



**Ph.D. Program
Rules & Regulations
June 2018**

RNB GLOBAL UNIVERSITY
RNB Global City, Ganganagar Road,
Bikaner, Rajasthan 334601

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RNB Global University, Bikaner

Ph. D. Regulations, 2016

RNB Global University, Bikaner (RNBGU) offers the Research Degree programs leading to the award of degree, Doctor of Philosophy (Ph. D). Admissions for Ph.D. programs at RNBGU Campus are conducted twice a year, for January and July sessions. A Ph.D. program is offered in two modes- Full time and Part time. RNBGU does not offer its Ph.D. program in distance learning mode. Hence, coursework, participation in various interactions, submission of progress reports through presentations etc. on regular basis is mandatory during the program.

RNBGU encourages interdisciplinary research and exchange of ideas and knowledge in various related fields. Consequently, it also allows scholars to have a Co-guide from outside RNBGU as per University rules. The main Guide for the scholar during the Ph.D. program will be from RNBGU, appointed as per the research topic and Guide availability.

1. Designation of the Course

The Doctor of Philosophy (Ph.D.) degree is one of the highest academic degrees awarded by RNBGU and requires extensive study and intellectual effort. It is awarded to a candidate who, as per these regulations, has submitted a thesis or dissertation, on the basis of original and independent research in any particular subject/discipline, or more than one discipline (interdisciplinary), and which makes a contribution to the advancement of knowledge in science, technology, management, law, humanities & social sciences.

2. Duration of the program

2.1. The duration of Ph.D. program **including course work** for the two categories of scholars is as under:

Full time Candidates: Minimum 3 years & maximum 6 years.

Part-time Candidates: Minimum 4 years & maximum 6 years.

Extension beyond the above limits will be permitted by the President of the University, on the recommendation of the Supervisor duly forwarded by the Dean Research. Such extension can be granted for a period of maximum one year and on providing proof of reasonable reasons.

- 2.2. 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.

3. Categories of Candidates

The following category of candidates shall be admitted into the Ph.D. program:

- 3.1. **Full time Ph.D. scholars:** A Full-time Ph.D. scholar shall mean a candidate devoting full time for research & is not employed anywhere, including self-employment.
- 3.2. **Full time RNB Scholarship holders:** Candidates who qualify for scholarship of the RNB Global University in the Eligibility Test for Ph.D. program. These candidates are eligible for grant-in-aid/scholarships under the Ram Bajaj Foundation scholarship program on the basis of their merit in Pre-Ph.D. Admission Test. Only the full-time candidates without any financial support will be eligible to get these Scholarships. These scholars may be required to take up to 12 hours of academic responsibilities/lectures in a week at the University.
Candidate having clear UGC-NET/SLET/GATE/JRF/UGC-CSIR/etc. would be given priority & preference for such scholarships & in most of the cases, they may automatically qualify for the scholarships, however they need to apply for such scholarship through scholarship application form
- 3.3. **Part-time Scholars (External):** A part-time Ph.D. scholar shall mean a candidate who is devoting a part of his time towards the pursuit of the Ph.D. program while discharging his official /employment obligations. Research scholars who are presently employed in any School/College/Institute/University/Industry/Self-Employed can opt for Part Time Ph.D. Such candidate should furnish a "Consent & No objection certificate" from his/her parent organization. However , they will have to complete the course work as a regular research scholar.
- 3.4. **Part time RNBGU Scholars (Internal):** Teachers or Admin staff who are in employment as a Faculty member or taking up any administrative job at RNBGU , opting for Ph.D. program will have to complete the Course Work as a regular research scholar.
Such Scholars shall be considered as Part-time Ph.D. Scholars. These Faculty members or admin staff may apply to the University for Full Pay Leave for the period of Course Work. The President of the RNBGU may grant ``Full Pay Study

Leave” to the faculty members or admin staff for Fridays and Saturdays for the duration of the Course Work. Provided that this sanction of leave shall be subject to a condition that “if they leave the RNB Global University service during the Part-time Ph.D. Course of four years or in case of discontinuance of service at the RNB Global University (including Course Work), the Full Pay Study Leave, so granted, would be deducted from their EL or balance payments.” Such grant shall also be subject to payment of the difference of the fees availed as an employee of RNBGU & any other conditions that the President may think fit.

4. Eligibility criteria for admission to Ph.D. program

The following persons are eligible to seek admission to the Ph.D. program:

- 4.1. Candidate shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, **with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale or 5.5 CGPA in the 10 point scale** (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 4.2. Candidates who have cleared the M.Phil. Course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated program. However course work will be required for M.Phil. passed research scholars from other institutes/Universities other than RNBGU
- 4.3. The candidates who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/ teacher fellowship holder or have passed M.Phil. Program shall be given direct admission to Ph.D. Course Work and **they need not appear for Ph.D. Entrance Examination & can directly appear for the personal interview.**
- 4.4. 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 Commission from time to time.

- 4.5. A person who's M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. program of the same Institution;
- 4.6. Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. program.

5. Program Structure

The Ph.D. Program consists of the following stages:

- a) Pre Ph.D. Entrance Examination
- b) Personal Interview
- c) Provisional Registration
- d) Ph.D. Course Work
- e) Evaluation of Course Work
- f) Appointment of Supervisor
- g) Pre-synopsis Seminar
- h) Research Proposal Submission and Assessment
- i) Enrolment confirmation/cancellation of candidates
- j) Finalization of Research Scheme
- k) Research Progress Assessments (once every 6 months)
- l) Pre-Submission of Thesis Seminar
- m) Summary/Synopsis Submission
- n) Ph.D. Thesis Submission & Assessment
- o) Viva-Voce
- p) Award of Degree

6. Ph.D. Admission Notifications

- 6.1. The RNB Global University shall notify well in advance through its website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission,

subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination Centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;

- 6.2. RNBGU shall adhere to the National/State-level reservation policy, as applicable.
- 6.3. RNBGU shall admit candidates by a two-stage process through an Entrance Test (Pre-Ph.D. Entrance Examination) with qualifying marks as 50%.
- 6.4. There shall be two sessions for selection/provisional registration of research scholars in an academic year:
 - **First Session** – July to December.
 - **Second Session** – January to June.

Selection to the Ph. D programs would be based on Pre-Ph.D. Entrance Examination to be held in June for Course work commencing from July and December for Course work commencing in January each year.

7. Application for admission as Research Scholar

- 7.1. Eligible candidates desirous of admission into the Ph.D. program must complete and submit the online application form [link available on university website (www.rnbglobal.edu.in) and the **Pre-Ph.D. Test fee of Rs. 1,100/-**. (Fees is non-refundable). Fees is to be paid by “SBI Collect” Tab given on the University website page.

Bank Details:

**State Bank of India,
Branch Industrial Area, Village Khara,
Bikaner (Raj)
Current A/c No. 61276471798
IFSC Code: SBIN: 0031725**

- 7.2. The candidate shall send a print out of the completed application form along with required enclosures (see list of enclosures) in A4 size envelope by speed post, so, as to reach positively by the due/last date. to the office of:-

**Dean Research
RNB Global University,
RNB Global city,
Sri Ganganagar Road
Bikaner (Raj.) 334601**

7.3. **List of Enclosures:**

1. Payment copy / Challan
2. Copies of all mark sheets, degree certificates, or provisional certificate if they have passed their qualifying degree.
3. Copy of OBC/SC/ST category certificate if applicable.
4. Copy of experience and NOC certificate for part time candidates.

7.4. Candidates shall normally be eligible for admission to the Ph.D. Program in the discipline in which they have obtained the Master's degree. It shall, however, be open to a candidate to apply for admission in another discipline/inter-disciplinary, related to the subject/subjects in which he/she has obtained Master's degree.

8. Selection Process (Pre-Ph. D Entrance Examination & Interview details)

8.1. Selection will be based on both entrance test & interview. There will be two papers for entrance to each Ph.D. program called 'Pre-Ph.D. Entrance Examination' and examination for both the papers shall be conducted in a single session of 3 hours duration. Duration for Paper-I will be of one hour, and duration for Paper-II will be two hours.

8.2. Paper-I

8.2.1. Paper –I shall be of general nature, intended to assess the teaching/research aptitude of the candidate. It will primarily be designed to test reasoning ability, comprehension, divergent thinking and general awareness of the candidate.

8.2.2. Paper-I shall be **common to all** the applicants for testing the General Knowledge, Research Aptitude, covering approximately equal questions from following areas:

- (i) General Awareness
- (ii) English Language
- (iii) Logical Reasoning
- (iv) Quantitative Analysis
- (v) History of India, Post-Independence
- (vi) General Science
- (vii) Current affairs
- (viii) Constitution of India
- (ix) Significance of research and
- (x) Methods of Data analysis and interpretation of data

8.2.3. Fifty (50) multiple choice questions with one correct answer of each question will be asked. Each correct answer will be awarded two marks.

8.2.4. The candidate will have to obtain minimum 50% marks in the Paper-I failing which Paper-II will not be evaluated.

8.3. **Paper –II (Subject Specific)**

8.3.1. Paper II shall be intended to assess the domain of knowledge in the subject of the candidate. It would be of the standard of the master's degree in the subject.

8.3.2. One hundred (100) multiple choice questions with one correct answer of each question will be asked. Each correct answer will be awarded two marks.

8.3.3. The candidate will have to obtain minimum 50% marks in the Paper-II to be eligible for Personal Interview.

8.4. **Personal Interview**

8.4.1. Candidates clearing the written Pre-Ph.D. Entrance Examination shall be called to attend a Personal Interview.

8.4.2. An Interview Board shall consist minimum of the followings:

Dean of the School concerned	Convener
One Senior Faculty from the Department concerned	Member
One Professor other than the Department concerned	Member
Dean Research	Member Secretary

8.4.3. The candidates are required to discuss their research interest/area or through a presentation giving the below details:

- (i) Object of his study;
- (ii) Problem statement
- (iii) Scope of Research subject he intends to undertake;
- (iv) Any Research Plan;
- (v) Possible benefits to academics of his discipline or society in general

8.4.4. The Interview Board shall consider the following aspects, viz. whether:

- (i) the candidate possesses the competence for the proposed research;
- (ii) the research work can be suitably undertaken at the University;
- (iii) the proposed area of research can contribute to new/additional knowledge

8.4.5. Each member of the Board shall judge his suitability and mark in 100 marks scale to undertake research work as follow:

S. No.	Category	Marks
1.	Academic capability of the candidate	20 marks
2.	Understanding of the subject	20 marks
3.	Presentation Delivery, confidence, impression	20 marks
4.	Competence for the proposed research	20 marks
5.	Possible contribution of the proposed research to new knowledge & Society	20 Marks

8.4.6. A candidate to be eligible for enrolment for Ph.D. must obtain a minimum of 50% of marks calculated as average of all marks awarded by the members of the Interview Board.

9. Selected Candidates :

Candidates selected in Personal Interview are eligible for Enrollment for the course work after the payment of the required fees

10. Fee structure

10.1. The eligible candidates shall enroll themselves for Ph. D program by filling an Enrolment Form and pay fees before pursuing the course work. The candidates who are required to do the Ph.D. Course work as per rules will fill up the form by the stipulated date with fees in order to join the course work.

S. No.	Heads	Amount (in Rs.)
1	Registration Fee	10,000 (One-time)
2	Enrolment Fee	9,000/- (One-time)
3	Caution Money	5000/- (Refundable)
4	Annual Fee	40,000/-
5	Annual Fee For Full time RNB Scholarship holders or Part time RNBGU Scholars (Internal)	30,000/-
6	Examination Fee for course work (one time)	10,000/-
7	Lab/ Experimentation Fee (If applicable)	5,000/- per semester
8	Thesis Submission Fee (One-time)	20,000/-

10.2. **Payment of Fees:** The research scholars shall deposit the Registration Fee, enrolment Fee and Annual Research Fee and Caution Money for one year before the commencement of the Course Work.

- 10.3. They shall be provisionally enrolled for Ph.D. on payment of fees as required and join the Course Work and stand enrolled only after being declared successful at the examination after the Course Work.
- 10.4. The research scholars are required to submit the fees through State Bank of India, Payment collection Mode ``SBI Collect''. The research scholar will receive a receipt of his/ her payment viz SBI on his/her mobile number filled at the time of making payment.
- 10.5. On University website there is a link for "SBI Collect" under the Admissions. The fee paid through any other mode will not be acceptable.

11. Register of Ph.D. Scholars

The University shall maintain the list of all the Ph.D. registered research scholars on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

12. Commencement of Coursework

12.1. Tentative class timings during coursework period:

Ph.D. Full time: All working days, 9.00 am-5.00 pm

Ph.D. Part time: Friday - Saturday, 9.00 am-5.00 pm

13. Ph.D. Course Work

- 13.1. The courses required to be taken by the research scholar will normally be from the list of courses prescribed as PG courses in the school and will be evaluated as per the normal evaluation procedure for them. Attendance regulations of RNBGU will apply to research scholars as well.
- 13.2. **A minimum of 75% attendance is required , for the duration of the course work, to sit in the end term examinations.**
- 13.3. If the course assigned to the research scholar is not part of the list of PG courses, it may be taken as a 'self-study' course. A faculty in the department will be assigned to evaluate the self-study course, which the scholar will study by himself/herself. The syllabus of the self-study course shall be approved by the Faculty Board with the recommendation of RAC & SRC.

- 13.4. Minimum Course Work Credit requirement-Out of the total credits required (14 or 16, see below table), only one self-study course of 4 credits or two self-study course(s) each with a maximum of 2 credits are permitted with the recommendation of the SRC.
- 13.5. The course work must be completed within one year of provisional registration with a minimum CGPA of 6.0.

14. Program Scheme for Ph.D. course work

RNB Global University follows the UGC Guidelines 2016, for Course Work for Ph.D. The Ph.D. Course Work shall be of six months duration July to December and January to June in each academic year. All research Scholars must complete the course work requirements within a period of 1 year maximum, in order to continue with their research. The Program Scheme & Syllabus for Course Work Program along with examination pattern is as follows.

S. No	Subject Code	Course Name	L	T	P	Credits
1.	77000100	Research Methodology	2	0	2	3
2.	77000200	Research Problem, Interpretation and Report Writing	2	0	2	3
3.	-	Subject Specific-I**	4	0	0	4
4.	-	Subject Specific – II** (Only for Interdisciplinary Research work)	2	0	0	2
5.	77000300	One Published Article	-	-	-	2
6.	77000400	Two Seminars or One Workshop of Minimum three days	-	-	-	2
Total Credits			8	0	4	14
Total Credits (For Interdisciplinary Research work)			10	0	4	16

** : Subject Specific papers will be added as & when required in discussions with SRC & approval of Dean Research

15. Syllabus for Ph.D. Course Work : Annexure -2

Look for separate detailed program scheme.

The completion of Ph.D. course work shall be essential for synopsis submission.

16. Functionaries for Research Work

16.1. Research Board

16.1.1. Constitution

President	Convener
All Deans	Member
Senior Faculty member nominated by President	Member
Registrar	Member
Dean Research	Member - Secretary

Note: There shall be one Research Board for the entire university.

16.1.2. Functions:

- a) To frame and revise polices for Research development and the Ph.D. program.
- b) To ensure that all norms and regulations pertaining to the Ph.D. program are strictly followed.
- c) To make periodic review of ordinances, regulations and instructions pertaining to the Ph.D. program and to recommend to the Academic Council any modifications thereof.
- d) To recommend names of qualified teacher of the University who can undertake & guide research work
- e) To suggest ways to maintain quality in research
- f) To ensure prevention of plagiarism
- g) To ensure compliance of UGC regulations regarding Ph.D. degrees
- h) To suggest or modify process of registration & enrollment.
- i) To suggest or modify process of evaluation etc.
- j) To scrutinize the bio-data of prospective external research co-supervisors
- k) To approve the issue of registration letters.
- l) To conduct at least one meeting in each semester.
- m) Any other matter, that needs to be considered for the betterment of research activities of the University

16.2. Dean Research

There shall be a Dean Research for the University.

16.2.1. **Functions:**

- a) To conduct the Ph.D. Entrance Examination twice in a year.
- b) To coordinate the research activity of all departments, including selection and admission of research scholars.
- c) To counsel research scholars about the Rules and Regulations of the Ph.D. Program.
- d) To call the Research Board meeting for exceptional cases/ policy changes, etc.
- e) To act as a Member Secretary of the Research Board Meetings
- f) To record the minutes of the meetings
- g) To issue letters of registration/enrollment/other to research scholars, as necessary
- h) To counsel/guide the research scholars about the Rules & Regulations of the Ph.D. Programme
- i) Any other work, that he may be assigned to perform, by the guidance/approval of the Research Board

16.3. **School Research Committee (SRC)**

16.3.1. **Constitution**

Dean	Chairman
Dean Research	Member
All Professors	Members
One Associate Professor	Member
One Assistant Professor	Member

16.3.2. The SRC will be constituted by the Dean of the School and will be approved by Dean Research.

16.3.3. Tenure of the SRC will be 2 years.

16.3.4. There shall be one SRC for each School involved in the Ph.D. degree program.

16.3.5. The chairman may invite more members, including a maximum of three outside experts.

16.3.6. Assistant Professor appointed as member , should be recognized as Research Supervisor

16.3.7. The quorum for each meeting shall be three.

16.3.8. **Functions:**

- a) To coordinate the research activity of the department.
- b) To select candidates for admission to the Ph.D. program and allocate supervisors in the subject/discipline to them.
- c) To monitor the conduct of all Ph.D. courses running in the department.

- d) To monitor and evaluate the quality of research in the department.
- e) To take appropriate action on the recommendations of Research Board and RAC.
- f) To recommend the panel of members (as proposed by the supervisor) for formation of RAC for approval by Research Board.
- g) To consider any matter related to the research program of the department.
- h) To conduct at least two meetings in each semester and send the proceedings to Dean Research, RNB Global University

16.4. Research Advisory Committee (RAC)

16.4.1. There will be a Research Advisory Committee (RAC) for each research scholar registered in the Department.

16.4.2. Constitution

Research Supervisor	Convener
Co-supervisor (if any)	Member
Two subject experts from Members With in the School	Members
At least one faculty member either from another School of RNBGU or External to RNBGU	Member

16.4.3. The RAC shall be proposed by the research supervisor (after Course Work) and recommended by the SRC for approval by Research Board.

16.4.4. Functions

This Committee shall have the following functions:

- a) To review the research proposal and finalize the topic of research
- b) To assess & to approve the research synopsis
- c) 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.
- d) To periodically review and assist in the progress of the research work of the research scholar.
- e) 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 Dean Research, with a copy to the research scholar.
- f) 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 Dean

Research with specific reasons for cancellation of the registration of the research scholar.

g) To meet as & when required

17. Eligibility for Research Supervisor

- 17.1. Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.
- 17.2. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 17.3. Only a full time regular faculty of the University can act as a supervisor. The external supervisors are not allowed. However; Co-Supervisor can be allowed from other departments of the same School at RNBGU or from other Schools of RNBGU for inter-disciplinary areas or from outside of RNBGU as an external co-supervisor from other University/College/Institute/Laboratories/etc, fulfilling eligibility criteria, as per the UGC regulations 2016 , with the approval of the Research Advisory Committee.
- 17.4. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars

18. Functions of Research Supervisor

- 18.1. To guide the scholar to select a topic for research
- 18.2. To suggest the courses for doctoral course work
- 18.3. To monitor the progress of the scholar
- 18.4. To suggest a panel of examiners to the SRC

- 18.5. To approve and forward all applications of the scholar
- 18.6. To provide or arrange for facilities to carry out research
- 18.7. To arrange for a change of supervisor(s) as per clause , in the event of his leaving the University or going away from the University for a period of more than one year.
- 18.8. To ensure that the scholar has deposited all the fees regularly.

19. Allocation of Research Supervisor

- 19.1. The allocation of Research Supervisor for a selected research scholar shall be decided by the School/department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- 19.2. In case of topics which are of inter-disciplinary nature where the School/Department concerned feels that the expertise in the School/Department has to be supplemented from outside, the School/Department may appoint a Research Supervisor from the School/Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the School/Department, on such terms and conditions as may be specified and agreed upon by the Research Board. For a research scholar number of co-supervisors should not be more than two.
- 19.3. In case of relocation of a 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.
- 19.4. **Change of Supervisor:** In exceptional cases, applications from a research scholar for change of research supervisor(s) shall be permitted, on recommendation of the SRC after obtaining the consent of the present and proposed supervisor(s).

19.5. **Supervisor on leave or passing away:** If the research supervisor is on official leave for more than one year, or passes away, a new supervisor will be appointed by the RAC from the School/Department, subject to approval by SRC and Research Board.

19.6. A Research Supervisor, who leaves the University on retirement or on resignation may continue to supervise, if gives his consent in writing and the Research Scholar agrees in writing to continue research work with such supervisor, if so approved by the University.

20. Guidelines for Registration as Ph.D. Co-Supervisor at RNBGU by Non-RNBGU faculty:

20.1. Application for appointment as an external co-supervisor will be sent through the supervisor of the research scholar at RNBGU, based on his/her requirement.

20.2. The eligibility of the proposed external co-supervisor will be ascertained by the SRC and approved by the Research Board.

20.3. The approved person will then be registered as external co-supervisor of RNBGU for the duration of the research scholar's work at RNBGU.

20.4. Direct applications from any person desirous of becoming external co-supervisor at RNBGU will not be entertained.

20.5. The Co-supervisor must be from the relevant area

21. Completion of Course Work

21.1. Research scholars must complete the course requirement within a period of 1 year, in order to continue with their research. Their registration shall be confirmed only after completion of the course work. Failure to complete the course work within the stipulated period may lead to automatic cancellation of registration.

21.2. For those who fail to complete the course work within 1 year, School Research Committee (SRC) may recommend an extension of period of six months on payment of new registration fee or recommend cancellation of the registration.

21.3. Course Work Evaluation Research supervisors shall arrange to conduct the sessional and final examinations for the course work of their research scholars, get the answer scripts evaluated by the concerned teacher and send the marks to the

Controller of Examinations, along with a copy of the syllabus, the question papers and the original answer scripts of the course work.

- 21.4. One Seminar of 2 credits is permitted. The research Scholar has to submit the report in the prescribed format. Seminar will be evaluated by the SRC
- 21.5. One Workshop of at least three days or two seminars of 2 credits is permitted with the recommendation of the School Research Committee (SRC).

22. Research Proposal Submission and Assessment

- 22.1. On successful completion of Course work, the University will allow the commencement of research on a specified topic under the supervision of a regular faculty of the University. The Scholar shall be enrolled for Ph.D. The Enrolment shall be from retrospective date of the commencement of Course Work. He is required to deposit on an yearly basis the Annual Fee. The period of Course Work shall be counted in his period spent for the Ph.D. program.
- 22.2. The Research Scholar shall submit his Research Proposal on a topic with the approval of his designated Research Supervisor/Supervisors along with the Research Design and Research Plan to Research Advisory Committee (RAC) within six months of the completion of Course work in case of Full Time Research Scholars and within twelve months in case of Part-Time Research scholars. The Research Advisory Committee (RAC) shall forward the Proposal with its approval to the Research Dean.

22.3. Research Proposal Submission

- 22.3.1. A research scholar has to submit one copy of the synopsis of the proposed thesis, along with a soft copy in PDF format (on CD) to the Controller of Examination, through Dean Research, forwarded by research supervisor, RAC and SRC.
- 22.3.2. The synopsis should consist of a maximum of 20 pages, and should include the following:
 - a. Title of the thesis
 - b. Introduction
 - c. Brief literature review
 - d. Objectives and Significance of research work
 - e. Hypothesis
 - f. Research Plan

- g. Methodology to be adopted
- h. Chapterization
- i. Papers/patents published
- j. Conclusion
- k. References

22.3.3. The synopsis will not be accepted if it does not contain the above sections.

22.3.4. At the time of submission of the synopsis, the research scholar has to submit a certificate from the Dean Research that the pre-synopsis seminar has been completed satisfactorily.

22.4. The Research Dean shall put the Research Proposal before the Research Board with his comments. The Research Board shall approve the Research Proposal as suitable to proceed for research leading to the degree of Ph.D.

23. Commencement of Research work on Specified topic

On approval of Research Proposal by the Research Board, the Research Scholar shall commence his research work on the approved Research topic in accordance with the approved Research Plan under the supervision of designated Research Supervisor in the Faculty. He has to submit his Progress Report to the supervisor as and when required by him and a six-monthly report to the Research Dean after being approved by the RAC.

24. Conversion of Full-time Registration to Part-time and Vice-Versa

RNBGU may permit the conversion of registration from full-time to part-time basis and vice-versa in respect of registered scholars for valid reasons, with the approval of the President, but will not be changed as full time from part time in the last year of research work. For these scholars, the minimum and maximum period of research will be decided on pro-rata basis, based on the period already completed in full-time/part-time mode.

25. Transfer Case from another University to RNBGU

25.1. Under normal circumstances, a candidate registered for Ph.D. in another university wanting to register for Ph.D. at RNBGU, will be treated as a fresh Ph.D. candidate and will be required to go through the complete registration process. No credit will be given for work done in the previous registration. However, in

special cases, such as the Supervisor joining RNBGU, the Research Board may permit a candidate registered with the Supervisor in his/her earlier university, to transfer accumulated credits and register at RNBGU.

- 25.2. Registration for Ph.D. for such candidates will be through a protocol presentation covering all details of the case and work already done, to the Research Board. The Research Board, if satisfied with merits of the case, may recommend registration at RNBGU.
- 25.3. In case the Research Board is satisfied, it may allow transfer of credits for the course work completed during the earlier registration. It may also allow the work done during the earlier registration, and not earlier published for award of another degree/diploma in another university, while assessing, the sufficiency of research work done for award of Ph.D.
- 25.4. Such candidates will be required to submit a letter regarding withdrawal of registration for Ph.D. from the previous university.

26. Research Progress Assessment

Every six months, research scholars must submit a progress report in prescribed format to indicate satisfactory progress to the RAC, until submission the synopsis of the thesis. The RAC will evaluate the progress through an open seminar and submit the evaluation report in prescribed format to the Coordinator Ph.D. Program. Failure to submit half yearly reports shall lead to automatic cancellation of registration.

27. Registration Confirmation/Cancellation

- 27.1. Failure to present the research proposal before the School Research Committee (SRC), within specified period, shall lead to automatic cancellation of the registration.
- 27.2. When a research scholar is not recommended by the School Research Committee (SRC) for confirmation of registration at the end of the present of his/her progress report, he/she shall continue to pursue research for a further period not exceeding six months, at the end of which he/she shall present another progress report for assessment by the SRC. If the report is found satisfactory, the SRC will confirm the registration and permit the candidate to continue with his/her research.

- 27.3. A research scholar, who is not recommended even at the second time by the SRC, shall not be permitted to continue his/her research and the provisional registration shall be cancelled.

28. Change of Area of Research

In general, change of title of thesis will not be permitted. However, requests for change of research specialization (within the approved broad area) shall be submitted to SRC and with the prescribed fee. Such requests shall be permitted only once.

Ph.D research scholar may within one year of her/his registration modify the proposal of her/his subject with the approval of Dean Research on the recommendations of SRC.

Provided that the President, on the recommendation of Dean Research may allow modification to be made in the proposal even after one year if the proposed modification does not involve any major changes

29. Pre-Submission Seminar and Summary Submission

- 29.1. Prior to the submission of the summary of the thesis, a comprehensive internal assessment of the research work should be made by School Research Committee (SRC) through a Pre-Submission of Thesis Seminar. This will be open to all faculty members and other research scholars. The research scholar can submit the summary only if the SRC are satisfied about the quality of the work for submission as a Ph.D. Thesis.
- 29.2. Prior to the Pre-Submission of Thesis Seminar, the research scholar is required to give at least two satisfactory research progress assessment seminars on the topic of his research and have at least two papers published preferably in indexed journals and have two papers presented in any Conference/Seminar.
- 29.3. A research scholar whose registration has been confirmed, and who has completed his/her research work and is sure of compiling the results into a thesis within three months prior to the completion of the minimum required duration of research, has to submit one copy of the Summary of the proposed thesis, along with a soft copy in PDF format (on CD) to the Controller of Examination, through Dean Research forwarded by research supervisor and School Research Committee (SRC).
- 29.4. The Summary should consist of a maximum of 20 pages, and should include the following:

- i. Title of the thesis
- ii. Introduction
- iii. Brief literature review
- iv. Objectives and scope of research work
- v. Methodology
- vi. Original contributions
- vii. Conclusion
- viii. Papers published
- ix. References

29.5. The Summary will not be accepted if it does not contain the above sections. At the time of submission of the Summary, the research scholar has to submit the following certificates (not required for soft copy):

- (i) Certificate from the Dean Research that the Pre-Submission of Thesis Seminar has been completed satisfactorily.
- (ii) Certificates with regard to the completion of the work under the supervision of the supervisor from the supervisor and the Dean of the School concerned.

30. Ph.D. Thesis submission

30.1. Prior to thesis submission, the Research scholars must publish at least two research paper in refereed journal and have two papers presented in Conferences/Seminars or have attended one workshop of a minimum three days duration and produce evidence of the same in the form of presentation certificates and/or reprints.

30.2. Within three months from the date of submission of Summary of the thesis, but after completion of the minimum required period of research, a scholar may submit the thesis to the Controller of Examinations, through Dean Research, after getting it signed by the research supervisor and forwarded by the Research Advisory Committee (RAC) and School Research Committee (SRC).

30.3. Before submitting the thesis to the University for Examination, it should be checked through plagiarism policy software and the corresponding certificates for the same be submitted along with the thesis.

30.4. Four soft bound copies of the thesis along with two CDs containing a soft copy in pdf format and additional supplementary material, if any, should also be submitted along with the thesis.

- 30.5. The thesis shall be in the format prescribed by the University. In cases where the submission is delayed beyond three months after the submission of the synopsis, the University may initiate necessary action based on the recommendation of Research Advisory Committee (RAC).
- 30.6. The scholar may be given extension to submit the thesis, for valid reasons only, in blocks of 6 months each, after the submission of Summary by the Research Board. For such extensions, the scholar has to pay the prescribed fee.
- 30.7. Along with the thesis, the research scholar shall submit the requisite forms containing the authorization from the supervisor(s) for submission of the thesis, details of research publications and a certificate from the Accounts section that there are no dues against him.
- 30.8. Each research scholar and supervisor shall furnish a certificate that the thesis submitted is a record of research work done by the scholar during the period of study under the supervisor and that has it not been submitted for the award of any other degree anywhere.
- 30.9. The Ph.D. Summary and thesis shall be submitted in English, except in language subjects where the thesis shall be in that language.
- 30.10. The thesis will be sent to the examiners by COE. The supervisor will also be examiner of the thesis.
- 30.11. Modifications/ minor revisions/corrections, if any, as recommended by the examiners, would be incorporated by the scholar and reported in the viva voce examination if the candidate accepts. However, if the candidate desires to contest, he/she will have to do so in the Viva-Voce examination. The recommendation will have to be satisfied by the candidate in the Viva-Voce examination.
- 30.12. After viva-voce examination scholar is required to submit corrected 3 hard bound copies of thesis with CD to COE office. The final bound copies would be kept one each in library, department and COE office.

31. Panel of Examiners for Thesis

- 31.1. A panel of nine external examiners, at least three of whom are from out of Rajasthan and one from outside India as far as possible, shall be submitted/ recommended for

approval to the President, by the Supervisor/RAC/SRC for adjudicating the thesis. However, in respect of Indian Language, Arts and Humanities, if the RAC/SRC justifies that the subject matter of the thesis needs no reference to a foreign examiner, a panel of seven examiners from India itself, may be suggested, stating the reasons for the same.

- 31.2. The following guidelines are to be followed while preparing the list of examiners:
 - a) The examiners must have a Ph.D. degree.
 - b) They should have adequate research publications in the field related to the research work of the scholar.
 - c) They should not have been involved, directly or indirectly, in any research work of the scholar such as co-authoring, content validation, etc.
 - d) They should not be related to the scholar or supervisor.
 - e) The name of a former faculty of RNB Global University shall not be recommended as an external examiner until at least three years have elapsed after his/her leaving service.
- 31.3. The research supervisor should also submit the full contact details of the examiners including their email-id, telephone/fax/mobile numbers.
- 31.4. Along with a list of examiners, a brief CV of the examiners (with the selected list of recent publications in the field related to the research work of the scholar) must be attached.
- 31.5. When a supervisor is submitting the lists simultaneously for more than one scholar, there should no overlap of names in the lists.
- 31.6. The list shall be signed by the supervisor, RAC and SRC members. The list shall also indicate the details of the thesis i.e. name/registration number of the scholar and title of the Ph.D. thesis.
- 31.7. The list of examiners must be prepared confidentially, and the scholar should not be involved in the process.
- 31.8. The University reserves the right to select suitable examiners who may not figure in the submitted list.
- 31.9. While submitting the list, the supervisor should ensure that it is complete in all respects as per the guidelines, so that that the evaluation process can be carried out by the University smoothly and expeditiously.

32. Evaluation of the Thesis

- 32.1. As soon as the Summary of the Thesis and panel of examiners are received, the Research Board shall take steps to finalize the board of examiners consisting of 3 experts, of whom one shall be from outside Rajasthan and two from within India, without waiting for the thesis, after due verification of the fulfillment of the requirement prescribed.
- 32.2. The thesis submitted in soft copy and hard copies shall be subjected to checking for plagiarism on the best available software.

33. Originality Report Guidelines

- 33.1. The report generated by the software upon submission of a thesis/dissertation for screening, only displays what percentage of submitted text is similar to or matching with the information sources included in the database. This is done through the Similarity Index, which is a percentage of words in the paper that match all the primary sources to all words in the document.
- 33.2. As a general rule, a submitted text having an overall similarity index of more than the prescribed limit will be considered. (The prescribed permissible limit: The substantial common material shall be taken as any common material exceeding 20% in area of sciences basic as well as applied and technology and 30% in Humanities and Social Sciences, Law, Management and Education).
- 33.3. The overall similarity index excluding bibliography/references must be around permissible limit or less with not more than 5% similarity from one particular source.
- 33.4. A high matching percentage does not automatically mean that plagiarism has occurred and a low percentage does not mean that it has not occurred. In other words, the software generated report cannot be taken for granted and human judgment is needed to determine whether the matching text is plagiarized. This can be done only by cross checking the individual matching portions of the submitted thesis/report with the corresponding sources by the committee consisting of Dean of the School, Supervisor and a Professor from School, to be nominated by Dean Research.
- 33.5. A thesis with an overall similarity index of more than permissible limit may also be accepted provided it is formed by cumulating more number of unintentional

individual matches constituted of common phrases and professional jargons/terminology of not more than two lines of continuous text.

- 33.6. Similarly, a submission with an overall similarity index of less than permissible limit may also be considered as plagiarized and hence liable to be rejected if there are instances of continuous blocks of matching text of two or more lines not constituted of common phrases and professional jargons/terminology.
- 33.7. Also, if matching with a particular source, even though small, occurs across the length of a submitted thesis it could be an attempt to hide plagiarism and hence will not be allowed.

34. Statement requirements

- 34.1. It is the responsibility of the research scholar to ensure that the dissertation/thesis is free of plagiarism which means that no part of the dissertation has been copied from other sources and all sources used for the dissertation have been properly cited.
- 34.2. All research scholars are required to check their thesis, project reports, etc. through plagiarism detection software. The supervisors are required to sit with their research scholars and run the thesis or project report through plagiarism detection software in order to provide guidance on any revisions that may be required as a result of this process.
- 34.3. **Compliance Statements:** All research scholars are required to submit a signed statement that they are aware of the plagiarism policy of the University and no part of their work be it assignment, term paper, project report, thesis or dissertation etc is not copied in any form and it is their own creation.
- 34.4. Candidate shall submit the report generated on the plagiarism checking software of his draft thesis along with a soft copy of the draft thesis for the consideration of School Research Committee.
- 34.5. Supervisors must sign the relevant forms indicating that the research scholar has indeed run their work through a plagiarism detection software.
- 34.6. The thesis shall be sent by the COE for evaluation to the three examiners one of whom shall be the Research Supervisor.

- 34.7. Each examiner shall be requested to send his/her report within 2 months from the date of receipt of thesis, to the Controller of Examinations.
- 34.8. If acceptance is not received from the first panel within 45 days, the Research Board shall call for an additional panel of 6 names from the RAC.
- 34.9. The report of the examiner would be in prescribed format. The examiner would be required to tick any one from A, B, C, D. The corresponding recommendation would be given in the space provided in the form.
- 34.10. The copies of the examiners reports, when received, shall be confidentially made available to the Dean Research, who will send comments on these reports for consideration of the President.
- 34.11. On the basis of the examiners Reports, the Dean Research will decide whether the thesis be accepted for the vive-voce examination or be rejected or be referred again to a new examiner.
- 34.12. The thesis will be processed further for vive-voce examination only when two of the examiners recommended for the award.
- 34.13. If any examiner asks for modification and/or resubmission of thesis, the scholar will be required to do so. The thesis may be resubmitted after incorporating the modifications in the light of the examiner's comments within a period of 3-12 month. The thesis so resubmitted will be preferably examined by the same examiner. If two examiners give a definite recommendation against the award of the degree, the thesis will be rejected.
- 34.14. A thesis rejected by two examiners may be resubmitted after revision, incorporating the required modification and /or alterations and/or additions etc. in the light of the examiners' comments. This submission shall be made not earlier than three months and not later than one year. The thesis so resubmitted may be examined either by the same examiner or by a new examiner.
- 34.15. Rejection of the thesis so resubmitted will disqualify the candidate from further consideration for the award of the Ph.D. degree, on the topic of the research chosen by him.
- 34.16. A Brief about Plagiarism for better understanding attached as Annexure-1.

35. Viva-Voce

- 35.1. The open viva-voce examination shall be conducted by the SRC at the place where the research scholar has carried out his/her Ph.D. research, in the presence of one of the Indian examiners. Supervisor will also be part of the board for viva-voce examination.
- 35.2. The viva-voce shall primarily be designed to test the understanding of the scholar on the subject matter of the thesis and competence in the general field of study. The scholar shall be asked to make a brief presentation before the panel, wherein all the questions raised by the examiners and the audience have to be answered.
- 35.3. The SRC shall submit its report in the prescribed form to the Controller of Examinations within two days after the completion of viva-voce examination. It is the responsibility of the research supervisor to see that all necessary corrections are incorporated in the final version of the thesis before sending the SRC report to the Controller of Examination.
- 35.4. A pass in the viva-voce is examination compulsory. If a scholar fails in the examination, he/she shall be allowed to re-appear before a panel constituted for this purpose, by the Research Board once again, after 3 months from the date of first viva-voce. If he/she fails again, his/her candidature for the degree shall be rejected.

36. Award of the Degree/ Provisional Certificate

- 36.1. After satisfactory completion of the viva-voce examination, the report of viva-voce is submitted to the office of CoE by the concerned School/department for approval by Convener, Research Board.
- 36.2. Provisional Certificate, if requested, will be issued on payment of prescribed fee.
- 36.3. The Provisional Certificate will be valid till the next convocation of the University.
- 36.4. The date of award of Provisional Certificate will be the date of approval by the Convener, Research Board.

37. Re-Registration

- 37.1. Scholars who do not complete the Ph.D. work within the prescribed maximum time limit will be given only one chance to re-register for Ph.D., provided they continue

on the same topic under the same supervisor. They must apply for re-registration prior to the expiry of the prescribed maximum period.

- 37.2. These re-registered scholars are permitted to submit the synopsis and thesis after one year but not later than two years after re-registration. Re-registered scholars will continue to be governed by the same Regulations under which they have been previously registered. However, the fees must be paid as per the Regulations in force.

38. Cancellation of Registration

- 38.1. Requests for cancellation of the Ph.D. registration may be submitted either by the research supervisor or by the scholar. However, the final decision rests with the Research Board.
- 38.2. The cancellation may be revoked upon request within three months to maximum of 5 years after the date of cancellation by paying the prescribed cancellation revoke fee, along with the fees due to the University. After this period, the registration shall be cancelled once for all.

39. Teaching Assistantship

- 39.1. A few teaching assistantships will be made available to research scholars, based on the teaching and other requirements of respective School/departments and approved by Research Board. For the assistantship to continue, the supervisor will certify every month, that the scholar has completed the work assigned to him. The form would be countersigned by the HoD and submitted to the Dean Research for release of assistantship.
- 39.2. Teaching Assistants (TA) will be given 8 to 12 hours work load in a week. This may be in the form of one theory with some practical classes.
- 39.3. Dean, will assign the work load to teaching assistants for the courses assigned to the respective departments only after distributing the requisite work load to their faculty members.
- 39.4. Teaching Assistantship can be for three years at the maximum, but sanction will be given for semester wise.

40. Degree Requirements

- 40.1. The degree requirements of scholars for the Ph.D. program are as follows:
- 40.2. Earn credits in the course work, as per the Program scheme, with a minimum CGPA of 6.0 completed within the first year of provisional registration.
- 40.3. Satisfactory completion of all the stages of the program.
- 40.4. Satisfactory defense of thesis

41. Termination from the Program

- 41.1. A scholar's Ph.D. procedure will be terminated under the following circumstances.
- 41.2. If he/she fails to complete the course work within the first year of provisional registration with a minimum CGPA of 6.0.
- 41.3. If he/she fails to submit a satisfactory Research Proposal in three attempts.
- 41.4. If the Ph.D. thesis has not been accepted after two resubmissions.
- 41.5. If disciplinary action has been taken against him/her on the recommendation of the appropriate committee.
- 41.6. If he/she gets continuous non-satisfactory 6th month progress report.
- 41.7. If he/she not able to submit Ph.D. thesis within 6 years.
- 41.8. If he/she does not respond to the emails.

Thank you & wishing you all the best!!

Annexure-1

Policy on Plagiarism

RNB Global 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. RNBGU 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., M.Phil.

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 programs, 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 programs).

- (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 a software the following optional settings may invariably be set to reduce the percentage of matching.

- (a) Exclude Quotations, methodology, legal quotes, bibliography, 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. / M.Phil. 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.