

# GC WOMEN UNIVERSITY SIALKOT

## PhD Program Rules & Regulations

### 1. Definitions

In these Rules and Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- a. "Academic Department" means a teaching, research, and technological development maintained and administered by the University
- b. "Vice Chancellor" means the Vice Chancellor of the University.
- c. "Dean" means chairperson of the Board of Faculty
- d. "BASR" stands for Board of Advanced Studies and Research
- e. "COE" stands for Controller of the Examinations
- f. "HOD" means Head of Department//Coordinator of the Academic Department
- g. "RPCC" stands for Research Program Coordination Committee
- h. "DRPC" stands for Departmental Research Program Committee
- i. "External Examiners" means examiners, appointed to evaluate the Thesis and conduct the Viva Voce
- j. "Faculty" means a Faculty of University
- k. "Faculty/Institute/Centre/Department/Constituent College" means Academic entity of the University
- l. "HEC" stands for Higher Education Commission
- m. "PHEC" stands for Punjab Higher Education Commission
- n. "MPhil" stands for Master of Philosophy
- o. "MS" stands for Master Studies
- p. "PhD Scholar" means a student of PhD program after passing comprehensive examination and approval of her synopsis.
- q. "PhD" stands for Doctor of Philosophy;
- r. "Prescribed" means prescribed by the Statutes, Regulations or Rules.
- s. "Research Program" means PhD/MS/MPhil Research based studies / academic program;
- t. "Supervisor" means a qualified faculty member appointed by the DRPC and approved by the BASR to supervise a research scholar in the process of completing her Thesis;
- u. "Thesis" means a Thesis encompassing original research work conducted by a scholar following the prescribed criteria of the University and submitted in written and compiled form;
- v. "GCWUS" The Government College Women University Sialkot.

### 2. Pre-Requisites to start PhD Program

Any teaching department of the University may launch PhD Program provided it fulfills the criteria laid down by HEC in terms of facilities, resources and faculty. There should be at least three (03) relevant Full-Time PhD Faculty members in a department to launch the PhD Program along with other requirements.

### **3. RPCC (Research Program Coordination Committee)**

On the recommendation of the Deans, the committee will be approved by the Vice Chancellor / Chairperson BASR and notified by the registrar office and the committee will look after matter pertaining to admission, curriculum and research related matters of all MS & PhD programs offered at the University and the relevant correspondence to the BASR will be vetted by the Chair of the RPCC and s/he will be a member of BASR.

### **4. DRPC (Departmental Research Program committee)**

On the recommendations of the HOD/Dean concerned, the Vice Chancellor / Chairperson BASR will grant approval for the constitution of DRPC and the committee will be notified by the Registrar office. The DRPC shall comprise of the following:

- i.** Head of the Department Concerned (PhD) (Convener)
- ii.** All Professors (PhD)
- iii.** All Associate Professors (PhD)
- iv.** At least three (03) Senior most faculty members holding PhD qualification within the departments.
- v.** At least 02 Subject experts from outside the University (senior most members in the discipline, holding PhD from HEC recognized University). In case of shortage of Professors/Associate Professor or PhD faculty members within the said Department, number of external subject experts may be increased.
- vi.** External subject experts be of Professor or Associate Professors (holding PhD Degree) and must cover different areas of specialization within the given subject of study.

### **5. Advertisement**

The Registrar shall launch the advertisement for admission in PhD program in newspaper(s) and also on the GCWUS website as per academic calendar.

### **6. Eligibility Criteria to Apply for PhD Programs**

- i.** PhD candidate shall possess at least 18 years of education (MS/MPhil degree) or equivalent qualification from HEC recognized Institution in the relevant subject.
- ii.** The candidate shall have at least First Division (under Annual System) in MPhil/MS/equivalent degree or minimum CGPA 3.000 (out of 4.000 under Semester System).
- iii.** To secure at least 70% marks in the subject test equivalent to subject GRE conducted by the concerned department following the HEC's guidelines.
- iv.** Any other requirement notified by HEC or GCWUS from time to time will be incorporated and implemented.

### **7. Procedure for Application, Admission and Registration**

- i.** In response to the advertisement by the University, the candidate seeking admission in PhD program shall submit an application along with required documents for admission on a GCWUS prescribed form in the relevant department of the University within the due dates.

- ii. In-service candidate shall apply through proper channel and shall provide the NOC as well as Study Leave (at least one-year study leave extendable for enrollment) from the respective Competent Authority within two (02) months from the date of admission; failure to do so shall result in cancellation of their admission.
- iii. The Convener DRPC of the concerned department shall ascertain the eligibility of the candidates by scrutinizing the admission forms and will also conduct entry test. The list of shortlisted candidates shall be displayed on departmental notice board and GCWUS website after getting approval from the respective Dean.
- iv. The short-listed candidates will be appearing in written test and those who qualify written test would be called for interview conducted by the DRPC with intimation to the Chairperson BASR/Dean, in writing.
- v. Final merit of the candidates shall be calculated as under:

Course/ Degree	% age marks						
		45%	50%	55%	60%	70%	≥80%
Matric	Marks	2	4	5	6	7	8
F.A / F.Sc.	Marks	2	4	5	6	7	8
B.A./ B.Sc (Annual System)	Marks	2	4	5	6	7	8
M.A/MSc (Annual System)	Marks	2	4	5	6	7	8
BS 4 years / B.Sc Hons (16 years edu.)	<b>CGPA</b>	<b>2.50</b>	<b>2.70</b>	<b>3.00</b>	<b>3.40</b>	<b>≥3.80</b>	
	Marks	8	10	12	14	16	
ADP or Equivalent	Marks	4	5	6	7	8	
M.A./ M.Sc (semester system)	Marks	4	5	6	7	8	
M.S / M.Phil /Equivalent (18 years education)	Marks	<b>3.00 CGPA / 1st Div.</b>		<b>3.30</b>	<b>3.60</b>	<b>≥3.80</b>	
		5	6	7	8		

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|--|--|
| Total Marks for Academic Qualification:        | 40   |
| Total Marks of Research:                       | 05 (1 mark for each publication in HEC recognized journal) |
| Professional Experience in the relevant Field: | 05 (1 mark per year)                                       |
| Departmental Subject Entry Test:               | 40   |
| Interview:                                     | 10   |
- vi. The DRPC shall forward the list of the selected candidates to the admission committee after getting approval by the respective Dean.
  - vii. After getting approval from the respective Dean the list shall be forwarded to the HOD concerned. The HOD shall upload the list of selected candidates for admission on GCWUS notice board and website through Registrar and issue the admission letters to the selected candidates.
  - viii. The selected candidate shall have to submit the required documents (in original) as mentioned in the admission letter(s) and deposit the fee within the stipulated time frame in the prescribed bank, failure to do so shall result in cancellation of admission.
  - ix. Migration and equivalence of MPhil/MS degree shall be required from the candidates holding degrees from other universities for the registration at GCWUS.
  - x. The concerned Department / Institute's HOD shall maintain personal files of the admitted candidates.

## **8. Admission for GCWUS Employees**

A regular Employee (Teacher/Researcher/Administrative Staff of the GCWUS) can enroll herself for post graduate program at GCWUS after getting Permission/NOC from the University on recommendation by the concerned HoD and Dean / Incharge faculty. S/he would be required to take study leave for the coursework duration. However, provision of leave would be decided keeping in view the staff / faculty position at the time of application and the competent authority may fix number of seats for its own faculty / staff.

## **9. Class Attendance**

The student shall have to maintain a minimum of  $\geq 75\%$  class attendance in each course work / laboratory work (if applicable)

- i. May be relaxed based on medical grounds etc.

## **10. Grade Points**

- i. The student shall obtain a minimum of 2.800 CGPA out of 4.000 in each semester; however, the degree shall be awarded on obtaining minimum 3.000 CGPA.
- i. Each subject shall carry 100 marks. The distribution of marks shall encourage research-based learning and be decided by the teacher concerned accordingly. In case of paper based/review-based teaching the department concerned shall ensure that each course may end with a publishable research paper submitted by the student. Marks/Grades shall be assigned based on quality of work presented in the paper and its oral presentation by

the student before the DRPC. The concerned teacher, through HOD will forward it to the Controller of Examinations.

- ii. The examination papers shall be set by the relevant teachers; however, DRPC may scrutinize the process to ensure research-oriented assessment of the student during the examination and monitor the quality of the papers where required.

**Equivalence between letter grading and numerical grading shall be as follows:**

<b>Marks Range</b>	<b>Grade Point</b>	<b>Letter Grade</b>
85 and above	4.000	<b>A</b>
80 – 84	3.666	<b>A-</b>
75 – 79	3.333	<b>B+</b>
70 – 74	3.000	<b>B</b>
Below 70	0	<b>F</b>
Incomplete	0	<b>I</b>
Withdraw	0	<b>W</b>
No Grade reported	0	<b>N</b>

### **Cumulative Grade Point Average**

- a) The Cumulative Grade Point Average (CGPA) shall be calculated at the end of the second semester
- b) If a student fails to make up the deficiency in her Cumulative Grade Point Average in the given number of chances permitted, she will cease to be on the rolls of the University.

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPAs) will be calculated using the following formulae:

$$\text{GPA} = \frac{\text{Sum over Courses in Semester (Course Credit Hours X Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$

### **11. Cancellation of Admission**

PhD admission shall be cancelled by the Registrar office on the recommendation of DRPC followed by the approval of Vice Chancellor. If the scholar:

- i. does not complete the course work (70% OPM (overall percentage marks)/ CGPA 3.000)
- ii. does not meet attendance criteria (see Grade Points and Class Attendance).

- iii. Subsequent to allocation of supervisor, has two consecutive adverse progress reports from her supervisor or fails to attend three research meetings fixed by the supervisor (for one semester) or leaves the program and remains absent for one semester without intimation to the University.
- iv. Does not qualify comprehensive examination (obtaining 70 % Marks) in two consecutive attempts.
- v. is found guilty of misconduct or using unfair means.

The aggrieved scholar may file an appeal against cancellation of PhD registration to the BASR within a period of 15 days. The Chairperson BASR will give her an opportunity to be heard in person. However, the Decision of the Chairperson BASR will be considered final and will not be questioned in any court of law.

### 12. Semester Duration

- i. There shall be two regular semesters (Fall & Spring) of 16-18 weeks duration each (inclusive of exams).
- ii. PhD degree program shall be of 06-10 regular semesters (03-05 years) and further extension will be given to the scholar by Chairperson BASR upon the recommendation of RPCC as per HEC Policy Guidelines.
- iii. The time duration for completion of PhD degree shall be counted from the date of admission to the program.
- iv. There shall be 03-04 days in a week for course work/research.
- v. Sessional, Mid-term and End of Semester Exams will be as per GCWUS Policy.

### 13. Extension in the Study Period

In special circumstances to be recorded, extension in the study period up to a maximum of 01 year at a time shall be allowed by the Vice Chancellor / Chairperson BASR on the recommendation of the respective RPCC.

### Timeframe of PhD program

Phase	Stage	Examination	Duration
<b>Phase 1</b>	Course work	Mid and final term of <b>Semester -1</b> Mid and final term of <b>Semester -II</b>  Comprehensive Examination	1 year  Within 6 – 9 weeks after completion of coursework

### PhD Candidacy

	Allocation of Research Supervisor/s	<b>Research supervisor/s to be allocated for completion of the Research thesis</b>	Within 1 month subsequent to the passing of Comprehensive exam
<b>Phase II</b>	Synopsis preparation	<b>Synopsis Write up Approval by DRPC &amp; Approval of Research proposal from BASR</b>	6-9 Months subsequent to the passing of Comprehensive exam
	Research work, Practical work and thesis write up	<b>Research Work</b> Practical Work/Data Collection/Thesis Write up and submission to RPCC, BASR and Controller of Examination.	1-3 Years subsequent to the approval of Synopsis
Total duration of PhD Degree			3 to 8 Years
First extension will be approved after 3 Year completion by BASR i.e. after 5 years of registration in PhD program (one extension will not be more than 1 year)			1 year at a time
Second extension approved by BASR and the extension can be granted till 8 <sup>th</sup> years from the date of admission but student must submit thesis max within 7 years (of admission in PhD program) and 1 year will be for evaluation and processing of the thesis.			

\*Thesis may be submitted one year after Synopsis approval from BASR.

Minimum period of a full time PhD (including course work) should not be less than 3 years and maximum period be more than 8 years.

#### 14. Workload Requirement & Course Work

- i. Course work of 18 credit hours in the first year is required to be completed and followed by a comprehensive examination (within 6 months of passing course work) for granting candidacy as a PhD researcher.
- ii. The scheme of studies for the entire PhD degree program will be approved by DRPC and BASR.
- iii. Each PhD student shall have to complete course work with at least 3.000 CGPA out of 4.000, in the first two regular semesters. These courses may be from the same department or from other departments offered by the same faculty depending on her PhD studies or as advised by the Chair DRPC
- iv. A minimum of 09 Credit hours and maximum 12 Credit hours shall be offered by the department per semester.
- v. There will be 30 Credit Hours of Research Work for PhD Student.
- vi. Each student is required to submit biannual PhD Thesis Progress Evaluation Report through proper channel endorsed by the Supervisor/s concerned and counter signed by HOD (Chairperson of DRPC) to the Chairperson BASR on the prescribed form.

- vii. Marking criteria in course work will be

Mid-Term	Sessional	Final-Term	Grand Total
30%	30%	40%	100 %

### 15. Repeating Course(s)

- i. In case a student earns less than 70% marks, she shall be considered as failed. However, if a student fails a course in first semester, she will be dropped from the roll of university.
- ii. Whenever a student is awarded an “F” grade, she must repeat the course(s) whenever offered next. The student shall register for that course(s) after paying course fee in the first week of the semester, with the permission of DRPC through the concerned HOD with the intimation to the controller of examinations.
- iii. A student, who obtains CGPA between (2.800) and (3.000) upon the completion of entire approved course work, may be allowed to repeat once the course(s) of the 2<sup>nd</sup> Semester in which she obtained the lowest grades in order to improve the CGPA so as to obtain the minimum of CGPA (3.000) failing to do so shall result in cancellation of her registration / Dropped from the roll of University.

### 16. Re-sit Examination

Absence from examination is permissible only in extreme situations beyond the control of the student. Serious illness of the student or death of an immediate family member is regarded as a legitimate reason for scheduling a make-up exam. Leave of a student will be sent to the Vice Chancellor office along with supporting documents within one week of conduct exams for approval through Chairperson DRPC.

The make-up exam must be taken within two weeks of the original date of exam.

### 17. Freezing of a Study Semester

- i. A student can discontinue her studies under the circumstances beyond her control to be determined by the concerned such as,
  - Serious illness / accident
  - Iddat
  - Maternity/Delivery
  - Death in the immediate family
  - Any other subject to acceptance on justified rationalein each case, a written application by the student (along with supporting documents) duly recommended by the Chairperson DRPC be forwarded to the RPCC that will investigate the case and forward the decision to the Office of Controller of Examinations for notification.
- ii. The Batch/Session of the discontinuing student shall remain unchanged.
- iii. A student can discontinue only if discontinuation is sought prior to the enrollment in the second semester, the student shall have not to pay the dues if she had paid those previously.
- iv. Under special hardship circumstances (listed in clause i) freezing of first semester can be considered by the approval of the competent authority.
- v. The HEC fellowship awardee shall be allowed to join a training/research program within



Pakistan or abroad with the condition that her training/research would not disturb her enrollment in the University and it will remain intact. This period shall be included in her degree completion time. On her return and rejoining the University, she would have to meet the enrollment formalities (Ex-post-facto) of this period. However, Non-HEC students can benefit from International Research Support Initiative Program (IRSIP) or other research opportunities on the same terms and conditions and the ones laid down by HEC.

## **18. PhD Comprehensive Examination General Rules**

- i. After the successful completion of course work with at least 3.000 CGPA, the scholar shall have to appear and pass the comprehensive examination within 6 weeks of passing course work.
- ii. The DRPC will notify the date of comprehensive examination after course completion and the schedule will be intimated to the Controller of Examinations.
- iii. Comprehensive examination shall be conducted on date as per notified by the department concerned (within 6 weeks after the completion of Course work) with intimation to Controller Examination.
- iv. Chairperson BASR may nominate someone to prescribe the criteria for the comprehensive examination.
- v. The Comprehensive Examination Committees shall be as following:
  - **Dean of the Concerned faculty**
  - **Members DRPC**
- vi. The DRPC will get PhD Comprehensive Examination prepared by getting item pool from concerned faculty members who have taught during the course work. Item pool generated thus will be sent to an approved external examiner an expert in the field who will be approved by the Dean of the faculty among the panel of examiners compiled by the Chair DRPC. The external examiner will finalize comprehensive exam paper. On receipt of the paper, the Chairperson DRPC will conduct comprehensive exam.
- vii. The answer books of paper shall be marked by the external examiner.
- viii. The scholar shall have to pass Comprehensive Examination with at least 3.000 CGPA (out of 4.000 in semester system).
- ix. In case the scholar fails Comprehensive Examination, she shall have to reappear in the subsequently arranged comprehensive exam.
- x. To clear the Comprehensive Examination the scholar shall be given two chances. Absentia of the candidate in comprehensive examination shall be considered as failed in examination and the scholar shall have to appear again in the examination whenever offered next time.
- xi. The scholar shall have to pass comprehensive exam within 4 months after passing the coursework. In case the scholar cannot Pass the Comprehensive Examination within the stipulated time, her registration shall be considered as cancelled. However, the said scholar shall be awarded the transcript for completed coursework in any way, on her request.
- xii. Once the scholar has Passed the Comprehensive Examination, the result will be sent to Chairperson BASR through RPCC. After the approval from Chairperson BASR, the

controller of examination shall notify her candidature as “Confirmed PhD Scholar” and notify comprehensive examination results.

## 19. Synopsis

- i. After passing comprehensive exam, the students will straightaway choose a supervisor as per their area of interest and discuss their topic with them. In order to facilitate scholars, the Chairperson DRPC will display on the Department notice board a list of potential supervisors along with their area of interest and number of students they can supervise as per HEC policy. The students can submit their choice from among the available supervisors on a Performa provided by RPCC and the potential supervisor will also give his/her consent. List of supervisors will be finalized in the DRPC meeting.
- ii. After the allotment of Supervisor, a scholar shall submit her synopses within 6 months to the Chairperson RPCC concerned who would be bound to convene DRPC meeting to discuss students’ synopses and submit to BASR (through RPCC) for its approval within 3 months of students’ submission. In case DRPC does not proceed on time then RPCC will forward the synopsis to BASR for its approval.
- iii. The BASR will invite the student and supervisor/s to defend the synopsis before BASR members. After approval of the synopsis, the registration of the students shall be confirmed and the scholars shall start their research work immediately. In case of delay in BASR meeting, the Chairperson BASR, in anticipation of approval of the BASR may allow the scholars to start their research work (provisionally).
- iv. Any change in the synopsis after the approval by BASR shall not be allowed; however, as a special case, on the recommendation of the Supervisor/s, DRPC shall seek approval from the “*Chairperson BASR*” through RPCC.
- v. Each candidate shall be assigned one supervisor or two shall be allowed only if there is strong justification. The second supervisors from other universities (external supervisors) shall not be approved unless GCWUS does not have such instrumental facilities or a subject specialist among its existing faculty members for appointing as co-supervisor for a particular field of study. In case a co-supervisor is opted from another university, approval of the same will be taken along with approval of the synopsis from BASR. Similarly, if a person from GCWUS is appointed as co-supervisor by another university, He/She will request for permission to The Vice Chancellor/Chairperson BASR through proper channel and Registrar will notify after the approval by the concerned authority. In case if the supervisor or main supervisor changes his/her University and is no more on faculty strength of GCWUS, the student may continue working under the same supervisor only if the synopsis has been approved by the BASR and if it is acceptable for the supervisor, otherwise the student will be assigned a new supervisor from the available faculty members.
- vi. The distribution of total strength of PhD students will be on the basis of prescribed criteria laid down by HEC.

## **20. Components of a Synopsis**

A PhD student will prepare Research Synopsis keeping in mind the following broader framework . The details may, however, vary according to the field of study. Any alteration to the following format may be made in a specific discipline only with good justification.

- i. Title Page**

A title page of the synopsis should include title of the research project, name of the PhD student, name of the supervisor(s), place of work and session and also date of submission.
- ii. Topic/Research Title**

Topic of the research should be selected carefully and must illustrate clearly the selection of variables under study. It should be specific and worded to show the nature of work involved as far as possible.
- iii. Introduction**

It should provide a brief description to introduce the main constructs of study, existing and proposed model for the proposed research work.
- iv. Literature Review**

A comprehensive but brief review of the relevant literature showing the work done previously in the area of proposed research is should be given. Gaps be identified in existing research and what would be new direction taken by the PhD scholar. The information given in the review should be supported by citations (per per APA format).
- v. Justification and Likely Benefits**

It is important to provide justification and rational for undertaking the proposed research, perhaps in the light of previous work done and its likely benefits and also how it would add new to the existing knowledge. It should be possible in most cases to anticipate the specific and general benefits likely to be achieved as a result of completion of the proposed research and the scholar should be able to develop argument for her research
- vi. Objectives**

Main objectives as visualized to be achieved should be clearly outlined and these should be itemized. These objectives will indicate the major aspects of the study to be undertaken
- vii. Research Questions / Hypotheses**

The PhD scholar should clearly write down research questions or research hypothesis, clearly eliciting direction of relationships or differences as the case may be. Research hypotheses must be based on the existing literature and or theoretical frame work on which the research is based on.
- viii. Methodology/Method**

This section generally has five subsections including Research design, Sampling strategy & sample, Assessment, Procedure and Ethical considerations.

Research design needs to be described and description of various steps of executing research work and its logical sequence along with the methodologies to be employed, are the most important aspects of any research plan. Sufficient details to demonstrate that

the researcher has a fairly good idea about the nature of work likely to be involved should be provided. In social and administrative sciences, detail of participants, assessment measures (data collection techniques), procedure of data collection & ethical consideration to be added. Also to stipulate what resource materials will be used; whether the required information will be obtained from primary or secondary sources, etc. In case of natural sciences, detail of instrumentation, experimental techniques and experimental procedures will be used to obtain the data will be given. It would also require a section on proposed data analysis. A time schedule for the various aspects of the proposed research may be provided wherever possible.

**ix. Place of Work and Facilities Available**

In order to complete the proposed research some specialized facilities may be required. For example, in case of experimental sciences different equipment may be involved or in the case of, may be, a study on a scholar, the relevant literature may be available in a foreign country. Therefore, it is important to identify the place where the research work will be undertaken and whether the resources and facilities required for doing the research are available at the University. Moreover, timeframe within which the work will be completed should also be given.

**x. References and Bibliography**

Synopsis should contain at the end a list of complete references, and a bibliography if required. These should be written on a standard format e.g. APA.

It will be difficult to define an overall length for a synopsis for a Ph.D. research in such varied fields of study. Whereas it should be concise as far as possible and avoid repetitions, it should also provide sufficient details on the various aspects mentioned above to show that the research involved has been well understood and planned, and it is of an acceptable academic merit. The total length of a synopsis may run from 3000 to 5000 words.

## **21. Progress Report**

Each scholar shall submit her progress report, semester wise, through her Supervisor to the Chairperson RPCC, on the GCWUS prescribed form. In case of 2 consecutive adverse reports by the supervisor or non-availability of reports, student will be dropped from the roll of the University.

## **22. Plagiarism Check**

Higher education commission of Pakistan (HEC) plagiarism policy will be followed by GC Women University Sialkot.

- i. The Supervisor will check each of his/her PhD student's synopsis/thesis for plagiarism using the anti-plagiarism software and sign a certificate that this synopsis/thesis is not plagiarized and will forward the thesis to Director QEC for Plagiarism certificate and then forward to office of the Controller of Examinations along with the Plagiarism/Similarity Index report duly signed director QEC along with the certificate provided by the supervisor to Director QEC.

- ii. The Controller of Examinations may forward softcopy of the synopsis / thesis to the Director QEC to verify conformity with thesis manual and plagiarism policy who will submit a report to the Controller of Examinations.
- iii. The synopsis / thesis found to be conformed to the prescribed policies, will be returned to the Controller of Examinations for further process and in case of any discrepancy, it shall be returned via same channel and further processing will stay stopped till such time that plagiarism report is satisfactory.
- iv. The PhD candidate and Supervisor shall be held responsible for any plagiarized work, if revealed after the submission of the thesis.

### **23. Defense Prior to Thesis Submission**

Prior to Thesis submission, a PhD scholar shall have to present her research work as an open seminar and all the departments of GCWUS would be invited to attend. The Chairperson of DRPC and the participants may comment for the improvement of work and give suggestions, if any. Date time and venue shall be notified by the department through Chairperson RPCC with the intimation to the Chairperson BASR and Controller of Examinations. Pre-submission defense report will be prepared and submitted to the Chairperson RPCC. The Chairperson DRPC will issue a notification after successful pre-submission seminar and it will be attached with submission of the student's thesis. A scholar must submit her thesis within 30 days grace period after the closing date of the semester otherwise she shall have to enroll for the subsequent semester(s) and pay fee for the same.

### **24. Publication of an Article prior to Submission**

Publication of at least one research paper in an HEC approved journal for a specific discipline is essential for the award of PhD degree (information is available at the HEC's website).

### **25. Guidelines for Thesis Format**

All thesis presented in typed script for the degree of PhD should comply with the following specifications unless permission to do otherwise is obtained from the relevant authority/ body

- i. **Size of paper**  
A4. Size be used, no restriction is placed on drawings and maps.
- ii. **Paper Specification**  
Seven copies on good quality paper (minimum 80g) be submitted (5 for examiners, one for controller office and one for the library).
- i. **Format**  
As per the selected research manual / styles (APA), Typescript should appear on one side only, lines Footnotes, quotations, references and photographic captions should be according to the relevant style manual. Where appropriate, these should contain lists giving the locations of figures and illustrations.
- ii. **Margins**  
At least 1 ¼ - 1 ½ inches (3.17-3.81 cm) on the left-hand side, ¾ -1 inch (2-2.54 cm) at the top and bottom of the page, and about ½ -0.75 inches (1.27- 1.90 cm) at the outer edge. The best position for the page number is at top-right ½ inch (1.27 cm) below the edge. Page containing figures and illustration should also be suitably paginated.

**iii. Font Type & Size**

Font be Times new Roman & font size be 12 for main text and 14 for Headings with double line spacing.

Following is the preferable layout of the thesis

- Cover Page
- Title Page
- Scholar declaration
- Certificates
- List of Contents
- List of tables
- Lis of figures
- List of appendices
- List of abbreviations and symbols
- Acknowledgements
- Abstract
- List of Contents
- Introduction (including literature review) or Introduction and Review of Literature as separate chapters as per the subject requirement Method: Research Design, Participant/ Material / Procedure, Ethical Considerations
- Results
- Discussion
- Conclusion
- Strengths & Weaknesses
- Implications of the Findings

**iv. Title Page**

Title page should be prepared according to the Sample Format. Length of Thesis Whilst the regulations do not contain a clause relating to the maximum length of thesis, it is expected that work presented for the degree of Ph.D. should normally be between 40,000 - 120,000 words of text. The Scholars wishing to greatly exceed thesis sizes should discuss the matter with RPCC through their supervisors/DRPC.

**v. Published Work**

Published work from the thesis be included as appendix (Reprints/ proof / preprint).

**vi. Binding**

All final thesis and published work presented for PhD degrees initially in a temporary form (spiral/tape) binding and hard copies will be submitted after the Viva voce / defense is conducted and changes recommended during public defense and by the local examiners are incorporated. Four hard bound copies of the thesis will be submitted within the given date / time at the time of viva voce to the office of the chairperson DRPC who will send copies to the Controller office, University Library and the Concerned supervisor/s. Award of PhD notification will be issued subsequent to the submission of the final thesis duly verified by the Chairperson DRPC.

Cover page should give title of the thesis, name of the PhD scholar and the name of the Departments / Institutes and name of the University. The lettering may be in boldface and properly spaced. Their sizes should be: title 24 pt. name of the Departments / Institutes 18 pt. The colour of the binding of PhD degree is Dark Maroon.

Spine of the thesis should show "PhD thesis" on top across the width of spine, name of the scholar in the middle along the length of spine, and the year of submission across the width at the bottom. Lettering on spine should be in 18 pt. and may be in boldface (**words on hard binding will be engraved in Golden colour**)

## 26. Steps of Thesis Evaluation

- i. After completion of the thesis, the PhD scholar shall submit six (06) paper bound copies of the Thesis on GCWUS prescribed format and along with CD as soft copy, to the supervisor concerned for scrutiny. Checking of the Plagiarism and compatibility with the GCWUS' format shall be the responsibility of the scholar. Upon satisfaction, the supervisor/s concerned shall forward the Thesis to the DRPC.
- ii. The Chairperson DRPC, after scrutiny, shall forward six paper bound copies of the Thesis on GCWUS prescribed format to the controller of examinations.
- iii. Controller of Examinations will send Thesis to two (02) Foreign and two (02) National examiners and if one foreign report is positive and one is negative then the thesis will be sent to third foreign examiner for evaluation.
- iv. In case of delay by any examiner (after first stipulated time period of 30 days), the Controller of Examinations shall remind him/her in writing and give her 15 more days to respond. After the expiry of the final deadline, the Controller of Examinations shall cancel her appointment and send Thesis (hard and soft) to another examiner.
- v. The Controller of Examinations shall forward the comments of examiners to the Chairperson BASR, which will decide accordingly and communicate decision to the concerned student, supervisor and HOD.
- vi. The HOD concerned shall communicate the observation (if any) to the student concerned through Supervisor.
- vii. There must be at least two positive reports from Foreign and one from National examiner for authentication and originality of the research work
- viii. In cases where two of the three examiners find that the Thesis is wholly inadequate it may be rejected by the Controller of Examinations.
- ix. If any of the examiners suggests modification/revision of the Thesis/Dissertation, the candidate shall be required to re-submit a revised version of the Thesis, duly certified by the Supervisor, within six (06) months.
- x. PhD research work shall be evaluated as "**PASS or FAIL**".
- xi. The revised version of the Thesis/Dissertation shall be approved by the same examiner who suggested modification/revision of the Thesis.
- xii. If any of the examiners finds the Thesis adequate but suggests minor modifications/revision, this may be incorporated without referring again to the examiner as required in clause.
- xiii. After rectification of the desired corrections (if any), the Supervisor shall request to the HOD concerned to fix the date for Viva Voce/public defense. Similar is the case if the Thesis is adjudged as adequate by all examiners.
- xiv. The HOD concerned shall request the Controller of Examinations to fix the date for Viva Voce/public defense.

- xv. The Controller of Examinations shall fix the date of the Viva Voce / public defense after consulting the External Examiners and HOD concerned.
- xvi. The HOD along with Supervisor and External Examiners (National who evaluated the Thesis) shall conduct the viva voce and declare the candidate as qualified or not qualified (passed or failed). He shall submit the award on the prescribed proforma to Controller of Examinations. Furthermore, s/he shall also forward seven copies of hard bound final Thesis as well as a soft copy to the Controller of Examinations. In case HOD is Supervisor, senior member of the department will chair the session.
- xvii. A Degree Completion Certificate and Transcript shall be issued by the Controller of Examinations.
- xviii. In case the candidate fails to defend the thesis, she may submit an appeal to the DRPC concerned for a second attempt. The DRPC through RPCC may request to the Controller of Examinations to fix a date for Viva Voce of the candidate as a second attempt before the same examination panel. In case the candidate fails even after the second attempt she will be dropped and notified fail.
- xix. This is the responsibility of supervisor to ensure correction (highlighted by the internal examiner) to be incorporated by the student.
- xx. If the Thesis of a scholar is proved to be plagiarized after its evaluation or declaration of result, previous result of the candidate will be cancelled, and she will be declared as failed in Thesis examination. Such a candidate shall not be re-admitted to PhD program under any circumstances.

## **27. Thesis Viva Voce/Public Defense Panel**

- i. The Head of concerned Department
- ii. External Examiner/s
- iii. Thesis Supervisor
- iv. The Controller of examinations or Nominee