in the Course Work Clause.

20.5 Evidence of the above shall be produced at the time of presentation of Synopsis to the RAC.

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- 20.6 The RAC on due considerations of all the above shall grant final approval for the submission of Thesis. A copy of the final grant by the RAC shall be submitted to the Academic Section of the University for Further Processes.
- 20.7 The RAC on due consideration has the power to suggest corrective measures from the Synopsis to be carried out in the final Thesis.

## **21. SUBMISSION OF THESIS**

- 21.1 Each candidate for the award of degree of Doctor of Philosophy shall submit five copies of his/her thesis in the prescribed format as per **Annexure - 5** along with the C.D. not earlier than prescribed minimum period of three years and not later than the maximum period of Six Years. The thesis shall be certified by both the Guide and by the Co-Guide(s) and submitted through proper channel to the Academic Section of the University.
- 21.2 The Supervisor shall submit a panel of examiners at least six months before the expected date of submission of the thesis. The panel shall include four examiners who, on the basis of their published work are acknowledged leaders in the field of study undertaken by the candidate and this should be indicated in the protocol.
- 21.3 A Board of four examiners i.e. two external examiners and two internal examiners shall be appointed by the University for assessment of the thesis. Two internal examiners shall be the Chief Supervisor and Co-supervisor of the candidate, who shall act as co-ordinators and internal examiner. The other two will be external examiners from the panel of examiners as per (e) above.
- 21.4 After the thesis has been approved by the external and internal examiner, a public defence of the thesis will be held, as well as the viva voce examination to adjudge the general proficiency, subject knowledge on the Research work carried out and the subject(s) allied to the candidate's field of work.
- 21.5 If the thesis is rejected by more than one examiner, it will stand rejected and shall not be referred to any other examiner.
- 21.6 In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from among the approved panel. In case the thesis is approved by this examiner, it will be considered as unanimously approved.





- 21.7 If one or more examiner recommends re-submission of the thesis after modifications it shall be done within a maximum period of six months from the date on which the candidate is so informed by the University.
- 21.8 The candidate shall be entitled to appear at the defence of thesis / viva voce examination only if the thesis is unanimously approved by the Board of Examiners for the thesis.
- 21.9 If the reports from all the external examiners are not received within two months, a copy of the thesis shall be sent to another examiner from amongst the approved panel.
- 21.10 The external examiners, from India who assessed the thesis of the candidate will act as the external examiners at the viva voce examination.
- 21.11 In the event of non-availability of one of the external examiners who examined the thesis, another examiner from amongst the panel be called for the viva voce examination at the discretion of the University.
- 21.12 There shall be a public defence of the thesis by the candidate. The topic, date and time of the defence of thesis shall be announced by the University well in advance so that the Faculty members and others interested in the topic of the thesis can be present. Those attending the public defence, who are not members of the Board of Examiners, can also participate by asking relevant questions. The Board of Examiners shall take into consideration the views and criticism if any, of the Faculty members and others participating in the public defence of thesis. However, the result of the examinations shall be decided solely by the members of the Board of Examiners.
- 21.13 The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the dissertation/thesis.

## **22. EXTENSION OF TIME TO SUBMIT PH.D. THESIS**

- 22.1 The thesis shall ordinarily be submitted not later than 6 years from the date of registration. Such cases where the Ph.D Scholar is unable to submit the thesis within a period of 6 years and requires extension of time, these cases first be considered by RAC on the recommendations of the Departmental Committee/ Supervisor. The Recommendations of the RAC may be placed before the Board of Management for their consideration.

A handwritten signature in black ink, appearing to be 'J. S. M.', is written below a large checkmark.

- 22.2 If the scholar fails to submit thesis, even after extension of time so granted, the registration gets automatically lapsed and his / her name shall be taken off from the rolls of Registered Candidates.

### **23. RESULT**

- 23.1 The candidate shall be declared eligible for the award of the Degree of Doctor of Philosophy only on the unanimous recommendations of the members of the Board of Examiners at the viva voce examination.
- 23.2 In case the examiners are not satisfied with the performance of the candidate in the above examination, the candidate shall be required to reappear for another viva voce examination after a period of two months provided such specific recommendations are carried out and resubmitted as made by the Board of Examiners.

### **24. AWARD OF THE PH.D. DEGREE:**

The Ph.D Degree awarded by the Santosh Deemed to be University shall have a mention of "**Under the Faculty of Medicine**" in the provisional Pass Certificate / Degree.

### **25. DEPOSITORY WITH INFLIBNET**

- 25.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the Institution concerned shall submit an electronic copy of the M.Phil. dissertation /Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges
- 25.2 Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.

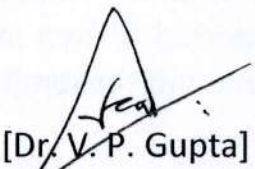


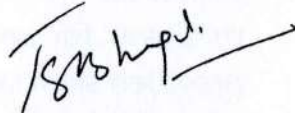
A handwritten signature and the date '1/8/20' are present at the bottom right of the page.

8) TO CONSIDER THE GUIDELINES, ROLES AND RESPONSIBILITIES OF STUDENTS WING OF UNESCO CHAIR IN BIO-ETHICS, SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI

The Members of the Academic Council considered the **recommendations / minutes** of the Board of Studies to consider the **Guidelines, Roles and Responsibilities of Students Wing of UNESCO CHAIR in BIO-ETHICS, Santosh Deemed to be University, Ghaziabad, NCR Delhi** and deferred the same for some clarifications from the Research Department.

The Meeting then came to an end with a vote of thanks to the Chair.

  
[Dr. V. P. Gupta]  
Registrar & Member Secretary  
Santosh Deemed to be University,  
Ghaziabad

  
[Dr. Tripta S Bhagat]  
Vice Chancellor  
Santosh Deemed to be University,  
Ghaziabad

\*\*\*\*\*



# SANTOSH

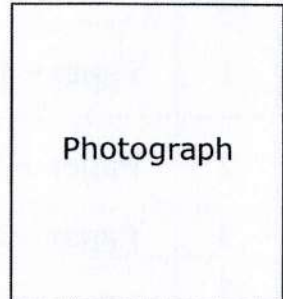
## Deemed to be University

(Established u/s 3 of the UGC Act, 1956)

### PH.D. COURSE WORK CERTIFICATE

\*\*\*\*\*

This is to certify that Dr. \_\_\_\_\_, S/o. \_\_\_\_\_  
bearing Registration No. \_\_\_\_\_, Batch \_\_\_\_\_ was  
declared successful Ph.D. in \_\_\_\_\_ by the Santosh  
Deemed to be University, Ghaziabad, NCR Delhi, vide Notification  
No. \_\_\_\_\_ dated \_\_\_\_\_.



[REGISTRAR]

Dated : \_\_\_\_\_  
Checked By : \_\_\_\_\_  
Verified By : \_\_\_\_\_



# SANTOSH

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### STATEMENT OF MARKS

Sl. No	Paper	Subject	Max. Marks	Marks Obtained	Credits
1	Paper – 1	Research Methodology, Biostatistics and Computer Basics	100		8
2	Paper – 2	Advanced Specialization in the subject area	100		8
3	Paper – 3	Choose any one of the Elective	100		4
4		Dissertation/Thesis	200		8
5		Two Publications in indexed journal	-		1
6		Two Research paper presentation	-		1
7		Participation in Departmental research activities/teaching As per log book record	-		2
8		Optional Credit – Research Grants	-		3
<b>Total</b>			<b>500</b>		<b>35</b>

This is also certified that Dr. \_\_\_\_\_ obtained \_\_\_\_\_ credit points as per University Grants Commission [UGC] Guidelines / Regulations dated 05.05.2016 vide Notification No. F,1-2/2009 (EC/PS) V(I) Vol. II

[REGISTRAR]



# SANTOSH

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(Established u/s 3 of the UGC Act, 1956)

## SIX MONTHLY PROGRESS REPORT FOR PH.D.

1.	Name of the Candidate	
2.	Department	
3.	Name of the Research Supervisor	
4.	Name of the Co-Supervisor	
5.	Title of Research	
6.	Ph.D. Registration No.	
7.	Date of Registration	
8.	Six Monthly Report	From: _____ To: _____
Precise Report of Research Work done during the said period:		
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Signature of the Scholar with date	Signature of the Supervisor with date	Signature of Members of the Departmental Committee

Recommendations of the RAC:

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.....

Signature of the RAC Coordinator with date



Thesis Protocol for Ph.D Course

“

”



**SANTOSH**  
**Deemed to be University**  
(Established u/s 3 of the UGC Act, 1956)

**SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI**

In the partial fulfillment of requirement for the Degree of

**DOCTOR OF PHILOSPHY**

( \_\_\_\_\_ )

By

**Name of the Student**

Guide

Dr. \_\_\_\_\_

**Designation:** \_\_\_\_\_

Department of \_\_\_\_\_

Santosh Medical/Dental College & Hospital,  
Santosh University, Ghaziabad, NCR Delhi

**Year:** \_\_\_\_\_





**SANTOSH**  
**Deemed to be University**  
(Established u/s 3 of the UGC Act, 1956)

**SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, DELHI NCR**

In the partial fulfilment of requirement for the Degree of

**DOCTOR OF PHILOSPHY**

( \_\_\_\_\_ )

Guide

**Dr.** \_\_\_\_\_

**Designation:** \_\_\_\_\_

Department of \_\_\_\_\_

Santosh Medical/Dental College & Hospital,  
Santosh University, Ghaziabad, NCR Delhi

Co-Guide

Co-Guide

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_



# SANTOSH

## Deemed to be University

(Established u/s 3 of the UGC Act, 1956)

### ENDORSEMENT BY THE DEAN OF THE INSTITUTION

This is to certify that the Thesis synopsis entitled

“ \_\_\_\_\_ ”

is a bonafide research work to be conducted by **Name of the Student** himself/herself, under the Guidance of Dr. **Name of the Guide, Designation**, Santosh Medical/Dental College, Ghaziabad, NCR, Delhi, India for the partial fulfilment of the requirement degree of DOCTOR OF PHILOSOPHY IN \_\_\_\_\_.

DEAN  
Santosh Medical College & Hospital  
Ghaziabad, NCR

/

DEAN  
Santosh Dental College & Hospital  
Ghaziabad, NCR Delhi



# SANTOSH

**Deemed to be University**  
(Established u/s 3 of the UGC Act, 1956)

**ENDORSEMENT BY THE HEAD OF THE DEPARTMENT**

This is to certify that the Thesis synopsis entitled  
“  
\_\_\_\_\_”  
\_\_\_\_\_”

submitted by \_\_\_\_\_ for the partial fulfilment of the requirement for the award of the degree of DOCTOR OF PHILOSOPHY IN \_\_\_\_\_, is a bonafide research work to be carried out under the guidance and supervision of Dr. **Name of the Guide, Designation**, Santosh Medical/Dental College, Ghaziabad, NCR, Delhi, India.

Dr. **Name of the HOD.,**  
**Designation,**  
**Department of** \_\_\_\_\_  
Santosh Medical/Dental College & Hospital  
Ghaziabad, NCR, Delhi

✓  
TCS



# SANTOSH

**Deemed to be University**  
(Established u/s 3 of the UGC Act, 1956)

## ENDORSEMENT BY THE GUIDE

This is to certify that the Thesis synopsis entitled

“ \_\_\_\_\_ ”

submitted by **Name of the Student** for the partial fulfilment of the requirement for the award of the degree of DOCTOR OF PHILOSOPHY IN \_\_\_\_\_, is a bonafide research work to be carried out under my direct guidance and supervision.

**Dr. Name of the Guide.**,

**Designation:** \_\_\_\_\_

**Department of** \_\_\_\_\_

**Santosh Medical/Dental College & Hospital  
Ghaziabad, NCR, Delhi**



# SANTOSH

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(Established u/s 3 of the UGC Act, 1956)

PROFORMA FOR REGISTRATION OF THESIS FOR PHD \_\_\_\_\_  
SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI

SANTOSH MEDICAL COLLEGE AND HOSPITAL /  
SANTOSH DENTAL COLLEGE AND HOSPITAL

NAME OF THE CANDIDATE : \_\_\_\_\_

NAME OF THE DEPARTMENT : \_\_\_\_\_ DEPARTMENT,  
SANTOSH MEDICAL/DENTAL COLLEGE & HOSPITAL,  
SANTOSH DEEMED TO BE UNIVERSITY , GHAZIABAD  
NCR DELHI.

PHD THESIS TITLE : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GUIDE : DR. \_\_\_\_\_,  
DESIGNATION, \_\_\_\_\_ DEPARTMENT,  
SANTOSH MEDICAL/DENTAL COLLEGE & HOSPITAL,  
SANTOSH DEEMED TO BE UNIVERSITY , GHAZIABAD  
NCR DELHI.

CO-GUIDE : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CO-GUIDE : \_\_\_\_\_  
\_\_\_\_\_



# SANTOSH

## Deemed to be University

(Established u/s 3 of the UGC Act, 1956)

(Dept. of \_\_\_\_\_)

### CONSENT FORM OF THE PATIENT

S. No.	Date:
Patient's Name:	Age/Sex:-
Father's/Husband Name:-	

I have been explained in my vernacular language about the details of study to be pursued in the common interest titled as

““

\_\_\_\_\_”

and

1. I understand the purpose of the study and I have the right to withdraw from the study at any point of time during the investigation and research and can decline to answer any particular question if it offends privacy in any form without losing the right to be treated.
2. I understand that my participation in this study will be kept confidential and primarily meant for research and benefit of the society.
3. I do hereby give my consent for my blood samples to be used for the purpose of this study. I understand that on completion of the study or if I withdraw from the study, my blood sample (s) will be destroyed. I also understand that if there is any problem with any of the tests or measurement taken, I will be informed and the report will be kept confidential.
4. I do hereby give my consent voluntarily without any inducement to take part in the study titled as above and I have no objection to the use of data for any publication.

**Signature/ Thumb Impression of patient**

Name & Address of the patient

1. Witness name & signature

2. Witness name & signature

**Contact for further information** If you have any other queries about the study, please revert and contact:

Student Name: \_\_\_\_\_

Department of \_\_\_\_\_

Santosh Medical/Dental College & Hospital, Ghaziabad , Uttar Pradesh

Contact number: \_\_\_\_\_

**Signature of investigator**

**संतोष विश्वविद्यालय  
(जैवसायनविभाग)  
मरीज़ सहमति पत्र**

कूट संद :	दिनांक :
मरीज़ का नाम :	उम्र / लिंग :
मरीज़ के पिता / पत्नी का नाम :	

परियोजना शीर्षक "ऑक्सीडेटिव स्ट्रेस एवं इन्सुलिन अवरोध का भिन्न - भिन्न चरणों के नी आस्टिओऑर्थोइटिस मरीज़ों में मुल्यांकन" के संदर्भ में मुझे पूर्ण रूप से जानकारी दे दी गई है।

- 1 - मैं उपरोक्त वर्णित परियोजना में योगदान करने हेतु सहमति प्रदान करता हूँ। इस परियोजना को मुझे विस्तार पूर्वक स्पष्ट किया गया है तथा मैंने पूर्ण विवरण स्पष्ट रूप से पढ़ा है जिसे मैं प्रमाण के रूप में अपने पास रखूँगा। मैं यह भलिभाति समझता हूँ कि इसमें सहमति प्रदान करने का तात्पर्य यह है कि मैं स्वेच्छा से सूचना एवं नमूना (रक्त, मूत्र एवं ऊतक) प्रदान करूँगा जो कि शोधकर्ता तथा तकनिशियन द्वारा किटाणुमुक्त सूई अथवा ब्लेड से लिया जायेगा जिससे मुझे कुछ भी छति नहीं होगी। यदि मुझे नमूना देने में किसी प्रकार की छती होती है तो मेरा उपचार निःशुल्क किया जायेगा। मैं शोधकर्ता को साक्षात्कार एवं नमूना लेने के लिए सहमति प्रदान करता हूँ।
- 2- मैं यह समझता हूँ कि मेरा सहयोग स्वीच्छिक है। मैं इस सम्पूर्ण परियोजना या इस परियोजना के किसी भी भाग में सहयोग न देने का चयन कर सकता हूँ। मैं इस परियोजना को कभी भी किसी दण्ड अथवा किसी प्रकार की हानि के बिना छोड़ सकता हूँ।
- 3 - मैं समझता हूँ कि साक्षात्कार से प्राप्त विवरण का प्रयोग शोधकर्ता भविष्य में किसी भी परिस्थित में मरीज़ के नाम अथवा उसकी पहचान के साथ नहीं करेगा। मैं समझता हूँ कि मेरे द्वारा दी गयी जानकारी गोपनीय है और उस जानकारी को परियोजना के किसी भी रिपोर्ट में अथवा किसी अन्य के समक्ष मरीज़ की पहचान के रूप में नहीं प्रेषित किया जायेगा।
- 4 - मैं समझता हूँ कि साक्षात्कार के आधार पर बनी रिपोर्ट कसे सुरक्षित एवं परियोजना परिक्षकों के पहुँच तक ही रखा जायेगा। मैं यह भी समझता हूँ कि परियोजना के पूर्ण होने के उपरान्त, विश्वविद्यालय में रखी रिपोर्टों को नष्ट कर दिया जायेगा।

मरीज़ के हस्ताक्षर/ अंगूठे का निशान

शोधकर्ता के हस्ताक्षर

मरीज़ का नाम एवं पूर्ण पता

1. ग्वाह का नाम एवं हस्ताक्षर
2. ग्वाह का नाम एवं हस्ताक्षर



अन्य जानकारी हेतु संपर्क करें :

~~डा० राहुल सक्सेना~~ \_\_\_\_\_

~~नेत्र रसायन विभाग~~ \_\_\_\_\_

संतोष मेडिकल कॉलेज एवं अस्पताल , संतोष विश्वविद्यालय

गाजीयाबाद, उत्तर प्रदेश

मोबाइल नं० 9958255816 Mobile no: \_\_\_\_\_

ईमेल: rahulapril@gmail.com Email ID: \_\_\_\_\_





## Patient information sheet

**Study title:**

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**Name of investigator :** Name of the Student.

You are being invited to take part in the above mentioned research study. However, before you decide whether or not to take part; it is important for you that may understand what study is to be carried out and what you will be asked to do for the same. It is important that you read the following information carefully in order to make an informed decision to serve for common cause of the society and if you have any questions about any aspects of the study that are not clear to you and then please do not hesitate to ask me. Please make sure that you are satisfied before you decide to take part as a research subject. Thank you for your time and patience for Societal Common Purpose.

**Purpose of the study:**

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**Study procedure:**

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**Side effects:**

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**Advantage of participation:**

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**Withdrawal from Study:** You will have the right to withdraw from the study at any point of time without any prejudice.

**Confidentiality of study and medical records:** It is assured that your personal and medical information will be kept confidential and will not be used for any other purpose except this study.



**Medico Legal Implications:** It is made clear that this gathered data is primarily meant for Research Purposes and shall not be used for medical legal purposes.

**Contact for further information**

If you have any other queries about the study, please revert and contact:

**Name of the Student.**

Department of \_\_\_\_\_,  
Santosh Medical/Dental College & Hospital,  
Santosh Deemed to be University,  
Ghaziabad, NCR Delhi.

\*\*\*\*\*





Dated:

TO

THE REGISTRAR  
SANTOSH DEEMED TO BE UNIVERSITY  
GHAZIABAD, NCR DELHI

[THROUGH DEAN]

SUBJECT: SUBMISSION OF THESIS SYNOPSIS/SUMMARY.

RESPECTED SIR,

I -----,Dept.. ----- Batch  
----- have registered for PhD in September \_\_\_\_\_.

I hereby submit the Thesis Summary [1 Copy] entitled" \_\_\_\_\_  
\_\_\_\_\_ "

as the same has been cleared by Departmental Research Committee [DRC],  
Convener of Ph.D RAC, Statistician and DEAN for approval.

Signature of the candidate

Comments/Recommendations and signatures of the DRC, Convener of Ph.D  
RAC, Statistician and DEAN:-----  
-----

Guide (Convener of Departmental Research Committee [Name & Signature]  
-----

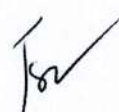
Co-guide(s) [Names & Signature] -----  
-----  
-----

Signature of HOD [Name]-----

Signature of Statistician -----

Signature of convener of Ph.D RAC -----

SIGNATURE OF DEAN



MEMORANDUM

DATE

TO

THE REGISTER  
AND  
OFFICE OF THE REGISTER  
OF DEEDS

RE: [Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

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[Illegible]

[Illegible]

*A for*

**FORMAT FOR SUBMISSION OF FINAL PHD THESIS**

PAGE NO. 4 TO 10 SHOULD BE ACCORDING TO THE FORMATS ENCLOSED

- Table of contents - MENTION THE PAGE NUMBERS OF CONTENTS
- Abbreviations in alphabetical order
- Page number for thesis should be given from introduction onwards till Bibliography
  - Introduction
  - Review of literature
  - Material and Methods
  - Results
  - Discussions
  - Summary and Conclusions
  - Bibliography

After bibliography – appendix should be included . Example

- Appendix – 1 : Informed consent
- Appendix – 2 : Data sheets from where results were calculated as it helps examiners to cross check the results in case of any doubts
- Appendix – 3 : list of publications

General instructions:

**1. FONT SIZE OF THE LETTERS**

- The Thesis should be written in English. It must be typewritten on A4 size paper (21 cm x 29.7 cm) in a clear and legible font (e.g., Times New Roman 12 ). As far as possible, use the same font for the entire thesis but, if necessary, different fonts may be used within Tables, Figures, and Appendices.
- The Thesis has to be printed single-sided. Double-spacing should be used in the Abstract and in the text of the Thesis.
- Single spacing should be used in long Tables, block quotations separated from the text, footnotes, and bibliographical entries. Paragraphs should be indented, or an empty Line left between paragraphs.
- Larger size type may be used for the title of the Thesis and for Chapter headings, as long as it is not larger than 18 point.
- Thesis should be free from grammatical errors. It is advised to use either British spellings through out the text of the thesis.
- Page numbers should be put on right hand top corner of the page

- Larger size type may be used for the title of the Thesis and for Chapter headings, as long as it is not larger than 18 point. Boldface type may also be used on the title page and for headings, as well as all the text for special symbols or for emphasis. Reduced type may be used within Tables, Figures, and Appendices, but it should be at least 9 point in size (partly because of microfilming requirements) and must be completely legible.

## **2. MARGINS**

A margin of at least Left: 1.5 inches, Right: 1.0 inches of each page and a margin of at least Top: 1.25 inches, Bottom: 1.25 inches of each page. The last letter or character in the longest line on the page determines the margin.

## **3. CAPTIONS AND NUMBERING (TABLES AND FIGURES)**

Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure I illustration should carry a number and caption that clearly describes the nature of data presented. The caption should be at the bottom of the Figure. Number them consecutively throughout, in the order in which they are placed in the text. The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself. Tables should be numbered consecutively with Arabic numerals throughout the thesis. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".

Tables or Figures of peripheral importance to the text may be placed in an Appendix.

**LIST OF REFERENCES:** All publications cited in the thesis should be presented in a list of references following the text.

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Illustrative **EXAMPLES** of entries in a Bibliography or list of References are given below:

### **Journal**

#### **EXAMPLE:**

Wild S, Roglic G, Green A, Sicree R, King H. Global prevalence of diabetes: estimates for the year 2000 and projections for 2030. *Diabetes Care* 2004;27(5):1047-53.

### **Chapter in a Book**

Wenzel HJ, Schwarrzkroin PA (2006) Morphologic approaches to the characterization of epilepsy models. In: Pitkanen A, Schwanzkroin PA, Moshe SL (eds) *Models of seizures and epilepsy*, Elsevier Academic Press, Sun Diego, pp, 629-652.

### **Book**

#### **EXAMPLE:**

Pechenik JA (1987) *A short guide to writing about biology*. Harper Collins Publishers, New York.

### **Book in a series**

Bhattacharjee M (1998) *Notes on permutation groups*. Lecture notes in mathematics 00.1698. Springer. New York.

### **Encyclopaedia articles**

Varley DH, Immelman RFM (1972) Libraries. *Standard Encyclopaedia of Southern Africa*. vol6, p.618-619

### **Thesis/dissertation**

Smithers RHN (1997) *The mammals of Botswana*. DSc thesis. University of Pretoria.

Conference proceedings Bourassa S (1999) 'Effects of child care on young children', Proceedings of the third annual meeting of the International Society for Child Psychology, International Society for Child Psychology, Atlanta. Georgia. pp. 44-6.

### **Citations from internet**

The following elements in sequence must be considered: Author (if known), Date of publication/last updated, Title of article or document on website Type of medium [Online], Available from (website), Access date in brackets

Harris P (2005) *Reaching the top of the mountain*. [Online]. Oxford University Press: Oxford.

Available: <http://www.netLibrary.com/openbook/1093456/html>

[Accessed 8 January 2008]

Useful tips for referencing. [Online]. Available: <http://www.referencetips.org.za> [Accessed 5 November 2008].

Lawrence JJ (2005) Cholera epidemics in central Africa. *The Times*, 26 June 2005. [Online]. Available: <http://thetimes.com> [Accessed 27 June 2005].

### **Patents**

Author(s) of patent - surname and initials Year of issue, Title of patent- italicised, Number of patent including Country of issue



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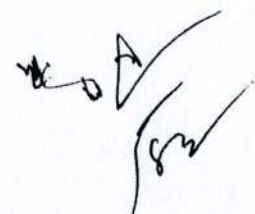
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