

## **Some important informations for post-graduate students**

The rules and regulations relating to the award of degree and general rules of the University have been given in the catalogue, which is already available on University website. However, some important rules along with their respective deadlines are as under:

### **1) SYNOPSIS/THESIS SUBMISSION REQUIREMENTS FOR Ph. D :**

The supervisory committees will be constituted and submitted along with titles to the Director Advanced Studies before mid-term examination of **2nd Semester**. The committee will be approved by the respective Deans/Directors and notified by the Directorate of Advanced Studies.

Ph. D. student should submit their synopsis to Directorate of Advance Studies (DAS) before the start of **3<sup>rd</sup> semester** after defense of synopsis.

#### **1.1. Comprehensive Examination Written/Oral of Ph .D.**

##### **1.1.1. Written Part:**

The written comprehensive examinations of Ph. D students would be held during fifth/sixth week of each semester (Fall & Spring) and the duration of each paper (A, B &C) would be four hours. The Controller of Examinations shall notify the exact schedule after its approval from the Vice-Chancellor. The Vice Chancellor shall designate one of the members to act as Chairman of the Board. The Board shall be notified by the DAS&R.

##### **1.1.2. Oral Part:**

The Controller of examinations shall on the recommendation of the Chairman, Board of Examiners, notify the date, time and venue for the oral comprehensive examination within time limit of six months of the date of declaration of the result of the written Comprehensive Examination. If a candidate fails to appear in oral comprehensive examination within the prescribed time limit, the result of the written Comprehensive Examination shall stand canceled and he shall have to appear again in the written Comprehensive Examination.

The Board for oral examination shall consist of the same examiners who took written examination and in addition the Dean of the Faculty, and two senior teachers to be nominated by the Vice Chancellor. This will be notified by the DAS.

A candidate who has passed the comprehensive examination shall be allowed to submit his thesis. But, before submission, he will have to defend his thesis, at University level. This

presentation shall be evaluated by the Supervisory Committee and if found acceptable, the final submission may be allowed.

### **1.2. Anti-Plagiarism Policy:**

The supervisor will check each of his post-graduate students' theses for plagiarism using the anti-plagiarism software. The concerned Chairperson will send the theses to the Director Advanced Studies through proper channel along with the Plagiarism/Similarity Index report and also a certificate stating that the thesis has been checked against the plagiarism and approved/cleared for submission if the similarity Index (excluding bibliography) is below 10% as already implemented.

Before sending a Ph. D thesis for foreign evaluation, hard copy of the semi-final thesis, a CD containing the semi-final version of the thesis, a copy of the Plagiarism/Similarity Index report and the certificate issued/signed by the respective Chairperson will be provided to the Director Quality Control through the Controller of Examinations for checking/clearance. After foreign evaluation of the Ph. D thesis and prior to sending hard-bound copies of the final thesis to the Controller of Examinations for result notification, Chairperson of the concerned department would forward one ring-bound copy of the final thesis, after incorporation of the suggestions/comments of the foreign examiners along with an "Annotated Compliance Report", a certificate signed by the Supervisory Committee and Chairperson, and a CD of final thesis directly to the Director Quality Control. After due checking/clearance by the QEC, the Chairperson would send six hard-bound copies of the final thesis to the Controller of Examinations through respective Dean for final notification of result, after obtaining approval from the Competent Authority.

If plagiarism in the thesis is found at any stage in future, the supervisor and the concerned Chairperson issuing the certificate would be responsible.

### **1.3. Documents Required For Submission of Semi-Final Thesis:**

- 1 Three Copies of Thesis.
- 2 Notification of Approved Supervisory Committee & Research Title by DAS office.
- 3 Two Soft Copy of Thesis on CD.
- 4 Two E-30 Form
- 5 Panel of Five Foreign Experts, with their fresh E-mail address and Consent letter form Technologically Advanced Countries.
- 6 Complete Similarity index report sign on each page by supervisor below 10%.

## **2 SYNOPSIS/THESIS SUBMISSION REQUIREMENT FOR M. PHIL./MS:**

- The supervisory committees will be constituted and submitted along with titles to the Director (Advanced Studies) before mid-term examination of **2nd Semester**. The committee will be approved by the respective Deans/Directors and notified by the Directorate of Advanced Studies.
- M. Phil. /MS student should submit their synopsis after scrutiny before the start of the **3<sup>rd</sup> semester**.

The hard bound copies of corrected/modified version of the thesis shall have to be submitted within 2 months of viva voce examinations, failing which the candidature for the degree shall stand cancelled.

### **2.1. Comprehensive Examination:**

Students in M. Phil. degree will be required to pass the Comprehensive Examination after qualifying the course work.

### **2.2. Anti-Plagiarism Policy:**

The supervisor will check each of his post-graduate students' theses for plagiarism using the anti-plagiarism software. The concerned Chairperson will send the theses to the Director Advanced Studies through proper channel along with the Plagiarism/Similarity Index report and also a certificate stating that the thesis has been checked against the plagiarism and approved/cleared for submission if the similarity Index (excluding bibliography) is below 10% as already implemented.

### **2.3. Documents Requirement for Submission:**

- 1 One Copy of Approved Synopsis.
- 2 Notification of Approved Supervisory Committee & Research Title by DAS Office.
- 3 One Soft Copy of Thesis on CD.
- 4 Two E-30 Form

- 5 Panel of Experts, with their fresh E-mail address and Consent letter.
- 6 Complete Similarity index report sign on each page by supervisor below 10%.

### **3. SYNOPSIS SUBMISSION REQUIREMENT FOR M. Sc./M. Sc. (Hons.):**

- The supervisory committees will be constituted and submitted along with titles to the Director (Advanced Studies) before mid-term examination of **2nd Semester**. The committee will be approved by the respective Deans/Directors and notified by the Directorate of Advanced Studies.
  
- M. Sc. student should submit their synopsis after scrutiny before the start of the **3rd semester**.

The hard bound copies of corrected/modified version of the thesis shall have to be submitted within 2 months of viva voce examinations, failing which the candidature for the degree shall stand cancelled.

#### **3.1. Comprehensive Examination:**

The Comprehensive examination will be applicable only to M. Sc. (Hons.) programmes. Comprehensive examination will consist of a written part followed by an oral part and cover both the major and minor field of studies after the completion of course work.

#### **3.2. Anti-Plagiarism Policy:**

The supervisor will check each of his post-graduate students' theses for plagiarism using the anti-plagiarism software. The concerned Chairperson will send the theses to the Director Advanced Studies through proper channel along with the Plagiarism/Similarity Index report and also a certificate stating that the thesis has been checked against the plagiarism and approved/cleared for submission if the similarity Index (excluding bibliography) is below 10% as already implemented.

#### **3.3. Documents Requirement for Submission**

- 1 One Copy of Approved Synopsis.
- 2 Notification of Approved Supervisory Committee & Research Title by DAS office.
- 3 One Soft Copy of Thesis on CD.
- 4 Two E-30 Form
- 5 Panel of Experts, with their fresh E-mail address and Consent letter.

4) **WITHDRAWAL AND CHANGING THE COURSE:**

When a course for which a student is enrolled, can not be offered according to the programme announced, he may take up an alternative course, but this must be done not later than 15 days after the date of Enrollment. All postgraduate students are required to submit their course work program (Proforma GS-12) to the Controller of Examinations through the Director, Advanced Studies by 8th week of the final semester.

A student may be allowed to change the course(s) within seven days of the commencement of the semester and to drop a course within five weeks of the commencement of the semester with the consent of the Advisory Committee/Authorized Officers of the University.

5) **DISCONTINUATION OF SEMESTER**

A student enrolled in a semester may discontinue his/her studies with the permission of a admission office due to illness duly certified by a Registered Medical Practitioner, countersigned by the University Medical Officer or under the circumstances beyond his/her control, to be determined in each case on a written application by the student. The respective Dean/Director of the Faculty/Institution/Division/Directorate concerned would duly notify this.

- If a student has passed the final examination of the previous semester with minimum GPA/CGPA required for the academic standard of the University to remain on roll, does not get enroll in the next semester, it will be assumed that he/she has availed discontinuation.
- The minimum period of discontinuation of studies by a student would be for one semester instead of one year but not exceeding two years for entire degree Programme.
- Discontinued period will not be counted towards academic residence.
- If discontinuation is prior to Enrollment in a semester, he does not have to pay the fees.
- HEC scholarship holder does not allow discontinuing more than six months

***IMPORTANT NOTE:***

***All the rules and regulations relating to the award of the degrees by PMAS-AAUR are subject to change at any time by the competent authority and shall be applicable with immediate effect and equally to all the students of the University.***