

GUIDELINES FOR RESEARCH SCHOLARS

Research scholars are expected to adhere to the Principles and Values of Academic Integrity in terms of the commitment to the values of honesty, trust, fairness, respect, responsibility, legality and dissemination.

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General Guidelines

S.No.	Particulars	Full Time		Part Time																
		Min	Max	Min	Max															
1.	<u>DURATION OF RESEARCH</u>																			
	PG Degree holder	3 years	5 years	4 years	6 years															
	M.Phil Degree holder	2 years	4 years	3 years	5 years															
2.	<u>ATTENDANCE REQUIREMENTS</u>																			
	Non-lab Course	All working days		60 days for 3 years																
	Lab course	All working days		120 days for 3 years																
3.	<u>FEE FOR DC MEETING</u>	Rs. 8,000/-		Rs. 8,000/-																
4.	<u>COURSE WORK (Application to Direct Ph.D.)</u>																			
	<ul style="list-style-type: none"> ❖ Research Methodology ❖ Advanced course paper ❖ Special Paper* Passing minimum in each paper is 50. *The Candidate choose the research problem in the area of special paper																			
5.	<u>SYNOPSIS SUBMISSION</u>																			
	<ul style="list-style-type: none"> ❖ No. of Copies : 7 (University-6, Dept.-1) ❖ No. of Pages: Max 6 written pages ❖ One side A4 Size paper ❖ Font Style : Times New Roman & Font Size:12 																			
6.	<u>THESIS SUBMISSION</u>																			
	<ul style="list-style-type: none"> ❖ Not less than six months after the submission of synopsis ❖ No. of hard copies:6 (University-5, Dept-1) along with the soft copies ❖ One Research paper should be published in SCI journal/WOS/before submission- for science discipline. ❖ Research paper should be published in UGC-CARE Prescribed Journals. ❖ Pre Ph.D. Presentation will be conducted in the department before submission. ❖ Maximum no. of pages for thesis 250 pages (excluding bibliography, Tables, figures, publication list). 																			
7.	<u>GENERAL INSTRUCTION</u>																			
	<ul style="list-style-type: none"> ❖ The title of the Synopsis and title of the Thesis shall be the same ❖ The thesis should NOT be hard bound and it should have a thin and flexible cover. ❖ Maximum and Minimum period for Submission of Thesis: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Minimum Period(Not less than min. Period)</th> <th>Maximum Period</th> </tr> </thead> <tbody> <tr> <td>PG Qualification- Full Time</td> <td>3 years</td> <td>5 years</td> </tr> <tr> <td>PG Qualification-Part Time</td> <td>4 years</td> <td>6 years</td> </tr> <tr> <td>M.Phil Qualification- Full Time</td> <td>2 years</td> <td>4 years</td> </tr> <tr> <td>M.Phil Qualification –Part Time</td> <td>3 years</td> <td>5 years</td> </tr> </tbody> </table>						Minimum Period(Not less than min. Period)	Maximum Period	PG Qualification- Full Time	3 years	5 years	PG Qualification-Part Time	4 years	6 years	M.Phil Qualification- Full Time	2 years	4 years	M.Phil Qualification –Part Time	3 years	5 years
	Minimum Period(Not less than min. Period)	Maximum Period																		
PG Qualification- Full Time	3 years	5 years																		
PG Qualification-Part Time	4 years	6 years																		
M.Phil Qualification- Full Time	2 years	4 years																		
M.Phil Qualification –Part Time	3 years	5 years																		



8.	<u>LIST OF ENCLOSURES</u>
	<p><u>Synopsis Submission</u></p> <ul style="list-style-type: none">❖ Application Form❖ Doctoral committee report❖ The evidence of the paper publication should be enclosed (First Page)❖ Certificate of Genuineness of the Publication❖ While forwarding the synopsis, the guide shall submit to the University in a sealed cover the prescribed panel of examiners with brief Curriculum-Vitae that must contain e-mail id for evaluating the thesis and for the conduct of the viva-voce examination <p><u>Thesis Submission</u></p> <ul style="list-style-type: none">❖ Application Form❖ Certificate❖ Declaration

RESEARCH PROGRAMME

Road Map -Ph.D PART TIME (Three years Programme)

S.No.	Schedule (Three months once)	Report to review members	Requirements
1.	I Year-Review Report-I	Depth of knowledge in the Area of the Research	Presentation in National / International Conference
2.	I Year-Review Report-II	Identification of the Research Problem & Literature Survey (other relevant research in this area)	Presentation in Reputed Conference
3.	I Year-Review Report-III	Problem Definition , Objectives of Research Work, Methodology	Presentation in Reputed Conference/Journal Publications
4.	I Year-Review Report-IV	Implementation of the first Module	*Journal Publications
5.	II Year- Doctoral Committee Meeting -I	Research Area, Literature Survey, Problem Definition , Implementation of first module	PPT 30 Minutes, All the Publications/ Presentations
6.	II Year-Review Report-V	Implementation of the Second Module	*Journal Publication /Presentations in Reputed Conference
7.	II Year-Review Report-VI	Implementation of the Third Module	*Journal Publication
8.	II Year-Review Report-VII	Combined Entire Research Work	*Journal Publication
9.	III Year -Doctoral Committee Meeting-II (Synopsis Submission)	Synopsis & Title Confirmation	PPT 30 Minutes, Synopsis Rough Copy
10.	III Year-Thesis Writing & Submission (within Six months)	-	No. of Copies -6

* **Journal Publication-** Research work should be published in reputed Journals which are listed in Bharathiar University Annexures/ UGC website/Thomson reuters/ Scopus Indexed, Web of science

Road Map -Ph.D PART TIME (Four years Programme-Direct Ph.D.)

S.No.	Schedule	Report to review members	Requirements
1.	I Year-Review Report-I	Depth of knowledge in the Area of the Research	Presentation in National / International Conference
2.	I Year-Review Report-II	Identification of the Research Problem	Presentation in Reputed Conference
Course work should be completed in the First year			
3.	II Year-Review Report-III	Literature Survey (other relevant research in this area)	
4.	II Year-Review Report-IV	Problem Definition , Objectives of Research Work	Presentation in Reputed Conference
5.	II Year-Review Report-V	Methodology	
6.	II Year-Review Report-VI	Implementation of the first Module	*Journal Publication
7.	II Year -Doctoral Committee Meeting-I	Research Area, Literature Survey, Problem Define , Implementation of first module	PPT 30 Minutes, All the Publications/ Presentations
8.	III Year-Review Report-VII	Implementation of the Second Module	*Journal Publication /Presentations in Reputed Conference
9.	III Year-Review Report-VIII	Implementation of the Third Module	*Journal Publication
10.	III Year-Review Report-IX	Combined Entire Research Work	*Journal Publication
11.	IV Year –Doctoral Committee Meeting-II (Synopsis Submission)	Synopsis & Title Confirmation	PPT 30 Minutes, Synopsis Rough Copy
12.	IV Year – Thesis Writing & Submission (within Six months)	-	No. of Copies

* **Journal Publication-** Research work should be published in reputed Journals which are listed in Bharathiar University Annexures/ UGC website/Thomson reuters/ Scopus Indexed, Web of science

Road Map -Ph.D FULL TIME (Three years Programme-Direct Ph.D.)

S.No.	Schedule	Report to review members	Requirements
1.	I Year-Review Report-I	Depth of knowledge in the Area of the Research	Presentation in National / International Conference
2.	I Year-Review Report-II	Identification of the Research Problem & Literature Survey (other relevant research in this area)	Presentation in Reputed Conference
3.	I Year-Review Report-III	Problem Definition , Objectives of Research Work, Methodology Implementation of the first Module	Presentation in Reputed Conference/Journal Publications
	Course work should be completed in the First year		
4.	II Year -Doctoral Committee Meeting-I	Research Area, Literature Survey, Problem Definition, Implementation of first module	PPT 30 Minutes, All the Publications/ Presentations
5.	II Year-Review Report-V	Implementation of the Second Module	*Journal Publication /Presentations in Reputed Conference
6.	II Year-Review Report-VI	Implementation of the third Module	*Journal Publication
7.	II Year-Review Report-VII	Combined Entire Research Work	*Journal Publication
8.	III Year –Doctoral Committee Meeting-II (Synopsis Submission)	Synopsis & Title Confirmation	PPT 30 Minutes, Synopsis Rough Copy
9.	Thesis Writing & Submission (within Six months)	-	No. of Copies

* Journal Publication- Research work should be published in reputed Journals which are listed in Bharathiar University Annexures/ UGC website/Thomson reuters/ Scopus Indexed, Web of science

Road Map -Ph.D FULL TIME (Two years Programme)

S.No.	Schedule	Report to review members	Requirements
1.	I Year-Review Report-I	Depth of knowledge in the Area of the Research and Identification of the Research Problem	Presentation in National / International Conference
2.	I Year-Review Report-II	Literature Survey (other relevant research in this area)	Presentation in Reputed Conference
3.	I Year-Review Report-III	Problem Definition & Objectives of Research Work, Methodology	Presentation in Reputed Conference
4.	Doctoral Committee Meeting-I	Research Area, Literature Survey, Problem Definition, Methodology	PPT 30 Minutes, All the Publications/Presentations
5.	I Year-Review Report-IV	Implementation of the first Module	*Journal Publication
6.	I Year-Review Report-V	Implementation of the Second Module	*Journal Publication / Presentation in Reputed Conference
7.	I Year-Review Report-V	Implementation of the Third Module	*Journal Publication / Presentation in Reputed Conference
8.	II Year-Review Report-VII	Combined Entire Research Work	*Journal Publication
9.	II Year –Doctoral Committee Meeting-II (Synopsis Submission)	Synopsis & Title Confirmation	PPT 30 Minutes, Synopsis Rough Copy
10.	Thesis Writing & Submission (within Six months)	-	No. of Copies

* Journal Publication- Research work should be published in reputed Journals which are listed in Bharathiar University Annexures/ UGC website/Thomson reuters/ Scopus Indexed, Web of science

CERTIFICATE OF GENUINNESS OF THE PUBLICATION

This is to certify that Ph.D. candidate Mr. / Ms. working under my supervision has published a research article in the standard refereed / SCI journal named with Vol. No. Page Nos. and year of publication . .

. Published by The content of the publication incorporates part of the results presented in his / her thesis.

**Countersigned
Supervisor**

Research

Principal / Head of the Dept. / Director
(College / University / Institute)



DECLARATION

I hereby declare that the thesis,
entitled “.....
..” submitted to the Bharathiar University, in partial fulfilment of the requirements for the
award of the Degree of Doctor of Philosophy in is a
record of original and independent research work done by me during
under the supervision and guidance of Dr.
Department of

..... and it has not formed the basis for the award of any Degree
/ Diploma / Associate ship / Fellowship or other similar title to any candidate in any
University.

Countersigned

(Research Supervisor)

Signature of the Candidate



CERTIFICATE

This is to certify that the thesis entitled “.....”
submitted to the Bharathiar University, in partial fulfilment of the requirements for the award
of the Degree of Doctor of Philosophy in is a record of
original research work done by Mr./Ms. during the period
..

..... of his/her study in the Department of at **Sri
Ramakrishna College of Arts and Science for women** under my supervision and guidance
and the thesis has not formed the basis for the award of any Degree / Diploma / Associateship
/ Fellowship or other similar title to any candidate of any University.

Countersigned

Principal / Head of the Dept./Director
(College / University / Res. Institute)

Research Supervisor

REVIEW MEETING

Name of the Research Scholar	:	
Course	:	
Registration no. & Date	:	
Supervisor Name	:	
Broad Area of the Research	:	
Date of Meeting:		Report Number:
Report of the Meeting		

Signature of the Guide

Research Co-ordinator

HOD

Subject Expert

Do's and Dont's for the Research Scholars:

1. All the research scholars have to attend the orientation program.
2. Monthly one peer learning session has to be conducted by Research Scholar, during the peer learning the Scholar should use Power Point and Animations for their presentation.
3. The Research Scholars are requested to use our college library E- Resources.
4. The Research Scholars are requested to attend and present the Research Article in National and International Conference.
5. Each Research Scholar is suggested to attend workshops, Industrial Immersion, Certificate programmes related to their Research Programme.
6. Research Scholars has to register any one online course and complete the course offered by Swayam, NPTEL, UGC, IIMB etc.,
7. The Research scholars are informed to attend the seminar on IPR, copy rights and Plagiarism organized by R&D cell.

Don'ts for the Research scholars

- ❖ Copy of ideas, text or other work from Published work.
- ❖ Exploitation of Work from others without proper acknowledgment.
- ❖ Failure to observe legal norms regarding copyrights and other moral rights.
- ❖ Misinterpretation of results.
- ❖ Falsification of data, Information or citations in any academic exercise.
- ❖ Inappropriate follows of Methodologies and producing false result.

Plagiarism:

All the research scholars and faculty pursuing the Research Programme are directed to check their dissertation and Thesis through **URKUND** Software, Arignar Anna Central Library of Bharathiar University login.

Steps involved for plagiarism check:

- Annexure I
- Annexure II
- Annexure III

ANNEXURE I

Rules and Regulation for Plagiarism Check

- ✓ The scholar should fill all the column of the certificate and sign in specified column.
- ✓ Research Supervisor and Director (R&D) (BU)/ Heads of the Departments also should sign the certificate before submission of the thesis.
- ✓ The scholar should bring the e-Thesis in **CD/DVD** format with a single file containing all chapters.
- ✓ Only the scholar should personally present the Plagiarism check.
- ✓ Permissible similarity level is **30%**
- ✓ If the similarity level of the contents range from 31% - 50%, the candidate and the research supervisor have to modify the contents of the document and reduce the similarity level below 30%. The modified document has to be submitted for re-evaluation for plagiarism check only after a period of **15days**.
- ✓ If the similarity level is above 50%, the research supervisor has to give a justifiable explanation for the same, the modified document is eligible for re-evaluation only after **30days**.
- ✓ Timing for the Plagiarism Check:
- ✓

Submission Time	Certificate Issuing Time
10.00 am to 11.00 am	12.01 pm to 01.00 pm
12.01 pm to 01.00 pm	02.00 pm to 03.00 pm
01.00 pm to 02.00 pm Lunch Break	
02.00 pm to 03.00 pm	04.00 pm to 05.00 pm
Working Days	Monday to Friday

ANNEXURE II

CERTIFICATE OF PLAGIARISM CHECK

1	Name of the Research Scholar	
2	Course of study	M.Phil., / Ph.D.,
3	Title of the Thesis / Dissertation	
4	Name of the Supervisor	
5	Department / Institution / Research Centre	
6	Acceptable Maximum Limit	30%
7	% of Similarity of content Identified	
8	Software Used	URKUND
9	Date of Verification	

Report on plagiarism check, items with % of similarity is attached

Signature of the Supervisor

Signature of the Scholar

R&D DIRECTOR (BU) / Head of the Department

University Librarian (BU)

Research Coordinator (BU)

ANNEXURE III

Plagiarism regulations

The similarity checks for plagiarism shall exclude the following:

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

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

- Level 0: Similarities upto 10% - Minor similarities, no penalty
- Level 1: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- Level 3: Similarities above 60%

The regulations as prescribed by UGC on Penalties in case of plagiarism in submission of thesis and dissertations may be followed.

Level 0: Similarities upto 10% - Minor Similarities, no penalty.

- **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.
- **Level 2:** Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- **Level 3:** Similarities above 60% -Such student registration for that programme shall be cancelled.
- A mechanism to be created, so as to ensure that each of the paper publication / thesis / dissertation by the student, faculty, researcher or staff of the University / affiliated college is checked for plagiarism at the time of forwarding / submission.



- If there is any complaint of plagiarism against the Head of the University / affiliated college / research institution, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the education institution.