



Vikrant University

Gwalior, Madhya Pradesh, India

University established under the Madhya Pradesh Act (No 25 of 2022)

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Annexure 1

**Format of Sponsorship Letter for Full-Time Ph.D. Program
(Should be typed on the letter head of the sponsoring organization)**

Reference No.: _____

Date____/____/_____

The Vice Chancellor

Vikrant University Gwalior

Madhya Pradesh 474006

Sub: Sponsoring an Employee for Ph.D. Program

Dear Sir,

We hereby sponsor the candidature of Mr./Ms./Mrs. _____,

Designation: _____ who is a regular employee in our organization, for joining Ph.D. Program in the department of _____ at your University as a full-time student.

It is certified that he/she has completed two years of service in our organization as a regular employee. He/she has gained experience in the field(s) _____.

If selected, we shall relieve him/her from his/her duties to join the program during the first three years of the Ph.D. Program.

Signature and Seal of the Sponsoring Authority



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Annexure 2

Format of No Objection Certificate for Admission in to Ph.D. Program (Employee) (Should be typed on the letter head of the University)

Reference No.: _____

Date____/____/____

It is certified that we have no objection if Mr./Mrs./Ms.: _____,
Designation: _____, a (regular/contractual) employee of this University,
working in the department of _____, is admitted into the Ph.D. Program in
the department of _____, at this University as a part-time student.

If selected, he/she shall be allowed to attend classes/research work without affecting
normal duties assigned to him/her.

**Signature with stamp
Head of Department**

Department: _____

**Signature with stamp
Vice Chancellor**



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Annexure 3

Format of Sponsorship Certificate for External Registration
(This should be typed on the letter head of the sponsoring organization)

Reference No.: _____

Date ____/____/____

The Vice Chancellor
Vikrant University Gwalior
Madhya Pradesh 474006

Sub: Sponsoring an Employee for Ph.D. Program under external registration

1. Name of the sponsoring organization:
2. Address:
3. Name of the Candidate:
4. Designation of the applicant:
5. Present status of the applicant: (Regular / year of completed service)
6. Department/Division/Center where research work is proposed to be done:
7. Name of the Local (Co-Supervisor):
(Bio-data of the Local supervisor (Co-Supervisor) to be enclosed giving details of designation, qualification, research experience etc.)
8. Details of relevant facilities which will be made available to the candidate:
9. Statement of Local supervisor (Co-Supervisor):

Dear Sir,

If Mr./Mrs./Ms. _____ is admitted to the Ph.D. program at Vikrant University Gwalior, I agree to supervise his/her research program jointly with the Supervisor from VU Gwalior.

Signature of Local supervisor (Co- Supervisor)

If Mr./Mrs./Ms. _____ is admitted to the Ph.D. program, we agree to relieve him/her to reside at VU Gwalior/around VU Gwalior during one/two semester (s) of his/her Ph.D. program to complete his/her course work requirement.

Mr./Mrs./Ms. _____ will be permitted to carry out research at our organization under the guidance of Dr. _____ leading to Ph.D. degree from VU Gwalior. Necessary facilities will be provided for this purpose.

Signature and Seal of the Sponsoring Authority



Vikrant University

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Annexure 4

Format of No Objection Certificate for Transfer to the Vikrant University

Ph.D. Programme

(Should be typed on the letter head of the Present University)

Reference No.: _____

Date ____/____/____

NO OBJECTION CERTIFICATE FOR TRANSFER OF PHD

This is to certify that Mr./Ms. [Scholar Name], bearing Enrollment Number _____, son/daughter of [Father's Name], is enrolled in the Doctor of Philosophy (PhD) programme in [Subject Name] at [University Name and Address], batch [Year].

[University Name] has no objection to the transfer of their PhD enrollment to Vikrant University, Gwalior, Madhya Pradesh/in the institution of his/her choice.

Furthermore, this is to certify that the aforementioned scholar has completed [Number of years] years and [Number of months] months in the PhD programme since their enrolment and has achieved the following milestones:

Milestone	Completion Status (Yes/No)
Coursework	(if yes, please attached coursework marksheet and coursework completion certificate)
Approval of Synopsis Proposal	(if yes, please attach copy of RDC letter)
Research Progress	(please attached all six-monthly progress reports)
Any other (please specify)	

**Signature with stamp
Head of Department**

**Signature with stamp
Vice Chancellor**



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Annexure 5

Appointment of Supervisor/Co-Supervisor

Reference No.: _____

Date ____/____/____

Name of the student :

Enrollment No :

Date of admission :

Nature of Admission :

Department :

DETAILS OF THE SUPERVISOR/CO-SUPERVISOR:

Name	Designation	Department/ Address	Signature of the Supervisor with Date

Secretary, SDC

Chairperson, SDC

Copy to:

1. Head of School/Department
2. The Supervisor
3. PhD Cell
4. Concerned Student



Ph.D. PROGRESS REPORT FORM

This Form consists of **3 Parts**:

Part 1: To be completed by the candidate and handed over to the Research Supervisor(s).
every 6 months

Part 2: To be completed by the Supervisor(s) after discussion with the candidate.

Part 3: To be completed by the Chair of the School Doctoral Committee (SDC) Annually.

REGISTRATION DETAILS	
Scholar's Name:	
School/Department Name:	
Name of the Guide:	
Name of Co Guide:	
Name of External Guide (If any):	
Enrollment ID:	
Topic of the Research:	



PART 1: CANDIDATE'S SELF-ASSESSMENT ON PROGRESS

1. I rate the overall quality of my work as:
☐ Very good ☐ Good ☐ Satisfactory ☐ Below my expectations
2. I assess my overall rate of progress as:
☐ Very good ☐ Good ☐ Satisfactory ☐ Below my expectations
3. In the last year have you:
Given a departmental seminar ☐ Yes ☐ No
Attended any conference ☐ Yes ☐ No
Presented or published any paper ☐ Yes ☐ No
If yes, please give details;

4. Ethical clearances
☐ Have been obtained ☐ are pending ☐ are not required
5. Are there any intellectual property issues which have not been resolved?
☐ Yes ☐ No
If yes, please give details;

6. Kindly indicate the frequency of the contact with your supervisor (s):
☐ Once a week ☐ Once a month or less
☐ Once in two weeks ☐ Any Other
7. Kindly indicate the medium of contact with your supervisor (s);
☐ Face to Face ☐ Telephonic
☐ Email ☐ Any Other
8. Submitted work to the supervisor(s)?
☐ Yes ☐ No
9. Received written feedback from your supervisor (s)?
☐ Yes ☐ No
10. Do you have access to all the resources needed for carrying out your research (e.g. equipment, funds/lab/ Research papers/Library support)?
☐ Yes ☐ No
If no, please give details;

11. Briefly describe the work you expect to achieve in the next review period:

I have discussed this progress report with my supervisor:

☐ Yes

☐ No

Signature of the Candidate

Date: __/__/____

Note: Please insert an additional sheet if you would like to add further comments.



PART 2: SUPERVISOR's COMMENTS

1. Overall quality of work of the candidate:
☐ Very good ☐ Good ☐ Satisfactory ☐ Below my expectations
2. Overall rate of progress of the candidate:
☐ Very good ☐ Good ☐ Satisfactory ☐ Below my expectations
3. Comment on progress and achievements since the last review period:

4. Kindly indicate the frequency of the contact with your Research Scholar (s);
☐ Once a week ☐ Once a month or less
☐ Once in two weeks ☐ Any Other

5. Kindly indicate the medium of contact with your Research Scholar (s);
☐ Face to Face ☐ Telephonic
☐ Email ☐ Any Other

6. Is the supervisory team satisfied with the frequency and means of contact?

☐ Yes ☐ No

If no, please give details;

7. Are there any intellectual property issues which have not been resolved?

☐ Yes ☐ No

If yes, please give details;

8. We recommend that the candidate's enrolment be;

☐ Continued ☐ Terminated ☐ Continued subject to conditions outlined below

9. The feedback given herein has been discussed with the candidate;

☐ Yes ☐ No

The candidate is required to submit the progress report form to external/internal guide/supervisor.

Signature of the Supervisor
(Internal/External)

Date:

Signature of the Supervisor
(If applicable)

Date:

Note: Please insert an additional sheet if you would like to add further comments.



PART 3: SDC COMMITTEE

Please comment on the candidate's progress and proposed thesis submission date as appropriate. If any concerns have been raised by the candidate or supervisor, please indicate in a separate memorandum what action has been taken and further recommend action.

Comments:

SDC recommend that the candidate's enrolment (and scholarship, if applicable) be:

- ☐ Continued
- ☐ Continued subject to conditions outlined below
- ☐ Terminated

SDC recommend that the alterations to registration be:

- ☐ Approved
- ☐ Not approved

SDC recommend for final thesis submission on the basis of abstract (pre-submission seminar) presentation.

- ☐ Yes
- ☐ No

Signature of the SDC Committee Head

Date: __/__/____

Note: Please attached additional sheet if necessary



GUIDELINES FOR PREPARATION AND SUBMISSION OF Ph.D. SYNOPSIS PROPOSAL

Number of copies to be submitted for Presentation:

Five spiral-bound copies (Single Side Printing) of the proposal along with a soft copy through email are to be submitted to the Director/Associate Director – Research. After the presentation, if any major corrections are suggested by the committee, a modified proposal along with a soft copy of the same has to be submitted again.

Structure of the Proposal:

Cover/Title page: The cover/title page of the proposal must include the student's name & scholar/enrollment no., Year of admission, Discipline, School/department details, Month and year of submission, Guide/co-guide details alongwith the Logo of the University.

The cover page should also contain the following declaration by the scholar submitting the proposal:

"I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of any university/institute of higher learning."

(Signature/name/date)

Contents/Sections:

The synopsis proposal should include the following sections:

- i. **Abstract**
- ii. **Introduction**
 - Background, Motivation/need and Overview
 - Research Gap and Research Problem
 - Research Objectives
 - Research Questions and Hypotheses
 - Significance and Rationale of the Study
- iii. **Literature Review**
- iv. **Problem Statement**
- v. **Research Methodology**
- vi. **Data Analysis**
- vii. **Time Frame of the Study**
- viii. **Limitations and Delimitations**
- ix. **References**



Figures & Table Numbering:

The figures and Table should be numbered (e.g. Figure – 1, Table – 1). If any table or figure is referred to in the text, it should be mentioned at the appropriate place (e.g. see Table – 1, see Figure – 2). The figure captions should be written below the figure and table captions should be on top of the table.

Page Numbering:

The pages should be properly numbered as Page -1, Page -2 and so on.

Referencing:

References to journal papers should contain the name of the author(s), the title of the paper, the name of the journal, volume number, issue number, particular pages (pp) and year of publication. Similarly, conference papers should mention the name of the author(s), the title of the paper, the name of the conference, the place in which the conference was held and the date, month and year of the conference along with the page numbers of the paper in the proceedings of the conference.

American Psychological Association Citation Style 7 (APA7) Should be followed as it is the standard style across the research community worldwide.

Text Formatting:

Suggested font sizes Details	Font type	Font size	Spacing
Cover Page	Times New Roman	15 pt. bold capitals	Centred (Adjustable spacing)
Section Headings	Times New Roman	14 pt bold capitals	Left adjusted
Sub-Section Headings	Times New Roman	12 pt bold capitals	Left adjusted
Body of Proposal	Times New Roman	12 pt.	Left adjusted and with 1.5 spacing for text and double spacing for equations
Margins	Left Margin	1.5 inch	
	Right Margin	1 inch	
	Top Margin	1.0 inch	
	Bottom Margin	1.25 inch	



Structure of Synopsis

As part of the application process for a PhD program, it is expected that students will provide an initial research proposal. The purpose of this document is to help students prepare for the proposal writing process. Since the final research proposal is typically created with the guidance of a supervisor during the first semester of enrollment, the initial proposal is generally concise in nature.

Purpose of a Proposal

The initial research proposal serves a dual purpose. Firstly, it enables the School Doctoral Committee (SDC) to evaluate the level of preparedness of the student and to form a preliminary assessment of the student's potential for scholarship. Secondly, it facilitates the assignment of appropriate supervisors for the research project. In the event that suitable supervisors are not available, the application may have to be declined. It should be noted that certain research projects may require additional material resources beyond what VU can offer.

Length of a Proposal:

When submitting the initial research proposal with their application, it is not necessary for students to have a fully developed proposal. Instead, they will be required to submit a more detailed research proposal within the first year of their studies. It should be noted that a detailed proposal at the time of application may not be feasible, as the proposal is expected to evolve as the student conducts further research on the subject matter. In fact, it is not uncommon for PhD students to end up with a thesis that is significantly different from their initial research proposal. Nonetheless, applicants are expected to have a clear idea of the general research project they plan to undertake during their studies at VU. The proposal should be approximately 2500 words in length and may be double-spaced on A4 paper. Typically, 6 to 10 pages will suffice. However, it is difficult to specify a precise length and composition, as some proposals may be lengthy and complex, while others may be brief and straightforward.

Structure of a Proposal

The structure of the initial research proposal may differ slightly from one proposal to another. However, a typical brief proposal should contain the following elements:

- A. A brief overview of the proposed research project
- B. The research questions that the project aims to answer
- C. A review of the relevant literature on the subject matter
- D. The proposed research methodology to be employed
- E. An outline of the proposed chapters to be included in the research project.

It is worth noting that while the aforementioned structure is a useful guide, it is not prescriptive, and students are free to modify it to suit their research projects or studies. Therefore, the structure may vary in terms of the order or inclusion of specific elements.



Title/ Brief Overview

When choosing a title for the research project, it is important to ensure that it immediately gives a clear idea of the proposed study. It is recommended to include keywords in the title and avoid any figurative or idiomatic expressions. The title should be descriptive and focused without being overly wordy.

Introduction/ Research Questions

The introduction section of a research proposal should provide the necessary background information on the research problem so that the reader can understand the context of the proposed study. The problem being addressed may be sometimes linked to the available data or the lack thereof, making a case for the significance of the research. The purpose of the research should be clearly stated along with the research questions that will be answered by the study. In most cases, research is conducted to test a hypothesis or to seek answers to questions that have been raised. The introduction should also outline the significance or rationale of the study. It is important to convince the reader that the study will not only answer the research questions or solve the problem at hand but also further the understanding of the area and possibly lead to further research projects. It is necessary to persuade the reader of the importance and benefits of the project to obtain approval from the SDC.

Literature Review

It is advisable for students to conduct a concise literature review or at least outline the areas of literature they intend to review. The literature review serves to showcase the student's comprehension of the topic and the key issues surrounding it. The review also aids in developing a better understanding of the topic, identifying implications for the project, and placing the study in the larger context of previous research. Furthermore, the literature review can assist the researcher in designing the study by avoiding pitfalls and repetition of previous studies. Its most significant benefit, however, is its ability to demonstrate to the SDC/RDC that the study is new, valuable, and extends the available knowledge on the topic. This is a crucial requirement for any higher degree program.

Research Methodology

This section of your research proposal should describe the specific methods you plan to use to answer the research questions you have posed. You should provide a detailed explanation of each step you will take, including any theoretical or conceptual frameworks that will guide your methods. It may also be useful to specify the dependent and independent variables, the sampling technique you will adopt, the data sources you will use, and the instruments you plan to use to collect data. You should explain why you have chosen a particular method or instrument over others. For example, if you plan to use structured interviews, you should describe how you will develop and pilot them.

Analysis of Data

This section outlines the process of analyzing the data that has been collected through the



proposed research methods. It is recommended to include the statistical or data analysis methods and software packages that will be used if the data is primarily quantitative in nature. However, if the research design incorporates qualitative methods, it is important to describe the techniques that will be employed to draw conclusions from the data.

Time Frame for Study.

Certain project proposals may include a breakdown of the various activities to be undertaken and the corresponding timeframes. This serves to indicate to the SDC that the student is cognizant of the extent of the tasks involved and has a well-defined plan of action. By outlining the timeline of the project, the student can convey a sense of organization and preparedness to the SDC. The timeline can also help to ensure that the project stays on track and is completed within the specified time frame. It is important to note, however, that the timeline should be realistic and flexible enough to allow for unexpected delays or changes. A well-planned and flexible timeline can demonstrate the student's ability to manage their time effectively, as well as their capacity to adjust to unexpected circumstances.

Limitations and Delimitations.

Limitations refer to practical or theoretical constraints that are outside of the researcher's control and impact the study's scope. For example, a researcher is interested in examining the relationship between social media use and mental health among college students in India. One limitation of this study may be that the researcher can only collect data from students who are willing to participate in the study, and therefore the results may not be representative of the entire college student population. Additionally, the researcher may face limitations in terms of funding and resources, which could impact the size of the sample or the methods used to collect and analyze the data.

Delimitations, on the other hand, are self-imposed limitations that the researcher sets for their study. They are defined as the boundaries of the research, which the researcher chooses to exclude for various reasons. For example, the researcher may choose to exclude certain types of social media platforms or specific mental health conditions from the study. For instance, they may focus only on Instagram and Twitter, and exclude Facebook and TikTok. They may also exclude students who have been diagnosed with severe mental health conditions, or those who are receiving treatment for mental health concerns. These delimitations help to narrow the focus of the study and ensure that the research question is addressed in a more targeted and specific manner.

Both limitations and delimitations are important to consider in a study because they help to define its scope and boundaries. They also affect the validity and generalizability of the study's findings. By acknowledging these constraints, the researcher can be more transparent about the study's limitations and provide a more accurate interpretation of the results.

References

The reference list is a section of a proposal that includes all the sources cited in the proposal. It is important to format the reference list correctly according to the citation style specified by the institution or field. In contrast, a bibliography is a list of sources related to the topic, which may include sources that were consulted but not cited in the proposal. Both the reference list and bibliography can provide additional context and support for the research presented in the

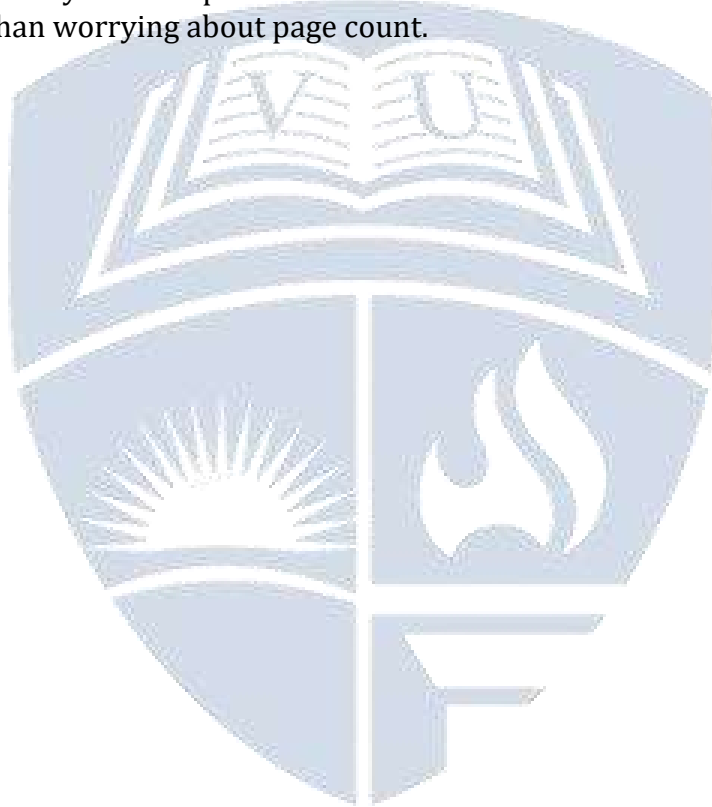


proposal. References and bibliographies are not identical.

Modifications and Page Count

When writing an initial proposal, there is no set format and it can be adapted as needed. Some proposals may group together sections such as methodology, limitations, and data analysis, while others may have separate sections for research questions or the significance of the study. Depending on the project, a section on required resources may also be useful. The headings used to structure the proposal will depend on the particular research project.

It's important to note that page count can vary depending on the project and there is no set number of pages for each section. As a guide, an introduction may be around 1.5 pages, a methodology around 2.5 pages, a literature review around 3.5 pages, and the rest of the sections around 1.5 pages. However, since different sections can be merged together, these numbers may not always be helpful and it's best to focus on conveying the necessary information rather than worrying about page count.





Vikrant University

Gwalior, Madhya Pradesh, India

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Annexure 8

Conduction of Synopsis Seminar

Department of _____

School/Faculty of _____

Name of the Scholar :

Enrollment No. :

Session :

Date of Admission :

Proposed Date of Seminar :

Supervisor

Chairperson SDC

Chairperson UDC

Note: All DRC Members are requested to conduct the Synopsis Seminar

(Ph. D. Cell)

1. Venue :

2. Date :

3. Time :

Director

Copy to:

1. OSD to the Hon'ble Chancellor
2. Hon'ble Vice-Chancellor
3. Registrar Office
4. Chairperson – UDC
5. Director – PhD Cell
6. HoI/HoD
7. Concern SDC members with a copy of the Synopsis Seminar Report.
8. Concerned Scholar

PhD SYNOPSIS EVALUATION FORM

NAME OF SCHOLAR:	Discipline:	VU ID:	DATE:
TITLE OF PROPOSED RESEARCH:			
NAME OF SUPERVISOR:			
NAME OF EVALUATOR:			

	Totally unacceptable (1)	Unacceptable (2)	Moderately Acceptable (3)	Acceptable (4)	Perfectly Acceptable (5)
Relevance of the topic					
Background, Context & Motivation of Research					
Theoretical premises of research					
Literature Review					
Research Gap & Research Questions					
Research Problem / Problem Statement					
Clarity of the Concept /Objectives					
Research Design /Under study variable/ interview protocol					
Research Methodology (Theoretical framework/sources of data/sampling techniques & its size/Data analysis tools)					
Presentation and flow of research					
Time line chart for proposed research					
Future Perspectives and further scope of research					
References					
Additional Comments (if any):					
1					
2					
Final recommendation	Accepted*	Conditional Acceptance**	Reject		

* In case of Acceptance candidate should submit modified/final version of Synopsis within a week time to SDC.

** In case of Conditional Acceptance candidate should submit the modified/final version of Synopsis within a month to SDC.

(Signature of Evaluator)



GUIDELINES FOR PREPARATION AND SUBMISSION OF Ph.D. THESIS

Number of copies to be submitted to the academic section:

For Evaluation: Four spiral bound copies (Single Side Printing) of the thesis along with a soft copy on the CD are to be submitted to COE.

For Viva: One blue cover Hardbound thesis (with side printing- Name, Student ID, Year, Topic & School) if any major correction is suggested by the thesis examiners soft copy of it has to be submitted with the thesis.

Structure of the thesis

Cover page: The title of the thesis, author, department, month and year of submission along with the emblem of the University will be included on the first cover. This may be made in special quality paper like plastic coated paper (**Attached as Appendix A**).

Inner cover: Contents can be the same as that of the front cover but on ordinary A4 size paper (Perhaps Bond Paper). Three main parts of the thesis can be easily identified. These include the preliminary part, the body of the thesis, and references and appendices (if any) as the concluding or final part. The order of these items is as given below:

Preliminary Part
Acknowledgements
Declaration by the author
Certificate from the supervisor. (Thesis correction and thesis completion)
Contents
Executive Summary (Max 10 Pages)
List of symbols, (if any)
List of abbreviations, (if any)
List of figures, (if any)
List of tables, (if any)
Body of the Thesis (Attached as sample Appendix B)

Chapter I Introduction

Motivation/need and overview
Objectives
Research Methodology
Chapter scheme

Chapter 2

Literature survey

Chapter 3

(Same as above, fill details)



Chapter N

Conclusions and suggestions for further work

Concluding Part

References Bibliography (if any) Appendix or Appendices Index

Title Page

This may be like the Title/author/ thesis submitted for the degree of Doctor of Philosophy in the VU full along with the year and month of submission.

Acknowledgements

The author of the thesis can acknowledge the help and guidance received from different persons in this section. Any financial support received from funding /Co-operating agencies for the research should definitely state here.

Declaration (by the scholar submitting the thesis) – see specimen

The wording required is of a standard form.

"I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the university or other institute of higher learning, except where due acknowledgment has been made in the text."

(Signature/name/date)



Certificate (standard form by the thesis supervisor(s)) – see specimen

This is to certify that the thesis entitled <name> submitted by <name> to VU (Full) for the award of the degree of Doctor of Philosophy is a bona fide record of the research work carried out by her/him under my(our) supervision and guidance. The content of the thesis, in full or parts have not been submitted to any other Institute or University for the award of any other degree or diploma.

Signed by Research Supervisor(s) with Name(s) and DatePlace: Date:
Contents

The contents should list the chapter headings, sections and subsections of the different chapters along with the page numbers of each. It should be possible to get a complete picture of the thesis by looking at the contents. While the contents cannot be as brief as listing only the chapter headings, it need not be as elaborate as listing all paragraph titles within subsections. It is preferable to include the chapter, section and subsection headings only in the contents with appropriate page numbers.

List of Symbols

List the Greek symbols first English letters next, lower case letters and upper-case letters in this order. Each group should be arranged in alphabetic order.

List of Figures

List the number and captions of the figures with page numbers.

List of Tables

List the number and titles of the tables with page numbers

Page Numbering

The preliminary parts are numbered in Roman numerals (i, ii, etc). The first page of the first chapter (Introduction) onwards will be numbered in Arabic numerals 1 2 3 etc.

Numbering Sections, Subsections, Equations, Figures, etc.

A word on the numbering scheme used in the thesis is in order. It is common practice to use decimal numbering in the thesis. If the chapter number is 2, the section numbers will be 2.1, 2.2, 2.3 etc. The subsections in section 2.2 will be numbered 2.2.1, 2.2.2 etc. Unless essential, it is not necessary to use numbers to lower levels than three stages. Headings of paragraphs below the subsections may be boldfaced and in sentence case.

Similarly, it is useful and convenient to number the figures also chapter-wise. The figures in Chapter 4 will be numbered Fig. 4.1, Fig 4.2 etc. This helps you in assembling the figures and putting it in proper order. Similarly, the tables are also numbered as Table 4.1 Table 4.2 etc.



Annexure 10

Usually, the figure captions are written below the figure and table captions are on top of the table. All figures should have proper descriptions by legends, titles of the axes and any other information to make the figures self-explanatory. Figures in colour are not essential, but if it is essential, can be given. If used, all copies submitted should have figures in colour.

The same numbering scheme can be used for equations also. The only thing to be remembered is that references to the figures are made like Fig 4.2 and equations as Eqn. (5.8) and tables as Table 3.8. If there are some appendices, these can be numbered as A1, A2, and A3 etc. The equations in these appendices can be numbered as (A1.1), (A2.3) etc.

References can be numbered as 1, 2, 3 etc in the order in which they are referred to in the body of the thesis. A typical reference in the body of the thesis will appear as “as stated in [3] or in [3] – [5]” etc. An alternate way as mentioned in some journals is to arrange the references in the alphabetical order of the names of authors in which case the reference in the body of the thesis looks like “as mentioned in (Adam and Eve 1946)”. However, for uniformity and brevity, the first method (like the one followed in IEEE journals) is to be used.

The bibliography contains materials that were useful for the preparation of the thesis in a general way and is not directly referred to in the thesis. It is not essential but will be of immense help for a student who tries to read and understand the contents of the thesis.

References to journal papers should contain the name of the author(s), the title of the paper, name of the journal, volume number, issue number, particular pages (pp) and year of publication.

Example:

American Psychological Association (APA) Citation Style Should follow as it is the standard across the Researcher Community across world.

e.g. Yurog, X., Yen, D.C., Lin, B. and Chou, D.C. (2002), Adopting Customer Relationship Management Technology. Industrial Management & Data Systems, Vol. 102. No. 8, pp. 442-52.

Similarly, conference papers should mention the name of the author(s), title of the paper, name of the conference, place in which the conference was held and date, month and year of the conference along with the page numbers of the paper in the proceedings of the conference.

Appendices

If there is material that if included in the body of the thesis would break up the flow of reading or bore the reader unbearably, it is better to include it as an appendix. Some items which are typically included in appendices are major derivations or theoretical developments, important and original computer programs, data files that are too large to be represented simply in the results chapters, pictures or diagrams of results which are not important enough to keep in the main text etc.



Curriculum Vitae with List of Publications

Briefly indicate your relevant background. You can list your publications. Only publications published or accepted for publication need to be listed. If communicated and under review, the date of submission should be indicated.

Suggested font sizes Details	Font type	Font size	Spacing
Facing page (cover and first page) – see sample page for details	Times New Roman	14 pt. bold capitals	Centered (Adjustable spacing)
Chapter headings with chapter number on top	Times New Roman	14 pt. bold capitals	Centered
Section headings	Times New Roman	12 pt bold capitals	Left adjusted
Subsection headings	Times New Roman	12 pt bold capitals	Left adjusted
Paragraph headings	Times New Roman	12 pt. bold sentence case	Left adjusted
Body of thesis	Times New Roman	12 pt.	Adjusted on both left and right and with 1.5 spacing for text and double spacing for equations
Margins	Left Margin	1.5 inch	To accommodate the binding area
	Right Margin	1 inch	
	Top	2.0 inch	On pages which chapter begins
		1.0 inch	Other pages
	Bottom	1.25 inch	



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Annexure 10

(Appendix A): COVER PAGE

<TITLE OF THESIS>BY

<NAME OF SCHOLAR>



Vikrant
University

GWALIOR

<NAME OF SCHOOL/ INSTITUTE>SUBMITTED
IN PARTIAL FULFILMENT OF THE REQUIREMENTS OF THE DEGREE OF DOCTOR OF
PHILOSOPHY
TO

VIKRANT UNIVERSITY
GWALIOR, MADHYA PRADESH
MONTH & YEAR

UNDER THE GUIDANCE OF
SUPERVISOR/CO-SUPERVISOR/EXTERNAL SUPERVISORNAME:
DESIGNATION: ORGANISATION/ INSTITUTION:



ACKNOWLEDGEMENTS

The author of the thesis can acknowledge the help and guidance received from different persons in this section. Any financial support received from funding /Co-operating agencies for the research should definitely state here.

DECLARATION

Declaration (by the scholar submitting the thesis) – see specimen

The wording required is of a standard form.

"I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the university or other institute of higher learning, except where due acknowledgment has been made in the text.

(Signature/name/date)"

For Final Submission after the Evaluation:

This certificate has to be on VU letterhead (internal supervisor) and for external supervisor on their organization/institution letterhead or both supervisors can sign and stamp on VU letterhead

THESIS CORRECTION CERTIFICATE

This is to certify that the thesis entitled “ ” is being submitted byin fulfillment for the Award of DOCTOR OF PHILOSOPHY to the Vikrant University, Gwalior. Thesis has been corrected as per the evaluation reports dated dd/mm/yyyy and all the necessary changes / modifications have been inserted/incorporated in the thesis.

Signature of Supervisor

Name of Supervisor Department Designation Contact address:

Date:



This certificate has to be on VU letter head (internal supervisor) and for external supervisor on their organization/institution letterhead, or both supervisors can sign and stamp on VU letterhead.

THESIS COMPLETION CERTIFICATE

This is to certify that the thesis on "<name of the thesis>" by <name of the student> in Partial completion of the requirements for the award of the Degree of Doctor of Philosophy is an original work carried out by him under our joint supervision and guidance.

It is certified that the work has not been submitted anywhere else for the award of any other diploma or degree of this or any other University.

Internal Supervisor <Name & signatures>Name of Supervisor
Department Designation Contact address

External Supervisor<Name & signatures>Name of Supervisor
Department Designation Contact address





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Annexure 10

CONTENTS

List of Diagrams

List of Tables

List of Exhibits

Chapter 1 <Name of the chapter>

<Name of sub-chapter>

<Fill details>





(Appendix B) EXAMPLE BODY OF THE THESIS

Chapter I Introduction

Overview

Definitions

Research motivation

Research question

Overview of research model

Overview of research approach

Contribution of research

Outline of thesis chapters

Chapter 2

Chapter overview

Literature survey

Chronological order of research done and researcher(s) and contribution (tabular form)

Chapter summary

Chapter 3 (Based on research problem, for instance)

Chapter overview

Introduction to research problem (e.g. Information system management)

Information system elements (for instance)

Evolution of management information system (for instance)

Implications of research problem

Influence of research problem on system's performance

Chapter summary

Chapter 4: Research outline

Chapter overview

Instrument development

Statistical test to test the research problem's competency (on the basis of attributes/factors selected (for instance))



Data collection
Sample generalizability
Assessment of scale reliability and validity
Analysis of the research model's fitness

Exploratory analysis of contingency Effects Chapter Summary

Chapter 5: Scale Development

Chapter overview
Operationalization of the research model's competence

On Attribute 1
On Attribute 2
On Attribute 3
On Attribute 4
On Attribute N

Scale refinement using judge-based manual sorting

Construct domain specification
Measure purification
Pretest results of item purification sorting process

Empirical validation of constructs
Survey methods
Content validity analysis (for instance)
Uni-dimensionality analysis (for instance)
Reliability analysis (for instance)
Convergent validity analysis (for instance)
Discriminant validity analysis (for instance)

The interrelationship between attributes selected Chapter Summary

Chapter 6: Models for research problems competence

Chapter overview
Competing model for research problem

(For instance) formative path model
Coalignment model (for instance)
Mediating coalignment model (for instance)

Methodology



Construct measurement scales

Analysis and empirical results

Results of formative path model

Results of coalignment model

Results for mediating coalignment model

Discussions and conclusions

Components of research problem's competence

Conclusions

Summary

Chapter 7: Conclusion and future research

Introduction

Summary of research findings

Contributions of this research

Theoretical contributions (if any)

Implications for practice

Limitations and future research

Limitations of the sample

Analysis using structural equations modeling (if any)

Evolution of research area

Chapter 8: Reference

Reference

Appendix (including questionnaires/interviews/other survey and feedback forms and instruments)

Appendix A

Appendix B

Appendix N



CHECKLIST FOR SUBMITTING THE THESIS:

The contents of the thesis shall have the following format:

Inner cover page,
Certificate of the guide(s), c)
Acknowledgements,
Executive summary (max 10 pages)
Table of contents,
List of figures/tables,
Body of the thesis
References,
Appendices
Index
Brief bio-data of the author.

****You are required to submit the thesis to the PhD Cell at the address given below, for any query regarding thesis submission kindly contact the undersigned.**

PhD Cell, Vikrant University
Ratwai, Chitora Road
Gwalior, Madhya Pradesh - 474006, India
Email: Phd@vikrantuniversityac.in
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CERTIFICATE OF ORIGINALITY

I hereby attest that the PhD thesis entitled "(Title of Thesis)" is the result of my personal study and research work. I have meticulously cited and credited all materials and sources utilized in its creation, including but not limited to books, articles, reports, lecture notes, and any other forms of documentation, be they electronic or personal communication. The entire thesis exhibits a similarity level of less than 10%, in compliance with the guidelines established by Vikrant University's PhD policy. Additionally, I affirm that the thesis is entirely free of plagiarism and has not been submitted to any other publication or institution.

Name of Scholar: _____

Enrolment No: _____

Signature of Scholar: _____

Date: __ / __ / 20 __

Supervisor

Date:

Co-Supervisor

Date:

Panel of Examiners for Exam of Thesis

Name of Supervisor : _____

Name of Co supervisor (if any): _____

Title of the Thesis : _____

Enrollment No.: _____

Name of the Student : _____

S.No.	Type of Examiner	Name	Designation	Affiliation	Email ID	Mobile No.	Address	Remark
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

Date:

Supervisor

Member

Member (VC Nominee)

Chairperson (UDC)

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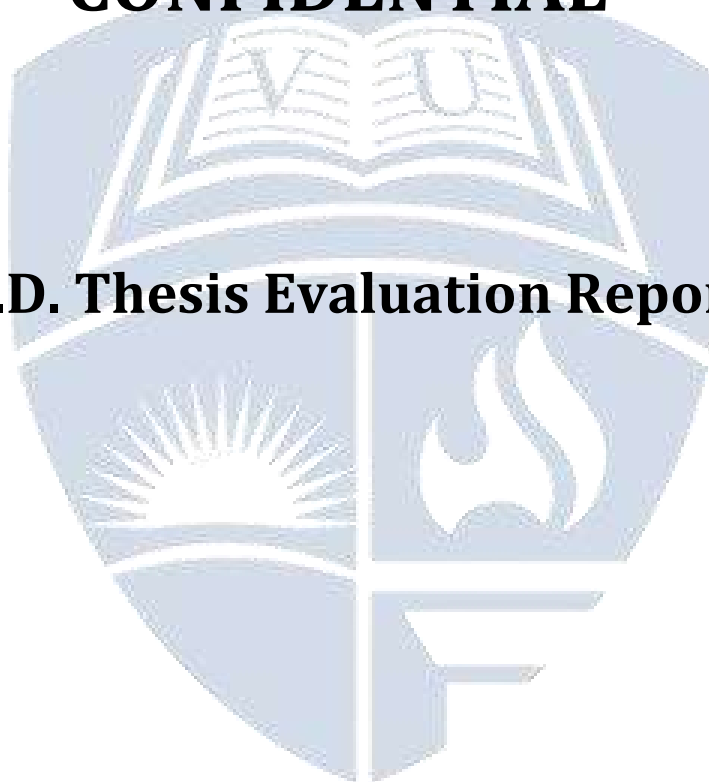
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Annexure 13

Evaluation Report

CONFIDENTIAL

Ph.D. Thesis Evaluation Report





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Evaluation Report of Ph.D. Thesis

PART I **(General)**

1. Name of Examiner : _____
2. Affiliation Details : _____

3. Contact Details : _____
4. Email id : _____
5. Title of Thesis : _____

6. Name of Scholar: : _____
7. Enrollment No. : _____
8. Date of receipt of Thesis : _____
9. Date of forwarding the Comments : _____
10. Bank Details (For processing thesis evaluation payment)
 - Bank Name : _____
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PART II **(Academic)**

11. Does the research work presented in the Thesis characterize:

a. Discovery of new facts or examinations of new theory:

b. Fresh interpretation of known facts:

12. Please comment on the following:

a. Discovery of new facts or examinations of new theory:

b. Fresh interpretation of known facts:

c. Chapterization and Sequencing

d. Adequacy of literature review and critical gaps if any:



13. Chapter wise review of the thesis and critical comments on how was the thesis substantially attributed to the existing knowledge base. **(Please attach an annexure to this report)**

14. Any other General Comments

15. Recommendations:

a. Recommended for oral defense

b. Recommended for resubmission for the following reasons.

c. Recommended for rejection for the following reasons.

Signature of the External Examiner



APPROVAL FOR CONDUCT OF VIVA-VOCE EXAMINATION

Name of Supervisor :

Name of Co-Supervisor (if any) :

Title of the Thesis :

Name of Student :

Enrolment No. :

Date of admission :

Nature of registration (Full time/Part time) :

Department :

Name & Designation of Thesis Examiners	Address	Brief Description of the Comments	Final Recommendation
Examiner 1			
Examiner 2			

Brief Comments of UDC about the Actions taken on the Examiners' comments:

Final Recommendation

Recommended to conduct Viva-voce on	Date

Signatures:

(Name)	(Name)	(Name)	(Name)	(Name)
Supervisor	Co-Supervisor	Member	Member (VC Nominee)	Chairperson – SDC

Recommended and forwarded:

Approved by:

Chairperson, UDC

Vice-Chancellor



Ph.D. SCHOLARS VIVA-VOCE REPORT

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Recommendations

The Defense Examination Board evaluated the Ph.D. work and thesis of the candidate taking into account the queries/questions raised by the external examiners and recommend that (tick one):

1.	The thesis in the present form is recommended for the award of the degree.	
2.	The thesis is recommended for the award of the degree. However, suggestions for modifications of the thesis based on the discussions during the Defense examination and detailed in a separate sheet, be incorporated in the thesis.	
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Scholar's Signature

Registrar

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