

Ph.D. ORDINANCES, RULES, REGULATIONS AND PROCEDURES (OCTOBER 2015)

PREAMBLE

Jaypee University of Information Technology (JUIT), Wagnaghat offers programs leading to the award of the Degree of Doctor of Philosophy, (Ph.D.). The Ph.D. programs are available in various specializations such as Bioinformatics, Biotechnology, Civil Engineering, Computer Science and Engineering, Information Technology, Electronics and Communication Engineering, Management, Humanities, Social Sciences, Mathematics, Physics and Materials Science.

The Scholars are required to take up intensive research work under the guidance of a Supervisor on a specific problem for a minimum of two to three years in this program. The research work is expected to result in new findings contributing to the knowledge in the chosen field. The doctoral research program gives an opportunity to students to demonstrate their analytical, innovative and independent thinking leading to creativity and application of knowledge.

The academic program leading to the Ph.D. degree is broad-based and involves course credit requirements. The Scholars are required to deliver seminars on their research progress regularly and publish their work. Finally, they are required to submit the thesis embodying their research findings for the award of the Ph.D. degree. The Degree of Doctor of Philosophy of the JUIT, Wagnaghat shall be conferred on a candidate who fulfils all the requirements specified in these Ordinances and Regulations.

1. CRITERIA AND PROCEDURE FOR ADMISSION TO Ph.D. PROGRAM

1.1. Minimum Qualifications :

- (i) Regular (Not Distance Mode) M. Tech Degree of a University or equivalent for Ph.D. in Engineering/Technology in respective branch with 60% Aggregate Marks or CGPA not less than 6 on scale of 10.
- (ii) Regular (Not Distance Mode) Master's Degree of a University for Ph.D. in Sciences / Humanities/Social Sciences/Management in respective discipline or equivalent with 60% Aggregate marks or CGPA not less than 6 on scale of 10.
- (iii) Consistently good academic record / performance with 1st division all through; i.e. 60% aggregate marks or equivalent CGPA of not less than 6 on a scale of 10 at both undergraduate and post graduate level for students admitted after PG programs at (i) to (ii) above.
- (iv) Consistently good academic record / performance with 1st division with Distinction all through; i.e. 80% aggregate marks or equivalent CGPA of not less than 8.0 on a scale of 10 at undergraduate level for students from IIT's/NIT are admitted at (i) to (ii) above.

1.2. Admission

(A) Admission will be based on:

- (i) Satisfying the requirements of minimum qualifications as laid down in 1.1.
- (ii) Performance in Interview for those who have qualified in SLET /UGC /CSIR (JRF) or equivalent national level examinations or are in receipt of fellowships like DST/DBT /DAE/CSIR /QIP /ICMR /DRDO etc.
- (iii) Performance in
 - a) the Ph.D. Entrance Test to be conducted by JUIT, Wagnaghat for all those who are not qualified in any of the examinations mentioned in 1.2.(ii) and
 - b) the subsequent Interview, for short-listed candidates only based on the written test as at 1.2 (iii)-(a) above.

(B) Following are related to the admission process:

- (i) Candidates are required to discuss their research interests and proposed research work at the time of Interview.
- (ii) Number of Scholars to be admitted shall be at the discretion of the JUIT, Wagnaghat based on the availability of the resources and academic profile of the candidates.
- (iii) Due consideration will be given to the National Reservation Policy.
- (iv) Faculty members from JUIT, JRFs/Project Fellows may be permitted to register directly after due scrutiny of the candidature by the Dean (A&R) and after approval of the VC.

- (v) The students admitted to the Ph.D. Program will be required to register themselves for the specific Program. The registration will be renewed every semester, on satisfactory progress.
 - (vi) The enrollment/admission shall be done only in the beginning of a semester.
- (C) **Classifications:** The applicant for admission to the Ph.D. program shall be classified under the following categories which shall be decided by the Doctoral Program Monitoring Committee (DPMC). The classification once made will not be changed. Under exceptional circumstances the VC may waive this rule.
- (i) Full-time Research Scholar – Such Scholars shall be working full time in the University and also may be in receipt of the Research Fellowship awarded by the University or an outside agency like DST/DBT/CSIR etc.
 - (ii) Part-time Research Scholar – They may include University faculty/staff, project staff like JRF etc. who are on rolls of the University and working under the project Supervisor for various sponsored projects. Further, Scholars who may be working elsewhere and not in JUIT and willing to meet the Ph.D. program progression requirements like residential requirement/course work as laid down by the University may be enrolled as a part time research Scholar (in the Departments which may offer part time programs) subject to production of a No Objection Certificate from their organization and facilities for carrying research work in their organization exist to the satisfaction of DPMC. Such Scholars shall not be awarded any research fellowship/assistantship by the University.
 - (iii) Sponsored Research Scholar – Scholars who are working in the industry/institutions and who are enrolled for the Ph.D. program after being spared/sponsored by their parent organization for doing the Ph.D. work shall come under the sponsored category. Such candidates will have to provide the required undertaking from their sponsoring organization. (Pro forma as per Annexure-1 attached). Such Scholars shall not be awarded any research fellowship/assistantship by the University.

2. ENROLLMENT AND REGISTRATION PROCESS

As per Annexure-2 attached

3. Ph.D. THESIS SUPERVISOR, THEIR ELIGIBILITY CRITERIA AND ALLOCATION

- 3.1 For every Ph.D. student, a Ph.D. Supervisor will be appointed by the VC on the recommendations of Dean (A&R) and the concerned HoD who will keep in mind the available specializations of the supervising faculty members and research interest of the student while recommending the Supervisor.
- 3.2 There will be a DPMC for each Research Scholar which will be constituted by Dean (A&R) in consultation with HoD and Supervisor. The DPMC will consist of:
 - (a) Dean(A&R) – Chairman
 - (b) Head of the Department
 - (c) Expert(s) in the field from the Department
 - (d) One expert from outside the Department
 - (e) Respective Supervisor
- 3.3 The Supervisor and DPMC member(s) shall himself/herself be a Ph.D. degree holder.
- 3.4 The Dean (A&R) may recommend a second Supervisor, considering the nature and contingencies of the research topic, from within or outside JUIT, who should fulfill the same condition of having Ph.D., as the main Supervisor.
- 3.5 At any given point of time, no Supervisor will have more than the following number of Ph.D. students under his/her supervision:
 - (a) Professors/Associate Professors – 8 Students
 - (b) Assistant Professors – 6 Students
 - (c) The above numbers shall include candidates being supervised by JUIT faculty in Institutes/Universities other than JUIT. In such cases the Supervisor will be required to declare the number of candidates being supervised by him/her at other Institutes/Universities.
- 3.6 In exceptional cases where the research topic is of interdisciplinary nature, Dean (A&R) may recommend a third Supervisor.
- 3.7 In case a Supervisor moves out of JUIT before submission of synopsis by the candidate then a new Supervisor is to be recommended by Dean (A&R) and the HoD of the Department where the Scholar is registered.

However, original Supervisor may continue as Co-Supervisor if available and willing; provided he/she has supervised the Scholar for at least one year.

- 3.8 Under no circumstances the Supervisor on leaving the University can deny the Scholar on continuation of work in the specialized area of research on the pretext of IPR being exclusively held by him/ her. Certificate to that effect is to be signed by the designated Supervisor, HoD and DPMC members at time of registration. Certificate by the Supervisor to allow continuation of the research work on the same topic in event of his/ her leaving the University is mandatory. In the event of non availability of new Supervisor to guide in the area of research for which the Scholar is registered, HoD of the Department in consultation with Dean (A&R) and DPMC members may assign a new topic to the affected Research Scholar.
- 3.9 In case a Supervisor proceeds on long leave i.e. more than six months, then he/she shall cease to continue as Supervisor provided he/she has supervised the candidate for less than one year and/or has moved out of India. In all such cases a new Supervisor will be appointed as per clause 3.1. In case Supervisor has proceeded on long leave in India and supervised the candidate for at least one year, then he/she may continue as Co-Supervisor subject to the limit that in no case number of Supervisors for a Scholar shall exceed three.
- 3.10 In case a Supervisor is/are not available due to any reason and the Ph.D. synopsis/thesis has been submitted, the VC on recommendations of the HoD of the Department and the Dean (A&R) will appoint an Administrative Supervisor to take care of the process of evaluation of the thesis.

4. COURSE WORK AND ATTENDANCE REQUIREMENT

- 4.1 Every student admitted to the Ph.D. Program will have to earn minimum credits from the course work as specified in the table below: -

S.No.	Entry Qualifications	Min. Course Work Credits Required (including core courses)
1.	M.Tech-Engg/Technology	9
2.	M.Phil in Science/Humanities/Social Sciences, MBA	12
3.	Master's Degree in Sciences/Humanities/Social Sciences	15

- 4.2 Course work is to be successfully completed within first two/three semesters by full time/part time and sponsored students respectively after registration.
- 4.3 The Research Scholar must obtain a minimum of 'B' Grade in every registered course for successfully earning the credits allotted to the course.
- 4.4 Courses/subjects to be undertaken

(A) Core Courses: Every research Scholar will take the following courses:

- (i) Research Methodologies including Quantitative Methods and Computer Applications - 3 Credits
- (ii) Literature Survey– 2 credits.
- (iii) Ethics, Intellectual Property Issues and Plagiarism – 1 credit.

(B) Additional Courses/Subjects

All other courses/subjects to fulfill the credit requirement shall be at advanced level and relevant to proposed Ph.D. research work of the candidate and shall be as specified by DPMC in each case, DPMC may recommend credit requirement higher than the minimum required as per the academic needs of the Scholar.

- (i) One/Two Advanced Level Course(s)/Subject(s) for Scholars having M.Tech/M.Phil degree – 3/6 credits respectively.

or

- (ii) Four Advanced Level Courses/Subjects for Scholars having Master's Degree in Sciences/ Humanities/Social Sciences/Management.

4.5 Attendance requirement during the course work.

It is essential for all Scholars to comply with the policy of attendance of the University during the course work.

4.6 Semester Withdrawal due to Medical / Other Reasons

A Scholar may seek semester withdrawal on the basis of medical advice after due approval of the Vice Chancellor through the Head of the Department and the Dean (A&R) after submitting the authentic medical record. Further the Scholar may be allowed to take a semester withdrawal for any other genuine reason but after approval of the Vice Chancellor based on the recommendations of the DPMC and Dean (A&R).

The semester withdrawal period will be included towards the maximum limit for submission of Ph.D. thesis as specified in the rules. The minimum limit towards submission will exclude the semester withdrawal.

5 RESIDENTIAL AND OTHER REQUIREMENTS

5.1 Residential Requirement

- (i) The residential requirement is to ensure the attendance of a Scholar for completion of the course work and also ensuring frequent interaction with the Supervisor during the course of the program to assist in finalizing the area/topic of research and thereafter for constant mentoring of the research work by the Ph.D. Supervisor. However minimum residential requirement for the Scholar is six months.
- (ii) The registered Ph.D. students should therefore, preferably work full time through out the tenure of their Ph.D. Program.
- (iii) The residential requirement for sponsored and part-time candidates means ensuring full attendance and constant interaction with the Supervisor. However, in special cases of Sponsored and Part Time students from Academic/Research Organization/Reputed Industry, the residential requirement may be relaxed up to a reasonable extent on completion of the course work. They may be permitted to return to the parent Organization and continue his/her Ph.D. work there provided:
 - (a) He/she is able to get a qualified Co-Supervisor in his/her organization and
 - (b) The organization has necessary facilities and permitted the candidate to carry out Ph.D. research work.

However, above conditions (a) and (b) may be relaxed if the parent organization is located within 100 km distance from JUIT. Such candidates will have to be in constant touch with the Supervisor at JUIT. It is desirable that the Scholars spend at least two weeks every semester in JUIT and interact with the Supervisor. In addition to interaction, Scholars may be required carryout experimental work and visit to research laboratories as desired by the Supervisor.

- (iv) There will be no residential requirement for candidates serving in any institution of Jaypee Education System (JES).
- 5.2 All Scholars allowed to work part-time/sponsored will have to report for every semester seminars and for all performance evaluation requirements in order to renew their registration.
- 5.3 The requirement of the Co-Supervisor from the industry/research organization having Ph.D. Degree, may be relaxed, provided, he/she has long R&D experience and the same is established by experience/publication/ other relevant records of the external Supervisor.

6. DURATION

6.1 Minimum and maximum duration to qualify for the award of the Ph.D. Degree

Candidates with Requisite Qualification	Minimum Duration	Maximum Duration
Full Time Candidates with M.Tech Degree	Three years	Five years
Part Time Candidates with M.Tech Degree	Three years	Six years
Full Time Candidates with Master's Degree in Sciences / Humanities / Social Sciences / Management	Three Years	Six years
Part Time Candidates with Master's Degree in Sciences / Humanities / Social Sciences / Management	Three years	Seven Years
The maximum period will count from the date of enrollment to the date of submission of the Ph.D thesis.		

- 6.2 In exceptional circumstances, to the satisfaction of the Vice-Chancellor, a candidate may be granted an extension of maximum of one year over and above the maximum duration as specified above
- 6.3 In case a Ph.D. Scholar is not able to successfully complete the Ph.D. within the maximum duration as specified above (including 6.2 above) his/her registration will expire and his/her Ph.D. program will stand automatically terminated.

7. APPRIASALS, ASSESSMENTS AND EVALUATION

7.1 An appraisal of the progress of each Ph.D. Scholar will be carried out by DPMC every semester and a Dean's Committee at approximate intervals of every two years. The purpose of these appraisals shall be to provide guidance for enhancing the quality of research and an independent feedback on the progress of the Scholar. The quorum for the DPMC is 4 members, with at least one expert from the Department.

7.2 Once the Scholar has

- (i) Completed the course work requirement successfully.
- (ii) Pass the Comprehensive test to be conducted by the concerned department.
- (iii) Completed the Research Work,
- (iv) Published at least two papers, both of which must be in reputed unpaid, referred, indexed and cited journals (e.g. Scopus, SCI, ACM etc.) A list of reputed referred, indexed and cited journals will be maintained by each department which will be updated at least half yearly.
- (v) The candidate will be required to;
 - (a) Submit a draft synopsis of the Ph.D. work
 - (b) Deliver a Departmental presentation followed by Synopsis seminar, which will be open to all faculty members and research Scholars and
 - (c) Submit a certificate based on check on plagiarism using standard software.

7.3 Synopsis seminar will be evaluated by DPMC and if found fit for submission, the same shall be recommended by DPMC. The candidate will then be required to submit the final Ph.D. synopsis in the specified format with all suggested modifications included, by a date given by Dean (A&R)/DPMC.

7.4 The candidate will be required to submit hard bound copy of the Ph.D. thesis in the specified format and fulfilling other requirements within two months of the submission of the final Ph.D. Synopsis. The format is attached as **Annexure-3**.

7.5 If a Ph.D. Scholar fails to submit the Ph.D. thesis in the specified format fulfilling all the requirements within the date approved at the time of the Ph.D. synopsis presentation, then the following procedure is to be followed

- (i) The Ph.D. Scholar may apply to the Dean (A&R) through the Supervisor(s) and the HoD, for grant of some more specific time for submission of the Ph.D. Thesis.
- (ii) The Supervisor(s) may forward the application to the Dean (A&R) through the HoD either supporting the extension or rejecting it, with full justification in either case.
- (iii) The HoD would give his/her own comments and send the application to the Dean (A&R).
- (iv) After giving full consideration and examining the progress of the Ph.D. Scholar from the date of registration, the Dean (A&R) would give recommendation to the VC for final decision and approval. In any case, the extension for submission of the Ph.D. thesis cannot be more than a month from the earlier given date for submission.
- (v) The VC will give his final decision and approval.

7.6 In case, a Ph.D. Scholar fails to submit the Ph.D. thesis even within the granted extended period, his/her Ph.D. synopsis and the seminar shall be treated as cancelled. He/she has to start the process of submitting fresh Ph.D. synopsis and giving a fresh Ph.D. synopsis seminar following the normal procedure. No second extension will be granted.

7.7 Both the points (7.5) and (7.6) above are applicable only within the valid period of the Ph.D. Registration as per Clause 6. In case it spills beyond valid Ph.D. registration period, the Ph.D. registration will stand automatically terminated. After termination the process of renewal of the Ph.D. registration has to be followed, if the Ph.D. Scholar so desires.

7.8 Nomination of Panels of Examiners:

- (i) Two panels of examiners with brief bio data each consisting of five experts having long experience and good standing in the relevant field of the Ph.D. work, will be proposed by the DPMC in consultation with the Supervisor(s) to the Dean (A&R) who on accepting the same shall get it approved by the Vice-Chancellor.
- (ii) The first panel will have experts from within India geographically spread over the entire country and the second panel will have experts from outside India spread over different continents.
- (iii) The Vice-Chancellor will finalize the examiners, one from each panel, to whom the thesis will be sent for evaluation after obtaining their consent.
- (iv) The approved Examiners will be approached, along with copy of the synopsis seeking their consent.
- (v) In the event of consent not being received from the examiners within 15 days from the date of sending of formal request, next set of examiner(s) are to be approached. Further if situation arises where the next of examiners fail to respond, then Supervisor(s) are required to prepare a fresh panel of examiners for review of the VC.
- (vi) The Supervisor(s) shall be the internal examiner(s) and will be required to give an evaluation report on the thesis on the prescribed format attached as **Annexure-4**.

7.9 Evaluation Report

- (i) The external examiners are supposed to give their evaluation reports with their recommendations in a prescribed format within 10 weeks of the receipt of the thesis.
- (ii) If the report(s) of the external examiner(s) are not received within the specified period of 10 weeks, the Registrar may send a reminder to the concerned examiner(s) to expedite the reports positively within two weeks of the receipt of the reminder.
- (iii) In any case, if the report(s) are not received even by the extended period, the Registrar would put up a note to the VC to this effect, who may approve the name(s) of other examiner(s) from the appropriate category of the panels.
- (iv) The Registrar would send the thesis to the new examiner(s) following usual procedure.
- (v) This process can continue till the particular category of panel is exhausted. However, the VC may like to terminate the panel(s) at any point of time.
- (vi) In case, the panel(s) gets exhausted or is terminated by the VC, the VC may seek fresh panel(s) from the DPMC through Dean (A&R). The Registrar would send the thesis for examination to the examiner(s) as approved by the VC from the appropriate new panel(s).
- (vii) If both the panel(s) in each category either get exhausted or are terminated by the VC, the VC may decide the next course of action in consultation with the Dean (A&R).
- (viii) The Recommendations and the evaluation reports from all the examiners including the Supervisor(s) will be placed before the Vice-Chancellor for further action.
- (ix) If the Vice-Chancellor finds the recommendations and the evaluation Reports from all the examiners (i.e. including internal examiners) satisfactory, the date of final Viva-Voce examination will be decided in consultation with the External Indian Viva-Voce Examiner.
- (x) The External Indian Examiner will normally be the examiner for the Viva-Voce Examination (Open Defense). In event of the said expert's non availability, another expert from original panel of Indian examiner will be sent the soft copy of the thesis. On acceptance the reports of the original examiners will be sent to him and she/he will be requested to undertake the viva-voce of the Scholar. Open defense is required to be completed with 24 weeks from the date of submission of thesis to the external examiners.
- (xi) In case, the report(s) and recommendations of one external examiner(s) are not favourable, the thesis would be sent to another examiner, from the respective panel, to be decided by the Vice-Chancellor, for evaluation.
- (xii) However, if the report(s) and the recommendations from both the external examiners are not favourable, then the Ph.D. thesis will be rejected and the Ph.D. degree will not be awarded.

7.10 Re-Registration in case of rejection of thesis:

- (i) The candidate may, however, be allowed to renew his/her registration to continue the Ph.D. work on the same topic and under the same Supervisor(s) for another minimum period of one year. A fresh

thesis has to be submitted by the candidate within two years but not earlier than one year of renewal. The normal process of the evaluation will be followed afresh

- (ii) If a Ph.D. Scholar, who has been allowed to renew registration to continue for Ph.D. degree after his/her thesis was rejected, fails to submit the fresh thesis within two years as specified above, his/her Ph.D. renewal of registration will be totally terminated once for all.
- (iii) The registration of a Ph.D. Scholar expires
 - (a) on completion of the allowed maximum period of registration even after granted extension, or
 - (b) on the final rejection of the thesis, even after submission/re-submission of the Ph.D. thesis. No second renewal of registration is permitted.

7.11 Open Defence

- (i) Once the thesis is accepted, the candidate will be required to defend his/her Ph.D. work and the thesis in an open Viva-Voce Examination(s). He/she has to answer satisfactorily the queries of the examiners and others those who are present at the time of the Viva-Voce Examination where the DPMC members shall also be present.
- (ii) On completion of the final Ph.D. Viva-Voce-Examination, the examiners will give their report in the prescribed format. The candidate will be required to submit the final version of the thesis in the required format, incorporating all the suggestions of the Viva-Voce Board, both in hard as well as soft forms within the time limit specified by Dean (A&R). The incorporation of the required changes will be certified by Supervisor(s) and verified by Dean (A&R).
- (iii) On receipt of the final version of thesis, Registrar will present the same along with reports of all examiners to the Dean (A&R) who in turn will forward the same along with his observations, if any, to the Vice Chancellor who shall finally decide on award of Ph.D. degree to the candidate or otherwise. A Provisional Certificate would be issued to the candidate, if applicable.
- (iv) The final degree will be awarded in the ensuing convocation.

8. RE-REGISTRATION FOR Ph.D. DEGREE

- 8.1 On the final expiry of the registration, even after renewal, due to expiry of the period as above or final rejection of the thesis as above, the registration will be terminated.
- 8.2 However, if the Ph.D. Scholar desires and gives proper justification, may be allowed to re-register for Ph.D. afresh. The re-registration will require the Ph.D. Scholar to take up a new current topic with new and/or earlier Supervisor(s). The maximum period for the re-registration will be three years including all extensions and the minimum for submission of the new Ph.D. Thesis is two years. Following the normal procedures and the Ph.D. regulations, the Ph.D. Scholar must submit the new thesis within three years, but not earlier than two years of re-registration, failing which, the re-registration will be terminated and he/she will not be allowed for any further registration.
- 8.3 The evaluation process for the thesis submitted under re-registration will be the same as for the new registration.

9. PREMATURE CANCELLATION OF REGISTRATION

- 9.1 The Ph.D. registration will be cancelled in any one of the following eventualities by the competent authority:
 - (a) If he/she absents himself/herself for a continuous period of four weeks without prior intimation/sanction of leave.
 - (b) If he/she resigns from the Ph.D. Program.
 - (c) If he/she fails to renew his registration in any semester.
 - (d) If his/her academic progress is found unsatisfactory.
 - (e) If he/she is found involved in an act of misconduct and/or indiscipline.
 - (f) If the Ph.D. registration is cancelled on any of the above accounts, re-registration is not permitted at all.

10. RULES REGARDING AWARD OF RESEARCH FELLOWSHIP

Attached as **Annexure-5**

11. LEAVE AND ATTENDANCE

- (i) A Scholar will be entitled to leaves as per leave rules formulated by the Institute and amended from time to time. A full time Scholar is entitled to 30 days of leave including leave on medical grounds per academic year. He/she shall not be entitled to mid-semester breaks, summer and winter vacations etc. The leave per semester shall be restricted to 15 and this shall not be carried forward to the next semester.
- (ii) The leave beyond 30 days will be without research fellowship.
- (iii) Such an extension of leave shall be granted under exceptional circumstances by the Dean (A&R) and only once during the program of the Scholar.

12. DEPOSITORY WITH UGC

Following the successful completion of evaluation process and the announcement of the award of the Ph.D. degree, a soft copy of the Ph.D. thesis will be sent to the UGC within a period of thirty days.

13. GENERAL

In case a Scholar is found adopting or suspected of adopting unfair means before, during and after the examination or lifting of some other's work(s) and inserting it in his/her project, seminar and dissertation etc. without proper acknowledgement, credit and reference or plagiarizing the dissertation/project report etc., such penal action shall be taken by the institute as may be necessary to uphold the sanctity and integrity of the examination system and the creditability of the institute.

Notwithstanding anything contained in these Ordinances & Regulations, all the Ph.D. Scholars will be governed by the rules and procedures framed by the University in this behalf, and on matters of general discipline and in force from time to time. The decision of the Vice Chancellor in all matters related to Ph D shall be final and binding on all parties.

CERTIFICATE

(For Sponsored Candidates only)

1. It is certified that Mr./Ms.
S/o/D/o. Sh. is currently working
with
(Name of organization or Institution) in the designation
..... Since
2. The organization has no objection to his/her applying for the Ph.D program with the Jaypee Education System institutions (JIIT-Noida/ JUIT-Waknaghat / JUET-Guna).
3. It is also certified that, the candidates, if selected, shall be spared for the Ph.D program as and when required by the Institutes, in that the candidate shall be allowed to attend all the classes for the course(s) work and also interact regularly with the supervisor or DPMAC as an when required or as per laid down periodicity or attend the seminars etc as per laid down schedules, by the institutes.

(Signature)

Name of Head of Organization

Designation

Date

Place

Office Seal

ENROLMENT AND REGISTRATION PROCEDURE FOR NEW Ph.D. SCHOLARS

The procedure to be followed for enrolment and registration effective from the current academic year will be as follows:

Step-1 (first week)

1. Each Ph.D. Scholar upon admission will be provided with first two pages of the revised Form-I in duplicate. The Scholar will be required to fill this form in duplicate and submit one copy to the Registrar and the other copy to the Head of the Department concerned. The student is also advised to keep a soft copy of the filled form for his records and use in future.
2. The student will be required to report to Registry on a specified date for the purpose of enrolment on the system and completion of documentation. The students shall be required to submit all the documents that have been mentioned in the admission offer letter and get the originals verified before being enrolled on the same day. Deficiencies if any in the document would need to be supported with an undertaking Pro forma.
3. Registrar upon receipt of the Form-I, page 1 & 2 will authenticate the data and allot of enrolment number. The list of authenticated candidates along with their enrolment numbers will be forwarded by the Registrar to all Directors, Deans and HoDs within three days of enrolment. The files of Ph.D. students department wise shall be collected by the Ph.D. program coordinators of the departments from the Registry after three days of the date of enrolment.
4. Upon enrolment of Ph.D. Scholars, a Ph.D. Scholar Induction Programme would be conducted in the University (as per the date and time to be specified by the Dean before the admission process) where in all enrolled Ph.D. Scholars would be invited. This induction programme will be organized by Dean (A&R) and Registrar jointly and will be attended by the Vice-Chancellor, Directors, Deans and HoDs.

Step-2 (first three weeks)

5. HoDs on receipt of the file of the Scholar along with Form-I will attach pages 3 and 4 of the form and complete the same in steps as numerated below in consultation with the Dean (A&R). They shall maintain a complete record of each Scholar in their Department and forward a copy of Form-I, page 3 and 4 duly filled and completed to the Registrar for his records in due course of time.
6. After about one week of the induction programme, the enrolled Scholars will be invited for a meeting with concerned HoD and Dean (A&R) wherein the candidates' Supervisor(s) and suggested area & topic of research would be decided and recorded on page 3 of Form-I.
7. After finalization of Supervisor(s), meeting of the respective Supervisor(s) concerned HoD and Dean (A&R) will be held to finalize and recommend DPMC members which shall be recorded on page 3 of Form-I and submitted for approval of Vice-Chancellor.

8. Upon approval of DPMC, a meeting of the full DPMC will be convened by Supervisor(s), and HoDs in consultation with Dean (A&R) to decide course work to be assigned and this shall be recorded on page 4 of Form-I and thereafter page 3 and 4 of Form-I shall be forwarded to the Registrar by concerned HoDs along with the files of the Scholars.
9. Registration of Ph.D. Scholars in course work will take place thereafter, as advised by DPMC and recorded on page 4 of Form-I.
10. DPMC while assigning the course work to the Scholar will keep in mind the following:
 - (i) The assignment of the course work shall be strictly in accordance with the Ph.D. ordinance and regulations in force.
 - (ii) The courses would be relevant to the area and topic of the research of the Scholar and shall be for the purpose of enhancing the knowledge of the Scholar and preparing him/her for research.
 - (iii) A full time Scholar should be able to complete the course work assigned within a maximum of first two semesters of their enrolment and sponsored category/part time Scholars should finish their assigned course work preferably within first three semesters but in no case beyond four semesters from the date of enrolment.
11. Step-2 shall be coordinated and followed up by the Ph.D. program coordinators of the respective Departments.

JUIT WAKNAGHAT

FORMAT FOR SUBMISSION OF Ph.D. THESIS

1. The thesis must comply with the following format:

- (a) Size of paper : A4
- (b) Margins : Top : 3 cm, Left : 2.5 cm, Right : 2.5 cm and Bottom : 2.5 cm
- (c) Paper quality : Executive bond
- (d) Binding: Hard-half leather. Colour: **Rust-Red**
- (e) Cover printing should be in **Gold**.
- (f) Volume : About 150-200 pages, with printing on both sides in single column
- (g) Font: Times New Roman.
- (h) Print on the SPINE (on left binding side thickness edge) :
Ph.D., Name of Scholar, JUIT, Waknaghat, Year
- (i) Font size:
 - (i) Top and Inner first pages:
 - Thesis title (18 bold, all cap)
 - *Thesis submitted in fulfillment for the requirement of the Degree of (14 Italics)*
 - Doctor of Philosophy (16 bold)
 - by (12)
 - Name of the Scholar (14 bold, all cap)
 - University Emblem
 - Name of the Department (12)
 - Name of the University (12)
 - Address (12)
 - Month Year (12)
 - (ii) Other pages :
 - Chapter numbers and titles (16 bold, all Cap, Centre)
 - Other Headings (14 bold, All Cap, Centre)
 - Text (12)
 - Line spacing (1.5 lines)
 - Section title and numbers (14 bold)
 - Subsection title and numbers (12 bold)

..... *Contd. from previous page*

2. Organization of the thesis should be as given below:

A. Initial pages may include:

- (i) Cover (See sample)
- (ii) Inner first page – Same as cover
- (iii) At the back of the first inner page, write under-mentioned copyright information (10, centre aligned)

@ Copyright JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY,
WAKNAGHAT
Month Year
ALL RIGHTS RESERVED

- (iv) Table of contents (See sample)
- (v) Declaration by the Scholar (See sample)
- (vi) Supervisor's Certificate (See sample)
- (vii) Preface and Acknowledgement
- (viii) Abstract (Max 250 words)
- (ix) List of Acronyms / Abbreviations (See sample)
- (x) List of Symbols
- (xi) List of Figures
- (xii) List of Tables
- (xiii) Page numbers for all items under serial number 2A should be in Roman at the bottom of the page (Centre aligned)

B. Main Chapters

- (i) Chapters to be numbered like CHAPTER 1, CHAPTER 2, and so on (16 bold Centre)
- (ii) Chapter Title (16 bold, All caps, Centre)
- (iii) Section Numbers: 2.1, 2.2 3.1, 3.2 and so on (14 bold)
- (iv) Section Titles (14 bold)
- (v) Subsection Number: 2.1.1, 2.1.2 3.1.1, 3.1.2 and so on (12 bold)
- (vi) Subsection Titles (12 bold)
- (vii) Text (12 with 1.5 line spacing)
- (viii) Page numbers of the main chapters and other text material should be like 1, 2, 3 and so on, at the bottom of the page and in the centre of the page (Centre aligned).

..... *Contd. from previous page*

- (ix) Figures: Figures should be centrally aligned in the page. Their numbers should be Chapter-wise like Figure 1.1 Figure 2.1 Figure 3.1... and so on. Figure captions should be below the figure after a space and immediately after the figure number and centrally aligned. Font size for Figure numbers will be 10 bold and for captions it will be 10.



Figure 3.2: Result of experiment

- (x) Tables: Tables should be centrally aligned in the page and their numbers should be Chapter-wise like Table 1.1... Table 2.1... Table 3.1... and so on. Captions of the tables should be at the top of the Table along with Table number. The font size for the Table numbers will be 10 bold and for the Table caption 10.

Table 1.2: Result of experiment

- (xi) Reference numbers should be given like [1], [2], [3] and so on in the IEEE format.
- (xii) References (Title: 16 bold, centre aligned, all cap)
IEEE format for references Font size: 12.
Example:

[52] Langelaar G., Setyawan I., Lagendijk R.L., "*Watermarking Digital Image and Video Data*", IEEE Signal Processing Magazine, vol. 17, pp. 20-43, Sep. 2000.

[53] Langelaar G.C., Lubbe J.C.A., Lagendijk R.L., "*Robust labeling methods for copy protection of images*", Proc. SPIE Electronic Imaging '97, Storage and Retrieval for Image and Video Databases V, San Jose, CA, pp. 298-309, Feb. 1997.
- (xiii) Appendices should be titled as APPENDIX A, APPENDIX B and so on.
(16 bold, centre aligned, all cap)
Body text (12 with 1.5 line spacing)
Sections heading: A.1
Section titles (12 bold)
Subsection titles (10 bold)
- (xiv) List of author's publications, same style as for references.
- (xv) Synopsis (Title: 16 bold, Centre aligned, all cap) to be attached after the appendices.
Body Text (12 with 1.5 line spacing)
Synopsis pages should be numbered as Synopsis-1, Synopsis-2 and so on.

SAMPLE - TITLE PAGE AND INNER FIRST PAGE

TITLE
(18 bold)

Thesis submitted in fulfillment of the requirements for the Degree of
(14 Italic)

DOCTOR OF PHILOSOPHY
(16 Bold)

By
(12)

NAME OF THE SCHOLAR
(14 Bold)



Department of (12)

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY (12)
WAKNAGHAT, DISTRICT SOLAN, H.P., INDIA (12)

Month..... year (12)

Ph.D. Thesis Format **Sample - 1**

FONT SAMPLES

TABLE OF CONTENTS

(16 Bold Centre)

	Page Number (12 bold)
INNER FIRST PAGE	i
ABSTRACT (12 bold)	vii
ACKNOWLEDGEMENT (12 bold)	ix
DECLARATION BY THE SCHOLAR	
SUPERVISOR’S CERTIFICATE	
PREFACE AND ACKNOWLEDGEMENT	
ABSTRACT	
LIST OF ACRONYMS AND ABBREVIATIONS (12 bold)	
LIST OF SYMBOLS (12 bold)	
LIST OF FIGURES (12 bold)	
LIST OF TABLES (12 bold)	
CHAPTER-1 (14 BOLD ALL CAP)	
CHAPTER TITLE (14 BOLD ALL CAP)	1
1. 1 SECTION TITLES (12 BOLD ALL CAP)	3
1.1.1 SUB-SECTION TITLE (12 BOLD ALL CAP)	5
1.1.2 SUB-SECTION TITLE (12 BOLD ALL CAP)	5
1.1.3 SUB-SECTION TITLE (12 BOLD ALL CAP)	6

SAMPLE DECLARATION

DECLARATION BY THE SCHOLAR

(16 bold, centre)

I hereby declare that the work reported in the Ph.D. thesis entitled “**Title (14 bold)**” submitted at **Jaypee University of Information Technology, Wagnaghat, India, (14 bold)** is an authentic record of my work carried out under the supervision of **names of Supervisor(s) (14 bold)**. I have not submitted this work elsewhere for any other degree or diploma. (12with double line spacing). I am fully responsible for the contents of my Ph.D. Theses.

(Signature of the Scholar)

(Name (14))

Department of (14)

Jaypee University of Information Technology, Wagnaghat, India (14)

Date (14)

SAMPLE CERTIFICATE

SUPERVISOR'S CERTIFICATE
(16 bold, Centre)

This is to certify that the work reported in the Ph.D. thesis entitled "**Title (14 bold)**", submitted by **Scholar's name (14 bold)** at **Jaypee University of Information Technology, Wagnaghat, India, (14 bold)** is a bonafide record of his / her original work carried out under my supervision. This work has not been submitted elsewhere for any other degree or diploma. (12with double line spacing).

(Signature of Supervisor)

(Signature of –Supervisor-2)

(Name (14))

(Name (14))

Affiliation (14)

Affiliation (14)

Date (14)

Date (14)

SAMPLE ACRONYMS

LIST OF ACRONYMS & ABBREVIATIONS (16 bold)

(Alphabetically)

CC	Correlation Coefficient (12)
CDMA	Code Division Multiple Access
DCT	Discrete Cosine Transform
DFT	Discrete Fourier Transform
DPCM	Differential Pulse Code Modulation
DWT	Discrete Wavelet Transform
EBCOT	Embedded Block Coding with Optimized Truncation
EZW	Embedded Zero-tree Wavelet
FFT	Fast Fourier Transform
HH	High-High Band of DWT
HL	High-Low Band of DWT
HVS	Human Visual System
ICA	Independent Component Analysis
ICAR	Inherently Collusion Attack Resistant
IPR	Intellectual Property Right
JND	Just Noticeable Distortion
JPEG	Joint Photographic Expert Group
LH	Low-High Band of DWT
LL	Low-Low Band of DWT
LSB	Least Significant Bit
MBCE	Middle Band Coefficient Exchange
MSE	Mean Square Error

SAMPLE FIGURE LIST

LIST OF FIGURES
(16 bold)

Figure Number (12 bold)	Caption (12 bold)	Page Number (12 bold)
1.1	Watermark on the bank currency note (12)	4
1.2	Various classifications of watermarking	12
1.3	Image watermark embedding scheme	13

SAMPLE - CHAPTER FIRST PAGE - EXAMPLE

CHAPTER 1
(14 BOLD ALL CAP CENTRE)

INTRODUCTION
(14 BOLD ALL CAP CENTRE)

Text

CONFIDENTIAL

DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) : THESIS EVALUATION REPORT

The Thesis entitled "-----" in respect of -----in faculty -----has been evaluated by me and my recommendations are as follows:

- (a) The Thesis is recommended for the award of Ph.D. Degree, or
- (b) The Thesis is recommended for the award of Ph.D. degree subject to the candidate giving the satisfactory answers to queries specifically mentioned in the report at the time of Viva-Voce examination, or
- (c) The candidate be allowed to resubmit the Thesis in the revised form, or
- (d) The Thesis is rejected.

The detailed report leading to above recommendations is as follows (attach separate sheet if required):

Signature

Name of Examiner

Date

Note: The report may kindly be sent to the Registrar, Jaypee University of Information Technology, Waknaghat, Teh. Kandaghat, District Solan, H.P.-173234, India in a sealed cover or emailed to registrar@juit.ac.in or kk.marwah@juit.ac.in

RESEARCH ASSISTANTSHIP – Ph.D. SCHOLARS

1. To standardize the parameters for grant of Research Assistantship (RA) the instructions listed in succeeding paragraphs may be complied with, while filling up the pro forma and approving the same.
2. **Eligibility:** All regular full time Ph.D. Scholars are eligible for award of R.A, provided they are not in receipt of any other assistantship/scholarship/fellowship/salary etc. from any organization/institution/agency/source.
3. **Duration:** The RA will be paid for only up to minimum duration of Ph.D. programme as per Ph.D. ordinance in force. Continuation of RA ship will be based on review of progress at the end of each semester and conditions as given below :
 - (i) Progress made at the end of each semester is adjudged to be ‘good’.
 - (ii) R.A. ship will stand withdrawn automatically if :
 - (a) Scholar secures less than B grade in any registered subject, or
 - (b) Scholar is debarred in any of the registered subject. or
 - (c) Unsatisfactory performance in the work load allocated. or
 - (d) DPMC doesn't recommend continuance of RA ship.
 - (iii) In exceptional cases, RA ship may be extended up to maximum of one academic year at the sole discretion of Vice-Chancellor.
4. Type of RA ship required to be performed by the Eligible students
The scholars may be allocated by the Director/HoDs, for the following:
 - (i) Assistance in tutorial classes for UG programmes
 - (ii) Assistance in Lab Classes for UG programmes.
 - (iii) Assist Director/HoD, nominated Supervisor(s), M.Tech programme Co-ordinator(s) or faculty In-charge Assistantship coordination etc for ;
 - (a) Record keeping in the Department.
 - (b) Development of Labs
 - (c) Stock taking of Labs/Stores
 - (d) Literature survey
 - (e) Report preparation
 - (iv) Tabulation of Results
 - (v) Invigilation Duties
 - (vi) Any other work assigned by Director/HoD/Institutional Authorities.

Note: Under no circumstances Research Scholars shall be allowed to do evaluation or grading tasks of any kind.

5. **Attendance:** All Scholars in receipt of RA would be required to mark daily attendance in biometric machine installed at various places. This shall be used for the purpose of accounting for the leave that a scholar is entitled.
6. **Vacation / Leave:** The scholars shall be entitled to 15 days of leave during a semester. However, they will not be entitled to any vacations/Mid-semester or End Semester breaks. Leave record shall be maintained by the Registry. Leave shall be sanctioned by the Director/HoDs only. No student should be allowed to proceed on leave unless the leave has been approved by the Director/HoD in writing on an application. The approved leave application shall be sent to Registrar by Director/HoD for records. Any absence beyond 15 days in a semester shall be treated as leave without RA ship.
7. **Teaching Load:** The total load of 8 hrs per week shall be assigned to the scholars under arrangement by Director/HoD.
8. **Research Assistance Ship Claims:** Research Assistantship claims shall be submitted in the enclosed pro forma by 5th day of the succeeding month to the respective Director/HoD, who shall forward the same to Registrar, after due verification, by 8th day of the succeeding month.
9. **Research Assistantship for JRFs:** the Research Assistantship for JRFs who have registered for the Ph.D. programme shall be paid out of the project grants up to the duration of the project. Thereafter, the RA Ship will be paid from the Institutional funds but only up to the minimum duration laid down in Ph.D. ordinance in force as per the norms of the JUIT. Should there be a need for extension beyond the minimum period the RA ship grant shall be reviewed by the VC based on the recommendations of the DPMC.
10. In case a Research Scholar leaves Ph.D. programme before completion without a genuine reason, he/she will have to refund the total amount of Research Assistantship paid to him/her. However, the genuineness of the case shall be viewed by the Institution Committee to be composed on orders of the VC & its recommendations to be duly vetted and approved by the VC.

CLAIM FORM FOR RESEARCH ASSISTANTSHIP

(TO BE SUBMITTED BY SCHOLAR TO THE DEPARTMENTAL COORDINATOR BY THE
SCHOLAR LATEST BY THE 5TH OF EVERY MONTH)
ALL ITEMS OF THE FORM MUST BE FILLED

1. For the month of _____ Year _____
2. Name of the Scholar _____
3. Enrolment No. _____
4. Branch _____
5. Semester _____
6. Details of the work load tasks.

Task	Weekly Hours	Details	Signature of the concerned faculty

7. Leaves availed in the month _____
8. **Declaration:** I declare that the information given above is correct.

Signature of the Scholar

9. Recommendation by

a) Programme Coordinator / Assistantship Coordinator, with date

Signature _____

Name _____

b) Director/HoD _____

10. Approval of V.C. : _____

Forwarded to

Registrar
Accounts