



BRAINWARE UNIVERSITY Ph.D. HANDBOOK – 2023

(w.e.f 25th March, 2023 onwards)

A comprehensive guide to doctoral degree programs



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Definitions and Nomenclature

In this Handbook, unless the context otherwise requires,

- i. "BWU" means Brainware University
- ii. "Programme" means Doctoral Programme leading to the award of Ph.D. in various streams of Engineering and Technology / Science and Humanities / Management/Commerce/Pharmacy/Medical and Health Sciences.
- iii. DRC means "Departmental Research Committee" which will monitor the research work of all departmental research scholars and necessary administrative formalities associated with it.
- iv. "Chairperson" means the Head of the DRC.
- v. "Supervisor" means any faculty member of BWU who has been recognized by BWU to supervise the research scholars.
- vi. "Co-Supervisor" means any faculty member from other/same departments of BWU or from other related institutions who has been recognized by BWU and consented by the concerned institutions/colleges to act jointly with the principal supervisor in guiding the scholar towards the achievement of the Ph.D. degree.
- vii. "Research coordinator" means Head of the Institution/ Department/Organization of the Part-time (Ext.) scholar where he/she is employed.
- viii. "Scholar" means any candidate admitted by BWU either under Full-time or Part-time category for pursuing research for the award of Ph.D. degree at BWU.
- ix. "Course" means a theory subject/a practical subject of the relevant programme/a directed study prescribed by the Departmental Research Committee for the scholar to undergo as a part of the Ph.D. Programme.



1. Preamble

This *Brainware University Ph.D. handbook* has been prepared expressly with the objective to provide a detailed information on the University's procedures and guidelines as scholars relate to doctoral research. In addition, it is designed to assist Researchers, supervisors and other concerned professional staff in interpreting relevant University regulations and also in linking to relevant policies and procedures. A major part of this handbook is in consonance with the Brainware University (BWU) Ph.D. Regulations 2023, which is framed as per U.G.C regulation 2022.

Doctor of Philosophy

The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate who, as per the BWU regulations, has submitted a thesis on the basis of original and independent disciplinary or multidisciplinary research that makes a contribution to the advancement of knowledge, which is approved by Board of examiners as per the norms.

A student looking for the PhD degree at BWU must be an enrolled student of the University and is required to carry out a prescribed programme of research for a specified period under the guidance of qualified supervisors. The student, together with the supervisor(s), is responsible for developing the research programme to be followed.

2. Research Degree Programmes

Brainware University started its Ph.D. Programmes under Regular/Part-time mode in July 2018 in consonance with the essential clauses of UGC (Minimum Standards and Procedure for Award of MPhil/PhD Degrees) Regulations 2016 pertaining to eligibility criteria for admission to MPhil/PhD Programme, duration of programme, procedure for admission in 2023, allocation of supervisor, Course Work, Evaluation and Assessment Methods etc.

The University will award Doctoral Degrees ("Doctor of Philosophy" - abbreviated as Ph.D.) to various disciplines under the following schools: Engineering, Computational and Applied sciences, Management and Commerce, Humanities and Social Sciences. Later, the University may introduce Ph.D. degrees in other subjects under the existing Schools and/or under new Schools.

The Discipline-wise details about the programmes are as provided below:

Name of the Schools	Disciplines/Departments	Ph.D. programs offered
School of Engineering	Department of Electronics & Communication Engineering (ECE)	Ph. D. in Engineering (Electronics & Communication Engineering)
	Department of Computer Science & Engineering (CSE)	Ph. D. in Engineering (Computer Science & Engineering)
School of Management & Commerce	Department of Management	Ph.D. in Management
	Department of Commerce	Ph.D. in Commerce
School of Computational and Applied Sciences	Department of Computational Sciences	Ph. D. in Science (Computer Science)
	Department of Mathematics	Ph.D. in Science (Mathematics)

3. Students' Responsibilities

All students are expected to comply with the University's policies, regulations and procedures which along with their programme handbook, other programme information and the terms and conditions of admission, form the contract between the student and University during their studies.

The particular responsibilities of the scholar while doing their research work should be:

- Fulfilling the requirements of their degree programme including any requirements for progress review.
- Taking advantage of the facilities and supervision offered by the University.
- Working like a professional, independent researcher accountable for the development of their own research.
- Maintaining ethical standards in the design, conduct and reporting of research.
- Working diligently and effectively throughout their studies.
- Following the rules of any other university, company or other organization that they are studying/working with during their programme.
- Making themselves available at the times agreed and maintaining regular contact with their supervisors.
- Maintaining a research diary (*The diary should be a daily record of what they are doing towards their research, viz. Record of time spent on the work, activities, analysis and speculation*). [Refer APPENDIX for the template of the Research diary]
- Reporting any results obtained from study to the Supervisor.
- Discussing any proposed employment with their supervisor to ensure it does not impede the successful completion of the students' programme of study.
- Participating in any training that is a required part of the programme.
- Notifying their Supervisors, or other relevant staff, of any special circumstances affecting their studies or assessment.

Supervisor(s) Roles and Responsibilities

Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

- Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post-Graduate Colleges/institutes would be in violation of these Regulations.
- For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.
- Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.
- Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.



- In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
- An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
- Once a faculty has been authorized to guide Ph.D. students, they should help their scholar(s) to get acquainted with the Ph.D. rules and regulations and necessary criteria for crossing each step towards attainment of the Ph.D. degree.
- As a first step, the Supervisor should help the student in writing a research proposal for Ph.D. programme.
 - In this regard, the supervisor should ensure that his/her area of expertise matches with the research interests of the student. If necessary, the supervisor may decide to take a Co-supervisor.
 - The supervisor should identify a topic that is within the mandate of the University, so that the research facilities and funding are available for the necessary.
 - Research students are categorized in the following
 - **Freshers:** Individuals who join BWU as students after post-graduation from universities. This will also include employed students who choose to obtain a Ph.D. degree which is completely different from their job domain.
 - **Employed Students:** Individuals who are employees of any organization or company and work for their Ph.D. while on the job, as a part of requirement for the job or out of individual professional interest from the job.
- Once Supervisor and the broad topic have been decided, further details of the problem are formulated in a manner that it enables research embodying new knowledge appropriate for the degree to be completed within the specified time. Experience of the Supervisor is an essential element in formulating the problem and it is the Supervisor's responsibility to ensure that the details are appropriately worked out. The Supervisor has to ensure that appropriate literature survey is done by the student and the student is able to **defend the proposal** before the Research Board.
- The Supervisor is expected to provide academic guidance by:
 - providing scholarly direction;
 - encouraging student in his/her academic work;
 - ensuring that appropriate time table for the completion of each phase of the work is established;
 - ensuring that student is given timely advice about style requirements and about the mechanics of presenting a thesis;
 - ensuring compliance with any legal, professional, ethical or safety guidelines associated with the project; and
 - identifying and helping student acquire any missing skills for his/her research.

- The Supervisor is also expected to encourage the student into wider contacts as appropriate to the discipline by:
 - encouraging seminar and conference presentations;
 - helping student make contact with other scholars in the field; and
 - helping student publish his/her work as appropriate.
- The Supervisor should also ensure that the Departmental Research Committee meets half-yearly (once in six months) to review the progress made by the student and send a half-yearly Doctoral Research Progress Report as per approved format [*Appendix of this handbook*] to the Director Research, with a copy to the Research Scholar.
- When the student has completed his/her Ph.D. work and all other related requirements for the programme, the Supervisor should arrange a pre-submission seminar in consultation with the members of the Departmental Research Committee, upon satisfactory completion of course work and obtaining the marks/grade prescribed in Course Work below, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.
 - Before the pre-submission seminar, the supervisor should also ensure that the student summarizes his/her work in the form of Pre-Submission Synopsis Report, the copies of which are to be distributed to the DRC and the external experts at the start of the seminar.
- The seminar should be an open seminar and invitees should be asked to leave when the Committee comprising of the Departmental Research Committee and External Experts is discussing and preparing its recommendation. The recommendation of the committee should be duly signed in the form of 'Pre-Submission Seminar Evaluation' as per approved format [*Please refer APPENDIX of this handbook*]. The pre-submission seminar report has to be communicated to Director Research with a copy to the Research Scholar.
- After successful completion of the viva voce, the supervisor should forward the following documents to the BWU Registration Section for documentation:
 - Report of the final viva voce duly signed by all the members of the Doctoral Committee and the external examiner;
 - A certificate confirming incorporation of all comments by examiners and members of Doctoral Committee; If revised:
 - Five hard copies of the revised thesis as per BWU format;
 - Soft copy of the revised thesis;
 - Soft copy of revised abstract as a word document.

4. Admission Procedure

4.1. Eligibility for Admission to Doctoral Enrolment

All applicants must be able to demonstrate a capacity to carry out independent research and have adequate skills and ability to pursue the proposed course of study. In all cases, the qualifications and proficiencies described below will be the deciding factors to doctoral enrolment

4.1.1. Eligibility Criteria

- a. A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution.



- b. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.
- c. Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.
- d. M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

4.1.2. Additional Eligibility for Part-time Ph.D.

In addition to the criteria mentioned in Clause 5.1.1. of this handbook, the part time candidates need to fulfil the following conditions and provide the relevant information along with the application:

The applicant must have been in continuous service with the sponsoring organization for at least two years at the time of submitting the application form for admission and he/ she must submit a 'No Objection Certificate' from the employer stating that:

- i. He/ she is on the regular payroll of the organization,
- ii. He/ she is permitted to pursue studies on a part-time basis, and
- iii. His/ her official duties will permit sufficient time for research.
- iv. If the Ph.D. is sponsored by the employer, then a Sponsorship letter (on letterhead of the sponsoring organization) should include an undertaking stating that the period of study of the candidate will be treated as 'on duty' with usual salary/ allowances, and he/ she will be relieved for the period of studies.
- v. The candidate should also submit a certificate stating that the research facilities exist in his organization (which can be self-certified).

4.1.3. English Language Proficiency

Sound English language skills are required for doctoral programs at BWU. The English Language Proficiency must be satisfied through communication skills during interview.

4.2. Admission Categories

The applicant for admission to the PhD programme shall be classified under any one of the following categories which will be decided and recommended by the DRC.

4.2.1. Full-time Research Student/Candidate

A research scholar in this category works full-time to pursue his/her Ph.D. The candidate under this category may be:

- a. Self-Financed Research student/ Candidate - This category refers to persons with good track record and/or with experience to join the doctoral programme, who shall have to meet the expenditure of doing research work on his/her own. They'll be admitted through usual admission procedure.

- b. Research student working full time (JRF/ SRF/ RA) in a Sponsored R&D project at BWU can be admitted to PhD programme six months after joining the project provided his PhD topic is related to the project as certified by the Research Board. To be accepted as a PhD student, such a student will have to undergo the same admission procedure as applicable in general.

4.2.2. Part-time Research Student/Candidate

The research candidates under this category may be:

- a. Candidates working as a regular/contractual employee in the University.
- b. Candidates working as an employee in Govt. / Govt. aided / Private Engineering Colleges / Universities / Industries/ Public sector organizations/ a self-employed person will be eligible for admission to PhD Programme as a Part-Time Scholar provided he/ she has been in continuous service for the last 2 years in the same organization and can provide a No objection certificate from the employer at the time of interview. The DRC has to ensure the fulfilment of these conditions at the time of interview.
- c. Research student/ Candidate working regularly full-time in an R&D project in the institute can join as a part time student, six months after joining the project, if his/her PhD topic is not related to the project as certified by the Research Board. However, part-time research student/ candidate may be given full time status when the project tenure is completed. To be accepted as a PhD student, such a student will have to undergo the same admission procedure as applicable in general.

4.3. Selection Procedure for Admission

Selection of candidates for admission to Ph.D. Programme will be done in following manner:

- 1) The number of seats for Ph.D. for each department shall be decided on an annual basis well in advance and notified in the University website.
- 2) A candidate shall apply for the admission in Ph.D. course in prescribed form available at the University office/University website. The application form duly filled by candidate should be submitted along with required fee (as fixed by the University).
- 3) Following the receipt of applications, BWU shall admit candidates through a two-stage process:
 - The admission shall be based on the criteria notified by the institution, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.
 - Admission to the Ph.D. programme shall be made using the following methods:
 - a. Brainware University may admit students who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR NET/GATE/CEED and similar National level tests based on an interview.
 - b. Brainware University may admit students through an Entrance Test conducted at the level of the individual University level. The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be subject specific.
 - c. Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.
 - d. A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
 - e. Brainware University may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
 - f. Provided that for the selection of candidates based on the entrance test conducted by the Brainware University, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.
 - Admission of International students in Ph.D. programme. - (1) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars (2) The BWU may decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time. (3) At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number as prescribed in Clause 6 and (1) herein this subsection.



5. Plagiarism Policy

Ethics and honesty are the two major qualities required in academics be it teaching or research. One cannot claim others' work as their own, if they have not been involved in it. Academicians often knowingly or unknowingly present/publish or include others' work as their own or without giving due credit to the original owner. Such acts lead to unhealthy practices and malign the name of the institute or the individual. Hence, to avoid such acts, BWU has put in place a plagiarism policy in accordance with the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 for all academicians as well as students to follow.

5.1. What is Plagiarism?

According to the online Merriam Webster Dictionary, "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- use (another's production) without crediting the source
- to commit literary theft
- present as new and original an idea or product derived from an existing source

Also:

- Failing to put quotation marks for a quote or excluding the author of the quote,
- Providing incorrect information about the source of the quote,
- Copying the sentence but changing words without crediting the source,
- If the copied ideas make up for the major part of the work, they are also considered to be various forms of plagiarism.

5.2. Types of Plagiarism

Plagiarism is often not a very black and white issue. According to the plagiarism checking tool Turnitin, there are 10 majorly prevalent types of plagiarism which they have termed as follows:

1. **Clone:** (also called complete plagiarism) - The "clone" is a verbatim transfer of someone else's work and submitting it as their own, word-for-word.
2. **CTRL-C** - Also called verbatim plagiarism, this type of plagiarism contains significant portions of text exactly copied from a single source without attribution, indentation or quotation marks. It can be of two types, namely:
 - a) The plagiarist may cite the source of the borrowed text but without proper quotations
 - b) The plagiarist does not cite the source of the borrowed text which implies that he/she is trying to claim the portions of text to be his/her own.
3. **Find-Replace** - Can also be termed as paraphrasing, this type of plagiarism is copying phrases from a source or copying the content of the whole source (stealing an idea or the essential content of the source) and then changing their words without citing the source.
4. **Remix** - This type of plagiarism involves collecting texts from multiple sources, paraphrasing them and combining them together in a single document and submitting them as their own.
5. **Recycle** - Can also be called Self-Plagiarism, where the writer borrows generously from the writer's previous work without citation.
6. **Hybrid** - This type of plagiarism is basically a combination of texts/paragraphs of sources, which may be perfectly cited or improperly cited, and copied passages without citation.
7. **Mash-Up** - The plagiarist here combines copied material (in its original form) from multiple sources and produces it without citation.
8. **404 Error** - 404 Error or Invalid source attribution includes citations to non-existent or inaccurate information about sources.
9. **Aggregator** - This type of plagiarism includes proper citation to sources but the paper contains almost no original work.

10. Re-tweet - This includes proper citation but relies too closely on the text's original wording and/or source. To understand each type of plagiarism better, please refer to the document by Turnitin from the link: http://pages.turnitin.com/plagiarism_spectrum.html.

Apart from the 10 types of plagiarism as per Turnitin, some other forms of plagiarism include:

11. Replication - If a single article is submitted for multiple publications, resulting in the same manuscript being published more than once. It is an ethical refraction, as while submitting the article the author has to make a declaration that the article is original and has not been submitted for publication elsewhere.

12. Inaccurate or Misleading Attribution

When an inaccurate or insufficient list of authors who contributed to the manuscript, are provided that leads to misleading attribution. Due to this misleading attribution, it may happen that authors making significant This happens when authors are denied credit for partial or significant contributions made to a study, or the opposite-when authors are cited in a paper although no contributions were made.

Misleading attribution may also occur in a collaborative work, where the collaborative nature of the work and the collaborators involved are not mentioned in the concerned publications.

5.3. How to avoid Plagiarism?

- a. Cite while writing.
Whenever you are writing, insert citations immediately when you are compiling text from other sources so that no citations/attribution go missing.
- b. Avoid copying and pasting. Paraphrase and cite the original source.
- c. Avoid quoting an entire paragraph. Use short quotes comprised of one or two sentences.
- d. Copied images and photos should also be properly cited.
- e. Avoid self-plagiarism and cite your own previous works.
- f. If required, ask permission from the copyright holder.
- g. Facts that are readily available from numerous sources and generally known to the public are considered "common knowledge," and are not protected by copyright laws. These facts can be liberally used in the articles without citing authors.
- h. In case of doubt, just cite!

5.4. Detection of Plagiarism

While submitting the thesis, every student will have to submit a certificate (*Refer Appendix*) showing that plagiarism test has been conducted in his/her thesis and has similarity index below the permissible limit of 10%.

5.5. Similarity checks for exclusion from Plagiarism

As per UGC guidelines, the similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

5.6. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities up to 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

5.7. Penalties in case of plagiarism in submission of thesis and dissertations

The university authorities shall impose various penalties depending on the level of plagiarism as follows:

- i. Level 0: Similarities up to 10% - Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period as decided by the University authorities.

5.8. Procedure of dealing with plagiarism reports

If the drafted thesis is found to be plagiarized above the permissible limit, the DRC will convene a meeting with the candidate and listen to his side of the story. After listening to the candidate, the DRC will submit its recommendations based on the following recommendations:

Self-plagiarism: If the similarity index is found to be >10% due to candidate's published work which has been included in thesis but has not been properly cited, the candidate will be asked to resubmit the work with proper citations.

Also, if the plagiarism is due to a published work of the candidate from the doctoral research, a certificate (Self Plagiarism Exclusion Certificate- Refer APPENDIX XX) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should be excluded from the check.

Low similarity index (11-25%): If it is found that the plagiarism is the result of negligence or ignorance and without the intent to cheat and has a low similarity index, then the candidate may be allowed to re-submit the work with proper citations.

Medium similarity index (26-40%): If the candidate has failed to give proper citations, or copied a few paragraphs without the intention of cheating, he/she may be allowed to re-submit the work with proper citations and paraphrasing and warned that repeating the mistake may cause his/her registration to be cancelled.

6. Allocation of Research Supervisor

Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

- Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post- Graduate Colleges/institutes would be in violation of these Regulations.

For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

- In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
- An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

7.1. Change of Supervisor and transfer of Scholars

Change of Supervisors can be made effective under the following cases:

7.1.1. In case of a long leave of more than SIX months (Maximum up to 1 year)

A faculty member appointed as a Ph.D. supervisor is expected to be available at the institute for his/her research students till the submission of their thesis. However, in case of unavoidable circumstances, if the supervisors need to avail leave/lien/deputation beyond a period of SIX MONTHS, they shall nominate a co-supervisor, in consultation with the DRC, in the concerned subject (if not already present) for the candidates registered with them and the fact may be intimated to the University well in advance. The co-supervisor will take care of all the administrative work of the student, take updates on his/her work. The student will, however, continue to take academic inputs from the principal supervisor (on leave) through email, video conferencing etc. In case of unavailability of a Co-supervisor, the principal supervisor can ask the HoD to act as the caretaker supervisor, if he/ she so desires.

7.1.2. In case of a long leave of more than 12 months

- a. If there are more than one supervisor(s) for a research candidate, then if one supervisor proceeds for a long leave beyond 12 months, the other(s) may continue to be the supervisors for the concerned student.
- b. When there is only one supervisor for a research candidate and the research work done by the candidate is found to inadequate for thesis submission by DRC, another supervisor may be appointed by the DRC in consultation with the student, with a letter of "No Objection" from the student. Bio-data of the new supervisor(s) should also be attached with the application from the DRC.
- c. If the thesis has been submitted before the supervisor proceeds on leave, only a caretaker supervisor will be appointed.

If a major revision of the thesis becomes necessary, and the supervisor is on leave, he/ she should be asked to specifically state whether he/ she would be able to effectively help the Research Scholar in carrying out the major revision within a reasonable period. In case the supervisor expresses his/ her inability due to any reason, the caretaker supervisor, if he/she provides the required help in carrying out the major revision, will automatically be treated as a supervisor of that candidate.



- d. If the DRC has already recommended the research work for submission of thesis (after completion of all other requirements) before the supervisor proceeds on leave, only a caretaker supervisor will be appointed.
- e. If the supervisor proceeds on leave for more than 24 months during the research work of a registered Ph.D. student, and if the DRC finds out that, he/ she has not contributed significantly to the thesis before proceeding on leave, he/ she will cease to be the supervisor(s).

7.1.3. A Supervisor Resigning

- a. If there are more than one supervisor(s) for a research candidate, then if one supervisor resigns, the other Co-supervisor may become the Principal supervisor for the concerned student on the recommendations of the DRC, provided he is affiliated to the parent institute.
- b. If the resigning supervisor is the only supervisor for the research student, then a new supervisor will be appointed, if necessary, in such circumstances by the DRC.

7.1.4. A Supervisor Retiring

A faculty member who is due to retire within the next two years may be appointed as an additional supervisor and may continue to be the supervisor even after his retirement provided the DRC is convinced of his availability/ continued guidance to the student. In other cases, a faculty member on retirement may continue as a supervisor, if reemployed or appointed Emeritus Professor; or, if DRC has recommended the research work for submission. Appointment of another supervisor/ caretaker supervisor may be done if the DRC deems necessary.

7.1.5. Death of a Supervisor

The DRC will recommend a new supervisor for the concerned research student.

7.1.6. Supervisor Requesting a change/transfer of the Scholar

In case a Supervisor requests for the transfer of the research student or declines to supervise a research student, another faculty member, qualified to be Supervisor and actively engaged in a similar research area, and has given his consent to supervise the research student, may be appointed as the new Supervisor (as per the choice of the area of research) on the recommendation of the remaining members of DRC. After that, the DRC may be reconstituted by replacing the former Supervisor with the new Supervisor while retaining the other internal and external experts. [*Refer Appendix for Change of Supervisor Application format*]

7.1.7. Supervisor Change Request by the Research Scholar

If a Research student wants to change his/her supervisor, a new supervisor will be appointed by the Registrar on the recommendation of the DRC. In addition to this, if the research student wishes to change the area of research under the new supervisor, the DRC needs to take care of the same. The application from the research student for the change of supervisor of research should be accompanied by the letters of No Objection from both, old and proposed supervisor/s, Bio-data of the new supervisor(s), with relevant documents as prescribed at the time of application. The DRC after considering such applications will send its recommendations to the Research Board for approval.

8. Course Work

Students admitted to the Ph.D. programme shall be required to undertake coursework for a minimum period of one semester. The course work shall be treated as prerequisite for Ph.D. preparation.

8.1. Allocation of course work

Every candidate enrolled for the Ph.D. programme shall undergo course work. The credit assigned to the Ph.D. coursework shall comprise 12 credits.

The course work shall consist of the following:

- Paper I: Research Methodology (Compulsory) [Credit: 4; Full marks 100; Duration: 60 hours]
- Paper II: Research and Publication Ethics (Compulsory) [Credit: 2; Full marks: 100; Duration: 30 hours]
- Paper III: Background Paper relating to the candidate's Ph.D. work. [Credit: 3; Full marks 100; Duration: 45 hours]
- Paper IV: Subject Based Case Study Report and presentation relating to the candidate's Ph.D. work. [Credit: 3; Full marks 100; Duration: 45 hours]

8.2. Pattern of question papers for External End-Semester Examinations (Coursework):

(These divisions are subject to modification by the Academic Council/appropriate authority as and when necessary)

End-Semester theory examination (Full marks – 100, Duration: 3 hours)

- i) Ten Multiple Choice Questions (MCQ) of 1 mark each10 marks.
- ii) Six questions of 5 marks each30 marks.
- iii) Six questions of 10 marks each.....60 marks.

End-semester Evolution of case study base paper/course examination (Full marks – 100, Duration: 3 hours)

- i) Submission of case study report 60 marks
- ii) Presentation and Viva Voce40 marks

Backlog Examination:

If any candidate fails to attend or secure pass marks at any paper/course of coursework examination in the semester, then that paper/course will be treated as a backlog paper/course. Candidate will get maximum two consecutive chances including regular chance and one backlog chance. This condition is applicable fail/non appearing in regular chance candidate also. If a Candidate fails to obtain minimum qualifying marks 55% in each course of coursework examination within the stipulated chances it may lead to cancellation of his/her candidature.

Backlog candidates have to submit respective backlog Examination form and requisite fees as and when notified by the Controller of Examinations.

8.3. Qualifying Criteria:

- a. A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in each course/paper of the course work and overall, 55% in order to be eligible to continue in the programme. There will be no review of answer script or PPV or special supplementary examination for coursework.
- b. Successful completion of a paper/course means the student/scholar need to fulfil all prescribed requirements of the paper/course in a semester examination and has to secure the requisite percentage and Grade as specified.
- c. Controller of Examinations will declare the results of coursework examination followed by issuing hardcopy Grade Card to the students/scholars. Students/Scholars need to submit an application to the Registrar for coursework completion certificate, if required. Registrar may certify the successful completion of coursework depending on Grade card issued to the students/scholars.

Result of the research Scholar's course work examination will be defined as per following order:

Result (Final Semester): Letter Grade	Classification
PPC	Programme Partially Completed
PSC	Programme Successfully Completed

9. Ph.D. Registration Process

9.1. Pre-registration Seminar

- a. After successful completion of the Course Work as certified by the Registrar [*Refer Appendix*], a candidate, in consultation with his/ her Supervisor, shall identify the Title of the proposed research topic (preferably within 45 days of announcement of results). The candidate shall then prepare a detailed research proposal (in the prescribed format – Refer *APPENDIX*) in consultation with his/her Supervisor and shall submit **ten copies of the Ph.D. research proposal** to the Supervisor through Co-supervisor(s), if any. The Guide shall then organize a meeting of the DRC along with the approval of the Director Research **within thirty days** of receipt of the research proposal to conduct the **Pre-Registration Seminar**.
- b. The DRC shall suggest changes, if necessary, in the title/scope, methodology of the topic selected for research, based on the performance of the candidate in the Pre-Registration Seminar. [*Please refer the evaluation form for Pre-Registration Seminar – APPENDIX*]
- c. The DRC shall assess the preparedness and understanding of the candidate and may recommend to present the seminar again if the performance of the candidate is not satisfactory in the first instance. The candidate will be given only one more chance to re-appear for the Pre-registration seminar within 2 months from the date of the first Seminar.
- d. If for a candidate, the DRC does not approve of the research proposal even after the second presentation, the candidate can deliver his/her pre-submission seminar again after a lapse of one year from the date of the second presentation, **after fresh Provisional admission without undergoing Course Work**.

Once the pre-registration seminar is over, the Director Research shall inform the decision of the Pre-Registration Seminar to the Registrar of the University through the Head of the Department. The Registrar shall then inform the same to the candidate within one week of the Seminar. Based on the recommendations of the DRC about the Pre-registration seminar, the candidate is then **permitted to apply for Registration** following the application procedure templates provided in *APPENDICES*.

9.2. Ph.D. Registration

- a. On successful completion of the pre-registration seminar following the approval of topic and synopsis of the work plan by DRC, the research candidate should apply for the Registration (through the application templates provided in *APPENDICES*) with prescribed fees to the Registrar along with 10 copies of the Synopsis through the Supervisor, Co-Supervisor (if any) and the Head of the Department. Incomplete application forms shall be returned to the candidate through the Head of the Department for necessary action and the completed application has to be resubmitted to the Registrar through the Head of the Department.
- b. Candidates are eligible to apply for Registration after the date of successful completion of the Ph.D. Course work.
- c. Registration for Ph.D. degree shall be granted to a candidate provided that the Departmental Research Committee (DRC) is satisfied that:
 - the candidate satisfies the requirements for eligibility as per norms;
 - it shall be possible for the candidate to maintain regular contact with his/her Supervisor throughout the entire period of his/her work;
 - the experimental part (if any) of the work can be carried out at this University or in other recognized University or organization or research institute or Industry where adequate facilities for carrying out such work exist. Carrying out such work outside Brainware University shall require approval of the Supervisor, the respective Departmental Research Committee (DRC) and the Academic Council.
- d. The University shall maintain the list of all registered Ph.D. students on its website on yearly basis. The list shall include the names of the registered candidates, topic of his/her research, name of his/her supervisor/Co-supervisor, dates of admission and registration.
- e. A certificate of registration will be issued by the Registrar after completion of the aforesaid formalities.
- f. Permission to pursue Ph.D. degree in a different Subject/Faculty, other than the one the candidate has specialized in his/her post-graduate studies, may be granted in special cases on the recommendation of the Departmental Research Committee (DRC) and the Academic Council after judging the proficiency of the candidate in the subject concerned and on payment of the prescribed fee.
- g. Registration shall remain valid for five years from the date of registration under normal circumstances.
- h. The relevant Departmental Research Committee (DRC) may, on receipt of application in the prescribed form from the candidate, extend the period of registration beyond five years on the merit of individual cases provided that such extension shall not exceed two years, subject to the approval of the Research Board.
- i. If extended, the candidate shall have to pay a re-registration fee which will be specified by the University.
- j. A candidate's registration may also be cancelled if he/she does not fulfil necessary criteria as required by the University. The registration is liable to be cancelled if:
 - the progress of the research student is not satisfactory or
 - the student has not reported in person to the supervisor for any one semester or
 - the research student has not submitted his/her thesis by the end of the prescribed /extended period as provided in the Regulations or
 - there is lack of progress as reported by the supervisor and also after giving due opportunity to the candidate for defending his case

10. Change of topic/title of the Thesis

Any change in the topic or title of the thesis can be effected in the following manner:

- **Minor Changes in the Title:** If the change involves minor changes in grammar/syntax of the title of the thesis, then the change should be proposed by the supervisor to the DRC. On the recommendation of the DRC through the HoD of the concerned department, the Director Research will approve the proposed change. The request for minor changes in the title will be considered till the pre-submission seminar. [*Refer APPENDIX for the application format for change of Title*]



- **Minor Change in the Topic:** On request for a minor change of the research topic by the candidate and his/her supervisor, the DRC will take up the matter for consideration and on recommendation of the DRC along with the Research Board, the topic change will be approved by the Vice Chancellor. However, the request for minor change in the topic is applicable **within two years** from the date of registration of the candidate.
- **Major Change in the Topic:** A request for a major change in the research topic will be considered **within one year** from the date of approval and Registration of the original topic. Since the original topic of research is changed majorly, the previous registration will stand cancelled, and the candidate will have to undergo the Registration process again. [*Refer APPENDIX for the application format for change of Topic*]

11. Duration of the Ph.D. Programme

- 1) Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- 2) A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme. Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

The relevant Departmental Research Committee (DRC) may, on receipt of application in the prescribed form from the candidate, recommend extension of the duration of the program based on the merit of individual case as per norms stated above. If extended, the candidate shall have to pay a re-registration fee.

- 3) A candidate cannot submit any work for which a Degree or Diploma or other academic award has already been conferred on him/her by BWU or any other University or Institution, as his/her thesis but may incorporate it as part of the thesis with proper citation/reference.
- 4) If the work is interdisciplinary in nature, with supervisors from different Schools, then the respective Departmental Research Committee (DRC) should present the work in a joint meeting of the Schools. The major part of work shall decide the branch of Ph.D. degree.
- 5) The non-refundable fee for submitting a thesis for examination will be as determined by the University from time to time.
- 6) Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

12. Research Progression Review

It is understood that the progress of a student will be monitored on a regular basis by the research Supervisor and the DRC. However, for students to benefit fully, progression reviews are important and it is also important that the supervisors provide constructive criticism about the student's work.

The progression reviews also provide a formal record of how the research work is going and recognition of the student's achievements. They also offer a structured opportunity to discuss students' professional development and career aims, and identify any training needs.

The progression review further lets supervisors consider their own competence to deal with any new research area. It also provides an opportunity for the supervisory team to revisit the distribution of supervisory responsibility. If different expertise is needed to support the student, the team can recommend a change in supervisors to the Research Board and Vice Chancellor.

Progress report of Ph.D. students

All research students registered under BWU, will have to undergo a half-yearly (six months) research progression review in front of the members of the DRC. For this, the student(s) will have to generate a six-month progress report (in the given template – *APPENDIX*) and after the approval of the report by the concerned Supervisor(s), may also have to give an oral presentation before the DRC along with submission of the report.

The six-monthly progress evaluation reports (*APPENDIX*) shall be submitted by the DRC to Director Research with a copy to the research scholar.

13. Thesis Preparation and Assessment

13.1. Pre-Submission Seminar

Upon satisfactory completion of the research and all its necessary obligations and after the required pre-submission publications, the research candidate is permitted to submit the synopsis (Format of the Synopsis report should be referred in *APPENDIX*) of the research work, after finalizing it from the Supervisor(s), to the DRC coordinator.

- a. The candidate shall submit 5 copies of the Synopsis of his/ her Ph.D. thesis highlighting contents of the thesis and enclosing proof of at least ONE research publications in peer reviewed journal/s and TWO conference publications to the Chairperson of the DRC.
- b. On receipt of the synopsis report, the Chairperson of the DRC shall organize a **Pre-Submission Seminar** meeting in the concerned Department in consultation with the Head of the Department, preferably within twenty days of the receipt of the Synopsis, where the Supervisor(s) shall be invitee members. The pre-submission seminar date shall be finalized in consultation with the external experts of the Departmental Research Committee (DRC). The seminar shall also be open to all faculty members and other research scholars and attendance should be taken for all the attendees [*Refer APPENDIX for the attendance format*]. The notice for the meeting should be circulated at least 15 days in advance by the Registrar's office on receiving intimation from the Departmental Research Committee (DRC). The feedback and comments obtained from the DRC may be suitably incorporated into the draft thesis in consultation with the Supervisor. [*Please refer to Appendix for the Pre-Submission Seminar evaluation format*]
- c. If the work is interdisciplinary in nature, with supervisors from different Schools, then the respective Departmental Research Committee (DRC) should present the work in a joint meeting of the Schools. The major part of work shall decide the branch of Ph.D. degree.
- d. The Doctoral Committee shall advise and offer suggestions to the candidate for the finalization of the Thesis.
- e. The student, whose work is approved in the said meeting (if necessary, with suggested modifications) should submit the thesis accordingly within six months counted from the date of pre-submission seminar.
- f. In the case when the work presented is found unsatisfactory by the members of DRC, the candidate will be required to make necessary modifications. For such students, pre-submission seminar will again be arranged at a later date as per the rules and regulations (preferably **after a gap of one month**).

13.2. Thesis Preparation

The research scholar shall, within six months of submission of the synopsis, prepare thesis in accordance with the format and specification prescribed [*Refer APPENDIX for Thesis Preparation Guidelines*]. The thesis should be submitted after the completion of the minimum period and before the completion of the maximum period of the Ph.D. programme. The thesis should be prepared by the research student embodying the results of original research done by him/her during the duration of his/her research.

A candidate cannot submit any work for which a Degree or Diploma or other academic award has already been conferred on him/her by BWU or any other University or Institution, as his/her thesis but may incorporate it as part of the thesis with proper citation/reference.



13.3. Documents to be submitted at the time of submission of the Ph.D. Thesis

1. Application form for Submission of the Thesis [*Refer APPENDIX*]
2. DD of _____ in favour of Registrar, Brainware University, Barasat.
3. Certificate from the Supervisor [*Refer APPENDIX*]
4. Certificate from the Co-supervisor (if any) [*Refer APPENDIX*]
5. Attested photocopy of Enrolment Certificate [*Refer APPENDIX*]
6. Attested Photocopy of the Course Completion Certificate [*Refer Appendix*]
7. Attested photocopy of Ph.D. registration certificate
8. Title Change/Confirmation Letter (if relevant) [*Refer APPENDIX*]
9. Topic Change/Confirmation Letter (if relevant) [*Refer APPENDIX*]
10. Extension Letters (if relevant) [*Refer APPENDIX*]
11. Supervisor Change letter (if relevant) [*Refer APPENDIX*]
12. Plagiarism Verification Report Duly Signed by Supervisor/Head and Librarian with Seal. [*Refer APPENDIX*]
13. Self-Plagiarism Exclusion Certificate [*Refer APPENDIX*]
14. Research paper(s) in refereed journal(s) published/accepted at the time of thesis submission and two seminar/conference papers.
(Attach Attested Hard Copy of Published Papers/Acceptance Letters (with paper of publication) & Student Name same as Registered in Brainware University)
15. 5 Copies of Thesis (Three Soft Bound (Cover) & One Hard Bound (Cover) Thesis Print Back to Back).
16. 5 Copies of Abstract (with full signature of the candidate) of the thesis with title of the thesis in good quality paper.
17. 5CD/A pen-drive (Chapter wise with Abstract in PDF) Write Name, Department & Supervisor Sign on CD.
18. One self-attested photocopy of the cover page of the hard copy of thesis.

13.4. Adjudication of Ph.D. thesis

- a. After the submission of the thesis, the supervisor is advised to submit the panel of Examiners for the candidate in consultation with the other members of the DRC in a sealed cover to the Registrar, through Director Research, in the prescribed format [*Refer APPENDIX*].
 - The Departmental Research Committee (DRC) shall prepare a list of six persons (not below the rank of a Professor), who are well known authorities on the subject for appointment as external examiners of a thesis by considering the list submitted by the Supervisor(s). Three external experts shall be from outside the state of West Bengal (one external examiner outside the country preferred).
 - Such examiners shall neither be teachers of this University nor persons who are supervising candidates for the Ph.D. degree registered at this University.
- b. The final selection of the two external examiners from the panel thus submitted to the Registrar, shall be done by the Vice Chancellor. The Vice Chancellor, if he deems it necessary, may also nominate examiners from outside the panel.
 - Once the external examiners have been finalized, the Registrar Shall Conduct the review process of the thesis by the external examiners as well as internal examiner (s) in the form of Ph.D. Supervisor(s). The Registrar may take such steps as deemed necessary to enable the reports of the examiners to be received as quickly as possible.
- c. Conduct the review process
 - In the case of undue delay in receiving the report from the examiner, the Registrar shall refer the thesis to another examiner selected by the Vice Chancellor, after waiting for three months and ensuring that the first examiner is not going to respond within a reasonable period of time.
- c. External examiners and the Supervisor(s) will be requested to state their opinion about the thesis in the prescribed form [*Refer APPENDIX I*] having the following options:

- The candidate may be awarded the Ph.D. degree of the University.
 - The candidate may be awarded the Ph.D. degree of the University *provided that* the following modifications are addressed in a separate addendum. The Examiners present at the viva-voce must certify that the modifications are satisfactorily addressed, failing which the thesis must be resubmitted for examination after addressing the suggested modifications.
 - The candidate may be awarded the Ph.D. degree only after addressing the following questions and resubmitting the thesis.
 - The candidate shall not be awarded the Ph.D. degree of this University.
- d. A detailed technical evaluation report [*Refer APPENDIX XXII*] signed by the examiner must also be submitted by the all the examiners individually.
 - e. On receipt of all the reports from the concerned examiners, the Registrar, shall then notify about the reports from the examiners accordingly to Director Research, the Supervisor and the HOD of the concerned department for necessary consequent action.
 - f. The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination.
 - g. If one of the evaluation reports of the external examiner in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the Institution shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
 - h. If both the external examiners reject the thesis, it shall not be further processed for award of the Ph.D. degree of the University and will be considered as rejected.
 - i. The open viva-voce examination shall be held for the candidate to defend his/her thesis in presence of the external expert along with the Supervisor(s) of the candidate and the concerned members of DRC, as examiners for the viva-voce examination.

13.5. Final Viva-Voce Examination

- a. On receipt of the evaluation reports of the examiners, the Registrar should forward those to the Supervisor(s), Director Research and H.O.D. The Vice Chancellor, on being informed likewise, appoints one external expert from among the two external thesis examiners. Thereafter, the Registrar should want to know from the supervisor (s) when the candidate will be ready for the open viva-voce examination. On being informed accordingly, the Registrar should invite the external expert for the Viva-Voce Examination and issue the concerned notice a few days before the viva voce examination. The Chairman of the DRC arranges the Viva-Voce examination.
- b. The examiners at the viva-voce examination may ask questions in order to satisfy themselves that the candidate has adequate knowledge of the particular branch of the subject on which he/she has submitted the thesis. The candidate shall provide answer to all the queries (if any) raised by the external examiner(s) within their adjudication report(s). If there is an addendum as mentioned earlier, the examiners will certify that it is satisfactory.
- c. If the examiners are not satisfied, the candidate may be directed to appear again at the viva-voce examination after three months. Such a candidate shall pay an additional fee duly determined by the University.
- d. A report on the result of the viva-voce examination has to be submitted in the prescribed proforma [*Refer APPENDIX*] to the Registrar **along with 3 copies of the thesis bound (hard copies) after all corrections incorporated**, if any, to notify the declaration of the result. The electronic version of the corrected thesis shall



also be submitted (3 CDs). The guide has to ensure that the CDs contain the entire thesis submitted including corrections if any.

- e. If the examiners of the viva-voce examination recommend that the candidate may be awarded the degree, then all the reports and recommendation shall be placed before the Vice-Chancellor by the Registrar. After obtaining the approval, the Registrar will issue a provisional certificate for the candidate on award of the Ph.D. degree. Information related to the award of a Ph.D. degree should be displayed in the website once the letter is issued.
- f. The formal degree will be awarded by BWU in the next Convocation.
- g. After the award of formal degree in the Convocation, the University should host the electronic version of the thesis/revised thesis in the IFFLIBNET.

Appendices

**BRAINWARE UNIVERSITY**

398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125

Ph.D. COURSEWORK FINALIZATION

Name: _____ School: _____

Department: _____ Specialization: _____

Date of Admission: _____ Enrolment No.: _____

UG Degree			PG Degree		
Discipline & Name of Degree	Year of Passing	% of marks	Discipline & Name of Degree	Year of Passing	% of marks

Any other Degree: _____

Proposed Area/title of work: _____

Proposed Supervisor(s):

Name: _____ Dept.: _____

Designation: _____ Sign.: _____

Name: _____ Dept.: _____

Designation: _____ Sign.: _____

Name: _____ Dept.: _____

Designation: _____ Sign.: _____

Proposed Course work:

Sl. No.	Name of the Subject	Subject Code	Credits
Total Credits			

I hereby undertake to abide by all rules, regulation, norms and all academic requirements of the University as applicable from time to time.

(Signature of the Candidate)



Ph.D. RESEARCH PROPOSAL REPORT FORMAT (To be presented at the time of registration)

A. General Information

1. **Proposed Title of the Study:** _____

(It specifies the area of the proposed research work and is not the exact title of the thesis. Title of the thesis emerges at a stage when the candidate is almost ready to submit his/her thesis. Before submitting the thesis, exact title which will appear on the thesis, has to be approved by the DRC. The proposed topic of research should be written in "Title Case" and should not be too lengthy.)

2. **Student Name:** _____

3. **Enrolment No.:** _____

4. **Department:** _____

5. **Course Code:** _____

6. **Supervisor(s):**

a. **Name of the Supervisor:** _____

b. **Designation of the Supervisor:** _____

c. **University affiliated to:** _____

d. **Name of Co-Supervisor (if any):** _____

(Please attach a resume (in the prescribed format – APPENDIX V) of the supervisor, if he is an external faculty)

e. **Designation:** _____

f. **University Affiliated to:** _____

7. **Date of Submission of Report (DD/MM/YYYY):** _____

B. Research Proposal Details

Content

1. Introduction:

2. Literature Review and Gaps in existing literature

It is expected that a broad summary of the present status of work and unresolved academic issues in the area are highlighted while giving the background of the proposed research. To identify the research gap, the candidate should refer latest peer-reviewed journal articles.

3. Plan of work (which should include **Problem Statement** along with **Objectives**)

Indicate the perception of the research work and it should not be a mere repetition of the topic of research. What is to be achieved as an outcome of the research has to be visualized while mentioning the objective of the research. Objective should be given point wise (3-4 points)

4. Expected Outcome

5. Equipment Required (if any)

6. References

Contd.

**BRAINWARE UNIVERSITY**

398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125

GENERAL FORMATTING GUIDELINES

Page Orientation	Portrait
Page Size	A4 size
Margins	1 inch from all sides/Moderate in Word Doc.
Headings	Calibri, Bold, Size-14 points, Title case
Sub-Headings	Calibri, 12 points, Bold
Body-text (paragraphs)	Calibri, 11 points, Justified

- Initially TWO hard copies of the proposal are to be submitted to Director, Research for corrections and approval.
- After Approval, one CORRECTED hard copy and ONE SOFT COPY to be submitted with Director, Research.
- Each page of proposal has to be given page number at bottom & at the right
- The length of the proposal will depend on the nature of the problem, but approximately 10-12 pages (spacing: 1.15 lines) are usually sufficient.
- Proposal should be stapled and NOT TO BE BOUND (spiral or otherwise)
- Check your proposal against checklist provided at the end of this document.
- Tables and figures should only be used if relevant and absolutely necessary. If included please follow the instructions given below:

Tables

- Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Give each column a short or abbreviated heading.
- Be sure to give caption to each table and they are cited in the text.
- Table footnotes are to be avoided.
- If a Table has been published, cite the original source.

Illustrations (Figures)

- Letters, numbers, and symbols on Figures should be clear and uniform throughout, and of sufficient size so as to make legible.
- Figures should be made as self-explanatory as possible
- Be sure to give caption to each Figure and all figures are cited in the text.
- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- If a figure has been published, cite the original source.

Units of Measurement

Measurements of length, height, weight, and volume should be reported consistently throughout the proposal.

Abbreviations and Symbols

Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units.

Contd.

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In-text citations

- The identification of references within the text of your proposal by arabic (i.e. 1, 2...etc) numbers in square brackets. This applies to references in text, tables and figures.
- The original number assigned to the reference is reused each time the reference is cited in the text, regardless of its subsequent position in the text.
- When multiple references are cited at a given place in the text, use a hyphen to join the first and last numbers that are inclusive. Use commas (without spaces) to separate non-inclusive numbers in a multiple citation e.g. [2-5, 7, 10].
- The placement of citation numbers within text should be carefully considered, for example, a particular reference may be relevant to only part of a sentence. As a general rule, reference numbers should be placed, inside colons, semicolons, full-stops and commas. e.g. There have been efforts to replace mouse inoculation testing with in vitro tests, such as enzyme linked immunosorbent assays [2, 3] or polymerase chain reaction [5-7].

Reference List

A list of references contains details only of those works cited in the text. Punctuation marks and spaces within the references are very important. Keep uniformity with this respect. Also consider the following:

1. Minimum 12 to 20 references are needed
2. References should be written as per the format given.
3. 50-60 % references given are to be from reputed journal articles, that too from latest journals (within 5 years from the date of writing the proposal).
4. In case of conference proceedings dates, place of the conference and in case of published proceedings page nos. of proceedings should be given.
5. Citation dates for e-reference is a must.
6. Give the editions of the books referred by you.
7. Give full details of the reports taken as a reference i.e. place of publication, published by which agency, etc.

Reference Format**Journal article:**

Neumann T., Erment H. "Schlieren visualization of ultrasonic wave fields with high spatial resolution" *Journal of Ultrasonics*. 2006, 44: 561-566.

If Organization is the author of article

Diabetes Prevention Programme Research Group "Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance" *Hypertension*. 2002, 40:679-686.

Books

Goodman G. A. "The Pharmacological Basis of Therapeutics" 10th ed. McGraw Hill, New York, USA. 2001, 3-29.

If Book has both Author(s) and Editor(s)

Johnson D. B., Maltz D. A., Broch J. "DSR: The dynamic source routing protocol for multi-hop wireless ad hoc networks" C.E. Perkins (Ed.), Ad Hoc Networking, Addison-Wesley, Reading, USA. 2001, 139-172.

If Organization is the Author of Book

Royal Adelaide Hospital: Department of Clinical Nursing, University of Adelaide, *Compendium of nursing research and practice development*, 1999-2000. Adelaide (Australia): Adelaide University; 2001.

Contd.

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Chapter in a Book

Meltzer P. S., Kallioniemi A., Trent J. M. "Chromosome alterations in human solid tumors" In: The genetic basis of human cancer. (Vogelstein B., Kinzler K.W., Eds.), McGraw-Hill, New York, USA. 2002, 93-113.

Conference Proceedings

1. Martinola G., Bauml M. F. "Optimizing ECC in Order to Prevent Shrinkage Cracking. Proceedings of the JCI International Workshop on Ductile Fiber Reinforced Cementitious Composites (DFRCC) - Application and Evaluation, Takayama, Japan, 2002, Oct 21-22, 143-152.
2. Xiang G., Boulton T. E., Coetzee F., Ramesh V. "Error Analysis of Background Adaption" Proceedings of IEEE Computer Society Conference on Computer Vision and Pattern Recognition, South Carolina, USA, 2000, Jun 13 – 15, IEEE, 2000, 1: 503-510.

Scientific or Technical Report

1. Russell M. L., Goth-Goldstein R., Apte M. G., Fisk W. J., *Method for measuring the size distribution of airborne Rhinovirus*. Berkeley (CA): Lawrence Berkeley National Laboratory, Environmental Energy Technologies Division; 2002 Jan. Report No.: LBNL49574. Contract No.: DEAC0376SF00098. Sponsored by the Department of Energy.
2. National Manufacturing Competitive Council, *The National Strategy for Manufacturing* Government of India Report, 2006

Patent

Pagedas A. C., inventor; Ancel Surgical R&D Inc., assignee. *Flexible endoscopic grasping and cutting device and positioning tool assembly* United States Patent US 20020103498, 2002 Aug 1.

CD-ROM

Anderson S. C., Poulsen K. B., *Anderson's electronic atlas of hematology* [CD-ROM]. Philadelphia, USA. Lippincott Williams & Wilkins; 2002.

Journal article on the Internet

1. Ruchir S., Bhardwaj V., Manoj M. "On the Design of Adaptive and De-centralized Load Balancing Algorithms with Load Estimation for Computational Grid Environments" 2002 Jun [cited 2002 Aug 12]
Available from: <http://ieeexplore.ieee.org/iel4/5485/14764/00669970.pdf?arnumber=66997>
2. Rodrigo J.G., Lopes A.M.T., Silva R.M., Ferreira Q., *Kinetic Modeling and Trickle-Bed CFD Studies in the Catalytic Wet Oxidation of Vanillic Acid* Industrial Engineering Chemistry Research, 2007 Aug [cited 2007 Sep].
Available from: <http://pubs.acs.org/cgi-bin/abstract.cgi/iecred/asap/abs/ie070009a.html>.

Monograph on the Internet

Foley K.M., Gelband H., editors. *Improving palliative care for cancer* [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9].
Available from: <http://www.nap.edu/books/0309074029/html>

Database on the Internet

Jablonski S., Online *Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes* [database on the Internet]. Bethesda (MD): National Library of Medicine (US). c1999 [updated 2001 Nov 20; cited [2002 Aug 12]].
Available from: http://www.nlm.nih.gov/mesh/jablonski/syndrome_title.html

Contd.



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PhD Dissertation/ Thesis

1. Klamecki, B.E., *Incipient Chip Formation in Metal Cutting - A 3-D Finite Element Analysis* Ph.D. Dissertation, Univ. of Illinois at Urbana Champaign, USA, 1973.
2. Zhuang X., *Compiler Optimizations for Multithreaded Multi-Core Network Processors* [PhD. Thesis], Georgia Institute of Technology, USA, 2006.



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REGISTRATION FORM

To

The Director,
Research Board
Brainware University
Barasat 700125.

Sub: Topic of Research and Supervisor Approval

Dear Sir,

Enclosed herewith is the detailed outline of the proposed topic of research for my Ph.D. Programme, for consideration of the Research Board. The proposed topic of the research is:

I propose the following as my Supervisor

And Co-supervisor:

Date of enrolment: _____

The following place and organization for my research work may also be approved:

Place: _____

Organization: _____

Yours faithfully,

(Signature of the Student)

Full Name of the Student: _____

Enrolment No.: _____

Date: _____.



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Recommendations of the Proposed Supervisor(s):

I/We have scrutinized the proposed topic of research and I agree to act as his supervisor. I/We shall conduct thesis and other components of the Ph.D. programme of the candidate as per provisions of the Academic Regulations of Brainware University.

Date: _____

(Full Signature of proposed supervisor)

Date: _____

(Full Signature of proposed Co-supervisor)

Recommendations of the Director, Research

Date: _____

(Full Signature of Director, Research)

1. In case of a candidate having more than one co-supervisor please add the necessary details in this form.

CONSENT OF Co-SUPERVISOR'S ORGANISATION PERMITTING HIM/HER TO ACT AS SUPERVISOR

(To be provided on the letterhead)

CERTIFICATE

This is to inform that we have no objection in case our Dr. _____
(Name of the Proposed Supervisor), Designation _____ extends assistance and supervision to Shri/Ms. _____ (Name of Student) in his/her research work towards Ph.D. degree of Brainware University on the topic _____

Date: _____.

Place: _____.

Signature of Head/Controlling Officer of
the Organisation with the official Seal

(Full Name & Designation)

APPENDIX V

Consent of the Organisation proposed as Place of Research Work

(To be provided on the letterhead)

CERTIFICATE FROM THE ORGANISATION

Shri/Ms. _____ registered in the Ph.D. programme of Brainware University is permitted to carry out his/her research work at _____ (Name of the organization and place). The necessary infrastructural and technical facilities needed for his/her research work are available and are accessible to him/her. The proposed research work by the candidate will professionally benefit the organization.

Date: _____.

(Signature of the Head/Controlling Officer of the Organization)

Full Name & Designation

EXTERNAL SUPERVISOR'S BIO-DATA FORMAT

1. Name
2. Present Designation, official address, telephone number & e-mail address
3. Permanent Address
4. Date of birth
5. Education (starting with high school/higher secondary, list all examinations passed, degrees obtained, dates and institutions/universities from which obtained).
6. Academic distinctions attained
7. Professional career beyond Master's degree to present date in chronological order (list all appointments and posts held, nature of the work done)
8. Broad field of research interests with specific areas of involvement.
9. Publications: give titles of papers, names of journals and dates of publications
10. Type of industrial and consultancy work done
11. Patents obtained
12. Visits abroad and nature of assignment
13. Membership of professional societies
14. Doctoral degrees thesis already supervised, if any (list titles)
15. Number of Ph.D. candidates, if any, currently registered under him along with university details
16. State in what manner connected with candidate's organization and proposed place of work.

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EVALUATION FORM FOR PRE-REGISTRATION SEMINAR

Name: _____ School: _____

Department: _____ Specialization: _____

Date of Admission: _____ Enrolment No.: _____

Date Held: _____ Time: _____ Venue: _____

Proposed Title: _____

Evaluation by Subject Experts (extra sheets of comments may be attached as given in the next page)

Sl. No.	Evaluation Criteria	Max. Marks	Marks Awarded
1.	Importance and Relevance of the Topic	10	
2.	Content/Material Presented		
	(a) Content of the topic	10	
	(b) Flow/Sequence of the topic presented	10	
	Literature review and it's relevance to the topic		
3.	(a) Proper identification of the gaps in the previous research	15	
	(b) Analysis of the available research	10	
4.	Overall Presentation		
	(a) Plan/Methodology of the work	15	
	(b) Audio-visual aids	05	
	(c) Presentation of Figures/Table/Charts/Data	10	
5.	Q & A /Discussions	15	
Total Marks		100	

Signature(s):**Name****Signature**

- | | | |
|-------------------------|-------|-------|
| 1. Supervisor | _____ | _____ |
| 2. Co-Supervisor | _____ | _____ |
| 3. Internal DRC Members | _____ | _____ |
| 4. External Examiner 1 | _____ | _____ |
| 5. External Examiner 2 | _____ | _____ |
| 6. External Examiner 3 | _____ | _____ |
| 7. Director Research | _____ | _____ |

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Comments Sheet

Sl. No.	Evaluation Criteria	Comment/Remarks (if any)
1.	Importance and Relevance of the Topic	
2.	Content/Material Presented (a) Content of the topic (b) Flow/Sequence of the topic presented	
3.	Literature review and it's relevance to the topic (a) Proper identification of the gaps in the previous research (b) Analysis of the available research	
4.	Overall Presentation (a) Plan/Methodology of the work (b) Audio-visual aids (c) Presentation of Figures/Table/Charts/Data	
5.	Q & A /Discussions	
6.	Any other Suggestions	

Signature(s):

	Name	Signature
1.	Supervisor	_____
2.	Co-Supervisor	_____
3.	Internal DRC Members	_____
4.	External Examiner1	_____
5.	External Examiner2	_____
6.	External Examiner3	_____
7.	Director Research	_____

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DOCTORAL RESEARCH PROGRESS REPORT

Proposed Research Topic:	
Name of the Student:	
Enrolment No.:	
Department:	
Registration No. & Date:	
Report Submission date:	
SUPERVISOR(s)	
a. Name of the Supervisor: _____	
b. Designation of the Supervisor: _____	
c. University affiliated to: _____	
d. Name of Co-Supervisor (if any): _____	
e. Designation of the Co-Supervisor: _____	
f. University Affiliated to: _____	

Progress Reports Submitted so far

Sl. No.	Duration		Date of Submission	Remarks (if any)
	From	To		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				



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Progress Report for the period

from _____ to _____

1. SUMMARY:

Briefly (4-5 sentences) describe both the **research purpose and the underlying need** for this research. Include sufficient detail for readers to get acquainted with the project without having to refer to your proposal.

List the **objective(s)** of the research project, exactly as described in your approved Statement of Work.

2. ACTIVITIES AND PROGRESS:

Report on activities as outlined in your approved proposal for the period covered by this report and describe any changes to this, including the reasons for these. Do include any additional activities undertaken that are not in your work plan, providing the background to their inclusion.

3. OUTPUTS AND DELIVERABLES (Work done so far):

Describe any preliminary results, outputs or deliverables for this project (e.g. presentations, studies, papers)? Please describe, provide URLs or attach documents etc. If no preliminary results are available, state why (e.g., "The first period of data collection has only recently been completed and data analysis has not yet begun.").

4. ISSUES AND CHALLENGES (if any):

Report on any issues or problems related to your project/research that have impacted on the development and implementation of the project during the reporting period.

Detail what impact any issues may have on the achievement of project targets and set out how you plan to tackle these issues. Report on any unexpected project achievements.

5. EVALUATION:

Provide a brief (4-5 sentence) assessment of how you feel your overall project is progressing in terms of accomplishing your objectives and adhering to your overall timeline.

6. COLLABORATION:

Is there any collaboration you have with any parties to work on the project tasks? If any; please list them and detail on what type of collaborations, they are.

7. WORK REMAINING:

Briefly list the activities planned and/ other information of relevance for the next stage of the project.

Name of the Research Scholar

Signature & Date:

Name of the Supervisor

Signature & Date:



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HALF-YEARLY PROGRESS EVALUATION REPORT

School of: _____

Department of: _____

Specialization (if any): _____

Evaluation Report (I/II/III/IV/V/VI)

Date: _____

Progress review for Semester/Months (From-to): _____ to _____

Registration number: _____

Registration Date: _____

Registration fee paid (current sem): YES/NO (Receipt enclosed)

Ph.D. Topic/Area: _____

Details of the work done during the review period: *(Attach extra sheet)*

Paper Published/Communicated/Presented till date: *(Attach extra sheet)*

SCI: _____; SCOPUS: _____; SSCI: _____; Peer reviewed/UGC listed journals: _____

Conference: _____

Remarks/Suggestions (if any):

Recommendations: SATISFACTORY/NOT SATISFACTORY (Re-Review)/DE-REGISTRATION.

Evaluation Committee (Signature):

	Name	Signature
1. Supervisor	_____	_____
2. Co-Supervisor	_____	_____
3. Internal DRC Member 1	_____	_____
4. Internal DRC Member 2	_____	_____
5. Internal DRC Member 3	_____	_____
6. Internal DRC Member 4	_____	_____
7. External Examiner (if any)	_____	_____
8. HoD	_____	_____
9. Director Research	_____	_____



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APPLICATION FOR THE CHANGE OF TITLE

Name: _____ School: _____

Department: _____ Specialization: _____

Date of Admission: _____ Course work Completion date: _____

Registration No.: _____ Registration Date: _____

Date of Last progress review: _____

Name of Supervisor: _____ Name of Co-supervisor: _____

Designation: _____ Designation: _____

Institute: _____ Institute: _____

Current Title: _____

Proposed Title: _____

Reason/Justification for the Change: _____

(Signature of the Student with date)

Recommendations by Supervisor(s)/DRC: _____

	Name	Signature
1. Supervisor	_____	_____
2. Co-Supervisor	_____	_____
3. DRC Member 1	_____	_____
4. DRC Member 2	_____	_____

Contd.



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- | | | |
|----------------------|-------|-------|
| 5. DRC Member 3 | _____ | _____ |
| 6. DRC Member 4 | _____ | _____ |
| 7. HoD | _____ | _____ |
| 8. Director Research | _____ | _____ |



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APPLICATION FOR CHANGE OF TOPIC

Name: _____ School: _____

Department: _____ Specialization: _____

Date of Admission: _____ Course work Completion date: _____

Registration No.: _____ Registration Date: _____

Date of Last progress review: _____

Current Topic in full (Registered): _____

Proposed Topic: _____

Reason/Justification for the Change: *(Attach extra sheet if necessary, signed by the candidate and the Supervisor(s))*

Declaration by the Student:

I hereby understand that any further request for change of Topic will not be permitted by the University and further that a change of research topic entails a one-year delay in the submission of the thesis effective from the date of change.

(Signature of the Student with date)

(Signature of the Supervisor with date)

(Signature of the co-supervisor with date)

Recommendations by DRC: _____

	Name	Signature
1.	Supervisor	_____
2.	Co-Supervisor	_____
3.	DRC Member 1	_____
4.	DRC Member 2	_____
5.	DRC Member 3	_____
6.	DRC Member 4	_____

Contd.



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- 7. HoD _____
- 8. Director Research _____



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APPLICATION FOR CHANGE/ADDITION OF SUPERVISOR

Name: _____ School: _____

Department: _____ Specialization: _____

Date of Admission: _____ Course work Completion date: _____

Registration No.: _____ Registration Date: _____

Date of Last progress review: _____ CourseworkSGPA: _____

Name of Supervisor (*Existing*): _____ Name of Co-supervisor (*Existing*): _____

Designation: _____ Designation: _____

Institute: _____ Institute: _____

Proposed Supervisor (*New*): _____ Proposed Co-supervisor (*New*): _____

Designation: _____ Designation: _____

Institute: _____ Institute: _____

Date of Change effect from: _____

Reason/Justification for the Change/Addition:

Enclosures (if any): _____

(Student's Signature with date)

Recommendation of Supervisors: _____

Contd.



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(Signature of Existing Supervisor with Date)

(Signature of Existing Co-supervisor with Date)

(Signature of Proposed Supervisor with Date)

(Signature of Proposed Co-supervisor with Date)

Recommendation of DRC: _____

(Signature of Chairman, DRC with date)



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APPLICATION OF EXTENSION FOR SUBMISSION OF THESIS

Name: _____ School: _____

Department: _____ Specialization: _____

Date of Admission: _____ Course work Completion date: _____

Registration No.: _____ Registration Date: _____

Date of Last progress review: _____ Date of Pre-submission seminar: _____

Name of Supervisor: _____ Name of Co-supervisor: _____

Designation: _____ Designation: _____

Institute: _____ Institute: _____

Date of Extension Requested: _____

Any Previous Extension Granted: YES/NO _____ If yes, date of extension granted till: _____

Reason(s) for Extension:

(Student's Signature with date)

Supervisor(s) Recommendation:

(Signature of Supervisor with date)

(Signature of Co-supervisor with date)

Recommendation of DRC:

Contd.



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(Signature of DRC chairman with date & Stamp)

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PRE-SUBMISSION SEMINAR/SYNOPSIS EVALUATION REPORT

School of: _____

Department of: _____

Specialization: _____

Name of the Candidate: _____

Registration No.: _____ Registration Date: _____

Title of the Thesis: _____

_____ Date of Last Progress Review Seminar: _____

Pre-submission Seminar date: _____ Time: _____ Venue: _____

Supervisor(s):

Name of Supervisor: _____ Name of Co-supervisor: _____

Department: _____ Department: _____

Institute: _____ Institute: _____

Report of the Panel of Examiners on the Pre-Submission Seminar:*[Please tick (✓) the appropriate options]*

The student submitted a comprehensive report of the research work carried out by him/her and made a Seminar presentation in front of the panel of examiners.

The work done by the student towards the degree of Doctor of Philosophy (Ph.D.) is, as of date, found to be:

 Adequate for the submission of the Ph.D. Thesis, within six months of this date, incorporating the suggestions (if any) in consultation with his/her Supervisor.

 Inadequate for the submission of the Ph.D. Thesis in its present form and major modifications are required. (A separate sheet should be attached (next page) for the detailed observations/suggestions of the examiners).

The student must incorporate the modifications suggested and give the Pre-Submission Seminar again.

Suggested Date of repeat Pre-submission seminar: _____

Note: Details of Publications and other outcomes of the work done in the Ph.D. Thesis work in the form of patents / awards / etc., if any may be attached as a separate sheet.

Signature(s):**Name****Signature**

- | | | |
|------------------|-------|-------|
| 1. Supervisor | _____ | _____ |
| 2. Co-Supervisor | _____ | _____ |

Contd.



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- 3. Internal DRC
Members _____
- 4. External Examiner 1 _____
- 5. External Examiner 2 _____
- 6. External Examiner 3 _____
- 7. Director Research _____

COMMENTS/REMARKS:

Signature:

- | | Name | Signature |
|----------------------------|-------|-----------|
| 1. Supervisor | _____ | _____ |
| 2. Co-Supervisor | _____ | _____ |
| 3. Internal DRC
Members | _____ | _____ |
| 4. External Examiner 1 | _____ | _____ |



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- 5. External Examiner2 _____
- 6. External Examiner3 _____
- 7. Director Research _____

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GUIDELINES FOR PRE- Ph.D. SYNOPSIS SUBMISSION

Number of Copies for Submission: Five hard copies and one soft copy (pdf file) in a properly labelled CD are to be submitted to the Chairman of the DRC through the supervisor. The soft copy of synopsis (Pre-Thesis Submission) should also be emailed to respective Supervisor/Co-supervisor.

Language: Language of the Synopsis (Pre-Thesis Submission) will be English unless the subject of the thesis requires the language to be other than English fully or in part, for which permission of the concerned DRC is required.

Size of the Synopsis: The size of synopsis should normally be 30-50 pages long typed on one side of good quality (not lower than 80 gsm) A4 size white paper. (Around 5000 words)

Binding: The binding of the Synopsis should be spiral binding.

Layout of the Synopsis:

The Layout of the Synopsis should be as follows:

- i. Cover Page/Title page
- ii. Table of Contents
- iii. Abstract
- iv. Main body of work
 - a. Introduction
 - b. Literature Survey (Brief survey of earlier related work)
 - c. Objective of the Thesis
 - d. Research Methodology
 - e. Major Results and Discussion
 - f. Summary and Conclusions
 - g. Future Scope
 - h. List of References (cited in the text)
- v. List of publications (from the Ph.D. work)

Typing Instructions:

Please follow the same formatting instructions as given for the thesis.



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APPLICATION FORM FOR SUBMISSION OF Ph.D. THESIS

1. Name of the Candidate: _____

2. Enrolment Number: _____

3. School: _____

4. Department: _____

5. Date of Registration: _____

6. Registration Number: _____

7. Name, Designation, Department, School, Mobile Number, E-mail of the Supervisor/Joint Supervisor(s):

i. _____

Email: _____ Mobile Number: _____

ii. _____

Email: _____ Mobile Number: _____

iii. _____

Email: _____ Mobile Number: _____

8. Date of Submission of Thesis: _____

9. Title of the Thesis: _____

10. Number of Peer-reviewed Journal Publications from the Thesis work: _____

11. Number of Conference Publications from the Thesis Work: _____

12. Evaluation Fee payment details:

Name of the Bank & Branch	Demand Draft No	Drawee-Branch No	Date of Issue

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13. Address for Correspondence: _____

Phone No. with STD Code _____ Mobile No. _____

E-mail ID _____

Signature of Research Scholar

Signature of Supervisor/Joint Supervisor(s)

Signature of Chairman, DRC

CHECKLIST FOR ENCLOSURES:

1. Application form for Submission of the Thesis
2. DD of _____ in favour of Registrar, Brainware University, Barasat.
3. Certificate from the Supervisor (APPENDIX)
4. Certificate from the Co-supervisor (if any)
5. Attested photocopy of Enrolment Certificate
6. Attested Photocopy of the Course Completion Certificate
7. Attested photocopy of Ph.D. registration certificate
8. Title Change/Confirmation Letter (if relevant)
9. Extension Letters (if relevant)
10. Supervisor Change letter (if relevant)
11. Plagiarism Verification Report Duly Signed by Supervisor/Head and Librarian with Seal. (APPENDIX)
12. Self-Plagiarism Exclusion Certificate.
13. Research paper(s) in refereed journal(s) published/accepted at the time of thesis submission and two seminar/conference papers.
(Attach Attested Hard Copy of Published Papers/Acceptance Letters (with paper of publication) & Student Name same as Registered in Brainware University)
14. 5 Copies of Thesis (Three Soft Bound (Cover) & One Hard Bound (Cover) Thesis Print Back to Back).
15. 5 Copies of Abstract (with full signature of the candidate) of the thesis with title of the thesis in good quality paper.
16. 5 CD's/A pen-drive (Chapter wise with Abstract in PDF) Write Name, Department & Supervisor Sign on CD.
17. One self-attested photocopy of the cover page of the hard copy of thesis.



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PLAGIARISM VERIFICATION

• Title of the Thesis: _____

• Total Page: _____ Scholar's Name: _____

• Supervisor Name: _____

• Department: _____

• University: _____

This is to report that the above thesis was scanned for similarity detection. The outcome is given below:

• Software Used: _____ Date: _____

• Similarity Index: _____ Total wordcount: _____

The complete report is submitted for review by the Supervisor/HoD.

Checked by

(Name & Signature)

Librarian, Brainware University

The complete report about the above thesis has been reviewed by the undersigned.

(Check the appropriate box)

The similarity index is below accepted norms.

The similarity index is above accepted norms due to the following reasons:

1. _____
2. _____
3. _____
4. _____

The thesis may be considered for further verification for the award of degree.

Student

Supervisor

[Copy of the Software Report to be attached]



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SELF-PLAGIARISM EXCLUSION CERTIFICATE

The contents of the Chapters _____ and _____ have been published in the following research articles.

Sl. No.	Research Article	Thesis Chapter

This/These published work(s) has/have been included in the thesis and has/have not been submitted for any degree to any University/Institute.

Name of the Candidate

Signature of the Candidate with date

Name of the Supervisor

Signature of the Supervisor with date



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PANEL OF EXAMINERS FOR Ph.D. THESIS REVIEW

(To Be Submitted in Sealed Envelope marked Confidential by Supervisor)

Name: _____ Registration No.: _____

School: _____ Department: _____

Name of Supervisor: _____ Name of Joint Supervisor(s): _____

Designation: _____ Designation: _____

Institute: _____ Institute: _____

Title of the Thesis: _____

Names of Examiners with Addresses: (Give fax / email address, if available)

The panel should have a list of six persons (not below the rank of a Professor), of which three external experts shall be from outside the state of West Bengal (Preferably from well-known Universities/institutes viz. NITs/IIMs etc.).

<p>1. Name:</p> <p>Present Position:</p> <p>Postal Address:</p> <p>Phone/Mobile nos.:</p> <p>Email:</p>	<p>2. Name:</p> <p>Present Position:</p> <p>Postal Address:</p> <p>Phone/Mobile nos.:</p> <p>Email:</p>
<p>3. Name:</p> <p>Present Position:</p> <p>Postal Address:</p> <p>Phone/Mobile nos.:</p> <p>Email:</p>	<p>4. Name:</p> <p>Present Position:</p> <p>Postal Address:</p> <p>Phone/Mobile nos.:</p> <p>Email:</p>



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5. Name: Present Position: Postal Address: Phone/Mobile nos.: Email:	6. Name: Present Position: Postal Address: Phone/Mobile nos.: Email:
---	---

(Signature of the Supervisor)

Place: _____

Date: _____



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Ph.D. THESIS EVALUATION REPORT

Name: _____ Registration No.: _____

School: _____ Department: _____

Title of the Thesis: _____

Comments about the Thesis:

General features of the Thesis:

i. Organization and get-up of the Thesis: _____

ii. Whether quality of work is comparable with other universities of repute? YES/NO (Please tick)

iii. Whether the thesis has reflected any new ideas with original thoughts? YES/NO (Please tick)

Detailed Comments (the examiner may attach separate sheets with detailed comments, if required):

i. Corrections for punctuation, grammar, spelling, typographical errors or language: (Please tick)

None	Minor	Require Changes

ii. Technical content of the Thesis: _____

iii. Highlights and strong/weak points in the thesis: _____

Other Suggestions: (A detailed sheet may be attached by the examiner, if necessary)

Specific Recommendations:

(Please tick the appropriate box)



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- The thesis is acceptable in the present form for the award of the Ph.D. degree.
- The thesis is acceptable and the corrections, modifications, and improvement suggested by me may be incorporated in the thesis to the satisfaction of the oral board. The revised thesis need not be sent to me.
- The thesis needs technical improvement/modifications, which must be carried out to my satisfaction before I recommend the thesis for acceptance.
- The thesis is not acceptable for the award of Ph.D. degree.

(Signature of the Examiner)

Name of the Examiner: _____

Designation: _____

Address: _____

E-mail: _____



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Ph.D. VIVA-VOCE EVALUATION REPORT

Name: _____ Registration No.: _____

School: _____ Department: _____

Date Held: _____ Venue: _____ Time: _____

Title of the Thesis: _____

The Candidate presented his/her work identifying major contributions made and thereafter was examined by the members of the Viva – voce Board. Specifically, the questions/clarification raised by all the thesis examiners were asked.

The audience present also asked questions.

Based on the thesis defense, the overall recommendation on the thesis is as follows: *(Please tick the appropriate box)*

Candidate Passes

- The Thesis is worthy of a PhD degree.
- The suggestion made have been addressed to properly. The Thesis is thus worthy of a PhD degree.

Candidate re-sits the Evaluation

- The Thesis requires major modifications as suggested, and the thesis must be sent to the examiners after changes have been incorporated.

Candidate fails (reason detailed in viva-voce proceedings)

- The Thesis is not worthy of a PhD degree.

	Name	Signature
1. Supervisor	_____	_____
2. Co Supervisor	_____	_____
3. Internal DRC Members	_____	_____
4. External Examiner 1	_____	_____
5. External Examiner 2	_____	_____
6. External Examiner 3	_____	_____
7. Director Research	_____	_____

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GUIDELINES FOR PREPARING THE THESIS**General Instructions**

- On completion of the research work, the Ph.D. Thesis is to be prepared according to the format and guidelines provided in the coming sections.
- The students are advised to strictly adhere to the format.
- The Thesis should be free from grammatical, lexical and punctuation errors.
- The thesis should consistently use either American or British spelling but should not alternate between the two.
- When using numbers in the text, if the first word of a sentence is a number, it should be written in words.
- The length of the Thesis should preferably be restricted to 250 printed pages. (In case the number of pages in the thesis (excluding the initial pages) exceeds 250, the candidate should get it printed on both sides of paper.)
- The students are advised to restrict the total number of References to less than 200.
- The synopsis should be soft bound (preferably spiral bound) while the final thesis should be hard bound.
- The Guide and Co-guides have to be given a final copy of the Thesis.
- A final copy of the Thesis should also be given to the Ph.D. cell.

General Outline for Thesis Write-Up**Size and copies:**

The Thesis should be submitted in A4 size bond paper and 4 copies of the thesis and synopsis are required to be submitted to the Director Research along with panel of Examiners (sealed cover) duly signed by supervisor and co-supervisor. Photocopy/Print of the final copy should be such that it ensures consistent quality without grey or dark casts to the background.

The thesis submission form should be filled and submitted along with the necessary fee and enclosures.

The electronic version of thesis is to be submitted in CD in PDF form. A Candidate should keep a copy with him/her.

General Compilation:***Paper***

White A4 size Bond paper should be used for the preparation of the Thesis.

Margins

Margins on the binding edge must be 1.5 inches and all other margins must be one inch i.e. the lay-out should provide **1.5 inch** on the left side, **1 inch** on top and bottom **1 inch** on the right side.

(Pagination, headers and/or footer may be placed within the margin, but no closer than one-half inch from the left or binding edge of the page).

Text Format***Typeface***

For the body of the thesis, typing should be done on the 12 font size letter, **Calibri**. The font colour should be Black. Script or ornamental fonts should not be used. Print must be letter quality. Accent marks and hand annotation (if necessary) must be done, neatly in black ink.

Calibri, Trebuchet MS or Rockwell font may be used for headings.

Spacing

One and a half spacing is to be followed in the main body excepting in presenting foot notes, tables etc. Final copies of the thesis must be clear and attractive. Each copy should be reviewed for evenness and clarity of type, missing pages and crooked text.

Fresh **Para** should commence after a single line gap.

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Sentences

The lines or sentences should be justified.

Quoted Matter

Any quoted matter should be indented 5mm to 10mm. The text size should be the same size as main text, but lines may be in single line spacing.

Pagination

The page number shall be indicated at the bottom right hand side of each page in **Arabic numerals** beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in **lowercase Roman numerals**, beginning with the Title page.

The Title Page should be counted but NOT numbered.

Chapters and Page layout

Each Chapter should begin on a new page. Similarly, each element of the front matter (list of Tables, Acknowledgments, etc.), the Reference section, and each Appendix should begin on a new page. Avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. The Chapters should begin on a new page, but sections and subsections should not.

Headings

The Headings are used to indicate the hierarchical structure of the text.

The headings are normally not more than 4 levels - including chapter headings as first level.

Each level should be distinguished from the other by position, typography, or both

Headings should normally have larger font size (not exceeding 18 pts) than the main body text. The font size should be largest for the level 1 heading with decreasing font size for the subsequent heading levels. However, in no case should the font size of headings be less than the font size of the main body text.

The preceding and following space should be not less than the space between paragraphs

The headings should not be centred - except possibly for chapter headings.

Heading Numbering

If heading numbering is required, it should be in the format as below –

For e.g. for Chapter 1

1. Heading1

1.1. Heading2

1.1.1. Heading3

Headers

Headers are desirable but not essential. It helps to identify source of a single page or particular chapters.

The headers should include chapter number and/or chapter heading. The font size should be 10 pts.

The header should not be present on the preliminary pages or chapter openings. They may also be omitted from pages with full page illustrations.

Object Numbering

The tables, figures and equations should each follow a separate sequence of numbering.

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Arabic numerals should be used in numbering.

Below the object, the Chapter number should be included as given. For e.g. Fig. 1-4 (Figure 4 in Chapter 1). The font size for figure and table captions may be 10 pts.

Tables and Figures

Each Table should carry a title clearly describing the data presented alongside the number as mentioned above. The caption for the tables should be at the top of the tables.

Similarly, each Figure/Illustration should carry a caption that clearly describes the nature of data presented alongside the number as mentioned above. The caption should be at the bottom of the Figure.

All figures and tables should be numbered consecutively throughout, in the order in which they are placed in the text. The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself.

All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table". Tables or Figures of peripheral importance to the text may be placed in an Appendix.

References

- All publications cited in the thesis should be presented in a list of references following the text.
- Scholars are expected to restrict the total number of references to 200.
- Citation of References in the text should be given by author's last name (no initials) followed by the year. When two or more citations are given, list them in chronological order. When there are two authors, include both names, separated by "&"; when there are three or more names, give only the first author followed by "et al." If there are two or more papers by the same author(s) in the same year, identify them by "a", "b", etc. (and be sure to include the identifying letters in the Reference List).
- All References cited in the text (including those included in figure legends and tables) should be listed in References.
- The References should be started on a separate page, and citations should be arranged in alphabetical order by the first author's last name; The citations should not be numbered. All the authors should be listed (the term "et al." SHOULD NOT be used in the reference list). When there are two or more references to the same author(s), they should be listed in chronological order.

The format for referencing should as given in the following examples for the different sources used:

Journal

Gopinath B., Radhakrishnan K., Sarma P.S., Jayachandran D., Alexander A. (2000). A questionnaire survey about doctor-patient communication, compliance and locus of control among South Indian people with epilepsy. *Epilepsy Res.* 39: 73-82.

Chapter in a Book

Wenzel H.J., Schwartzkroin P.A. (2006). Morphologic approaches to the characterization of epilepsy models. In: Pitkanen A, Schwartzkroin PA, Moshe SL (eds) *Models of seizures and epilepsy*, Elsevier Academic Press, San Diego, pp. 629-652.

Book

Pechenik J.A. (1987). *A short guide to writing about biology*. Harper Collins Publishers, New York.

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Book in a series

Bhattacharjee M. (1998). Notes of infinite permutation groups, Lecture notes in mathematics no.1698, Springer, New York.

Encyclopaedia articles

Varley D.H., Immelman R.F.M. (1972). Libraries. Standard Encyclopaedia of Southern Africa, vol.6, p.618-619.

Thesis/dissertation

Smithers R.H.N. (1997). The mammals of Botswana. DSc thesis. University of Pretoria.

Conference proceedings

Bourassa S. (1999). 'Effects of child care on young children', Proceedings of the third annual meeting of the International Society for Child Psychology, International Society for Child Psychology, Atlanta, Georgia, pp. 44-6.

Citations from Internet

The following elements in sequence must be considered:

Author (if known), Date of publication/last updated, Title of article or document on website Type of medium [Online], Available from (website), Access date in brackets

Harris P. (2005). Reaching the top of the mountain. [Online]. Oxford University Press: Oxford. Available: <http://www.netLibrary.com/openbook/093456/html> [Accessed 8 January 2008]

Useful tips for referencing. [Online]. Available: <http://www.referencetips.org.za> [Accessed 5 November 2008].

Lawrence J.J. (2005). Cholera epidemics in central Africa. The Times, 26 June 2005. [Online]. Available: <http://thetimes.com> [Accessed 27 June 2005].

Patents

Author(s) of patent – surname and initials Year of issue, Title of patent- italicized, Number of patent including country of issue

Cookson A.H. (1985). Particle trap for compressed gas insulated transmission systems, US Patent 4554399.

Evidence of Publication

At the end of the thesis, reprint of published papers or acceptance letters with manuscripts should be enclosed.

Binding

The Thesis shall be properly bound, using hard cover of **NAVY BLUE color**. The bound front cover should indicate in **WHITE/SILVER Embossed** letter with the following (also refer to the format of Cover page and title page for font and spacing guidelines):

1. Title
2. Name of the candidate
3. Registration No
4. Name of the Faculty/School in which the thesis is being submitted (e.g. School of Engineering.)
5. Brainware University Logo
4. Bottom: Department of _____, Brainware University, Barasat, Month and year of submission
5. Two plain blank papers should be provided at the beginning and at the end.



Thesis Title

John Doe

Ph.D.

Science
2023

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On the cover of the report along its thickness, the following matter shall be placed: Brainware University Logo, Thesis Title, name of the scholar, degree name (Abbreviated e.g. Ph.D.), department, and year of graduation.

Arrangements of the Contents of a Thesis

1. The sequence in which the Thesis material should be arranged and bound should be as follows:
2. Title Page (Refer Template in the following pages)
3. Declaration by the student (Refer Template in the following pages)
4. Certificate by the Supervisor and Co-supervisor (if any) (Refer Template in the following pages)
5. Acknowledgement
6. Abstract
7. Contents
8. List of Figures
9. List of Tables
10. List of Symbols, Abbreviations and Nomenclature
11. Main body of the Thesis (all chapters, conclusion and summary)
12. References
13. Appendices (if any)
14. Publications by the scholar related to the thesis
15. Reprints of the publication (Optional)
16. CV of the student (Optional)

Arrangement of Chapters

The suggested format for arranging the Thesis chapters is as follows. However, the following information is meant to serve as a general suggestion and not as a rigid prescription. The supervisor and the student may decide how this part of the dissertation should be structured.

17. Introduction
18. Literature Survey
19. Theoretical analysis
20. Materials and Methods
21. Results & Discussion
22. Summary
23. References
24. Appendices (if any)

Basic format and Content of the general pages

Cover Page (Next Page)

STUDY OF REMOVAL OF MICROPLASTICS FROM THE COASTAL REGIONS OF KERALA

<Spacing 1.5, Font Size 18, Font – Tebruchet MS (Bold)>

A THESIS

*Submitted in the partial fulfilment of the requirements for the
award of the degree of*

 <1.5 line spacing><Italic>

DOCTOR OF PHILOSOPHY

in

Discipline Name

By

Name of the Candidate <Rockwell font-16 pt>

Registration No-

Under the Supervision of

Name of the Guide <Rockwell font-16 pt>



DEPARTMENT OF _____

SCHOOL OF _____

BRAINWARE UNIVERSITY

BARASAT 700125

INDIA.

MONTH, YEAR.

**STUDY OF REMOVAL OF MICROPLASTICS FROM
THE COASTAL REGIONS OF KERALA**

<Spacing 1.5, Font Size 18, Font – Tebruchet MS (Bold)>

A THESIS

*Submitted in the partial fulfilment of the requirements for
the award of the degree of*

 <1.5 line spacing><Italic>

DOCTOR OF PHILOSOPHY

in

Discipline Name

By

Name of the Candidate <Rockwell font-16 pt>

Registration No

Under the Supervision of

Name of the Guide <Rockwell font-16 pt>



DEPARTMENT OF _____

SCHOOL OF _____

BRAINWARE UNIVERSITY

BARASAT 700125

INDIA.

DECLARATION BY THE STUDENT

I, (NAME) _____, declare that the thesis entitled _____
_____ is my own work conducted under the supervision of
Dr. _____
(Supervisor/Co-supervisor) at _____, Department
of _____ approved by
DRC.

I further declare that the thesis does not contain any work or part of any work which has been submitted for the award of any degree either in this University or in any other Institute without proper citation, to the best of my knowledge.

I also declare that:

- I have successfully completed the required Coursework as per Brainware University Regulations 2023.
- I have also given a pre-submission seminar and successfully incorporated the changes suggested on the basis of feedback and comments received.
- I have also published papers in peer-reviewed journals related to the thesis and presented papers in Conferences/Seminars and have produced the evidence of the same in the form of certificate/certificates of presentation, acceptance letter/letters or the reprint/ reprints.(Write, if applicable in your case)

Signature of the Candidate

Name of the Candidate

CERTIFICATE FROM THE SUPERVISOR(S)

I certify that the thesis entitled _____ submitted for the degree of Doctor of Philosophy (Ph.D.) at Brainware University, Barasat by Mr. /Ms. _____ is the record of research work carried out by him/her during the period from _____ to _____ under my/our guidance and supervision, and that this work has not formed the basis for the award of any Degree, Diploma, Associateship and Fellowship or other Titles in this University or any other University or institution of Higher Learning.

Signature of the Supervisor

Signature of the Co Supervisor(s)

Name and Designation

Name and Designation

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Enrolment Certificate for Admission to Ph.D. Programme

This is to certify that Sri/Smt. _____ has been enrolled as Ph.D. student under Brainware University in the Ph.D. programme under School of _____ in the Department of _____.

This certificate is valid for two years from the date of enrolment on _____.

Supervisor (Name, Designation, Department): _____

Co-Supervisor (Name, Designation, Department): _____

Co-Supervisor (Name, Designation, Department): _____

Registrar (Signature with Official Seal)

Head of the Department (Signature with Official Seal)
[Department Name]

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COURSEWORK COMPLETION CERTIFICATE

This is to certify that Sri. /Smt. _____, on being enrolled under the Brainware University Ph.D. programme as "Ph.D. Student" on _____ (date of Ph.D. Enrolment) in the School of _____ under the Department of _____ (Subject/Department) under the Ph.D. regulations and guidelines of Brainware University framed in consonance with UGC guidelines, 2016 has successfully completed his/her Course Work on _____ (date).

Registrar (Signature with Official Seal)

Head of the Department (Signature with Official Seal)

[Department Name]



Research Diary

Research topic:



Date:

Where I searched:

Keywords I used:

Sources I found & how I might use them:

Important points/relevant points that can be/will be taken from it for further use/discussion/inclusion in articles:

Date:

Where I searched:

Keywords I used:

Sources I found & how I might use them:

Important points/relevant points that can be/will be taken from it for further use/discussion/inclusion in articles: