

**THE NORTHCAP UNIVERSITY  
RULES & REGULATIONS  
GOVERNING  
THE  
DOCTOR OF PHILOSOPHY (Ph.D.)  
PROGRAMME**



(Formerly ITM University, Gurugram)

**July 2017**



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**DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAMME**  
**THE NORTHCAP UNIVERSITY**  
**RULES & REGULATIONS**  
**GOVERNING THE DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAMME**

**1. APPLICABILITY**

This Ordinance is applicable with effect from academic session 2010-11 (with review December 2106) and shall cover all admissions into Ph.D. Programmes of The NorthCap University.

**2. CATEGORIES**

**(i) Full - time Ph.D. Scholars**

These scholars will be full time students of NCU for completing the requirements for Ph.D.

**(ii) Part - time Ph.D. Scholars**

These scholars will devote part of their time for completing Ph.D. requirements and in-addition devote part of their time for discharging their own organizational obligations.

At any stage of his/her research work, a full-time research scholar can request for a change from full-time to part-time category. The request has to be made to the Dean (Academics). The request must be considered by the Scholar Research Committee (SRC) (Annexure 2) and the change recommended to the Dean (Academics) through the Chairman School Doctoral Research Committee (SDRC).

**3. DURATION OF THE Ph.D. PROGRAMME**

<b>SCHOOL OF ENGINEERING &amp; TECHNOLOGY</b>		<b>Minimum duration of the programme</b>	<b>Maximum duration of the programme</b>
M. Tech/M. Phil./M.Sc./ M.A(English) <i>[Entry Qualification]</i>	FT	3 Years	6 Years
	PT	4 Years	6 Years
B. Tech. <i>[Entry Qualification]</i>	FT	4 Years	6 Years
	PT	5 Years	6 Years

<b>SCHOOL OF MANAGEMENT &amp; SCHOOL OF LAW</b>		<b>Minimum duration of the programme</b>	<b>Maximum duration of the programme</b>
	FT	3 Years	6 Years
	PT	4 Years	6 Years

Expected period of Ph. D. Program is 5years or less. However, an extension of 6 months at a time with a maximum extension period of 1 year beyond 5 years could be given on the recommendation of SRC. A student has to give proper justification for seeking an extension and letter may be issued from Dean Academic's Office if approved.

**Notes:**

- 1) Minimum and Maximum duration includes Course work
- 2) Relaxation of 2 years in maximum duration is provided for women and differently-abled scholars.

**4. LEAVE**

Maximum leave for full time Scholars will be 30 days in an academic year. The record of attendance will be maintained in the Departments to which the scholar is attached. In case of serious illness, the necessary information will be immediately communicated by the scholar in writing through the supervisor(s) and the Head of Department for approval of Dean (Academic) as per rules. Unauthorized absence from NCU will lead to cancellation of registration by the BDR.

**5. ELIGIBILITY FOR ADMISSION**

<b>[A] SCHOOL OF ENGINEERING AND TECHNOLOGY</b> <i>(ENGINEERING, PHYSICS, CHEMISTRY, MATHS, ENGLISH)</i>
A candidate seeking admission to the Ph.D. Programme under School of Engineering and Technology (SOET) of NCU must have obtained M.Tech. /M.Phil. /M.A. (English) degree with min. 60% marks in aggregate or equivalent OR M.Sc./ M.A (Maths) degree with min. 60% marks in aggregate or equivalent, with NET/GATE/JRF qualified or M.Sc./ M.A (Maths) with min. 67.5% marks in aggregate or equivalent OR B.Tech. degree from IITs with min. 67.5% marks in aggregate or equivalent.
<b>[B] SCHOOL OF MANAGEMENT (SOM)</b>
A candidate seeking admission to the Ph.D. Programme under School of Management (SOM) of NCU must have obtained Post-graduation in any branch of Engineering, Management, Economics, Commerce, Operations Research or other relevant disciplines subject to approval of Dean, School of Management with min. 60% marks in aggregate or equivalent.
<b>[C] SCHOOL OF LAW (SOL)</b>
A candidate seeking admission to the Ph.D. Programme under School of Law (SOL) of NCU must have obtained Master's Degree in Law from a recognized University with not less than 55% marks or its equivalent OR Master's Degree in any discipline from a recognized University with not less than 55% marks or its equivalent; provided that candidates with qualifications in social sciences, humanities and sciences may be admitted to the Programme if the research they wish to pursue interfaces with the discipline of law with a special focus on Public Policy or Law OR Judge of any State High Court in India with three years' experience or Judge of Supreme Court of India

The minimum eligibility criteria indicated above for each Programme is only an enabling clause. The SDRC may fix higher criteria at the time of short-listing keeping in view the number of candidates, minimum background expected to cope with the Programme etc.

Candidates in the final year of their Master's Programmes who expect to complete all their qualifying degree requirements before a specified date indicated by the NCU can apply for admissions. For short-listing purposes, their performance till the preceding semester (preceding year if their Programmes are year based) would be considered but their admission would be provisional, subject to their meeting the minimum eligibility criteria after their final qualifying examination results are announced.

Each *Part-time candidate* is required to submit a "No Objection Certificate" on a proper letterhead from the appropriate authority of the organization in which he/she is presently working clearly stating the following:

- i. the candidate is permitted to pursue studies on a part-time basis.
- ii. that his/her official duties permit him/her to devote sufficient time for completion of course work and carry out doctoral research.
- iii. Facilities for research in the candidate's field of research are available at the candidate's place of work.

## **6. CONSTITUTION OF SDRC AND BDR**

The Registrar will get the SDRC and Board of Doctoral Research (BDR) constituted with the approval from the Vice-Chancellor. (Refer Annexure 1, 3)

## **7. INTAKE**

Each SDRC shall declare the number of seats available including their disciplines.

## **8. PROCEDURE FOR ADMISSION**

Admission for Ph.D. Programme will be done twice every year, normally during June and December.

- (i) The candidate desiring to seek admission to PhD Programme at NCU shall apply for the same on a prescribed Application Form by a due date announced by NCU.
- (ii) The applications will be scrutinized by the SDRC concerned. The SDRC will call an adequate number of eligible candidates for a written entrance test "NPET" ("NorthCap Ph.D. Entrance Test"). The selection will be done on the basis of: NPET marks, qualifying degree marks and interviews. The weightage of each component will be decided by each school before advertising for Ph. D. Programme.
  - a. The candidates, who do not have valid score in national tests like UGC / CSIR (JRF) examination / NET/SLET / GATE/ teacher fellowship holder or have not passed the M. Phil degree, will have to appear in Entrance NPET

(Northcap Ph. D. Entrance Test). The weight-age of various components for admission will be NPET marks – 50%, qualifying degree marks – 30% and interview – 20%.

- b. The candidates, who have valid score in the above national tests or have passed M. Phil degree, will have the following weight-age for admission: M. Phil / National level test score – 50%, Qualifying degree marks - 30% and interview – 20%.

In case no score is given in any national test, the concerned School will decide the weight-ages as applicable.

- (iii) The candidates whose selection is approved by the Dean (Academics) and Chairman BDR / VC will be admitted to the Ph D Programme after payment of prescribed fees. The annual fee is same for full-time and part-time candidate.

## 9. a) FEES PAYABLE

Each scholar shall pay fees semester wise as prescribed under the NCU rules.

## b) REGISTRATION

All research scholars are required to do On-line Registration before the commencement of each semester according to the schedule/procedure notified by NCU in advance.

## 10. FELLOWSHIPS & CONTINGENCY

### 10.1 University Fellowships to selected full time Ph.D. Scholars

This position is only meant for full time Ph.D. scholars, who wish to carry out doctoral research at NCU. Concurrent applications for admissions to the Ph.D. Programme as well as award of University Fellowship can be made. Award of Fellowship and offer for admission will be simultaneously announced by NCU. The NCU's decision of award of Fellowships will be based on merit and shall be final and binding.

The Research Fellows are expected to do research with Faculty members, help the faculty members in their teaching as teaching assistance and support in any other academic tasks assigned from time to time. In short they are expected to be a part of the academic/research community of The NorthCap University, Gurugram.

#### **Essential qualifications:**

In addition to offer of Ph.D. admission, the candidate for award of Merit based University Fellowship should have M.Tech./M.Phil. /MBA/M. Com/LLM degree or its equivalent in the relevant discipline with minimum 60% marks or equivalent grade point average in **both** post-graduate and under-graduate degree levels.



### **Essential responsibilities:**

- I. The selected Research Fellows shall be given teaching assignments of 4-6 hours/week or equivalent academic work in the first year of their Ph.D. Programme and 6-8 hours/week or equivalent academic work thereafter.
- II. The scholar is expected to demonstrate the visible outcome in terms of research publications in peer reviewed Journals. Atleast one publication per year is expected from the scholar after completion of his/her course work, within the stipulated period of one year.

**Attendance:** All full time candidates who are awarded University Fellowship have to regularly attend the university as per the Ph.D. rules and regulations.

### **Contingency Expenditure for Full Time Ph.D. Scholars:**

Full Time Ph.D. scholars can also apply for reimbursement for Contingency expenditure up to an amount of Rs 25000/- per academic year. The items for which contingency expenditure can be incurred are chemicals, glassware, consumables, testing charges, spare parts, pen drives, CDs, stationery, postage, survey expenditure (with prior approval of the Dean/Director of the School), repairs, conference attendance expenditure and any other item that is consumable in nature specifically recommended by the concerned supervisor and HOD.

**Fellowship:** Rs.25, 000/- per month consolidated as per university rules.

**Tenure:** Maximum of three years as per terms and conditions of continuity of tenure on a year on year based review.

## **11. RESEARCH SUPERVISORS AT NCU**

All full time faculty members of NCU holding Ph.D. degree are eligible to supervise a research scholar. However during the probationary period the faculty shall supervise as a co-supervisor. A person from other reputed academic institute / university, research laboratories, or industry can also be a co-supervisor for supervising a PhD research scholar.

## **12. ALLOCATION OF SUPERVISOR**

- (i) The allocation of supervisor for a selected scholar shall be decided by SDRC depending upon the area of research, and the availability of supervisor in that area.
- (ii) A supervisor from The NorthCap University shall be appointed within 1<sup>st</sup> semester of the research scholar joining the Programme.
- (iii) There may be two supervisors from NCU where possible for a research scholar. It may be helpful if one of the supervisors has to be away from NCU. The maximum

No. of supervisors would be three including one from outside as per Para 11 above.

- (iv) The broad area of research to be pursued by the research scholar shall be approved by the SDRC at the time of the allocation of supervisor(s).
- (v) The maximum number of Ph.D. scholars a supervisor can guide at a time shall be decided by the concerned SDRC subject to a maximum of 8.
- (vi) If extraordinary circumstances so warrant, any change in supervisor or allocation of a second supervisor may be carried out by the SDRC.

### **13. COURSE WORK**

- (i) The award of the Ph.D. degree is recognition of high achievements, independent research and application of scientific knowledge to the solution of technical and scientific problems. Creative and productive inquiry is the basic concept underlying the research work. In order to overcome any deficiency in the breadth of fundamental training or for proper foundation for advanced work, special make up or pre-doctoral courses shall be given by each Department, including a pre-PhD course on Research Methodology as mandated by UGC.
- (ii) The research scholar must also complete a pre-Ph.D. compulsory audit course on Communication Skills.
- (iii) The courses to be taken shall be prescribed/approved by the HOD/SRC in the first meeting of SRC (see item 14 below).
- (iv) Candidates admitted under School of Engineering and Technology (SOET), School of Management (SOM) and School of Law (SOL) are required to complete a minimum of 9 credits with a minimum CGPA of 7.5. However, candidates admitted after B. Tech./M.Sc./ M.A. Degree are required to complete a minimum of 12 credits with a minimum CGPA of 7.5.
- (v) A Department may specify a higher credit requirement for their Ph.D. programmes and/or require an individual scholar to complete a larger number of credits based on his/her background and preparation level.
- (vi) The course work must be completed within one year of admission. However, if the CGPA at the end of second semester is above 7.00 but less than 7.50, the candidate will be asked to take more courses in order to make up the required CGPA, for which an extension of one semester for completion of course work may be granted at the request of the research scholar to the Dean (Academics). Such a request for extension must be recommended by the supervisor(s) and SRC and routed through the Chairman SDRC.
- (vii) If the SGPA at the end of the first semester and CGPA at the end of any subsequent semester is below 7.00, he/she will have to discontinue the Doctoral Programme.

### **14. SCHOLAR'S RESEARCH COMMITTEE**

The SDRC will appoint a Student's Research Committee (SRC) on the recommendation of the department, for each research scholar. The SRC will meet within a month of being constituted, where the research scholar shall make a presentation on the proposed research topic. The SRC shall prescribe/approve the courses to be taken by the research scholar in this meeting. Subsequent progress of research scholar to be reviewed by the SRC once in 6 months. Absence of research scholar for SRC, will be considered as unsatisfactory

performance for respective semester. Absent status of research scholar will also be taken into account for calculation of three cumulative unsatisfactory. Three cumulative unsatisfactory in SRC, will lead to automatic deregistration of research scholar from Ph.D. programme at NCU.

#### **15. RESEARCH PROPOSAL PLAN**

On completion of course work, a scholar shall prepare a detailed "Research Proposal" with Gantt Chart on the approved research area of his/her interest within 6 months from the date of completion of course work. The objective of the proposal is for the student to define the Ph.D. research problem based on a survey and critical analysis of the literature.

The research scholar shall present the proposed work in an open seminar and defend it before SRC. The SRC shall make recommendations to the SDRC for approval of the "Research Proposal". The SDRC shall communicate its recommendations to the Dean (Academics) for further processing. In case SDRC does not find the proposal suitable, it can reject the proposal and communicate the candidate about the decision. SDRC may also ask the candidate to resubmit a revised proposal within the next 3 months if it is found to be deficient. In case the candidate fails to defend the research proposal even after 9 months of completion of course work, the scholar shall be disqualified from continuing Ph.D. However the scholar can make an appeal to the Vice Chancellor (VC) for consideration of extension for another 3 months. The decision made by the VC would be final and binding.

#### **16. PROGRESS OF THE RESEARCH WORK**

- (i) At the end of every semester, the progress of a scholar will be assessed by the SRC of that research scholar, who shall make a presentation before the SRC for feedback and comments. The SRC shall send the Assessment Report to the SDRC with its recommendations on continuation or cancellation of registration. The recommendation of the SDRC shall be sent to the Dean (Academics) through the Chairman SDRC.
- (ii) If a supervisor is not satisfied with the work of the candidate, he/she will inform the SDRC for appropriate advice to the scholar. The SDRC may take up the matter with the Dean (Academics). The matter shall be considered by the BDR (Annexure 3) in order to decide whether the candidate should be allowed to continue his/her research for the Ph.D. degree.
- (iii) A research scholar may request the Dean (Academics) for discontinuation of his/her research work through his/her supervisor, and forwarded by the Chairman SDRC. The request will be considered by the BDR.
- (iv) All correspondence will be carried out by the scholar through the supervisor(s) and Head of the Department.

#### **17. SUBMISSION OF SYNOPSIS**

- (i) At least 2 papers must be published/ accepted for publication in refereed journals before submission of synopsis. These journals should be preferably listed under any of the following databases which include Web of Science, Scopus, Indian citation index and Google Scholar. The published work of the Ph.D. student should be related to the on-going Ph.D. research along with his supervisor as co-author(s). A given research paper shall not have names of two or more Ph.D. students.

- (ii) On completion of the research work to the satisfaction of the supervisor(s), a pre-Ph.D. seminar (open to all) shall be organized by the SRC to assess the work done by the scholar. The research scholar shall present the complete work carried out by him/her in this seminar and defend it before the SRC. The schedule for this seminar must be notified well in advance.
- (iii) The SRC may give the permission to the scholar to submit the synopsis. The candidate prepares the same incorporating any suggestions given by the SRC. On the other hand, SRC may also ask the scholar to do further work, if so required.
- (iv) The synopsis must precisely reflect in about 15-20 pages (not exceeding 6000 words) all aspects of the research work done which are to be included in the thesis.
- (v) After the synopsis is submitted, the SRC meets again to examine the synopsis and if found acceptable, the SRC shall make recommendation to the SDRC for the approval of the "Synopsis" and certify the completeness of research work. If not found satisfactory, then SRC may ask the candidate to resubmit a revised synopsis within a specified time.
- (vi) A candidate needs to submit 6 copies of the synopsis, a properly labelled CD containing a PDF file of the synopsis and the Synopsis Form 01 to the SDRC through the supervisor(s). The SDRC shall, in turn, communicate its recommendations on completeness of the work and acceptance of the synopsis to the Dean (Academics).
- (vii) The soft copy of the approved synopsis should also be emailed at phdcell@ncuindia.edu once the synopsis is approved by the SDRC. As per UGC norms, the final approved synopsis has to be submitted to *Shodh Gangotri* at <http://shodhgangotri.inflibnet.ac.in/>
- (viii) The supervisor(s) shall submit to the SDRC Synopsis Form 02 which contains a confidential list of at least ten renowned experts actively working in the field of the research area and who have significant contribution in terms of publications in reputed journals of high impact rating and/or patents. This list must include at least five experts from reputed institutions from the developed foreign countries. In particular the examiner for the thesis should be at the level of Professor or an Associate professor (irrespective of nationality) in an Institute/University of international repute in research driven countries such as USA, Canada, Europe (Austria, Belgium, Czech Republic, Denmark, France, Germany, Hungary, Italy, Norway, the Nederland, Switzerland, Sweden, UK, etc.), Asia (Japan, South Korea, Singapore, Taiwan, Hong Kong, etc.), Australia, etc. The SDRC shall then recommend a panel of 10 examiners based on this list to the Dean (Academics) by the HOD.

## **18. SUBMISSION OF THESIS**

- (i) The student has to submit Ph.D. thesis within nine months from the date of submission of synopsis.
- (ii) The thesis shall be written in English in the specific format and shall contain a critical account of the candidate's research. It should be characterized by discovery of facts, or fresh approach towards interpretation of facts and theories or significant contribution to knowledge of design or development, or a combination of them. It should bear evidence of the candidate's capacity for

- analysis and judgment and also his/her ability to carry out independent investigation, design or development.
- (iii) No part of the thesis or supplementary published work shall have been submitted for the award of any other Degree/Diploma.
  - (iv) The SDRC shall keep an up to date list of refereed journals of high impact rating in each area of research.
  - (v) The thesis must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of the known facts or theories. In either case it shall give evidence of the candidate's capacity for original research, critical examination and judgment.
  - (vi) Plagiarism shall be dealt according to the existing law.
  - (vii) The Scholar shall deposit an amount of Rs. 20,000/- as Thesis Processing and Evaluation fees in NCU Accounts Office while submitting thesis.
  - (viii) The scholar shall submit six (6) printed copies of his/her soft-bound thesis along with the plagiarism report, Form Thesis-01 and a CD/DVD of the thesis in PDF format to the Chairman, BDR through SDRC. The soft copy in PDF format of submitted thesis also needs to be emailed at [phdcell@ncuindia.edu](mailto:phdcell@ncuindia.edu).
  - (ix) 50% of the semester fees is payable, if the thesis is submitted within 3 months of the notified date of commencement of the semester.
  - (x) Since no fee has to be paid after Thesis submission, therefore the Ph.D. candidate should clear all his/her dues and submit No-dues certificate along with the submission of the Ph.D. Thesis. The SDRC shall recommend the thesis for acceptance to the Dean (Academics) for further processing.
  - (xi) The thesis shall include the following certificate signed by the supervisor(s):

**This is to certify that the thesis entitled “..... (TITLE OF THE THESIS)” submitted to The NorthCap University, Gurugram, in partial fulfillment of the requirements for the award of degree for Doctor of Philosophy in..... (Name of the subject). It embodies the original research work carried out by Mr./Ms..... (Name of the candidate) under my/our supervision and has not been submitted in part or full for any other degree or diploma of this University or of any other university/institution anywhere.**

## **19. APPOINTMENT OF EXAMINERS**

- (i) From the panel of examiners submitted by the Chairman SDRC, the Dean (Academics) will appoint two external examiners at his/her own discretion; one of them must be from outside India. These two external examiners and the supervisor(s) of the scholar shall form the Committee of Examiners for evaluation of thesis submitted by the research scholar. This Committee shall be notified by the Dean (Academics). The appointment of these examiners shall be strictly confidential.
- (ii) A copy of the synopsis shall be sent to each examiner.
- (iii) The Dean shall request the appointed examiner to give his/her consent for the acceptance of Examinership.
- (iv) In case an appointed external examiner declines to act as examiner, the Dean (Academics) may appoint another external examiner in line with (i) above.

## 20. EVALUATION OF THESIS BY EXAMINERS

- (i) On receipt of acceptance of Examinership from the appointed examiner, a copy of the thesis shall be sent to him for evaluation within a stipulated time indicated by the Dean (Academics).
- (ii) Each examiner is required to give his/her assessment report and a clear recommendation about the candidate's research work to the Dean (Academics). The assessment report shall cover in details the following:
  - (a) Significant contribution to knowledge.
  - (b) Any specific observations made by the candidate requiring revision, modifications or clarification.
  - (c) Standard of presentation of thesis.

The recommendation made by the examiner about the candidate's research work shall be on the prescribed form provided by the NCU indicating clearly ONE of the following:-

- a. The thesis is recommended for the award of the Ph.D. degree in the present form.

Or

The thesis is accepted for the award of the Ph.D. degree after minor revision.
- b. The examiner shall like to examine the response before recommending the award YES/NO

Or
- c. The thesis may be accepted for the award of the Ph. D. degree after major revision requiring rewriting a portion/chapter of the thesis incorporating some additional work.

Or
- d. Rewriting of the thesis after further research.

Or
- e. The thesis is rejected outright.

The examiners of the thesis may send, along with their reports, suggestions on corrections and modifications and questions to be asked from the candidate by the Committee constituted for conducting the Viva-Voce examination.

- (iii) If the examiner has recommended resubmission of the thesis (ii.c or ii.d above), the Dean (Academics) shall accordingly advise the scholar through his/her supervisor. The candidate shall ordinarily resubmit the revised thesis within one year from the date on which the comments of the examiner(s) are provided to him/her. The response of the candidate shall be sent again to the same examiner for a fresh assessment and recommendation.

- (iv) If the examiner has recommended rejection of the thesis, the Dean (Academics) may appoint a new examiner out of the panel, provided the report of one of the external examiners is satisfactory.
- (v) If both the external examiners have recommended rejection of the thesis, the thesis shall be rejected outright.

## **21. FINAL VIVA VOCE**

- (i) On having received the Thesis Assessment Report and recommendations from all examiners, the Dean (Academics) shall request the Supervisor to arrange for the final viva voce.
- (ii) The Viva-Voce Committee, comprising of the external examiner from India, a member of SRC appointed by the Dean (academics) and the supervisor(s) shall conduct the viva voce of the scholar on his/her thesis.
- (iii) The Viva-Voce Committee shall provide to the candidate a list of all corrections and modifications, if any, suggested by the examiners.
- (iv) The research scholar shall present the complete work in an open seminar, which may be attended by any faculty member, expert or research scholar and defend it before the Viva Voce Committee. All queries raised by the examiners in their reports shall also have to be satisfactorily answered by the scholar.
- (v) The recommendations of the examiners shall be placed before the Viva-Voce Committee.
- (vi) The Viva Voce Committee shall communicate its recommendations on the award of Ph.D. degree to the Dean (Academics) through the Chairman SDRC.
- (vii) In exceptional cases, if external examiners are not available for viva-voce exam. the Dean (Academics) will appoint another external member for viva-voce committee, in consultation with Chairman – SDRC.

## **22. HONORARIUM, TA and DA TO EXAMINERS AND VIVA VOCE COMMITTEE MEMBERS**

Honorarium, TA and DA to examiners and Viva Voce Committee Members shall be payable according to rules of NCU.

## **23. DECLARATION OF RESULT**

- (i) The Dean (Academics) shall place the recommendations of the Viva-Voce Committee before the BDR for giving the final approval on award of the Ph.D. degree.
- (ii) The Dean (Academics) shall inform the Controller of Examinations (COE) about the recommendation of BDR.
- (iii) The COE shall declare the result on the award of Ph.D. degree to the scholar.
- (iv) The NCU Controller of Examinations (COE) shall issue a Provisional Certificate to the effect that the Ph.D. Degree has been awarded in accordance with the provision to the Ph.D. Regulations of The NorthCap University.

## **24. DEPOSITORY WITH UGC**

Following the successful completion of the evaluation process and announcements of the award of Ph.D., NCU shall submit a soft copy of the Ph.D. thesis to the UGC

within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

**25. DISCIPLINE**

Every research scholar is required to observe decorum and disciplined behaviour both inside and outside the campus and should not indulge in any activity, which will tend to bring down the prestige of the NCU. Any act of indiscipline of a research scholar shall be dealt in accordance with prevailing rules on student indiscipline in NCU.

**26. DISPUTE REDRESSAL**

In case of any dispute, the decision of the BDR/VC shall be final.

**27. RIGHT TO AMEND**

Notwithstanding all that has been stated above, the Academic Council has the right to modify any of the above regulations from time to time.

**28. RIGHT TO DEVIATE**

The Board of Management retains the right to deviate from, or suspend, any part of these guidelines for good reason in the interest of academic standards and / or fairness to students.



## ANNEXURE - 1

### School Doctoral Research Committee (SDRC)

#### Title of the Body (Definition)

The body "SDRC" shall mean the **School Doctoral Research Committee** for an allied group of academic departments of The NorthCap University, each group called a sector.

#### Broad Objectives of SDRC

SDRC is the think tank of the concerned allied departments of a scholar in respect of doctoral Research and Development activities of the departments. Its broad areas of concern are as follows:

- (i) Creation of environment for quality research in the departments.
- (ii) Identification of areas of research.
- (iii) Maintain an up to date list of refereed journals of high impact rating in each area of research.
- (iv) Decision on the maximum number of Ph.D. scholars a supervisor can guide at a time (subject to a maximum of 8).
- (v) Identification of number of seats for admission and their discipline to Ph.D. Programme each semester.
- (vi) Selection of suitable and motivated students for Ph.D. programmes as per the approved guidelines of the University.
- (vii) Allotment of Ph.D. students to faculty members to act as supervisors including the approval of research areas of Ph.D. scholars on the basis of expertise available in the departments.
- (viii) Constitution of a Scholar Research Committee (SRC) for each research scholar of the Departments.
- (ix) Making changes in supervisor or allocation of a second supervisor for a research scholar if any extraordinary circumstances so warrant.
- (x) To consider and make appropriate recommendation to the Dean (Academics) on the request of a research scholar for a change from full-time to part-time category.
- (xi) Recommendation of new courses for doctoral level students.
- (xii) Review of the progress of the on-going Ph.D. and research projects in the departments. It should be done, at least once in a semester.
- (xiii) Make recommendations on continuation or cancellation of registration of research scholars.
- (xiv) Consider request by a research scholar for discontinuation of his/her research work and make recommendations to the BDR.
- (xv) To conduct pre-Ph.D. seminar of the completed research work of a research scholar.
- (xvi) Consider and approve the synopsis of the completed research work of a research scholar and make appropriate recommendations to Dean (Academics).
- (xvii) To recommend a panel of examiners for the thesis of a research scholar to Dean (Academics).
- (xviii) Make recommendation for acceptance of the thesis submitted by the research scholar and forward the same to the Dean (Academics) for further processing.

- (xix) Vetting of research proposals prepared by the faculty members for outside funding.
- (xx) Any other activity related to doctoral R & D work of the concerned Departments and /or School.

### **Composition of SDRC**

- (i) All faculty members of the School holding a Ph.D. degree.
- (ii) Special invitees depending on the expertise of particular persons for the specialist advice at the discretion of the Chairman.

### **Chairman of SDRC**

One of the senior faculty members of SDRC shall be the Chairman, who shall be nominated by the Director of the School for a period of two years.

**SCHOLAR RESEARCH COMMITTEE  
(SRC)**

**Title of the Body (Definition)**

The body "SRC" shall mean the Scholar Research Committee of a PhD research scholar.

**Preamble**

For a Ph.D. scholar, SDRC will constitute a SRC considering his/her area of research. This is purely an ad-hoc committee.

**Broad Objective of SRC:**

Review of progress of the scholar in his/her research work from time to time (at least once at the end of each semester).

**Composition of SRC**

The SRC shall consist of the following:

1. Supervisor(s) .....Member(s)
2. One subject expert .....Member
3. One SDRC nominee ..... Chairman

In case any member goes on leave for a period of equal to or exceeding one year, or resigns or retires from NCU, the Dean (Academics) will nominate another member on the suggestion of the chairman SDRC.

**Terms of Members**

The SRC for a Ph.D. scholar is purely an ad-hoc committee and expires automatically on the date of final viva voce of the thesis by the scholar. Consequently, the terms of its members of it stands invalid on the same day.

## BOARD OF DOCTORAL RESEARCH (BDR)

### Title of the Body (Definition)

The body "BDR" shall mean the "Board of Doctoral Research".

### Preamble

BDR is a body at the University level to decide on doctoral level research in NCU.

### Composition of BDR

Each member of the BDR shall be holding a Ph.D. degree.

The BDR shall consist of the following members:-

1. Dean (Academics) : (Chairman)
2. Dean (RDIL) : (Member)
3. All Professors of NCU : (Members)
4. Special invitee(s), if required, at the discretion of the Chairman.

### Terms of Members

The term of the nominated members shall be two years.

### Meetings

- (i) The Chairman shall draw the schedule for meeting of the BDR for different issues.
- (ii) The meeting may be scheduled as and when necessary, but at least once a semester.
- (iii) The quorum shall be defined as 50% of the members (rounded off to the next higher integer).

### Function of BDR

The functions of BDR for conducting Ph.D. programmes shall be as follows:-

1. To conduct the Ph.D. admission process.
2. Approval/disapproval of Ph.D. admission/s on receiving a report from a SDRC through its Chairman.
3. Communication of selected candidates to the respective department for course work (as decided by the concerned SRC).
4. Permission to modify/change the research topic.
5. Adjudication of any dispute between supervisor and the candidate.
6. To consider the request of a research scholar for discontinuation of his/her research work and make appropriate recommendation to the Dean (Academics).
7. Approval of course work, if any, suggested by the SDRC.
8. Recognition of Professors/Scientists from outside NCU as external supervisors, if required.
9. To consider the recommendations of the Viva Voce Committee on award of the Ph.D. degree to a research scholar.

**THE NORTHCAP UNIVERSITY, GURUGRAM**

**GUIDELINES FOR PREPARATION OF Ph.D. SYNOPSIS  
(Prescribed Format and Specifications and Forms)**

**1. GENERAL:**

The synopsis is meant to be a detailed summary of the Ph.D. dissertation work with important results highlighting the original contributions by the candidate. It should give a general outline of the thesis. The literature survey and review of earlier research work should be brief with a limited purpose of highlighting the important contributions of others in reference to the research work to be reported in the thesis. It is expected that at the time of submission of the synopsis no work is yet to be completed except writing the thesis and all other academic requirements such as course work and the follow up on the suggestions and directions given by members of the Scholar Research Committee (SRC) have been fulfilled.

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

Six hard copies and one soft copy (pdf file) in a properly labelled CD are to be submitted to the Chairman of the School Doctoral Research Committee of the concerned School through the supervisor. The soft copy of the SDRC approved synopsis should also be emailed \_\_\_\_\_ at \_\_\_\_\_ phdcell@ncuindia.edu

**3. LANGUAGE:** Language of the Synopsis will be English unless the subject of the thesis requires the language to be other than English fully or in part, for which permission of the SRC is required.

**4. SIZE OF SYNOPSIS:**

The size of synopsis should normally be 15-20 pages long (not exceeding 6000 words) typed on one side of good quality (not lower than 80 gsm) A4 size white paper.

**5. LAY OUT OF SYNOPSIS:**

- i. Cover Page & Title page
- ii. Table of Contents
- iii. Body of the Synopsis (For guidance only)
  - Abstract
  - Introduction
  - Brief survey of earlier related work
  - Objective of the thesis
  - Research Methodology
  - Major results and Discussion
  - Summary and Conclusions
- iv. List of References (pointed references only in the body)
- v. List of Publications (from the PhD work of the student)

**6. TYPING INSTRUCTIONS:**

The synopsis should have the following page margins  
 Top edge: 25 to 30 mm  
 Bottom edge: 25 to 30 mm

Left side: 35 to 40 mm

Right side: 25 to 30 mm

- The general text shall be typed in the Font Style “Times New Roman” with Font Size of 12.
- The line spacing of the text should 1.5. Line spacing of Figure captions and Table captions should be 1.
- All Headings should be numbered as 1, 2, 3, etc., using **bold letters of Font size 12**. Sub-headings should be avoided. If needed, they can be numbers as 1.1, 1.2, 2.1, 2.2, etc.
- The page numbering for all items (i) to (iii) of Layout of Synopsis (Para 4) should be done using lower case Roman numerals (i, ii, iii, etc.) and the pages thereafter should be numbered using Arabic numerals (1, 2, 3, etc.). Page numbers should be put at the centre of the bottom of the each page.
- References can be numbered as 1, 2, 3, etc. in the order in which they are referred to in the body of the synopsis. Only those, which are cited in the synopsis, only need be given in the list of references. Format for the reference is given later on.
- **Cover Page & Title Page:** A specimen copy of the Cover page & Title page for synopsis is given in Annexure A.
- **Table of Contents:** The table of contents should list all material following it (headings and subheadings in the body of the synopsis) and the formatting is given in Annexure B.
- **Abstract:** An Abstract of the Synopsis not exceeding one page or in less than 350 words, whichever is less, must be given at the start of the Body of the Synopsis.
- **Referencing:** When referring to a reference item, the reference number, as in [2] be used. “Ref. [3]” or “Reference [3]” should not be used except at the beginning of a sentence, e.g. “Reference [3] shows ...”. Multiple references are each numbered and kept inside one square bracket (e.g. [2, 3 and 5–8]. References should appear in text sequentially with increasing Arabic numerals being used.
- **Equations:** Equations should be typed using an equation editor with Times New Roman Font of readable size. They should be numbered sequentially using the Arabic numerals inside ( ) brackets.
- **Tables and Figure:** Tables and figures must be placed as close as possible to their first mention in the text. All information in Tables and Figures should have font size / line width sufficient to become visible. All photographs included in the synopsis should be glossy. Tables and figures with their captions should be numbered using Arabic numerals as 1, 2, 3, etc. (e.g., Table 1, Table 2, Figure 1, Figure 2) and typed within the specified margin. Large size figures should be reduced to the appropriate size by photography or otherwise before insertion. Figure caption should have the figure no. and be displayed below the figure. Table caption should have the Table no. and be displayed above the table.
- **Units:** All units of all parameters used should be in SI units unless specifically required otherwise. In such special cases, the quantity should also be given in SI units at least at the start of use of such non-SI unit.

## 7. FORMAT FOR REFERENCING:

Format for referencing will be as follows:

### Journal Publication:

Author Name, "Name of paper", *Title of Periodical*, vol. x, no. x, pp. xxx-xxx, Month, year.

Example:

- [1] B.K. Samantha, M. Maity, S. Dalal and A.K. Banthia, "Piezoelectric properties of modified epoxy: Effect of chain length", *Journal of Applied Physics*, vol. 135, no.4, pp. 216-223, 2006.

### Book Chapter:

Author Name, "Title of chapter in the book," in Title of His Published Book, xth ed. City of Publisher, Country if not USA: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx-xxx.

Examples:

- [2] S.N. Tewari, "Fabrication of ultra-thin oxide gate dielectric for VLSI" in A Monograph on Device Processing, Dehradun, India, International Book Distributors, 1992, pp. 498.
- [3] S. Bedi, *Random numbers for dummies*, New Delhi, J. Wiley, 1994, pp. 55-70.

### Thesis:

Author Name, "Title of Thesis", M.Tech./Ph.D. Thesis, Department, University, City, Country, pp. xxx - xxx, Month, year.

Example:

- [4] B. K. Das, "Some Aspects of Displacive Phase Transformation in Nb-Ru Equi-atomic Alloys", Ph.D. Thesis, University of Illinois, Urbana, USA, pp. 110-115, January, 1971.

### Reports:

Author Name, "Title of report," Abbrev. Name of Co., City of Co., Abbrev. State, Report no.xxxxx, year

Example:

- [5] B. K. Das and S. N. Singh, "Calibration program for the silicon solar cells", National Physical Laboratory, New Delhi, India, Report no. EM-2001-1202, 2001.

### Handbook:

Name of Manual/Handbook, x ed., Abbrev. Name of Co., City of Co., Abbrev. State, year, pp. xxx-xxx.

Example:

- [6] Handbook on Electronics, 3rd ed., ed. R. K. Patel, IETE, New Delhi, India, 1985, pp. 44-60.

**Conference Proceedings:**

R. K. Author, "Name of paper", in *Proceedings of Conference Name*, City, Country, Ed. by Name of Editors, pp. xxx – xxx, Dates, Month, year.

Example:

- [7] S.D. Naik, S.K. Apte, R.S. Sonawane, B.B. Kale, N. Pavaskar and B.K. Das, "Nano size  $Mn_3O_4$  (hausmanite) powder preparation by microwave and its characterization", in *Proceedings of the Ninth International Conference on Ferrites (ICF-9)*, San Francisco, USA, Ed. by Ronald Soohoo, American Ceramic Society, pp.853-858, 2005.

**Conference Presentation:**

R. K. Author, "Name of paper", *Conference Name*, City, Country, Dates, Month, year.

Example:

- [8] R. Kishore, S.N. Singh and B.K. Das, "Growth of silicon nitride by plasma enhanced chemical vapour deposition for antireflection coating on silicon solar cells", *Second Annual General Meeting of Materials Research Society of India*, New Delhi, 1991.

**Patent:**

Author Name, "Title of the Patent", Patent Office, Patent no. xxxxxxxxx, date, year

Example:

- [8] G.C. Jain, C.V. Ganapathy, G. Govindswamy, B.K. Das, H.S. Kalsi, T.R. Pusangadan, S. Chandra, S.C. Gupta, S.S. Hanspal, T. Podikunju and R.S. Khanduja, "Improvement in or relating to manufacture of medium wave cup and drum cores", Indian Patent No. 140966, 1976.

**Web Page:**

Web Page Owner, Available: <http://xxxx.xxx.xxx>, date, year

Example:

- [9] Wikipedia webpage, Available: [http://en.wikipedia.org/wiki/Integrated\\_circuit](http://en.wikipedia.org/wiki/Integrated_circuit), 29 November, 2013.

**Yet to be Published Work:**

- [10] A. K. Nigam, "A note on antenna arrays," *IEEE Trans. Antennas Propag...*, to be published.\*\*\* This style should be used only when the paper has been accepted or scheduled for a future publication, i.e., "to appear in." should not be used\*\*\*
- [11] S. S. Klien, "Effect of gamma function on population distribution analysis," submitted for publication. \*\*\* This style is to used only when the paper has not yet been accepted or scheduled for publication, i.e., "to appear in." should not be used\*\*\*
- [12] S. S. Klien, "Effect of gamma function on population distribution analysis," unpublished. \*\*\* This style is to used only when the paper has not yet been sent for



publication, i.e., “to appear in.” should not be used\*\*\*

Full names of the Journals and Conferences, not their abbreviations, should be given. For any other case, please refer to IEEE format for referencing at IEEE Explorer website: [http://www.ieee.org/publications\\_standards/publications/authors/author\\_templates.html](http://www.ieee.org/publications_standards/publications/authors/author_templates.html)

**8. BINDING SPECIFICATIONS:**

Each of the six copies of the synopsis should be sewn and bound using flexible cover of thick light sky blue colour art paper. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

**9. SUBMISSION OF SYNOPSIS & FORMS:**

The student has to submit to the Chairman of the School Doctoral Research Committee (SDRC) of the concerned School six soft bound copies of the synopsis along with a soft copy of the synopsis (in pdf file format) on a CD with proper labelling. The soft copy of the SDRC approved synopsis should also be emailed at [phdcell@ncuindia.edu](mailto:phdcell@ncuindia.edu). As per UGC norms, the final approved synopsis has to be submitted to Shodh Ganga at <http://shodhganga.inflibnet.ac.in/>

The student should submit the Form Synopsis01 (Annexure-C) along with the copies of Synopsis to the Chairman, SDRC of the concerned School.

After the approval of the synopsis by the SRC, the Supervisor(s) should submit the Confidential Form Synopsis02 (Annexure-D) directly to the Chairman, SDRC of the concerned School in a sealed envelope.

**10. SUBMISSION OF THESIS:**

The candidate has to submit the Ph.D. Thesis within nine months from the date of submission of the synopsis. If the Thesis is submitted after nine months of submission of the Synopsis, a fresh Synopsis must be submitted along with the required forms and certificates.

**11. AMENDMENTS:**

These rules can be relaxed, in special circumstances, by the Chairman, BDR for valid written reasons.

**ANNEXURE A**

(A typical Specimen of Cover Page & Title Page)

<Font Style Times New Roman>

<Font Size 14><bold>

**SYNOPSIS OF THE THESIS**

<Font Size 18><bold><1.5 line spacing>

**STUDIES ON THE DESIGN OF LOW POWER MEMS ACTUATOR**

<Font Size 14><Italic>

*Submitted by*

<Font Size 16><bold>

**RAVINDER JAIN**

**Regn. No.: 13ECD002**

<Font Size 16></bold>

Under the Supervision of

Prof. B. K. Taneja

<Font Size 14>

In Partial Fulfilment of the Requirements for the award of Degree of

<Font Size 16><bold>

**DOCTOR OF PHILOSOPHY**

<logo size 38 x 35 mm>



<Font Size 16><bold>

**DEPARTMENT OF MECHANICAL ENGINEERING  
SCHOOL OF ENGINEERING AND TECHNOLOGY**

**THE NORTHCAP UNIVERSITY, GURUGRAM- 122017**

<Font Size 14>

NOVEMBER 2015

## **ANNEXURE B**

(A typical Specimen of Table of Content)

**<Font size 16><bold>  
Table of Content**

**<Font size 12>**

<b>Section No.</b>	<b>Title of Section</b>	<b>Page no.</b>
1	Abstract	
2	Introduction	
3	Brief Survey of Earlier Related Work	
4	Objective of the Thesis	
5	Research Methodology	
6	Major Results and Discussion	
7	Summary and Conclusions	
8	List of References	
9	List of Publications (from the Ph.D. work of the student)	

<<sample only>>



THE NORTHCAP UNIVERSITY
PARTICULARS TO BE FILLED IN BY THE CANDIDATE
(while submitting the Synopsis of the Ph.D. Thesis)

- 1. Name of applicant (in block letters)
(Name must correspond with the name on the enrolment form)
2. Father's Name
3. NCU Roll No.
4. Date of Birth
5. Address:
6. Email: Mobile:
7. Name of the Supervisor(s) 1. 2. 3.
8. Whether he/she has included the contents of any work in the thesis which he/she may have published on the subject? If so, state nature of such work
9. Has he/she submitted six hard copies, one soft copy in a labelled CD of the synopsis and emailed the soft copy to phdcell? Yes/No.
10. If yes when
11. Title of the Thesis (in block letters)
(The title of the thesis should be as per Program of Research approved by the Board of Doctoral Research)
12. Certified that the Thesis to be submitted for the Degree of Doctor of Philosophy mentioned in para above is my original work and the research work of the thesis has not formed the basis for the award of any degree, diploma, associateship or fellowship or similar other titles. It has not been submitted to any other University or Institution for the award of any degree or diploma.

Date: .....

(Signature of the applicant)

Counter-signed by the Supervisors:

(Supervisor no.1)
Name:
Date:

(Supervisor no.2)
Name:

(Supervisor no.3)
Name:

To  
Chairman, SDRC, School of \_\_\_\_\_ (Through HOD/DOS)

---

**For Office work**

The SRC for the student may kindly consider the Synopsis submitted by the student and give its opinion about the suitability of the Synopsis in the form below.

Date: \_\_\_\_\_ Chairman, School Doctoral Research Committee,  
School of \_\_\_\_\_

To  
Chairman, SRC of Mr./Ms. \_\_\_\_\_

---

**Report of SRC on the Synopsis**

1. Name of applicant (in block letters) .....
2. NCU Roll No. ....
3. Admitted Qualification of the Student: .....
4. (a) Part Time (PT)/Full Time(FT):                      (b) Semesters Completed:
5. Please mention the following information related to passing of Pre-Ph.D. courses taken by the student.

S.No.	Course Code	Course Name	Credit	Grade Obtained
		Total		

CGPA now: ..... out of 10 with a Total Pre-PhD Course Credit of .....

6. Title of the Thesis (in block letters)

-----  
-----  
-----

7. Pre-Ph.D. seminar was given in the Department/School in presence of SRC members on \_\_\_\_\_ in Room \_\_\_\_\_.

8. The Title of the Thesis given in the synopsis falls within the broad scope of the Research Proposal submitted by the student and the Title is recommended for acceptance.

9. SRC should give one clear recommendation (with a tick mark) and comments in the box below.

Satisfactory and recommended – Highlight the progress made during the work in the box below or on a separate page

Not satisfactory\* – Give remarks in the box below or on a separate page

Chairman, SRC    Member 1    Member 2    Member 3    Member 4

Date: \_\_\_\_\_

Note (\*) – In case the SRC finds the synopsis not satisfactory, the student can resubmit it to the SRC after incorporating the suggestions of the SRC.

To  
Chairman, SDRC, School of \_\_\_\_\_

**(Confidential)**  
**THE NORTHCAP UNIVERSITY**

**PARTICULARS TO BE FILLED IN BY THE SUPERVISORS**  
(To be submitted after approval of the Synopsis)

1. Name of Ph.D. Student (in block letters) .....  
(Name must correspond with the name on the enrolment form)
2. NCU Roll No. of the Student: .....
3. I (we) am (are) satisfied that the student has completed his research work towards his Ph.D. degree under my (our) guidance and is ready to write and submit his thesis within nine months of submission of the synopsis.
4. Title of the Thesis (in block letters)  
(The title of the thesis should be correctly and clearly recorded as approved by the SRC)  
-----  
-----
5. The names of renowned External Experts (5 from reputed institutes in India and 5 from reputed institutes in developed foreign countries) suggested for examination of the thesis for the student are given below.

	INDIA	DEVELOPED FOREIGN COUNTRIES
1	Name: Designation: Address:  Email: Phone:	Name: Designation: Address:  Email: Phone:
2	Name: Designation: Address:  Email: Phone:	Name: Designation: Address:  Email: Phone:

3	Name: Designation: Address:  Email: Phone:	Name: Designation: Address:  Email: Phone:
4	Name: Designation: Address:  Email: Phone:	Name: Designation: Address:  Email: Phone:
5	Name: Designation: Address:  Email: Phone:	Name: Designation: Address:  Email: Phone:

Note:

6. Certified that the above mentioned suggested External Experts are currently active in research in the field of specialization of the student.
7. Certified that none of the **External Experts is a near relation** (parents, brother/sister or son/daughter) of the supervisor(s) or the student or their spouses.

(Supervisor no.1)

Name:

(Supervisor no.2)

Name:

(Supervisor no.3)

Name:

Date: \_\_\_\_\_

To

Chairman, School Doctoral Research Committee,

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



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**For Office Work**

1. Pre-Ph.D. Seminar was held on \_\_\_\_\_ at \_\_\_\_\_ AM/PM in Room \_\_\_\_\_. The student successfully defended his/her work to his SRC and its recommendations as given in form Synopsis-01 are enclosed.
2. Recommendation of the SDRC for this case as given in the Minutes of the SDRC Meeting held on \_\_\_\_\_ is enclosed.
3. Six copies of the Synopsis and the soft copy of the synopsis incorporating suggestions of the SRC, if any, are enclosed.
4. Forms Synopsis-01 and Synopsis-02 are enclosed.

Date: \_\_\_\_\_ Chairman, School Doctoral Research Committee,  
School of \_\_\_\_\_

To  
Chairman, Board of Doctoral Research

**THE NORTHCAP UNIVERSITY**  
**PARTICULARS TO BE FILLED IN BY THE CANDIDATE**

(while submitting the Ph.D. Thesis for Examination)

- 1. Name of student (in block letters).....  
(Name must correspond with the name as in the enrolment form)
- 2. Father's Name.....
- 3. NCU Regd. No. ....
- 4. Date of Birth.....
- 5. Address:.....  
.....  
.....
- 6. Email: ..... Mobile: .....
- 7. Name of the Supervisor(s)     1. ....  
    2. ....  
    3. ....
- 8. Title of the Thesis (in block letters)  
(The title of the thesis should be as per Synopsis submitted)  
.....  
.....  
.....
- 9. Date of Submission of the Synopsis: .....
- 10. (a) Has the candidate submitted the required number (3+no. of supervisors) of soft-bound copies of the Thesis? Yes/No. If yes, when?  
(b) Has the candidate submitted the soft copy of the Thesis (in pdf file format) on a CD/DVD with proper labelling? Yes/No. If yes, when?  
(c) Has the candidate emailed the soft copy of the Thesis in PDF format at phdcell@ncuindia.edu? Yes/No. If yes, when? Candidate  
(d) Has the candidate submitted the plagiarism report? If yes, when?  
(e) Has the candidate submitted the No-dues certificate? If yes, when?

Date:  
.....

(Signature of the applicant)

Counter-signed by the Supervisors:

(Supervisor)

(Co-Supervisor No.1)

(Co-Supervisor No.2)

Name:

Name:

Name:

Date:

To  
Chairman, BDR \_\_\_\_\_

(Through SDRC)

---

**For Office work**

Name of Student: .....

Regd. No. of Student: .....

Title of the Thesis (in block letters)

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-----  
-----

The required number (3+no. of supervisors) of soft-bound copies of the Ph.D. thesis submitted by Mr./Ms. .... along with a CD/DVD containing the soft copy of the thesis are forwarded.

His synopsis was accepted for submission on .....

Date: \_\_\_\_\_

Chairman, SDRC,  
Dept. of \_\_\_\_\_

To  
Chairman, BDR

---

**For Office of BDR**

1. Name of Student (in block letters).....

2. NCU Regd. No. ....

3. Details of Correspondence with Examiners.

S.No.	Name of the Examiner	Address, Email, Phone no.	Sent by email on	Sent by Courier on	Report Received on	Signature of Chairman, BDR

**THE NORTHCAP UNIVERSITY  
PARTICULARS TO BE FILLED IN BY THE CANDIDATE**

(while submitting the Ph.D. Thesis during Viva-voce Examination)

1. Name of student (in block letters).....  
(Name must correspond with the name as in the enrolment form)
2. Father's Name.....
3. NCU Regd. No. ....
4. Date of Birth.....
5. Address:.....  
.....  
.....
6. Email: ..... Mobile: .....
- Name of the Supervisor(s) 1. ....  
2. ....  
3. ....
7. Title of the Thesis (in block letters).....  
.....  
.....
9. (a) Has the candidate submitted three (03) hard bound copies of the corrected Thesis? Yes/No. If yes, when?  
(b) Has the candidate submitted the soft copy of the corrected Thesis (in pdf file format) on a CD/DVD with proper labelling? Yes/No. If yes, when?  
(c) Has the candidate emailed the soft copy of the corrected Thesis in PDF format at phdcell@ncuindia.edu? Yes/No. If yes, when?  
(d) Has the candidate submitted the soft copy of the corrected Thesis (in ShodhGanga repository format) on a CD/DVD with proper labelling? Yes/No. If yes, when?

Date: ..... (Signature of the applicant)

Counter-signed by the Supervisors:

(Supervisor)	(Co-Supervisor No.1)	(Co-Supervisor No.2)
Name:	Name:	Name:
Date:		

To  
Chairman, SDRC, School of \_\_\_\_\_ (Through HOD/DOS)

To  
Chairman, BDR (Through SDRC)

---

**Office of BDR**

Copy of the PhD Thesis sent to Main Library on .....

Copy of the PhD Thesis sent to Department Library on .....

Copy of the PhD Thesis sent to Shodhganga on .....

Chairman, BDR

Vice-Chancellor:

Date:

Date:

**Recommendation of the Examiners:**

S.No.	Examiner	Recommendation			
1.		<b>Category I :</b> Thesis is recommended	(a)	“Thesis is recommended for award in its present form”	
			(b)	“The thesis be accepted for the award after minor revision / queries” (Revisions / queries may be addressed during the viva voce examination)	
		<b>Category II :</b> A revision is proposed in the thesis	(c)	“I reserve my decision based on response of candidate to the major revision / queries requiring rewriting a portion/ chapter of the thesis incorporating some additional work” (please note that the response of the candidate would be sent to you for final decision between Category I and II)	
		<b>Category III :</b> Thesis is rejected	(d)	“Re-writing of the thesis after further research is recommended”	
			(e)	“The thesis to be rejected outright”	
2.		<b>Category I :</b> Thesis is recommended	(a)	“Thesis is recommended for award in its present form”	
			(b)	“The thesis be accepted for the award after minor revision / queries” (Revisions / queries may be addressed during the viva voce examination)	
		<b>Category II :</b> A revision is proposed in the thesis	(c)	“I reserve my decision based on response of candidate to the major revision / queries requiring rewriting a portion/ chapter of the thesis incorporating some additional work” (please note that the response of the candidate would be sent to you for final decision between Category I and II)	
		<b>Category III :</b> Thesis is rejected	(d)	“Re-writing of the thesis after further research is recommended”	
			(e)	“The thesis to be rejected outright”	

