



Sri Ganganagar 335002

RESEARCH ORDINANCE

Regulation for the degree of Doctor of Philosophy (Ph.D.)

(AS PER REGULATION 2016 of the University Grants Commission, New Delhi)

Remained effective during October 2021 - December 2022

Amended by the Board of Advance Studies and Research till date as per UGC guidelines, issued from time to time, and approved by the Academic Council of the University.

October 2021

The Tantia University, established in the year 2013 by an Act passed by of the Govt of Rajasthan, is all committed to academic advancement through quality teaching and research. The research activities are regulated by a Research Directorate of the university headed by a Director (Research & Academics). directorresearch@tantiauniversity.com

Res/O/1 Regulation of Research Activity

(1) The Board of Advanced Studies and Research (BASR) shall be constituted for the purpose of considering all matters, related to the registration of Ph.D. scholars. The implementation of recommendations of the **Board of Advanced Studies and Research (BASR)** will be subject to the approval of the President. The composition of BASR will be as below:

- (a) The President
- (b) Pro-President
- (c) Director (Research)
- (d) Deans of Faculties, and
- (e) Teachers/experts from the University or outside subject to a maximum of five, nominated by the Chairperson as member on the recommendations of President for a period of two years at a time.
- (f) Assistant Director (Research) will be the Member Secretary of BASR

(2) To coordinate the research activities of the University, a **Director Research** will be nominated by the President from amongst the faculty members of the Tantia University.

(3) **Research Advisory Committee (RAC)** and its functions:

3.1 A Research Advisory Committee (RAC) will be constituted for each Ph.D. scholar. Following will be the members for this committee:

- 1. Dean (Concerned Faculty) or a Faculty member nominated by the President
- 2. Research Supervisor – Convener
- 3. Subject Expert- From outside of University

This Committee shall have the following responsibilities:

- (I) To review the research proposal and finalize the topic of research Scholars.
- (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.
- (IV) Any other matter/problem related to Research Scholar

3.2 A research scholar shall appear before the Research Advisory Committee once in six months to make an online/offline presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Research Directorate with a copy to the research scholar.

3.3 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Research Directorate with specific reasons for cancellation of the registration of the research scholar.

(4) Duration of the Programme:

4.1 Ph.D. programme shall be for a minimum duration of three years, including course work, and a maximum of six years.

4.2 In exceptional cases an extension of maximum of one year may be permitted by the President on the recommendation of the supervisor giving reasons and justification. On expiry of the extended period, the registration of the candidate shall automatically stand cancelled.

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.

4.4 In the light of UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degrees), Regulations-2016- Para 11, the part time Ph.D. may be allowed only to the in-service candidates who will be required to apply through proper channel or enclose a No-objection certificate from the employer. The minimum period for submission of thesis will remain at par with regular candidates.

However, where any Council has different norms for such cases, the time period and fee will be adhered to accordingly, as in case of Nursing Council of India norms for part-time Ph.D. scholars the minimum period is five years (Gazette of India Extraordinary, CG-DL-E-06112020-222984, Part-III, Section 4, New Delhi, November 06, 2020).

Res/O/2 Eligibility of Research Scholars

- (1) A candidate for admission to the degree of Doctor of Philosophy (Ph.D.) in the Various Faculties of Tanta University must have obtained the Master's degree (not the Diploma) with at least 55% marks at the postgraduate examination of the University in subject or any allied subject in which he/she wishes to pursue research. A relaxation of 5% of marks, from 55% to 50%, or an equivalent

relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the University Grants Commission from time to time.

Provided that:

- (i) The Master's degree should have been obtained after taking the Bachelor's degree with full prescribed Courses for the degree. The Masters degree should be of at least two year duration excepting for the cases wherein only one year post-graduate degree is awarded, as in case of M.Ed. passed by the year 2015.
- (ii) Candidate who obtains the B.A. degree from other statutory Indian University after passing a public examination in a classical or modern Indian language prior to his/her M.A. degree will also be eligible for registration.
- (iii) The eligibility condition for teachers having been recruited before 1986, may be relaxed at the discretion of the Board of Advanced Studies and Research. For the purpose of Ph.D. registration a teacher candidate will be defined as a person working in a permanent capacity as a teacher in a recognised University/College.
- (iv) No candidate shall ordinarily be permitted to register for Ph.D. degree in a subject different from the one in which he/she has passed his/her qualifying examination. However, in order to facilitate inter-disciplinary research a candidate may apply in allied subject and his/ her registration may be considered on approval of the President and in such cases co-supervisor may be appointed, if supervisor so desires with necessary justification. The co-supervisor also has to be a recognized supervisor of the University.
- (v) In pursuance of the University Grants Commission Public Notice No. D.O. No.9-35/2015 (CPP-II) dated 15/04/2021, the C.A./C.S./ICWA qualification may be treated equivalent to Post Graduate Degree and candidates with such qualification may be considered for Ph.D. in the faculty of Commerce & Management.

Res/O/3 Research Supervisor

3.1. Eligibility of Research Supervisor

- (i) Professors, Associate Professors and Assistant Professors (regular teacher) of the Teaching Departments of Tania University. Application form for recognition as research supervisor presented as **Appendix –I)**

- (ii) A Professor with at least five research publications in refereed journals and any Associate/Assistant Professor with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

In areas/disciplines where there is no or there are only a limited number of refereed journals, the President may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- (iii) In Medical subjects (Medical/Homoeopathy/Ayurveda), in addition to above, Teacher/Scientist/Research officer of Tania University may be a Supervisor/Co-supervisor provided he/she has post-graduate degree in Medical/Homoeopathy/Ayurveda and five years of teaching/research experience in a recognized institution after obtaining M.D./M.S. degree.
- (iv) The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the Tania University or from other related Institution/College of Tania University with the recommendation of the Research Advisory Committee and approval by the President.
- (v) The University teachers continue to be on its rolls up to the age of 65 years. As such the teacher up to this age may continue as research supervisor. The candidate allotted to him/her before Superannuation will, however, continue to be supervised, even after superannuation, but no fresh candidate will be allotted thereafter. Same provision will apply to a supervisor if he leaves his services with the Tania University, even before superannuation. In order to make use of academic excellence, Emeritus Professors and Reappointed Teachers of the University fulfilling the criteria for Research Supervisor-ship will, however, be authorised to supervise the Ph.D. students, even after the prescribed age, with the approval of the President.

3.2. Allocation of Research Supervisor:

- (i) The allocation of Research Supervisor for a selected research scholar shall be decided by the committee constituted by the President.
- (ii) In case of special circumstances of inter-disciplinary subject, the co-supervisor may be opted on justification submitted by the supervisor and recommended by RAC and approved by the President. A Co-supervisor should also fulfil the eligibility criteria as that for supervisor of Tania University. It will only be an academic collaboration with no financial liabilities on the University. The name of co-supervisor will also be printed on the thesis, however, he/she will not act as an examiner.
- (iii) The maximum limit of number of research scholars at a time with a research supervisor shall be as shown in **Appendix- II**.

- (iv) In case of relocation of Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- (v) In case the supervisor retires or leaves the Tania University, the candidate shall be permitted to continue and complete his/her work under his/her supervision.
- (vi) In the event of death of the supervisor or in exceptional circumstances a change of supervisor shall be permitted by the President and the period of his/her research work carried with original supervisor shall be counted for the purpose of the award of the Ph.D. degree. If the research synopsis under the original supervisor is not submitted or approved, fresh synopsis will have to be submitted. In such a case and period of commencement of work shall be counted from the date of submission of fresh synopsis.
- (vii) In case of a conflict between Research Supervisor and Research Scholar, with the consent of original Research Supervisor, the President may change the Research supervisor.

Res/O/4 Entrance Test and Admission

- (1) Admission to Ph.D. will be made through a Ph.D. Entrance Test to be conducted by the Tania University each year or as proposed by BASR. (Application form for Entrance test **Appendix-III**)
- (2) The students who have qualified JRF/UGC-CSIR NET/SLET/GATE/teacher Fellowship holder/passed M.Phil Programme (through entrance exam) will be exempted from appearing in Ph.D. Entrance test. However, they will have to undergo the course work. Their admission to Ph.D. will be subject to availability of seats and approval by BASR.
- (3) The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. Qualifying marks will be 50% of maximum marks of entrance test and interview together. 5% relaxation in minimum obtained marks (from 50% to 45%) for SC/ST/OBC (non-creamy layer)/differently-abled category shall be allowed in the entrance examination conducted by the University
- (4) The test will be followed by an interview to be conducted by two Subject Experts to be appointed by the President in consultation with the Director Research, to adjudge the research interest of the candidate. The Test will be of maximum 100 marks and interview of 50 marks. During interview the candidates are required to discuss their research interest/area through a presentation before a duly constituted committee of experts. The number of candidates called for interview will be five times the number of available seats in a subject. Merit will be drawn from the combined marks obtained by the candidates in

the Entrance Test and Interview (Max. Marks 150). Admission will be given against available vacant seats in a subject. Reservation policy of the State Government shall be followed while giving admission.

Res/O/5 Course work

- (1) The credit assigned to the Ph.D. course work will be 10 Credits.
- (2) Credit Hours

1 Credit	=	15 hours
Total Credits	=	10 Credits
Total Hours (10x15)	=	150 Hours
- (3) Syllabus
 - a) **Research methodology, quantitative methods, research ethics and review of published research in the relevant field, training, field work, etc** = **2 Credits**
 $2 \times 15 = 30$ hours
 - b) **Advance Level Course (statistics)** = **1 Credits**
 $1 \times 15 = 15$ Hours
 - c) **Computer Application** = **1 Credits**
 $1 \times 15 = 15$ Hours
 - d) **Subject Wise** = **6 Credits**
 $6 \times 15 = 90$ Hours
- (4) All the Research Scholars are required to complete this course work prescribed by the department during the initial one semester.
- (5) If a candidate fails to attend the Coursework or its Examination, or fails in the Examination, only one more chance may be given to him on approval of the President.
- (5) On completion of course work, the university will conduct an examination of descriptive nature of 100 marks. A candidate securing minimum pass marks (55%) will only be considered eligible for final registration.

a) **Research Methodology quantitative methods, research ethics and review of published research in the relevant field, training, field work, etc**

b) **Advance Level Course (statistics)**

c) **Computer Application**

d) **Subject Wise**

} **40 Marks**

= **60 Marks**

Res/O/6 Research work

- (1) The University will allot the supervisor to the qualified candidates through a committee constituted by the President.

- (2) The candidate will submit a research proposal to the university through his/her supervisor in the prescribed format which will be evaluated by the Research Advisory Committee (RAC). (Format for registration form and synopsis **Appendix-IV**)
- (3) On receiving positive report from RAC, the final registration will be made and the candidate will pursue his/her research work under the supervisor and seek admission at the University by paying necessary fees. The university will issue the final registration letter confirming the date of commencement of work. The date of commencement of work will be the date of admission to course work, as will be communicated by the candidate through supervisor.
- (4) In cases prior to October 2016, the Date of Commencement of work will be accepted only from the date of submission of the synopsis. In new cases (October 2016 onward batches) the period of submission of synopsis is given as two months, on discretion of the President it may be extended up to six months. On the lapse of the period, if any synopsis is accepted, the period of commencement of work will be considered from the date of submission of synopsis and not from commencement of course work. This condition of accepting the date of commencement of work from the date of submission of synopsis will also apply on the cases in which the candidate for his own reason has delayed the completion of Coursework.
- (5) In the case of delay in research supervisor allotment/change of supervisor, the date of commencement of work may be considered as any date between the first day of the course work and date of research supervisor allotment as may be proposed by the Research Supervisor and approved by the President.
- (6) If a synopsis is revised or rejected by the RAC, the fresh synopsis will have to be submitted within one month. The date of commencement of work shall be accepted as may be proposed by the Supervisor and approved by the President, but not before the date of commencement of Coursework.
- (7) If a revised/fresh synopsis (Para 6 above) is not submitted within the given period of one month, the date of commencement of work will be considered from the date of submission of fresh synopsis and not from the commencement of course work.
- (8) For Candidates appearing in required qualifying examination and result declared late (after Ph.D. admission process of the University) the date of commencement of work for Ph.D. shall be treated not before the date of fulfilling the eligibility criteria. If a candidate

has sought exemption from Entrance Test on the ground of NET, the date submission of NET result to the university will be determined as the date of eligibility.

- (9) The candidate shall pursue his/her research work with the supervisor. The supervisor shall certify that the candidate has put in at least 200 days of attendance every year. The 200 days attendance per year will also include any period spent away from headquarter for field work and library consultation, as may be certified by the supervisor.
- (10) A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Directorate of Research with a copy to the research scholar. (Format for six monthly progress report **Appendix-V**)
- (11) The supervisor may, however, recommend a change in the topic if it is subsequently found that a modification is necessary in the interest of research. This matter shall be reported to the BASR which shall forward its recommendation to the President for approval. Such change, however, would be done only once.
- (12) Six months before the submission of thesis, the supervisor shall forward four copies of the summary of work along with a sealed panel of at least eight experts in the subject concerned, having not more than two examiners from Rajasthan (**Appendix-VI**). The President may, however, ask for more names of experts from the supervisor and may also add names to the panel. The President would then select and appoint two examiners from the panel. At least one examiner should be from outside the state of Rajasthan. The candidate shall be required to submit the thesis within six months of the submission of panel of examiners, however, only in extra ordinary cases the President may extend the time. (Format of Summary **Appendix - VII**)

Res/O/7 Evaluation of Thesis and Award of Degree

- (1) Prior to the submission of the thesis, the scholar shall make a presentation before the Research Advisory Committee which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the Research Advisory Committee and the final thesis shall carry a certificate to this effect.
- (2) Ph.D. scholars must publish at least one research paper in peer-reviewed or UGC listed journal before the submission of the thesis and make two paper presentations in conferences/seminars before the submission of the thesis for

adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

- (3) The Academic Council (or its equivalent body) of the institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting the thesis for evaluation, the Research Scholar will submit an undertaking and the Research Supervisor will submit a certificate attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. (Certificate **Appendix-VIII**; Policy on Plagiarism **Appendix XII**)
- (4) After the thesis is complete, the candidate shall submit four printed or typewritten copies in a bound- cover of the colour specified in **Appendix-VIII** along with certificate by the supervisor in the proforma provided in **Appendix-VIII** and no-dues certificate by the concerned Head of the Department/Dean/Principal. The scholar shall also submit a soft copy in the form of CD/DVD of the thesis.
- (5) The language of the thesis shall be either Hindi or English except that for thesis submitted in the area of languages such as Sanskrit, Urdu, Punjabi etc.
- (6) The candidate shall not incorporate the results of his/her research work done at the Master's or M.Phil. level.
- (7) The thesis must be a piece of research work characterised by the discovery of facts or by fresh approach towards the interpretation of facts or theories on an applied work of great significance. In either case it shall evince the capacity of the candidate for critical examination and independent judgement. It should be satisfactory so far as literary presentation is concerned and must be suitable for publication.
- (8) The evaluation of the thesis shall take place in the following manner:
 - (i) It will be examined by the supervisor and two external examiners appointed in the manner specified above. All the examiners shall be requested to submit a report, normally within a period of two months of the receipt of the thesis in the format provided in **Appendix-IX** and shall be paid remuneration at rates specified in **Appendix-XI**.
 - (ii) If all the examiners unanimously recommend acceptance of the thesis and award of the degree of Ph.D., the President shall appoint one of the two external examiners to conduct the viva-voce examination. The viva-voce

shall be conducted jointly by the supervisor and external examiner so appointed. It would be notified that teachers and research scholars may attend the viva-voce examination at their own expenses. The examiners shall submit their viva-voce report jointly to the University in the format provided in **Appendix-X**. In case one or more examiners refuse to come for conducting viva-voce examination for any reason, the President may appoint another examiner for conducting the viva-voce.

The report of viva voce examination shall then be placed before the President for approval, and if the recommendation is found positive, provisional degree certificate may be issued to the candidate and the degree shall be conferred after approval of the Academic Council and Board of Management.

- (iii) In case one or more external examiners recommend a modification in the thesis, it will be communicated to the candidate by the University and the candidate will be required to modify thesis as suggested by examiners and resubmit the thesis normally not before a period of six months. The maximum time of resubmission of revised thesis will be nine months, failing to submit the revised thesis in given time the registration of the candidate will be treated as cancelled. The process of evaluation outlined above will then be followed. If one or more examiners are not satisfied with the modifications/revisions made, the President may seek the opinion of a third examiner in the matter for consideration.
- (iv) In case one of the external examiner recommends the rejection of the thesis, the thesis shall be sent to a third external examiner and the opinion of the third external examiner shall be final.
- (vi) In case one external examiner recommends a modification while another rejects the thesis, the candidate shall be informed accordingly and asked to resubmit the thesis after a period of one year. The revised and/or modified thesis shall be sent to the same two examiners. If, even then, any one of the external examiners recommends further modification/rejection, the thesis will be rejected and the registration shall automatically stand cancelled.
- (vii) If both the external examiners recommend the rejection of the thesis, it will be rejected and the registration shall automatically stand cancelled.
- (viii) The period of six months/one year spent in resubmission of the thesis after modification shall be counted from the date on which the candidate is informed about the same and this period shall not be counted to compute the maximum period for submission of thesis.

- (ix) If viva-voce report is unsatisfactory the viva-voce examination shall be normally reheld after a period of three months from the date of first viva-voce examination on payment of the requisite fee. If the candidate fails to get a satisfactory report in the second viva-voce examination, the thesis shall be rejected and his/her registration shall automatically stand cancelled.
- (x) Following the successful completion of the evaluation process, the University shall submit the soft copy of the thesis to the UGC within 30 days for hosting the same in INFLIBNET.
- (xi) The degree of Ph.D. thus awarded shall be accompanied by a certificate to the effect that the degree has been awarded in accordance with the provisions of the Regulation of the UGC 2009 or 2016, as the case may be.

Res/O/8 The regulations issued by University Grant Commission, from time to time in this regard, will automatically become the part of this ordinance. In exceptional cases where the rules are not clear and discrepancy exists, in the interest of Scholar and the Institution the President in consultation with the Director Research will resolve the issue using his discretion.

Res/O/9 Appendices:

- I. Application form for recognition as research supervisor
- II. Limit For Research Supervision
- III. Application form for Entrance Exam
- IV. Format for Registration form, synopsis with certificates and report on synopsis
- V. Format for six monthly progress report
- VI. Format for panel of examiners
- VII. Format for Summary with certificates
- VIII. Format for Cover and format for thesis, declaration by candidate, Certificate from supervisor
- IX. Format for Evaluation Report on Thesis
- X. Format for report of Viva-Voce
- XI. Rates of Remuneration
- XII. Policy on Plagiarism



Tantia University

Appendix-I

SRI GANGANAGAR (RAJASTHAN)

(Established by State Govt. Act 32 of 2013 & U/S 2 (f) of UGC Act. 1956)

Hanumangarh Road, Sri Ganganagar (Rajasthan)-335002

Application Form for Recognition as Ph.D. Research Supervisor

Name of Faculty _____ Subject _____

1. Name of the Applicant (In Capital Letter) _____

2. Date Of Birth : ____/____/____

3. Phone No. : (O) _____ (R) _____

4. Mobile No. : _____

5. E-Mail Address : _____

6. Organization & Designation : _____

7. Official Address: _____

Passport Size
Photograph

8. Permanent Address: _____

9. Address for Correspondence: _____

10. Education Qualification (Enclose attested copies of certificates)

S.No.	Name of the Examination	Subject	Institute/ University	Year of Passing	Percentage/ CGPA & Division	Specialization
1	UG					
2	PG					
3	Ph.D.					
4	Any Other					
5						

11. Total PG Teaching Experience _____ (Enclose attested copies of relevant certificates)

S.No.	Name of the Organization	Designation	Duration	Remarks, if any

Appendix-I (Contd.)

12. Research Experience (Enclose attested copies of relevant certificates)

S.No	Name of University	Period From-----to	Subject	Faculty	No. Of Ph.D. Scholars Produced	No. of Registered Scholars

13. Research Publications (Enclosed self attested copies of relevant certificates/documents)

S.No.	Title	Name of Journal/conference	Vol./Year/Page No.

14. Books Authored/Co-Authored and Publications

15. Other Publications (Please Enclose attested copies of relevant certificates/documents)

16. Paper Presentation in Nation/International Seminars & Conferences

(Please Enclose attested copies of relevant certificates/documents)

Theme of Conference/ Seminar	Title	Organizer	Date

Note: The following persons will be eligible to act as Research Supervisor provided they possess a doctoral degree of the recognized University.

- Professor and Associate Professors of the Teaching Department of Tantia University, Sri Ganganagar.
- All other permanent teachers of the University Teaching Departments not covered under 4(i) and college teacher this University having 5 years PG Teaching/Post doctoral research experience. In either case the teacher must have two research papers published in a recognized journal of national/international level and participated in at least two conferences/Seminars in the area of research work concerned. (Necessary documentary proofs must be attached with the application form).

I hereby certify that the details given above are correct to the best of my knowledge.

Signature of Applicant

Forwarded to the Director Research Tantia University, Sri Ganganagar for necessary action. I have verified the above details and I am satisfied about their correctness.

Date:

Signature of the Head of the Institution with Seal

LIMIT FOR RESEARCH SUPERVISION

Maximum number of Ph.D scholars permitted at any given time under a supervisor will be as under:

Designation of the Supervisor	Ph.D. scholars
Professor	8
Associate Professor	6
Asst. Professor	4

The seat will fall vacant with the submission of thesis by a scholar work of under a supervisor.



TANTIA UNIVERSITY

(Established by State Govt. Act No.32 of 2013 U/S 2(f) of the UGC Act. 1956)

DIRECTORATE OF RESEARCH

Hanumangarh Road, Sri Ganganagar, Rajasthan-335002

Website: www.tantiauniversity.com • Email: registrar@tantiauniversity.com

APPLICATION FORM FOR Ph.D. ENTRANCE EXAM

Mailing Address : director.research@tantiauniversity.com

For Office use only

Inward Register No. _____ Receipt No. _____

Enrolment No. _____

1. **Name:** _____

(In block letters)

2. **Father's Name:** _____

3. **Mother's Name:** _____

4 **Date of Birth:** _____

(dd-mm-yyyy)

Category: Gen. ☐ SC ☐ ST ☐ OBC ☐ Others ☐

5 **Present Address:** _____

_____ Pin Code: _____

Phone _____ Mobile _____

Email: _____

6. **Permanent Address:** _____

_____ Pin Code: _____

7. **Other Test Cleared:** (GATE / NET / UGC / CSIR / SLET) or any other Qualification

Year _____ Roll No.: Rank..... Score.....

8. **Academic qualifications:**

Examination	Subject	University	Year	Marks Obtained	Percentage Class/ Division
Secondary					
Sr. Sec.					
UG					
P.G.					
Other					

Note: Please enclose copies of mark-sheets, certificates and degrees of all the above examinations.

9. **Whether he/she is simultaneously appearing or intends to appear at any other examination of any University during the period of Research :** _____

10. Faculty/Department in which the candidate proposes to work:**(a) Subject** _____**(b) Department** _____**(c) Faculty** _____

If candidate is already employed NOC from employer is to be submitted along with the application form, if employed after registration, this fact must be brought to the notice of the University and employer's permission (NOC) must be submitted immediately.

DETAILS OF PAYMENT OF APPLICATION FEEAmount : Application Form Fee Rs. **2000** /-

D.D. No. _____ Dated _____ Bank & Branch _____

(Fee once paid is not refundable) EBS Transaction ID: _____

TERMS AND CONDITIONS

1. The information contained in the Information Brochure is only for general guidance and should not be treated as legal document. It could be changed / modified from time to time by Competent Authority of the University.

Cancellation of Admission: The University reserves its right to cancel the admission of successful Candidate under any of the following circumstances:

- a. If the fee is not deposited by the stipulated date.
- b. If the candidate does not join the particular programme by the stipulated date or leaves the course without obtaining permission from the University even though the Fee has been deposited.
- c. If the candidate fails to furnish the proof of the stipulated minimum qualifications.
- d. Admission to the Ph.D. programmes will be made on the basis of entrance test conducted by the University and interview. Applicants failing to clear interview in two successive attempts shall be asked to submit application form de novo with fresh processing fee and application fee.

3. The Competent Authority of the University reserves the right to alter or modify the structure of any of the programs to attain the objective of excellence.

4. Fee once paid is not refundable .

5. The University reserves its right to change the existing fee structure.

6. The University reserves its right to modify, alter and / or include any other Terms and Conditions that may be deemed necessary in the interest of running the course.

7. **Agreement Clause:** All the applicants to the Ph.D. course shall be bound by above mentioned Terms and Conditions of Tania University Sri Ganganagar.

DECLARATION

I understand and agree that a large number of candidates appear at the Ph.D. Entrance Test and only those who are short listed are called to appear at the interview conducted by the DRC of the concerned faculty. Seats are allotted by the Dean on the basis of performance at the interview; in view of the additional vacancies likely to exist in future Dean may grant second opportunity of appearing at the interview to those candidates who are willing to wait for their turn for allotment of seat, submit a written undertaking to that effect and remaining candidates who are unable to get the seat through interview have no legal claim for getting the admission to Ph.D. program. They have to try a fresh next time by paying application form fee and processing fee. The application form fee and processing fee are neither refundable nor adjustable for the next attempt.

I hereby declare that the information given in the application form is complete and accurate. I understand and agree that misrepresentation, omission or suppression of facts will justify the denial of admission.

I have not been convicted of an offence involving moral turpitude and have clear understanding that my admission shall be cancelled immediately after the facts of any such case are known.

I shall abide by the decision of the Competent Authority for all purposes & further more the University reserves its right to change the existing fee structure & to modify, alter and / or include any other Terms and Conditions that may be deemed necessary in the interest of running the course.

I accept the terms and conditions of the University as binding on me for the admission.

Place :**Date :****Signature of Candidate**

Title of Research Work

(in English & Hindi)

A Synopsis submitted to
Tantia University, Sri Ganganagar



For the Degree of Doctor of Philosophy

In the Faculty of

Subject

By

..... (Name of Candidate)

Under the Supervision of

..... (Name & Designation of Supervisor/Guide)

.....Name of University/College of supervisor

TANTIA UNIVERSITY

Hanumangarh Road, Near RIICO Bus Stand,
Sri Ganganagar (Rajasthan)-335002

Year

FORMAT FOR OUTLINE OF PROPOSED RESEARCH WORK

(TO BE SUPPLIED IN 4 COPIES)

- a) Name of Scholar (in English & Hindi):
 - b) Location:
 - (a) Institution/Department where the work is to be done
 - (b) Location
 - c) Title of the Research work (in English & Hindi):
-

- 1. Introduction:
- 2. Importance of proposed Research Work:
- 3. Review of work already done on the subject: (Present and past status)
- 4. Hypothesis/Objective:
- 5. Methodology:
- 6. Chapter-wise details of Proposed Research:
- 7. Bibliography (Updated):

Signature & Name of the Candidate with date

Outline of the synopsis approved.

Signature & Name of Supervisor with date

CERTIFICATE BY SUPERVISOR

Certified that :

1. I am willing to guide the research work of Shri/Km./Smt. on the above subject if he/she is registered for Ph.D.
2. To the best of my knowledge the subject selected has not been studied and is not being studied so far in any university.
3. Present subject is of sufficient scope to keep the candidate engaged for two or more years towards his/her Ph.D. research work.
4. The subject will lead to a valuable contribution. I have seen and approved the outline and bibliography, etc. submitted by the candidate.
5. Necessary facilities are available in the Department for the above research work (Certificate from Principal/Head Univ. Dept. with regards to facilities available is enclosed.)
6. I have..... (give numbers) research candidate(s) registered under my supervision and the serial number of this candidate (whose application is being forwarded) for Ph.D. registration is (give the serial number)
7. The candidate is not under my close relationship (the term close relationship has been defined in the examination ordinance of the University.)

Signature & Name of the Supervisor with date

Certified that the available facilities will be extended to Shri/Km./Smt. for research work if he/she is registered for Ph.D.

Signature of Principal/Director
of the Institution with date

Signature of the Head of the
Department with Date

TANTIA UNIVERSITY, SRI GANGANAGAR

Proforma for report of Research Advisory Committee (RAC) on a Ph.D. Synopsis

Name of Candidate.....

Name of Research Supervisor.....

Title of Synopsis

.....

Expert's Comment

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please Tick Accordingly

Approved ☐

Not Approved ☐

Revised ☐

Date:

Name of Member
& Sign)

Name of Member
& Sign)

Name of Member
& Sign)

Name of Member
& Sign)

Note:

1. The copies of synopsis must be in Spiral Binding.
2. The candidate must submit four copies of synopsis.
3. Colour scheme for Thesis/Synopsis cover in different faculties

a) Faculty of Arts/Social Science	-Red
b) Faculty of Commerce/Management	-Yellow
c) Faculty of Education	-Crimson
d) Faculty of Nursing	-Purple
e) Faculty of Engineering/Technology	-Light Green
f) Faculty of Medical & Paramedical	-White
g) Faculty of Science	-Light Blue
h) Faculty of Law	-Maroon

4. Text Writing-

Paper to be used: A4 Size (Good Quality)

Printing : One Side

Font: Title – 18pt-Bold,

Headings – 16pt-Bold, Sub Headings – 14pt

Running Text (English): 12pt-Times New Roman,

Running Text (Hindi): 14pt- (SG12, Kruti Dev 10, Devlays)

Bold and Italics: - be only used where ever necessary

Spacing: Double or one and half

Margin : Left 4cm; Top, Bottom, Right-2.5cm

Page Numbering : Properly Numbered

5. Writing Reference:

- Author Name, (Year). *Title-Book or Article or Thesis*
- *Name of journal* or Publisher or conference or university
- Journal volume, No., page etc. and if book its pages or if conference – name of the conference, Year, Place.

Example-

- Nayar, Parmod K. (2002). *Literary Theory Today*. Asia book Club, New Delhi. pp230
- McGuniness, Kate (1993). Gene Sharp's Theory of Power: A Feminist Critique of Consent. *Journal of Peace Research*, Online 30 (1): 101-115.
- Phiri, Aretha M.M. (2009): *Toni Morrison and the Literary Canon: Whiteness blackness, and the construction of racial identity*. Ph.D. Thesis, Rhodes University. pp. 154



TANTIA UNIVERSITY

(Established by State Govt. Act No.32 of 2013 U/S 2(f) of the UGC Act. 1956)

DIRECTORATE OF RESEARCH

Hanumangarh Road, Sri Ganganagar, Rajasthan 335002

APPLICATION FORM FOR Ph.D. REGISTRATION

To
The Director Research
Tantia University, Sri Ganganagar

Sir,

I request you to register me for the degree of Doctor of Philosophy of the Tantia University, Sri Ganganagar in the Subject.....under the Faculty of

I have cleared Entrance Exam of Ph.D. Programme held on and Ph.D. Coursework Exam held on

I am already or I am submitting enrollment form for registration along with this form enrolled as a student in the Tantia University, Sri Ganganagar, and my enrollment No.....

The required fee of this programme has been already deposited and copy of receipt enclose.

Date :

Yours faithfully,

Place :

(Signature in full)

1. Name of the applicant in English (in capital letters)

Mr./Ms.

2. Name in Hindi.....

3. Address

.....
.....

Phone/Mobile No..... E-mail:

4. (a) Fathers Name (b) Mothers Name.....

5. Are you employed? If so, attach a permission letter from the employer

6. Qualifying Examinations.

Examination Passed	University/ Board	Year	Division	Percentage
Postgraduate				
Undergraduate				
Sr. Sec. /Hr. Sec				
Secondary/ High School				
Any other				

7. Subject offered at the postgraduate level together with the name of faculty
8. Whether the applicant intends to appear at any other examination of this University or any other University during the period of research. If so, mention the name of the examination
9. Research Title (In English).....

 (In Hindi).....

10. (a) Name of Supervisor
 Official address
 Phone/Mobile No. E-mail.....
- (b) Date of Superannuation of Supervisor
- (c) In case of joint-supervision, specific
 reasons by the supervisor separately in
 the Performa, enclosed (Appendix IV)
- (d) Date of Superannuation of Co-supervisor
11. Whether the Supervisor and Co-supervisor
 are approved by the University. Please
 mention No and Date of approval.
12. Signature of Supervisor/Co-supervisor
13. Signature of the Head of the Department to
 which the supervisor belongs with seal
14. Signature of the Principal/Director of the
 Institution with seal.

(Signature of Supervisor/s)
 With Seal

(Signature of Applicant)

Note :

A Candidate who is not enrolled in the University must get himself/herself enrolled. Candidate applying for registration must attach attested copies of mark-sheets of Postgraduate and Graduate examinations. The Head of the Department himself /herself must attest the documents after verifying with the original.

Check list

1. All columns of forms are filled up and it is forwarded by the Supervisor and Head of the institution. []
2. A registration fee of **Rs. 5000** along with other fee deposited to **Registrar, Tantia University, Sri Ganganagar** is being submitted. []
3. Attested copies of mark-sheets of Postgraduate and Graduate examinations attached. []
4. Synopsis duly forwarded by supervisor (as per Appendix II) attached in four copies. []
5. Certificate of supervisor (Appendix III) attached. []
6. Original copy of No Objection Certificate from the employer (if employed) attached []
7. If not already enrolled with Tantia University, Enrollment form duly forwarded by Head of the institution and accompanied with **original Migration Certificate, Mark-sheet** of qualifying examination and fee of Rs.500 as **DD payable to Registrar, Tantia University, Sri Ganganagar/** []
Cash Receipt attached.

This report must be sent to Dean concerned Faculty of _____

Reg. No.

Progress report for the Period..... to

Name of the Scholar.....

Subject.....

Name of the Supervisor guiding the research

Work done during the period (to be acceptable, it should be explicitly with at least 12 to 18 lines)

[illegible]

Did you conduct research in some other capacity outside the classroom in the above period? If yes, please describe: please also provide its relevance

.....

Did you submit any articles for journal review for publication in the above period? If yes, please provide the working title, all authors, and name of journal. Please also provide its relevance (Please enclose its one copy)

.....

In the above period, did you publish any reports, journal articles, or other documents? If so, please provide full citations, including co-authors. Please also provide its relevance (Please enclose its one copy)

.....

In the above period, did you attend any professional conference(s)? If so, please provide the date, name of the conference(s)? and location. Please also provide its relevance (Please enclose its one copy)

.....

In the above period, did you present a research paper at a conference, please provide the citation for the presentation, including any co-presenters. Please also provide its relevance (Please enclose its one copy)

.....

In the above period, did you present research in any forums other than a conference (e.g. seminar, invited lecture, etc.) Please also provide its relevance (Please enclose its one copy)

.....

Teaching

Please List any class that you taught in the above period: (Please enclose its proof)

.....

.....

Extracurricular activities

Please list any workshop(s) or seminar(s)/that you attended during the above period, including names, dates, and locations: (Please enclose its one copy)

.....

.....

Any other relevant information:

.....

.....

.....

.....

Signature of Scholar

This Performa should be filled by Research supervisor

1. Progress of scholar is Excellent/Good/Normal/Slow (tick accordingly)

2. If slow, provide reason

.....

.....

.....

3. Any other suggestion.....

Name & Sign of
Dean

Name & Sign of
Research Supervisor

Name of Sign of
Internal Subject Expert

Name of Sign of
External Subject Expert

FORMAT FOR PANEL OF EXAMINERS**APPENDIX-VI**

Name of the Candidate Subject

Title of Thesis: _____

S.No.	Name of Examiner with Designation	Full Address with Pin code	Contact No
1			
2			
3			
4			
5			
6			
7			
8			

Note: The examiners suggested should be actively engaged in the area of research work concerned and also as far as possible, should not be below the rank of university Professor/Scientist in the grade of professor. There should not be more than two examiners from the state of Rajasthan.

Place

Date

Signature & Name of Supervisor with Designation

Title of Research Work

Appendix-VII

(In English & Hindi)

Summary of Research work

Submitted to

Tantia University, Sri Ganganagar



Submitted for the Partial

Fulfillment of the Requirements

for the Degree of Doctor of Philosophy

In the Faculty of

Subject

By

..... (Name of Candidate)

Under Supervision of

..... (Name & Designation of Supervisor/Guide)

.....Name of University/College of supervisor

TANTIA UNIVERSITY

Hanumangarh Road, Near RIICO Bus Stand,

Sri Ganganagar (Rajasthan)-335002

Year

FORMAT FOR SUMMARY

a) Name of Scholar (in English & Hindi)::

b) Title of the Research work (in English & Hindi):

1. Introduction:
2. Importance of Research Work:
3. Problem Statement:
4. Objective:
5. Hypothesis (if any):
6. Material and methodology, and tools for present research work (if any):
7. Sample (if any):
8. Salient findings/discussion:
9. Conclusion :
10. Significance of present work:
11. Suggestions for further research:
12. References:

Signature of the Candidate

Signature of Supervisor

CERTIFICATE BY THE SUPERVISOR TO ACCOMPANY THE SUMMARY

It is certified that the

- (i) Summary of thesis entitled
submitted by is an original
piece of research work carried out by the candidate under my
supervision.
- (ii) Literary presentation is satisfactory and the Summary of the thesis is in a
form suitable for publication.
- (iii) Present research work evinces the capacity of the candidate for critical
examination and independent judgment.
- (iv) Candidate has fulfilled the required attendance.
- (v) There is no plagiarism in this thesis and it has not been submitted earlier
for any other degree or diploma.

Signature of Supervisor with date

DECLARATION BY THE Ph.D. SCHOLAR TO ACCOMPANY THE SUMMARY

- (i) Name of Candidate : _____
Subject : _____
Registration Number : _____
Summary of Thesis entitled : _____
- (ii) I hereby certify that present research work is an original piece of research work carried out by me under the supervision of _____.
- (iii) During present research work I have fulfilled all the requirements in connection to my Ph.D. Work.
- (iv) I further declare that there is no plagiarism in this thesis and it has not been earlier submitted for any other degree/diploma.

Signature of Candidate with date

Title of Research Work (In English & Hindi)

A Thesis Submitted

In fulfillment of the requirements

For the Degree of Doctor of Philosophy to the

Tantia University, Sri Ganganagar

In the Faculty of

Subject

By

..... (Name of Candidate along with qualifications)

Under the Supervision of

..... (Name & Designation of Supervisor with Qualifications and College)



TANTIA UNIVERSITY

Hanumangarh Road, Near RIICO Bus Stand,
Sri Ganganagar (Rajasthan)-335002

Month & Year

DECLARATION BY THE Ph.D. SCHOLAR

- (i) Name of Candidate (In English & Hindi) : _____
Subject : _____
Registration Number : _____
- (ii) I hereby certify that present research work is an original piece of research work carried out by me under the supervision of Dr./Prof _____ and during present research work I have fulfilled all the requirements in connection to my Ph.D. Work.
- (iii) I further declare that there is no plagiarism in this thesis and it has not been earlier submitted for any other degree/diploma.

Signature of Candidate with date

CERTIFICATE BY THE RESEARCH SUPERVISOR

It is certified that the:

- (i) Thesis entitled and
Submitted by
is an original piece of research work carried out by the candidate
himself/herself under my supervision from _____ (month & year) to
_____ (Month & Year).

- (ii) Literary presentation of the work is satisfactory and the thesis is in a
form suitable for the publication. Present work evinces the capacity of
the candidate for critical examination and independent judgement.
This is also certified that candidate has fulfilled the requirement of
attendance under my supervision.

- (iii) There is no plagiarism in this thesis and it has not submitted earlier for
any other degree or diploma.

Signature of Supervisor with date

Appendices

1. List of Abbreviations
2. Copies of papers published/accepted/presented/communicated
3. Copies of acknowledgment/acceptance letters in case the papers are communicated/accepted
4. Certificate of conferences/seminars represented

1. The candidate must submit four copies of Thesis.
2. Colour scheme for Thesis in different faculties

a) Faculty of Arts/Social Science	-Red
b) Faculty of Commerce/Management	-Yellow
c) Faculty of Education	-Crimson
d) Faculty of Nursing	-Purple
e) Faculty of Engineering/Technology	-Light Green
f) Faculty of Medical & Paramedical	-White
g) Faculty of Science	-Light Blue
h) Faculty of Law	-Maroon

5. Text Writing-

Paper to be used: A4 Size (Good Quality)

Printing : One Side

Font: Title – 18pt-Bold,

Headings – 16pt-Bold, Sub Headings – 14pt

Running Text (English): 12pt-Times New Roman,

Running Text (Hindi): 14pt- (SG12, Kruti Dev 10, Devlays)

Bold and Italics: - be only used where ever necessary

Spacing: Double or one and half

Margin : Left 4cm; Top, Bottom, Right-2.5cm

Page Numbering : Properly Numbered

6. Writing Reference:

- Author Name, (Year). *Title-Book or Article or Thesis*
- *Name of journal* or Publisher or conference or university
- Journal volume, No., page etc. and if book its pages or if conference – name of the conference, Year, Place.

Example-

- Nayar, Parmod K. (2002). *Literary Theory Today*. Asia book Club, New Delhi. pp230
- McGuniness, Kate (1993). Gene Sharp's Theory of Power: A Feminist Critique of Consent. *Journal of Peace Research*, Online 30 (1): 101-115.
- Phiri, Aretha M.M. (2009): *Toni Morrison and the Literary Canon: Whiteness blackness, and the construction of racial identity*. Ph.D. Thesis, Rhodes University. pp. 154

DIRECTORATE OF RESEARCH

Date: _____

Performa for Evaluation of Ph.D. Thesis

Part - A

Name of Candidate : _____

Name, Designation and Institution of the Research Supervisor

Name : _____

Designation : _____

Institution : _____

Name, Designation and Institution of the Co- Supervisor (if any)

Name : _____

Designation : _____

Institution : _____

Chapters of the Thesis with Titles:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Total Number of Pages of the thesis _____

Whether or not the Bibliography conforms to the recommended/approved format:

Please Tick Yes () No ()

Whether Graphs, Charts and Figures have been incorporated (if applicable)

Please Tick Yes () No ()

Signature of Examiner : _____

Name & Designation : _____

Mailing Address of the Examiner : _____

Proforma for Evaluation of Ph.D. Thesis



Part B

S. No.	Details	Yes	No	N.A.	Comments
1	Whether the outcomes of the research work make a significant contribution to the relevant field				
2	Is the Sampling Design*				
3	Is the Experimental Design Appropriate? (if applicable)*				
4	Is the Presentation with respect to language acceptable?				
5	Weather sources or relevant information/Literature/data have been tapped?				
6	Whether appropriate methodology has been adopted by the researcher?				
7	Whether instruments have been used appropriately (if applicable)*				
8	Whether Statistical tools have been used appropriately ?*				
9	Reference Sources used				
	(a) Books				
	(b) Research Papers				
	(c) Research Reports (Including Ph.D./D.Lit/D.Sc./ M.Phil/P.G./Dissertations/Thesis)				
	(d) Reference Books				
	(e) Others (to be Mentioned)				
10	Whether suggestions for further research have been given?				

Note: * These items may not be applicable to certain subject/topics

N.A. Means Not Applicable

Part C

1. Name of Candidate : _____

2. Subject : _____

3. Degree : _____

4. Title of the Thesis : _____

5. Examiner Detail

a. Name : _____

b. Designation : _____

c. Address : _____

d. Mobile No. : _____

e. E-mail Id : _____

Important Note:

1. Is the thesis recommended for the award of the Ph.D. Degree? **Yes ()** **No ()**
Please State your recommendation in clear language _____

2. If the thesis is recommended for revision in any way: **Yes ()** **No ()**
Please state your recommendation in clear language _____

3. If the thesis is rejected? **Yes ()** **No ()**
Please state your report in clear unambiguous Language _____

4. Is the thesis suitable/not suitable for publication in the present form : **Yes ()** **No ()**
Please state your recommendation in clear Language _____

Place: _____ (Signature of the Examiner)

Date: _____ Name: _____

The examiner is requested to give recommendation on the enclosed perfroma.
Please do not leave any form unfilled. Write NA if not applicable

Proforma for Evaluation of Ph.D. Thesis



1. In case the thesis is recommended for the award of the degree, please give your detailed report.

It is further certified that the thesis fulfils the following provision of the Tantia University Ordinance:

- (a) It is a piece of research work characterized by the discovery of facts or a fresh approach towards the investigation of facts
- (b) The thesis evinces the candidate’s capacity for critical examination and sound judgment.
- (c) It is satisfactory in point of language and presentation of such matter.

Place

Signature of the Examiner

Date:

Name: _____

Proforma for Evaluation of Ph.D. Thesis

2. In Case the Thesis is recommended for the revision, please indicate the guidelines, grounds and reasons for revision.

3. In Case the Thesis is rejected, please indicate ground for rejection.

Place
Date:

Signature of the Examiner
Name: _____

Proforma for Evaluation of Ph.D. Thesis



4. Whether or not the thesis is suitable for publication in the present form please indicate. In case the thesis is not suitable for publication in the present form suggestions should be given for making necessary changes.

Place
Date:

Signature of the Examiner
Name: _____

- ## EXAMINER'S REPORT

[illegible]

.....
Signature & Name of
External Examiner

(President)

Date: _____

RATES OF REMUNERATION PAYABLE TO EXAMINERS*

- | | | |
|----|--|-------------|
| 1. | Examination of thesis and preparation
of evaluation report per examiner | Rs. 1500.00 |
| 2. | Conduct of Viva-Voce per examiner | Rs. 1000.00 |
| 3. | Evaluations of Synopsis | Rs. 500.00 |

* May be revised from time to time by competent authorities

Policy on Plagiarism

The University aims to foster and maintain an ethos of honesty and academic integrity. All staff and research scholars have an obligation to act in an ethical manner, consistent with the requirements of academic integrity. Tania University has a well-defined policy on plagiarism in place in order to avoid acts of academic dishonesty. Plagiarism is a serious academic offence that may be easy to commit unintentionally, it is defined by the act not the intention. It is the responsibility of all research scholars to familiarize themselves with the University's policy on plagiarism. The research scholars are advised to seek guidance from their teachers/ staff member/supervisor

Scope

This policy applies to Synopsis for Ph.D./dissertations/thesis/project reports submitted by research scholars of Ph.D.

Definition of Plagiarism

Plagiarism is defined as the passing off of another person's work as if it were one's own, by claiming credit for something that was actually done by someone else. Plagiarism is an act of fraud committed knowingly or unknowingly by stealing someone else's work, idea (both scientific and literary work) and/or published materials. The act of plagiarism can be manifested in the form of publishing someone else's work, audio and video broadcasting, or circulation of copied words and images, ideas and opinions, discoveries, artwork and music, recordings or computer generated work (like circuitry, software or computer programmes, websites-internet content).

Plagiarism takes many forms. Some common types of plagiarism include:

- (a) Copying and Pasting (copying and pasting portions of text from online journal articles or websites without proper citation)
- (b) Downloading or buying research papers (Downloading a free paper from a web site or paying to download a paper and submitting it as your own work).
- (c) Paraphrasing of another's work by simply changing a few words or altering the order of presentation without clear identification, appropriate reference and acknowledgement.
- (d) Copying or submitting someone else's written or creative work (in the form of words, images, ideas, opinions, graphics, formula, discoveries, invention, artwork, design, music, recordings, choreography, photographs, software, computer programmes).
- (e) Submitting a work/document that had been submitted previously. Submitting a work that had been prepared by falsification / fabrication of data.
- (f) Submitting a collaborative work without obtaining consent from the concerned collaborator.
- (g) Submitting a cross language content translation and use without reference to original work.
- (h) Using work of a third party (for a fee/free) and represented by a research scholar as his or her own work (Ghost writing).
- (i) Indulging in acts of collusion and purloining—
 - (i) Collusion-Different research scholars submit work that is so alike in content that similarity goes beyond coincidence. This is contrary to the declaration given by the

research scholar that the given work is their own and has not previously been submitted for assessment for award of a degree.

(ii) Under purloining form of plagiarism, a research scholar takes information/text/data without the consent or knowledge of another research scholar and submits it as his or her own.

(j) There are instances that the sources are cited but it is still considered plagiarized. For example:

(I) The writer mentions an author's name for a source, but neglects to include specific information on the location of the material referenced (forgotten footnote).

(ii) The writer provides inaccurate information regarding the sources, making it impossible to find them.

(iii) The writer properly cites a source, but neglects to put in quotation marks, text that has been copied word-for-word, or closes to it.

(iv) The writer properly cites all sources, paraphrasing and using quotations appropriately. The catch? The document contains almost no original work.

Accordingly, plagiarism is not only limited to copying someone else's work completely, or in part, but also tweaking of a portion or portions from several sources so as to make it read as original work. In some instances, copying from one's own work can be an act of plagiarism, if the published material is copyright protected and was previously transferred to a publication house.

How to detect Plagiarism?

It is the prime responsibility of faculty members and research scholars to distinguish between original content and plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Common methods of detection of plagiarism are

i. A portion of work or whole of it is found belonging to another author and a formal complaint is received about it.

ii. A sudden change is found in the style of writing of a text inconsistent with the style used in the entire text- reported by examiner / evaluator.

iii. Under Software based detection a soft copy of the work is uploaded in plagiarism detection software. The common material content is found in submitted work and the original work in the database.

Software Settings

While performing the plagiarism check using software the following optional settings may invariably be set to reduce the percentage of matching.

(a) Exclude Quotations, methodology, legal quotes, bibliography, and phrases.

- (b) Exclude Small Matches up to 10 word counts. (This is to exclude the matching of common phrases and established facts related to the topic which may come across the documents)
- (c) Exclude Small similarity less than 1%.
- (d) Exclude Mathematical, statistical and scientific Formula
- (e) Exclude the title of the paper, name of the institute, department, author name etc. from screening to reduce the percentage of matching.
- (f) Exclude one's own published work

Materials to be screened

It is mandatory to screen through plagiarism detection software the Ph.D. theses, postgraduate dissertations, project reports before submission to Punjabi University, Patiala i.e. before presenting the pre-submission seminar.

The faculty, staff and research scholars are also encouraged to screen all the research papers they prepare to communicate to national and international journals and research proposals/reports to different agencies.

Examples of Fabrication

- (a) In the social sciences, a researcher/interviewer completing a questionnaire for a fictitious subject that was never interviewed.
- (b) In the biological sciences, the creation of a data set for an experiment that was never actually conducted. The practice of adding fictitious data to a real data set collected during an actual experiment for the purpose of providing additional statistical validity.
- (c) In clinical research the insertion of a clinical note into the research record to indicate compliance with an element of the protocol.

Guidelines on Do's:

- (a) Only One's original work to be submitted,
- (b) Precise and accurate citation of others' work,
- (c) Any downloaded information from internet to be appropriately created/referenced,
- (d) Submitted material should not contain any artwork, pictures, and graphics from someone else's work and such materials should be authentic with no use of others' electronic storage media.

Guidelines on Don'ts:

The following must be avoided unless source of material/information is credited appropriately:

- (a) Direct or indirect copying,
- (b) Any act of translation without proper accreditation,
- (c) Paraphrasing others' work,
- (d) Tweaking and piecing together work of others,

(e) Resubmission of one's own or someone else's work,

(f) Claim of a collaborative work without consent from the concerned collaborator(s) (includes unauthorized collaboration and claiming a collaborative work as an independent one or vice versa),

(g) Ghost writing — i.e. writing a document(s) on someone's behalf.